How to assess an assignment in OASES
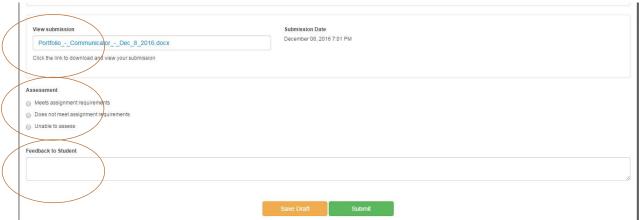
1. Log on to OASES: https://apps2.med.uoronto.ca/oases and enter your UTORid and password.

2. Click on **Begin New Assessment:**

3. From the drown-down list, select the assignment name (i.e. Thematic Reflection 1&2) and click on **Begin Assessment**:

4. Under the **View submission** section, click on the file to download and read the student's reflection:

5. After you have reviewed the assessment rubric (attached), grade the reflection by selecting one of the following options in the **Assessment** section:

   -Meets assignment requirements
   -Does not meet assignment requirements
   -Unable to assess

6. Add your feedback to the student in the *Feedback to Student* box.

7. Click on *Submit*.

8. **Delete** the students' submissions from your computer. **Please check your Downloads folder and empty your Recycle bin.**

To access your In progress or Completed assessments:

1. Select *In Progress* or *Completed* from the *In Progress/Completed* drop down list (see screen view on the previous page).

2. To open the assessment, click on *View Assessment & Feedback.*