

Assignment Administrator's Guide to Progress Reviews

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OASES – Assignment Administrator's Guide to Progress Review

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OASES Progress Reviews

Purpose

OASES provides a platform for Learners to upload their Progress Review file for review by an Assessor (usually the Learner's assigned Academy Scholar).

- Learners can log into OASES to view their uploaded submissions at any time, as well as view feedback submitted by Assessors.
- Assessors can approve or request revisions.
- Once an Assessor has approved a Progress Review, feedback comments and the final uploaded Progress Review file are viewable in Learner Chart.

The OASES Progress Review process:

STEP	ROLE	PROCESS
1	Assignment Administrator	Sets up the Progress Review
2	Assignment Administrator	Enrolls Learners and Assessors
3	Learner	Submits Progress Review file
	System	Locks the upload Emails Assessor
4	Assessor	Reviews the Progress Review file and provides feedback
5	System	Assessor's review is Locked
Approved: YES	System	Exports feedback & approved progress review file to Learner Chart
Approved: NO	Assessor	Requests revision from Learner -> see next step
	System	Emails Learner -> return to Step 3

Other processes:

Learner wishes to resubmit a progress review file

STEP	Role	PROCESS DETAILS
3A	Learner	Requests Unlock to re-submit Progress Review file
ЗB	Assignment Administrator	Unlocks Learner submission -> continue to step 3

Assessor wishes to unlock to provide additional comments, or change decision

STEP	Role	PROCESS DETAILS
5A	Assessor	Requests Unlock to re-submit Review
5B	Assignment Administrator	Unlocks Assessor Review -> continue to Step 4

The OASES Progress Review - Process Map



1. Initial Setup of Progress Review:

Log into OASES	Log into OASES at: https://apps2	2.med.utoronto.ca/oases/			
	UNIVERSITY OF TORONTO weblogin				
This will redirect to a UofT	The resource you requested requires you to authenticate.	Steps you can take to protect	your account:	:	Protect Your Account
Weblogin page.		Before you begin, make sure the v starts with:	veblogin page (U	RL)	What is weblogin?
to use OASES otherwise you will	Password	https://weblogin.utoronto.ca/	iversity of Toronto	o security	How to Log Out
not be able to login.)	Log in 💿	certificate:	« Select your browse	r to see how	Password Login Problems
Enter your UTORid and Password.	Forgotten Password?	When using a public computer, <u>clo</u>	ose all windows a	nd exit	Finding Help
	Alert: Completely exit your web browser when you are finished.	Keep your password a secret at a Tip: U of T will never ask for your passw information by e-mail.	II times ord or other persona	al	Protect Your Email
			Site F	eedback Accessibilit	y 🛛 © University of Toronto
After logging in, the OASES homepage will be displayed. Click: Manage Assignments	Home Manage Assignments Administration +	Online Assignment Submission and Evaluation System			Howard Chow +
	Home Manage Assignments Administration +	Online Assignment Submission and Evaluation System			Howard Chow +
Existing Assignments will be displayed.	Manage Assignments				
Click: [Add] to create a new	Assignments				Add
assignment.	Assignment Name	Due Date	Course	Academic Year	Delete
	Peer Assignment	2015-07-15 15:00 PM	DisCo	2015-2016	×
	Default Anonymous Grading	2015-07-15 16:45 PM	DisCo	2014-2015	×
Click: on drop downs to select					
Course: Progress Review	Add Assignment				×
* Progress Review must be selected.	Progress Review Academic Year Please select an Academic Year				→ * → *
Academic Year:	Assignment lame				

Enter Assignment Name in the

text field.

		141
Example:	Add Assignment Course Progress Review Academic Year 2017-2018 Assignment Name PR-test Howard7	
	Character States	
Setup as follows:	i koniz indelage neggi intelita indulitatea zooni -	T Remain Group +
Active -> Yes	PR-test-Howard7	Downicad template Upicad Enroltments
Due Date -> Set date and time (in the future)	Progress Equiview 2017-2015 Details Assignment Status Upload Enrollments Log Currhollum IDs Active © Yes © No Drue Data	
NOTE: The due date set should be set to the <u>latest</u> date possible. This is to	2017-08-09 14:00 PM Program Year Year 2	▼
accommodate the time required for Learners to meet with Academy Scholars, review	Academic Year 2017-2018 Student Instructions B J I III III III IIII IIII IIIIIIIIIII	•
Program year -> Use drop down to select	Please upload a file.	
Student instructions -> add your text here	Assessor Instructions	
Assessor instructions -> add your text here	B I III IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	
Click: [Save]		
	Save	

This confirmation message will appear.		been successfully updated		
Click: Download Template		OASES		
This is a copy of a blank template	Home Manage Assignments Administration -	Online Assignment Submission and Evaluation System		Howard Chow +
file (Excel 2003 file with ".xls") that is required to enroll Assessors and Learners.	PR-test-Howard7		MedSiSExport Download temptate	Upicad Enrollments
	Progress Review. 2017-2018			

The Enrollment File:

- 1. Download a blank Enrollment Template from OASES when setting up an Assignment (this is an Excel 2003 file with ".xls").
- 2. Click to open the blank template, then add Assessors and Learners. For Progress Reviews, a specific Assessor MUST be assigned to each Learner (one Assessor can be assigned to more than one Learner).

NOTE: Information in the Enrollment file must be complete and accurate (ie. Name, UTORid, Email, Student#, must match University records). If there are any errors, the upload will *FAIL*. Contact the MedIT if you require assistance.

For each Learner, the following fields are required:	For each Assessor , the following fields are required.			
First Name	First Name			
Last Name	Last Name			
UTORID	UTORID			
Email	Email			
Student #	Assessor Role (mark with an x)			
Student Role (mark with an x)				
Direct Assessor (assigned Assessor's UTORID)				

Г

For Example:

							R	oles			
	A	В	С	D	E	F	G	Н	1	J	K L
	1 First Name	Last Name	UTORID	Email	Student #	CPSO	Student Role	Assessor Role	djudicator Role	Peer Group	Assessor Group Direct Assessor
Assessors 🏓	2 PP	Scholar	qq203428	ppscholar@discoverycommons.ca				x			Specific Assessor
	3 Will	Ryker	qq210761	will.ryker@discoverycommons.ca				x			Assigned
	4 PP	Learner	qq203373	pplearner@discoverycommons.ca	203373		х				qq203428
Learners 🔿	5 Sara	Connor	qq210760	sara.connor@discoverycommons.c	190139		х				qq210761
							1		J		

3. Save the file and Upload as below.

Click on the [Upload Enrollments] button to upload an enrollment file (Must	Online Assignment Submission and Evaluation System	Howard Chow -
be in Microsoft Excel format 1997-2003 with ".xls" extension).	PR-test-Howard7 Progress Review: 2017-2016	Upload Enrollments

	Online Assignment Submission and Evaluation System	
Click: [Browse]	Home Manage Assignments Administration -	Howard Chow +
Select your Enrollment file.	PR-test-Howard7 / Upicad	
Click: [Upload]		
	Upload	

		Oral ASEES Online Assignment Submission and Evaluation System					
	Home Manage	Assignments Administration +	c	nu Evaluation System	Howard Chow -		
Example:	PR-test-Howard7 /	Upload					
	Upload						
	Browse PR-T	EST-howard1.xls					
	Upload						
"Upload Result: Success"			(MASES			
This is what you want to see! :D			Or	Inine Assignment Submission			
	Home Manane	Accimments Administration -		and Evaluation System	Howard Chow-		
"Rows Read From File" and	interest interest.	terginizite (termineterer)			a contrato serveri		
Falled Rows will display.							
Failed Rows should = 0: if there							
are failed rows, then check the	Upload Result: Success						
excel file for errors.	A III rows successfully processed						
			_				
Possible errors:	Rows Read From	File 🚺					
Incomplete information.	Falled Rows	0					
Role column is not indicated.	Pouré	UTOPID	-	Address			
	2	00203428	wassafia	Add the user: Create the enrollment			
///////////////////////////////////////	3	qq210761		Add the user; Create the enrollment			
For any Failed upload, no data	4	qq203373		Add the user; Create the enrollment			
will be transmitted. Errors	5	qq210760		Add the user; Create the enrollment			
must be corrected and the file							
re-uploaded.							

Once an Enrollment file has been successfully uploaded, the Assignment is ready for use.

Scenarios:

- (i) Learner request **before** Assessor has reviewed their submission.
- (ii) Learner request after an Assessor has requested a revision, but <u>before</u> their re-submission has been re-reviewed.

LEARNER submits PR file	System locks file and emails Assessor	LEARNER requests Unlock to re-submit PR file	ASSIGNM ADMINISTR Unlocks Le submiss	ENT AATOR armer ion	System emails Learner
Log into OASES	Log into OASES at: http://oases	.med.utoronto.ca			
Click: Manage Assignments	Home Manage Assignments Administration -	Online Assignment Submission and Evaluation System			Howard Chow +
	Home Manage Assignments Administration +	Online Assignment Submission and Evaluation System			Howard Chow +
Select an Assignment	Manage Assignments				Add
Example: PR-test-Howard7	Assignments				
	Assignment Name	Due Date	Course	Academic Year	Delete
	PR-test-Howard7	2017-08-09 14:00 PM	Progress Review	2017-2018	×
	PR-test-Howard8	2017-08-10 13:55 PM	Progress Review	2017-2018	×
	PR-test-Howard9	2017-08-09 14:28 PM	Progress Review	2017-2018	×

	Contine Assignment St and Evaluation St	ES Submission System
Click: Assignment Status	Home Manage Assignments Administration - PR-test-Howard7 Prograss Review 2017-2018 Debilis Assignment Status Uptad Enroltments Log Curriculum IDs Active @ Yes @ No Due Date 2017-08-09 14:00 PM Prograsm Year Year 2 Academic Year 2017-2018	NedSiSEiport Download template Upload Enrollments

	Des serves Desdents 2017 2018			
	Details Assignment Status Upload Enrollments (on Curriculum IDs		
		Adulation	Dina Dala	
Scroll through the list of	Search Any	Any Any	Any STUDENT	GReset
Learners.	Total number of records found: 📀			
Or				
Or	Student Name: PP Learner (pplearner@disc	overycommons.ca)		0 ,
In the Search field enter			Direct Assessor: PP Scholar (qq203428)	Adjudication Off
Name LITORid Student #	Student #: pressy			
or Fictional #	Fictional Student #	Submitted	Dunlocked & Unassign Incomplete	
Then proce the "Enter"		Dunlocked		
hutton on your keyboard		Delete		
button on your keyboard				
Locate the Learner in the	Student Name: Sara Connor (sara connord)	discoverycommons.ca)		
list. Check the status of				
their submission by			Direct Assessor: Will Ryker (qq210761)	Adjudication Off
clicking on the groon	Student #. Rausz	Submitted		
Culcking on the green	Fictional Student # ####\$\$2288			
Submitted box.		Lunicocked Punflagged		
		10 Delete		
	View and State on the			
If the Feedback field is	Submission			:3
empty, it means this	Assignment Name	Student Name PP Learner	Student Number 203373	Statua
submission has not been	PR-test-Howard7			Submitted
reviewed yet.	Assignment Instructions			
	brease choose			
This is Scenario (i)	prese upos		Faathark	
This is Scenario (i) Learner request <u>before</u>	preve upose		Feedback	
This is Scenario (i) Learner request <u>before</u> Assessor has reviewed	Pending review Filesame: PR-TEST-power1 ppf	Ŧ	Feedback	
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	Student Name: PP Learner (pplearner@discoverycommons.ca)		•
Learner's submission is now "Incomplete". They can upload another file.	Student #: 201372 Fictional Student #: 194497248 UTORid: @0501272	Direct Assessor: PP Scholar (qq203428)	Off
Let's perform the same operation on a different Learner	Progress (swww.2012018) Details Asignment Static Upbad Enrollments Log Curnoulum IDs Name, UTORixi, Sucert # Fictional # Assignment Assessment Adjudication Student Name: PP Learner (pplearmer@discoverycommons.ca) Image: Control of the sense Student R summer Student R summer Fictional Sucert # summer Curnoulum IDs	Flag Role Any STUDENT CReset Direct Assessor: PP Scholar (qc203428) Autocided Uncoded Uncoded Uncoded	0ff
	Student Name: Sara Connor (sara.connor@discoverycommons.ca)	Direct Assessor: Will Ryter (qq210761) Adjustication	
Comments in the Feedback area indicate a revision was requested by the Assessor.	Submission Assignment Name: Bludent Name: PR-test-Howard7 Bara Canner Assignment Instructions	Budari Numbar 199128	3 Basha Buamined
This is Scenario (ii) Learner request after an Assessor has requested a revision, but <u>before</u> their re- submission has been	pieze upload Pending review Filename: PR-15573 Incard2 per Upload date: August 18, 2017 11 33 AM	Feedback Will Ryter August 16, 2017 11:31 AM Please review. More detail required.	
It is OK to unlock this submission.	Filename: PR-TEST2-rowerd1.ppt Upload date: August 10, 2017 11:30 AM Statue: Revision requested	<u>₹</u> .	
	Student Name: Sara Connor (sara.connor@discoverycommons.ca)		× ,
Under Direct Assessor: Click: [Incomplete]	Student #: 1140152 Fictional Student #: 1144015255 UTORid: @dz15766	Direct Assessor: Will Ryter (qq210781) Complete Unlocked Unlocked Unassign Incomplete	mo

	Assessment			×
	AssignmentName PR Test-Howard18	Student Name: Sara Connor	Sudert Number 199135	Status X in Progress
	Assignment instructions Nectors pa			
	Pending review		Feedback	
In the Feedback to	Filename:	_	Will Ryter August 16, 2017 11.31 AM	
Student textbox, enter	Pri-i Esi Iz-howardz por Upiced date: August 16, 2017 11:33 AM	*	Please re-vise. More detail required.	
comments. (ie. "Learner initiated request to re-submit PR file") Click: [Request revision]	P 10 10 10 10 10 10 10 10 10 10 10 10 10 1			
	Fiename: PR-TEST2-howard adf			
	Uprove della: August 16, 2017 11:30 AM Bibliut: Revision recyclined	*		

	Student Name: Sara Connor (sara.connor@discoverycommons.ca)				٥,
Learner's submission is now "Incomplete". They can upload another file.	Student # 19970 Pictoral Student # 199482200 UTORIC 19938	Hincomplete	Direct Assessor: Will Ryker (qq210761)	Adjustation	HC

5A+5B. Unlock Assessor's review



Academic Year 2017-2018

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	OASES Online Assignment Submission and Evaluation System		
	Home Manage Assignments Administration - Howard Chow -		
	PR-test-Howard7 Uptcad Errollments		
Scroll through the list of Learners.	Details Assignment Status Upload Enrollments Log Curriculum IDs Name UrDBit Strivert # Fictional # Assignment Assessment Anticipation File Stole		
Or	Search Any Any Any STUDENT CReset		
In the Search field enter	Total number of records found.		
Name, UTORid, Student #	Student Name: PP Learner (pplearner@discoverycommons.ca)		
or Fictional # Then the "Enter" button on your keyboard	Student # azora Fictional Student # texemode Fictional Student # texemode		
Then select the Learner by clicking the Cog icon to	UTORix Concess		
the far right of the Learner's name	Student Name: Sara Connor (sara.connor@discoverycommons.ca)		
	Student # _ ource		
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	@ Delta		
	Student Name: Sara Connor (qq210760)		
Under Direct Assessor: Click: [Locked]	Budent # mm Direct Assesser: Will Ryter (reg210761) Adjudication Off Federal Student # pression Bit Cocked # Unassign Plans Off		
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Click: [Confirm]	Toggle assessor IDCK		
	Confirm		
Direct Assessor is now "Unlocked"	Student Name: Sara Connor (qq210760)		
Click the "y" in the upper	Student # INTER		
right corner to close the window.	Fredonal Student # stream Submitted Indicated P Unassign Incomplete UTORd: geptine In Locked If Unfagged Incomplete		
The Assessor can now revise their Review.			