

University Teaching Awards Portal (UTAP)

User Manual for FTEC



Version History

Version No.	Revision Date	Updated By	Summary of Changes
1.0	12 Aug 2021		New Document

Table of Contents

1. Introduction.....	4
1.1 Background	4
1.2 Purpose	4
1.3 Definitions and Acronyms	4
2. System Functions	6
2.1 Login.....	6
2.2 Menu Bar	7
2.3 Home	8
2.4 Configuration	9
2.5 User Access	11
2.6 Evaluation	12
2.6.1. Search Application	13
2.6.2. List of Applications	14
2.6.3. Application Details	16
2.6.3.1. Staff Info	17
2.6.3.2. Award Type	17
2.6.3.3. Team Member	17
2.6.3.4. Teaching Portfolio.....	18
2.6.3.5. Teaching Statement.....	18
2.6.3.6. 3-minute Video	19
2.6.3.7. Supplementary Dossier / Other Relevant Information	20
3. References	22

1. Introduction

1.1 Background

Every year, the University calls for teaching awards applications (Outstanding Educator Award-OEA, Annual Teaching Excellence Award-ATEA, and Annual Digital Education Award-ADEA) which is open to all eligible NUS teaching staff.

Applications are submitted to the faculty members' Faculty Teaching Excellence Committees (FTEC) for review/selection for faculty level teaching awards (FTEA). FTECs will nominate selected FTEA winners for the University level teaching awards and submit to the University Teaching Excellence Committee (UTEC) chaired by SDPPVO, for review and selected for winner.

1.2 Purpose

This User Manual for University Teaching Awards Portal (UTAP) provides the system end-users (FTEC) a guide on how to use the system.

1.3 Definitions and Acronyms

S/n	Terms/Acronyms	Description
1	CDTL	Centre for Development of Teaching & Learning
2	UTEC	University Teaching Excellence Committee
3	FTEC	Faculty Teaching Excellence Committees
4	Applicant	All NUS teaching staff who submit applications.
5	FTEA	Faculty Level Teaching Excellence Awards
6	OEA	Outstanding Educator Award
7	ATEA	Annual Teaching Excellence Award
8	ADEA	Annual Digital Education Award
9	Year of Submission	Submission year of applications
10	FTEC Submission Period	Period that defined by UTEC for FTEC to submit short-list applications to UTEC.
11	Applicant Submission Period	Period that defined by faculty's FTEC for applicant to submit application.
12	FTEC Review Period	Period for FTEC to evaluate applications and nominate applications to UTEC.
13	Application Status	Status of application, which are <ol style="list-style-type: none"> 1. Draft 2. Submitted 3. Declined 4. University Teaching Award
14	Award Type	Type of Awards: <ol style="list-style-type: none"> 1. Outstanding Educator Award (OEA) 2. Annual Teaching Excellence Award (ATEA) 3. Annual Digital Education Award (ADEA)

S/n	Terms/Acronyms	Description
15	Award Category	Category of Award: <ol style="list-style-type: none">1. Individual2. Team Note: Only applicable for Award Type is ADEA/ATEA.
16	Award Subcategory	Subcategory of Award: <ol style="list-style-type: none">1. Innovative teaching in an online environment2. Developing and using digital technologies for teaching Note: Only applicable for Award Type is ADEA.

2. System Functions

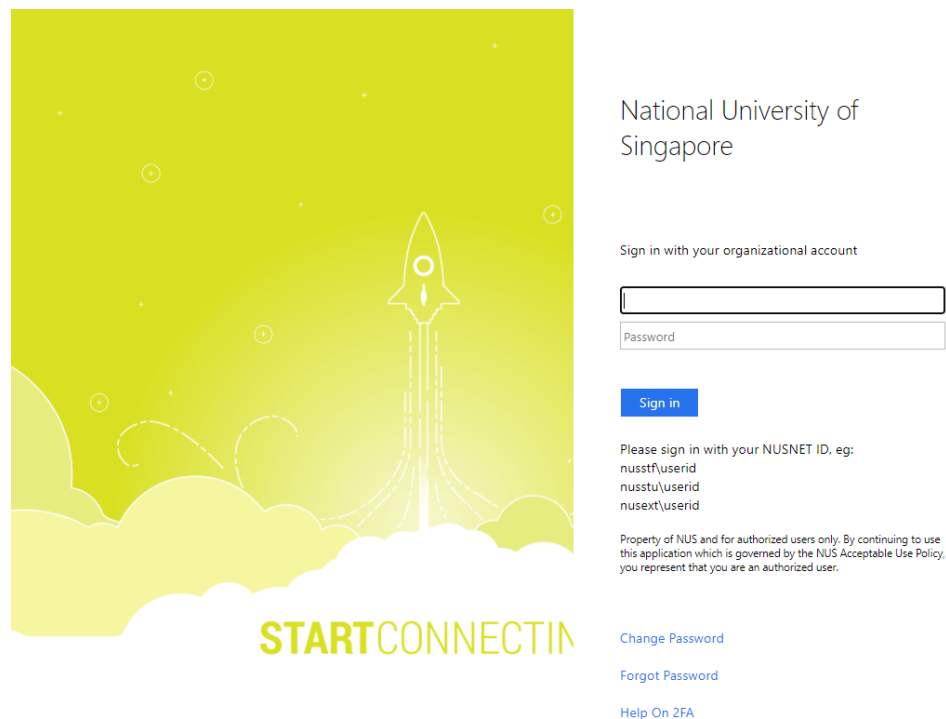
2.1 Login

Note: To access this system outside NUS, you need connect to nVPN (https://nusit.nus.edu.sg/services/wifi_internet/nvpn/).

University Teaching Awards Portal (UTAP) FTEC portal is accessible to NUS Staff who has been grant access as FTEC Admin, FTEC Chair or FTEC Member for that year of submission set by UTEC.

Follow the below steps to login:

1. Access this system at : <https://www.nus.edu.sg/utap>
2. ADFS page will be displayed.



3. Login using your NUSNET ID and password.
4. After login successfully, you will be redirected to “Home” page (refer to section 2.3)

2.2 Menu Bar



All pages in system will have a menu bar on the top of the page just below the NUS header which will have:

1. **Main Menu** options to navigate to each modules in system. Menus is different for each FTEC role:-

- a. FTEC Chair

- Home
- Final Submission to UTEC (**under construction**)
- Past Teaching Awards (**under construction**)

- b. FTEC Admin

- Home
- Configuration (of submission and review period)
- User Access
- Past Teaching Awards (**under construction**)

- c. FTEC Member

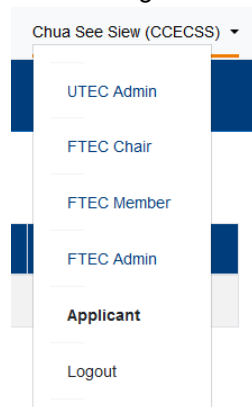


if FTEC Admin also participates in evaluation, he/she needs to grant him/herself the FTEC Member role.

- Home
- Evaluation
- Past Teaching Awards (**under construction**)

By clicking on any of these menus, you will be redirected to the respective page.

2. your **login user name** will be displayed at right-hand side, along with options for you to switch role and logout from system.



2.3 Home

Note: This page is accessible to all FTEC role.

After login successfully to system, you will be redirected to “Home” page, or click on “Home” in the menu bar. “Home” screen shown as below will be displayed.

The screenshot shows the Home page of the University Teaching Awards Portal. It includes the NUS logo, the Centre for Development of Teaching & Learning, a navigation menu with 'Home', 'Configuration', and 'User Access', and a user profile for Chua See Siew (CCECSS). The main heading is 'University Teaching Awards Portal' followed by 'Welcome'. A banner indicates the 'Year 2021 FTEC To UTEC Submission Period : 01/07/2021 - 12/09/2021'. Below this is a table with three columns: Faculty, Applicant Submission Period, and FTEC Review Period. A footer contains copyright information for the National University of Singapore and links for Legal and Branding guidelines.

Current Year of application submission as defined by UTEC

FTEC Submission Period for FTEC to submit nominated applications to UTEC

Faculty	Applicant Submission Period	FTEC Review Period
Fac of Arts & Social Sciences	24/07/2021 - 22/08/2021	01/09/2021 - 12/09/2021
Fac of Engineering	26/07/2021 - 26/08/2021	27/08/2021 - 01/09/2021
Fac of Science	21/07/2021 - 16/08/2021	17/08/2021 - 12/09/2021
Non-Faculty-Based Departments	23/07/2021 - 17/08/2021	18/08/2021 - 11/09/2021
School of Business	01/07/2021 - 24/07/2021	25/07/2021 - 30/08/2021
School of Computing	01/07/2021 - 15/07/2021	01/08/2021 - 31/08/2021
Yong Loo Lin School of Medicine	21/07/2021 - 31/07/2021	01/08/2021 - 12/09/2021

List of faculty with timeline set by FTEC Admin

Following information will be shown in the Home page:

1. “**Year**” which is the current year where applicants can start submission (usually in July/August), as defined by UTEC
2. “**FTEC Submission Period**” that defined by UTEC for FTEC to submit nominated applications
3. List of **faculties** with timeline as defined by the respective FTEC Admins.
Note: Only faculty that you have been granted access as some FTEC role will be displayed in list.

2.4 Configuration

Note: This page is only accessible by **FTEC Admin**.



This page is for FTEC Admin to configure window period for applicant to submit application to their faculty. **Only after** the applicant submission period is configure for a faculty, will the applicants be able to see the faculty appear in nominating faculty list when creating new application.

Configuration


Year of Submission	2021		
Faculty	<input style="width: 100%;" type="text" value="Fac of Science"/>		
FTEC Submission Period	From 1 July 2021 SGT To 12 September 2021 SGT		
Applicant Submission Period*	From	<input style="width: 150px;" type="text" value="21/07/2021"/>	To <input style="width: 150px;" type="text" value="10/08/2021"/>
FTEC Review Period	From 11 August 2021 To 12 September 2021		
<input style="margin-right: 10px;" type="button" value="Save"/> <input type="button" value="Reset"/>			

- To configure timeline, click on “Configuration” in the menu bar. The above “Configuration” screen will be displayed.

Note: when submission period is configured for the first time, “Applicant Submission Period” will show date format “dd/MM/yyyy” as below.

Configuration

Year of Submission	2021		
Faculty	<input style="width: 100%;" type="text" value="Fac of Law"/>		
FTEC Submission Period	From 1 July 2021 SGT To 12 September 2021 SGT		
Applicant Submission Period*	From	<input style="width: 150px;" type="text" value="dd/MM/yyyy"/>	To <input style="width: 150px;" type="text" value="dd/MM/yyyy"/>
FTEC Review Period	From To		
<input style="margin-right: 10px;" type="button" value="Save"/> <input type="button" value="Reset"/>			

2. Following fields will be displayed in this page:-
 - a. **Year of Submission** – Year that currently open for application submission by UTEC
 - b. **Faculty** which you has been granted access as FTEC Admin role will be displayed in dropdown list. Usually there is only one faculty name in the list.
 - c. **FTEC Submission Period** is period that defined by UTEC for FTEC to submit nominated applications
 - d. **Applicant Submission Period** for selected faculty.
 - e. **FTEC Review Period** for selected faculty. This period is auto calculated displayed based on “Applicant Submission End Date + 1” to “FTEC Submission End Date”.
3. To add/edit period, select “**Faculty**” and set “**Applicant Submission Period**” by click on calendar  icon. Then, click on “Save” button. Saved successfully message as below will be displayed.

Configuration is updated successfully.



4. To undo the changes, click on “Reset” button. “Applicant Submission Period” will be reset back to information that were previously saved.

2.5 User Access

Note: This page is only accessible by **FTEC Admin**.

This page displays list of FTEC users under faculties that you has been granted access as FTEC admin role.

Manage FTEC Member

Full text search:

S/N	Faculty ↕	NUSNET id ↕	Name ↕	Role ↕
1	Fac of Arts & Social Sciences	CCECSS	Catalina Travis	FTEC Administrator
2	Fac of Arts & Social Sciences	CCECSS	Catalina Travis	FTEC Member
3	Fac of Arts & Social Sciences	CCECSS	Catalina Travis	FTEC Chair
4	Fac of Arts & Social Sciences	XCHENG	Test Name XCHENG	FTEC Administrator
5	Fac of Arts & Social Sciences	XCHENG	Test Name XCHENG	FTEC Member
6	Fac of Arts & Social Sciences	XCHENG	Test Name XCHENG	FTEC Chair
7	Fac of Arts & Social Sciences	CCEV2444	Test Name CCEV2444	FTEC Administrator
8	Fac of Arts & Social Sciences	CCEV2444	Test Name CCEV2444	FTEC Member
9	Fac of Arts & Social Sciences	CCEV2444	Test Name CCEV2444	FTEC Chair
10	Fac of Arts & Social Sciences	TIAN.YJ	Josue Coleman	FTEC Administrator
11	Fac of Arts & Social Sciences	TIAN.YJ	Josue Coleman	FTEC Member
12	Fac of Arts & Social Sciences	TIAN.YJ	Josue Coleman	FTEC Chair
13	Fac of Arts & Social Sciences	FASCLK	Johanna Mcintosh	FTEC Administrator
14	Fac of Arts & Social Sciences	FASCLK	Johanna Mcintosh	FTEC Member
15	Fac of Arts & Social Sciences	PSYLLN	Giovani Ellis	FTEC Member
16	Fac of Arts & Social Sciences	FASLOYHC	Lorelei Gallegos	FTEC Member
17	Fac of Arts & Social Sciences	FASLOYHC	Lorelei Gallegos	FTEC Chair
18	Fac of Arts & Social Sciences	CDTHEAD	CDTHEAD	FTEC Administrator
19	Fac of Arts & Social Sciences	CDTHEAD	CDTHEAD	FTEC Member
20	Fac of Arts & Social Sciences	CDTHEAD	CDTHEAD	FTEC Chair

« 1 2 3 4 5 6 7 » 20 items per page ↕

2.6 Evaluation

Note: This page is only accessible by **FTEC Member**. If FTEC Admin also participates in evaluation, he/she also need to grant him/herself the FTEC Member role.

This page is for FTEC Member to search, view, export excel and download applications that created by applicant under faculty that you has been granted access as FTEC Member.

To access this page, click on "Evaluation" in the menu bar. "Evaluation" screen shown as below will be displayed.

Search Application

Award Type ADEA ATEA OEA

Nominating Faculty Fac of Arts & Social Sciences

Application Status
 Declined
 Draft
 Submitted
 UniversityTeachingAward

Estimated zip file size of selected applications: 0 bytes

Full text search:

■	Applicant NUSNET ID	Salutation	Name	Nominating Faculty	Department	Appointment Track	Award Type	Award Category	Award SubCategory	Year Of Submission	A
<input type="checkbox"/>	CDTKMHP	Miss	F186DE96E0 F22EBD9A82	Fac of Arts & Social Sciences	Centre for Devt. of Teaching & Learning	E&A (Executive)	Annual Teaching Excellence Award (ATEA)	Team		2021	S
<input type="checkbox"/>	FASLOYHC	Prof	Lorelei Gallegos	Fac of Arts & Social Sciences	Dean's Office (Arts & Social Sc.)	Tenure Track	Outstanding Educator Award (OEA)			2021	S
<input type="checkbox"/>	FASCLK	Prof	Johanna Mcintosh	Fac of Arts & Social Sciences	Dean's Office (Arts & Social Sc.)	E&A (Administrative)	Annual Teaching Excellence Award (ATEA)	Individual		2021	S

« 1 » 20 items per page

There are 2 sections in this page:

1. Search Application (refer to section 2.6.1)
2. List of Applications (refer to section 2.6.2)

2.6.1. Search Application

This section is for you to do search for current year applications, using a predefined set of filters.

There are two methods of search:

1. Search using search fields

- There are 3 search fields:
 - Award Type
 - Nominating Faculty – only faculty that you have been granted access as FTEC Member role will be displayed in dropdown list.
 - Application Status – “Submitted” application will be selected by default
- To search application, specify necessary search values and click on “Search” button. Matching applications will be displayed in the list below (refer to section 2.6.2).

2. Search using “Full text search”

Full text search:

- Fill in search value in “Full text search”. Applications in the list which match the searched text anywhere across the columns will be displayed. (refer to section 2.6.2)
- To restore the original search result, please clear the text in the input box.

2.6.2. List of Applications

Upon page load, this section already displays current year applications with status “Submitted” by default.

Export Excel Download Zip Estimated zip file size of selected applications: 0 bytes

Full text search:

<input type="checkbox"/>	Applicant NUSNET ID	Salutation	Name	Nominating Faculty	Department	Appointment Track	Award Type	Award Category	Award SubCategory	Year Of Submission	A
<input type="checkbox"/>	CDTKMHP	Miss	F186DE96E0 F22EBD9A82	Fac of Arts & Social Sciences	Centre for Devt. of Teaching & Learning	E&A (Executive)	Annual Teaching Excellence Award (ATEA)	Team		2021	S
<input type="checkbox"/>	FASLOYHC	Prof	Lorelei Gallegos	Fac of Arts & Social Sciences	Dean's Office (Arts & Social Sc.)	Tenure Track	Outstanding Educator Award (OEA)			2021	S
<input type="checkbox"/>	FASCLK	Prof	Johanna McIntosh	Fac of Arts & Social Sciences	Dean's Office (Arts & Social Sc.)	E&A (Administrative)	Annual Teaching Excellence Award (ATEA)	Individual		2021	S

< 1 > 20 items per page

- To view application details, click on particular record. “Application Details” page will be displayed. (refer to section 2.6.3)
- To export applications list to excel, click on “Export Excel” button. After excel file is downloaded successfully, a success message will show.

Export Excel Download Zip Estimated zip file size of selected applications: 0 bytes

Downloaded successfully.

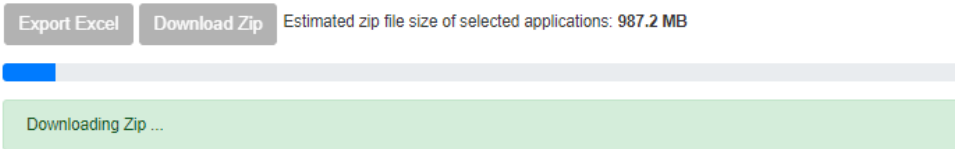
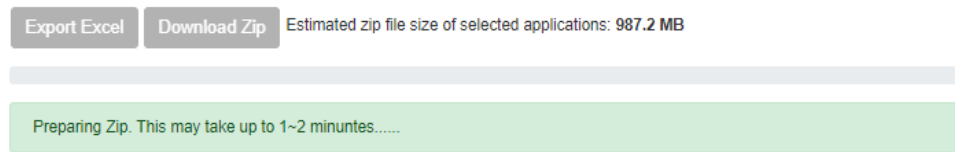
- To download applications, tick on checkbox for particular applications and click on “Download ZIP” button.

Note: Maximum zip file size of selected applications allow to download is 1GB. If you select more than 1GB file size, a red error message will display as below. “Download Zip” button will be disabled (grey color)

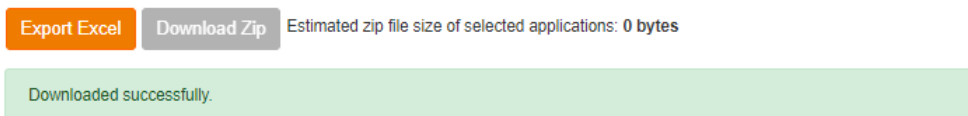
Export Excel Download Zip Estimated zip file size of selected applications: 1.2 GB

Selected applications have exceeded total file size limit of (1024 MB)

- a. While downloading the zip file, a progress bar will show as below.



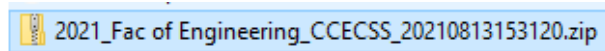
- b. After zip file is downloaded successfully, a success message will show.



Note: ZIP file structure and naming that downloaded as below:

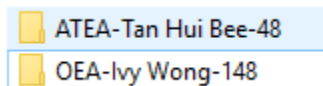
- i. ZIP file name:

[Year of Submission]_[Faculty Name]_[NUSNET ID]_YYYYMMDDHHMMSS



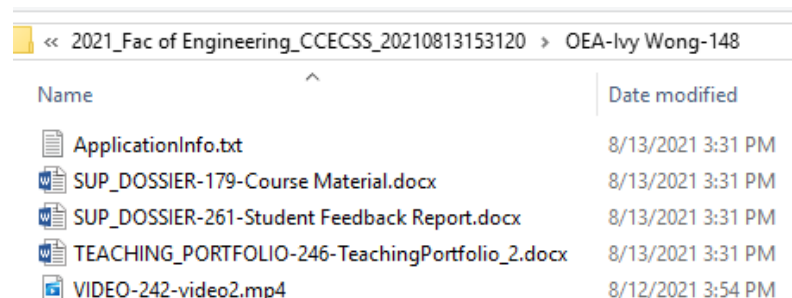
- ii. Each application's folder name in ZIP file:

[Award Type]-[Applicant Name]-[Application ID]



- iii. Application content files name in each application folder:

- Staff Info, Award Type, Team Member : ApplicationInfo.txt
- Teaching Portfolio : file name start with TEACHING_PORTFOLIO-[File ID]-[File Name]
- Teaching Statement : TeachingStatement.txt
- 3-minute Video : file name start with VIDEO-[Video ID]-[Video Name]
- Supplementary Dossier / Other Relevant Information : file name start with SUP_DOSSIER-[File ID]-[File Name]



2.6.3. Application Details

There are 8 sections in “Application Details” page:

1. Staff Info
2. Award Type
3. Team Member (only applicable for award type ADEA/ATEA and award category "Team")
4. Teaching Portfolio (only applicable for award type OEA)
5. Teaching Statement (only applicable for award type ADEA/ATEA)
6. 3-minute Video
7. Supplementary Dossier (only applicable for award type OEA)
8. Other Relevant Information (only applicable for award type ADEA/ATEA)

Application Details

Staff Info						
Name	F1FC50CF5A F2D3A86DA2					
NUSNET ID	BIZPN					
Staff No	10516					
Salutation	Assoc Prof					
Appointment Track	Educator Track					
Department	Dept of Strategy and Policy					
Faculty	School of Business					

Award Type	
Year of Submission	2021
Nominating Faculty	Fac of Science
Award Type	Annual Digital Education Award (ADEA)
Award Category	Team
Award Subcategory	Developing and using digital technologies for teaching
Application Status	Draft
Submission Deadline	10 August 2021 SGT
Last Updated	3 August 2021 09:41 SGT

Team Member						
S/N	Staff/Student No	Salutation	Name of Team Member	Department/Organization	Appointment Track	NUSNET ID
1		Miss	Tan Bee Bee	ABC		
2	10753	Prof	Todd Church	Office of the Deputy President(Res&Tech)	Practice Track	DCSLTY
3	A0182249Y		A0182249Y, Name	Fac of Arts & Social Sciences		E0308860
4	10753	Prof	Todd Church	Office of the Deputy President(Res&Tech)	Practice Track	DPRLTY

Teaching Statement
The University promotes teaching on campus through various teaching awards - the Outstanding Educator Award (OEA), the Annual Digital Education Award (ADEA), the Annual Teaching Excellence Award (ATEA), and the Honour Roll. These awards serve three important functions: (1) recognises teachers who excel in their profession, (2) indicates the importance that the institution accords to teaching, and (3) sends clear signals to the teaching community about what the institution regards as high quality teaching.

3-minute Video
Video.mp4 (136.2 MB)

Other Relevant Information			
S/N	Description	File Name	Date Uploaded
1	Course Material	CourseMaterial.docx (85.4 MB)	28 July 2021 15:55 SGT
2	Student Feedback Report	Student Feedback Report.docx (12.2 KB)	28 July 2021 16:28 SGT

2.6.3.1. Staff Info

This section displays staff information of applicant, based on their primary appointment as recorded in CHRS, as at the time application is created.

Staff Info	
Name	Kaden Wang
NUSNET ID	BIZPN
Staff No	10516
Salutation	Mdm
Appointment Track	Educator Track
Department	Dept of Strategy and Policy
Faculty	School of Business

2.6.3.2. Award Type

This section displays award details applied for this application.

Award Type	
Year of Submission	2021
Nominating Faculty	Fac of Science
Award Type	Annual Digital Education Award (ADEA)
Award Category	Team
Award Subcategory	Developing and using digital technologies for teaching
Application Status	Draft
Submission Deadline	10 August 2021 SGT
Last Updated	3 August 2021 09:41 SGT

2.6.3.3. Team Member

Note: only applicable for award type ADEA/ATEA and award category "Team"

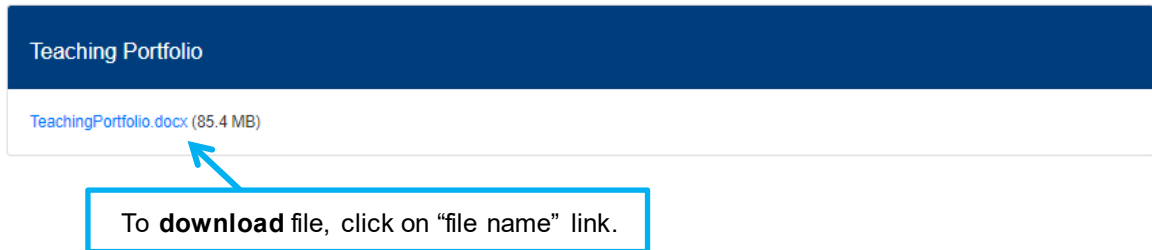
This section displays Team Member for this application. There are 3 types of team member, which are **NUS Staff**, **NUS Student** and **Others**.

Team Member						
S/N	Staff/Student No	Salutation	Name of Team Member	Department/Organization	Appointment Track	NUSNET ID
1		Miss	Tan Bee Bee	ABC		
2	10753	Prof	Todd Church	Office of the Deputy President(Res&Tech)	Practice Track	DCSLTY
3	A0182249Y		A0182249Y, Name	Fac of Arts & Social Sciences		E0308860

2.6.3.4. Teaching Portfolio

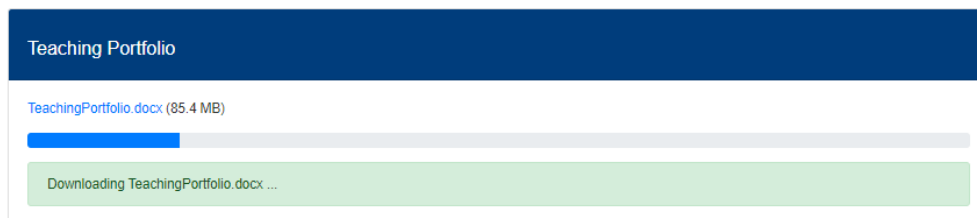
Note: only applicable for award type OEA.

This section displays “Teaching Portfolio” of application for award type OEA.



To **download** file, click on “file Name” link.

- a. While downloading the file, a progress bar will display as below.



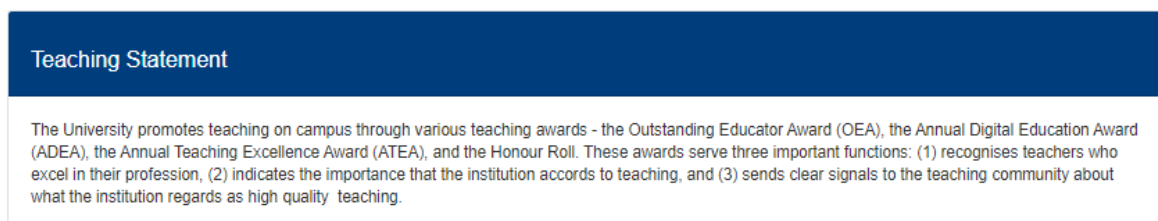
- b. After file downloaded successfully, a success message will display as below.



2.6.3.5. Teaching Statement

Note: only applicable for award type ADEA/ATEA. Teaching statement has a word count limit of 1500.

This section displays “Teaching Statement” of application for award type is ADEA or ATEA.



2.6.3.6. 3-minute Video

Note: This section is mandatory for award type ADEA. Maximum video size allowed is 500MB. Video formats allowed are .mp4, .wmv, .mov and .avi.

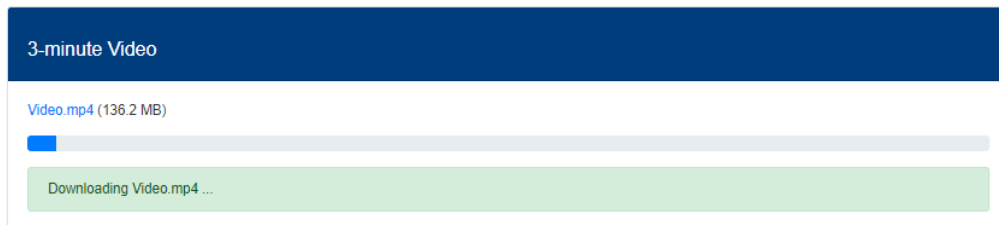
This section displays “3-minute Video” of application.



To **download** video, click on “file name” link.

To **download** video, click on “Video Name” link.

- a. While downloading the video, a progress bar will show as below.



- b. After video is downloaded successfully, a successful message will show.



2.6.3.7. Supplementary Dossier / Other Relevant Information

This section displays “Supplementary Dossier” or “Other Relevant Information” of application.

Supplementary Dossier is applicable to award type OEA.

To **download** file, click on “file name” link.

Supplementary Dossier			
S/N	Description	File Name	Date Uploaded
1	Course Material	CourseMaterial.docx (85.4 MB)	28 July 2021 15:55
2	Student Feedback Report	Student Feedback Report.docx (12.2 KB)	28 July 2021 16:28

Other Relevant Information is applicable to award type ADEA/ATEA

To **download** file, click on “file name” link.

Other Relevant Information			
S/N	Description	File Name	Date Uploaded
1	Course Material	CourseMaterial.docx (85.4 MB)	28 July 2021 15:55 SGT
2	Student Feedback Report	Student Feedback Report.docx (12.2 KB)	28 July 2021 16:28 SGT

To **download** file, click on the “file name” link..

- a. While downloading the file, a progress bar will show as below.

Supplementary Dossier

S/N	Description	File Name	Date Uploaded
1	Course Material	CourseMaterial.docx (85.4 MB)	28 July 2021 15:55
2	Student Feedback Report	Student Feedback Report.docx (12.2 KB)	28 July 2021 16:28

Downloading CourseMaterial.docx ...

- b. After file is downloaded successfully, a success message will show.

Supplementary Dossier

S/N	Description	File Name	Date Uploaded
1	Course Material	CourseMaterial.docx (85.4 MB)	28 July 2021 15:55
2	Student Feedback Report	Student Feedback Report.docx (12.2 KB)	28 July 2021 16:28

Downloaded successfully

3. References

S/n	Reference	Path / URL
1	CDTL home page	https://www.nus.edu.sg/ctl
2	Outstanding Educator Award (OEA)	https://www.nus.edu.sg/ctl/teaching-and-learning-quality/teaching-awards/types-of-awards/nus-outstanding-educator-award-(oea)
3	Annual Digital Education Award (ADEA)	https://www.nus.edu.sg/ctl/teaching-and-learning-quality/teaching-awards/types-of-awards/nus-annual-digital-education-award
4	Annual Teaching Excellence Award (ATEA)	https://www.nus.edu.sg/ctl/teaching-and-learning-quality/teaching-awards/types-of-awards/nus-annual-teaching-excellence-award
5	Honour Roll	https://www.nus.edu.sg/ctl/teaching-and-learning-quality/teaching-awards/types-of-awards/honour-roll