Assignment Administrator's Guide to Progress Reviews

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OASES – Assignment Administrator's Guide to Progress Review

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
3B	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
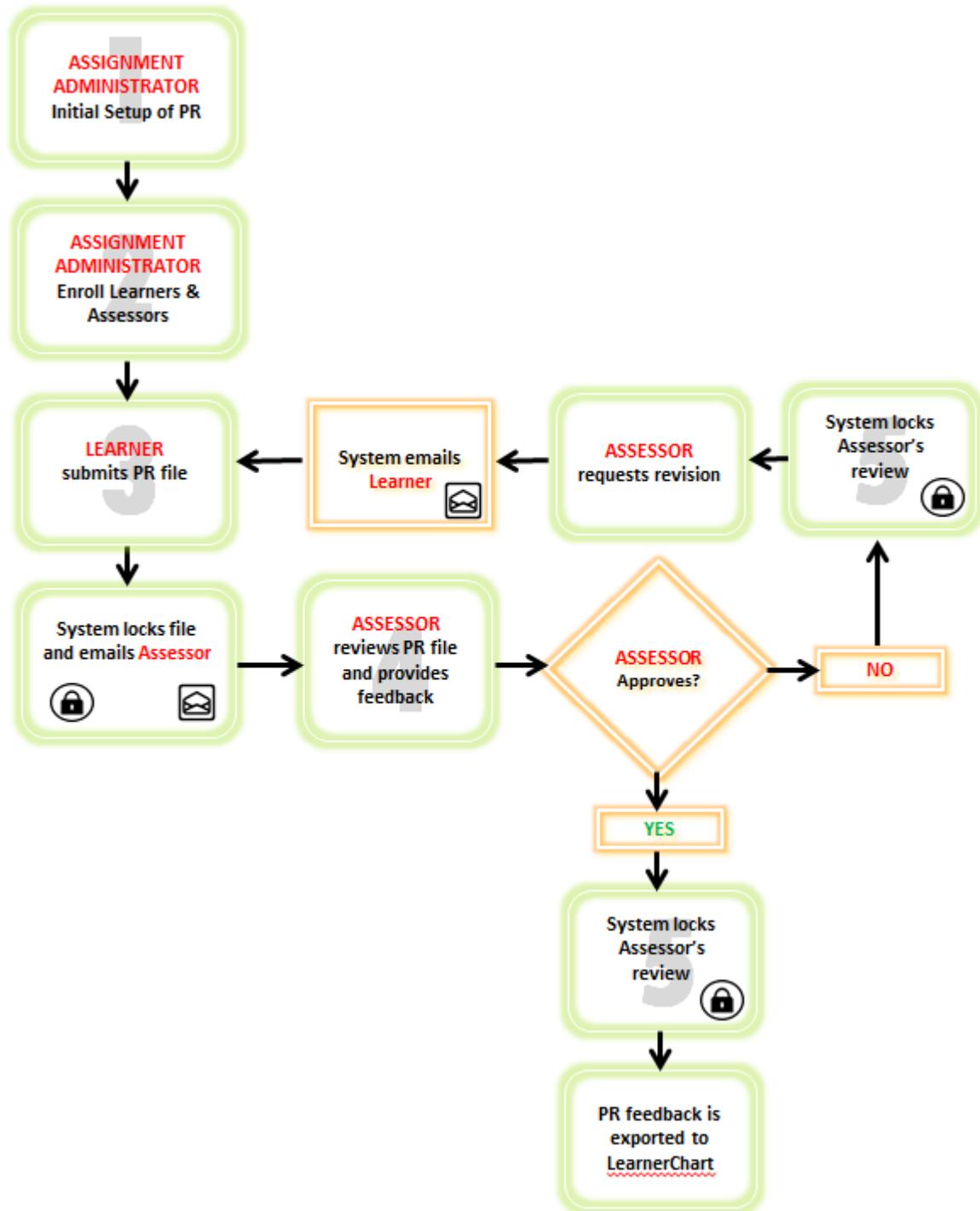
1. Initial Setup of Progress Review:

Log into OASES	Log into OASES at: https://apps2.med.utoronto.ca/oases/

This will redirect to a UofT weblogin page.

(NOTE: You must be pre-registered to use OASES otherwise you will not be able to login.)

Enter your UTORid and Password.

After logging in, the OASES homepage will be displayed.

Click: **Manage Assignments**

Existing Assignments will be displayed.

Click: **[Add]** to create a new assignment.

Click: on drop downs to select

Course: Progress Review

*Progress Review must be selected.

Academic Year:

Enter Assignment Name in the text field.

Click: [Save]	

Example:	

Setup as follows: Active -> Yes Due Date -> Set date and time (in the future) *NOTE: The due date set should be set to the latest date possible. This is to accommodate the time required for Learners to meet with Academy Scholars, review feedback and make revisions...* Program year -> Use drop down to select Student instructions -> add your text here Assessor instructions -> add your text here Click: [Save]	
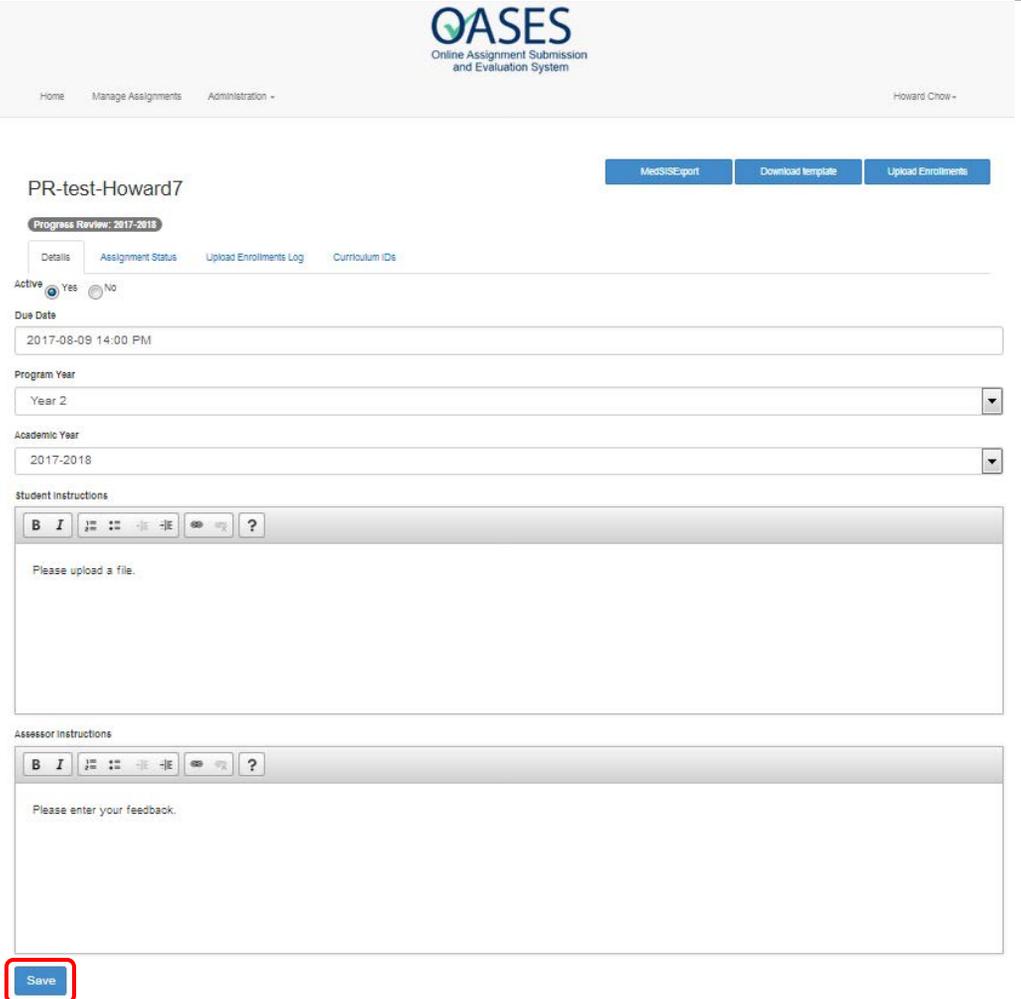
This confirmation message will appear.	Assignment has been successfully updated
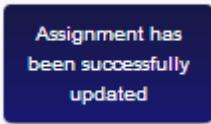
Click: Download Template This is a copy of a blank template file (Excel 2003 file with ".xls") that is required to enroll Assessors and Learners.	
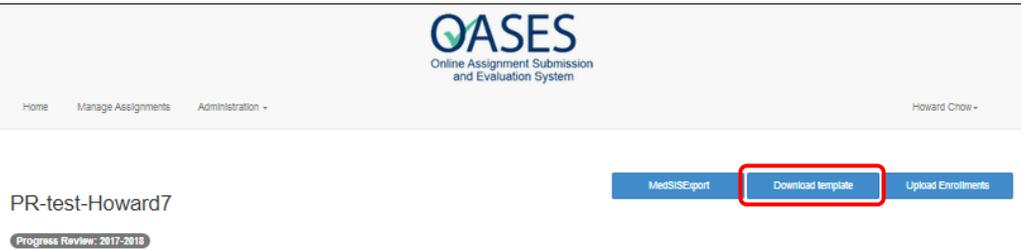
2. Enroll Learners and Assessors

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)	

For Example:

3. Save the file and Upload as below.

Click on the **[Upload Enrollments]** button to upload an enrollment file (Must be in Microsoft Excel format 1997-2003 with ".xls" extension).	

Click: [Browse…] Select your Enrollment file. Click: **[Upload]**	
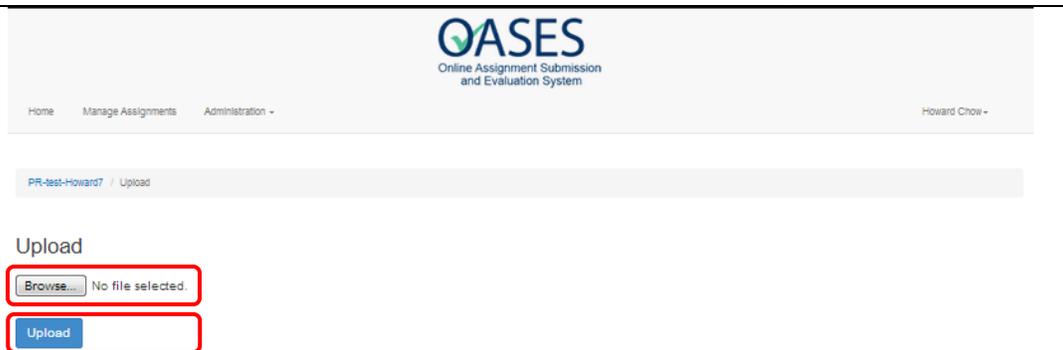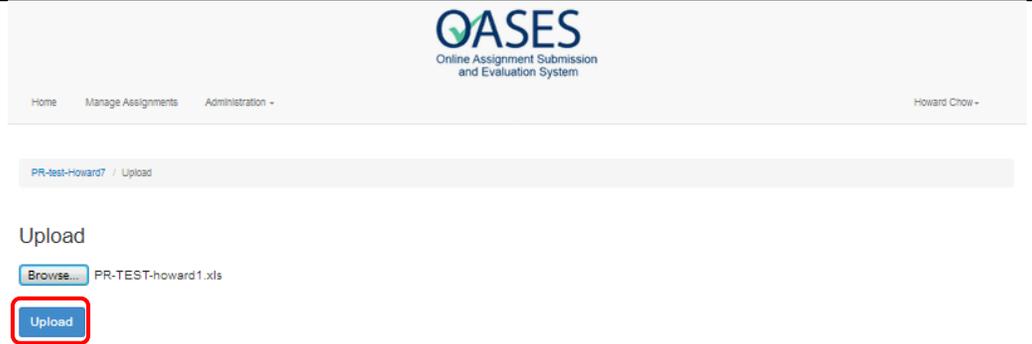
Example:	
"Upload Result: Success" *This is what you want to see! :D* "Rows Read From File" and "Failed Rows" will display. Failed Rows should = 0; if there are failed rows, then check the excel file for errors. Possible errors: Incomplete information. Role column is not indicated. Learners are not assigned an Assessor. *For any Failed upload, no data will be transmitted. Errors must be corrected and the file re-uploaded.*	
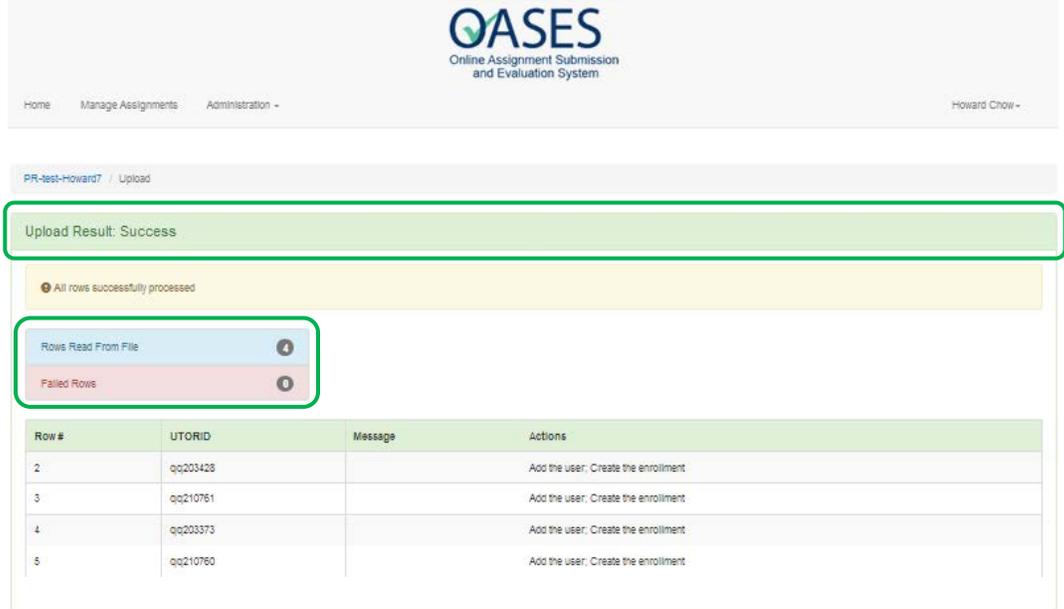
Once an Enrollment file has been successfully uploaded, the Assignment is ready for use.

3A+3B. Unlock a Progress Review submission

Scenarios:

(i)   Learner request <u>before</u> 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.

Log into OASES	Log into OASES at: http://oases.med.utoronto.ca
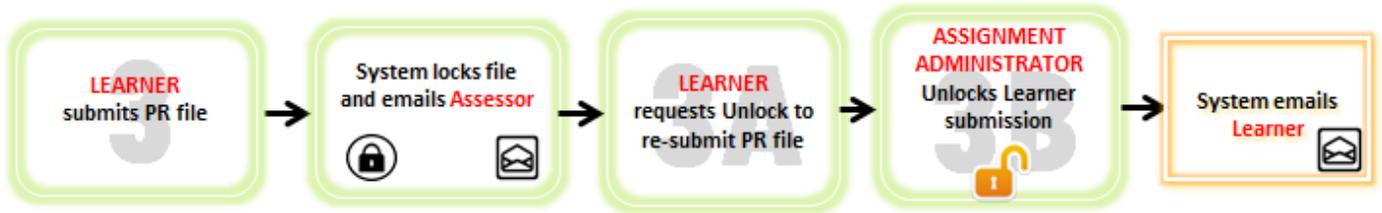
Click: **Manage Assignments**	

Select an Assignment Example: **PR-test-Howard7**	
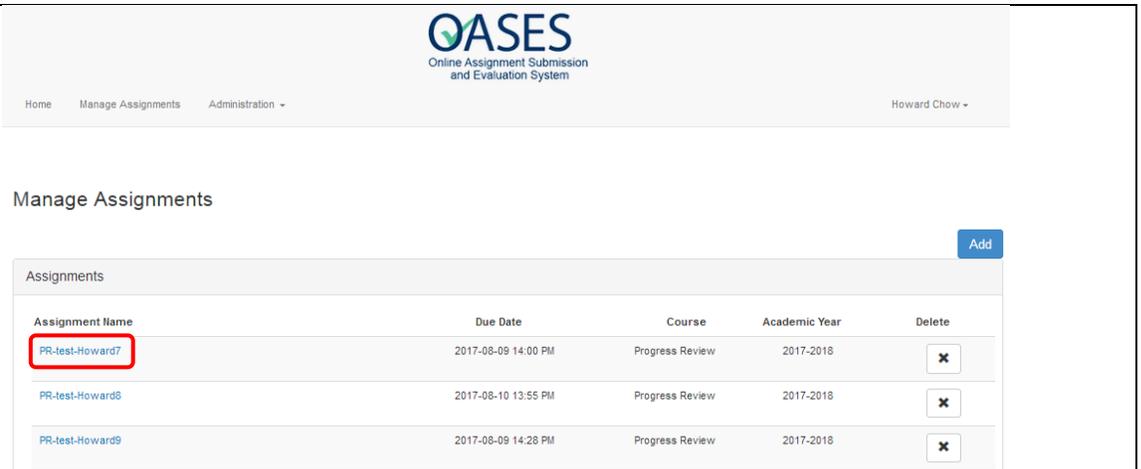
Click: **Assignment Status**	
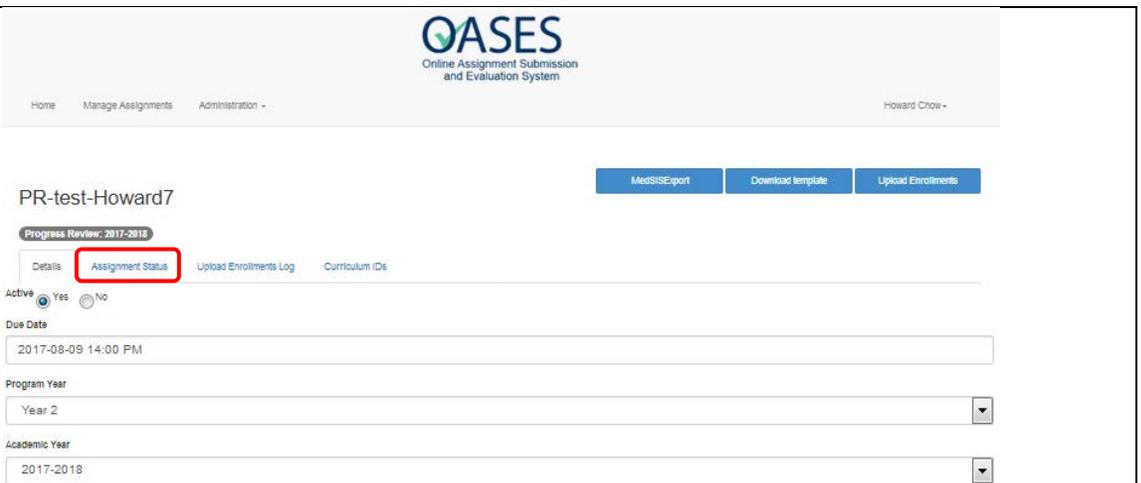
Scroll through the list of Learners. Or In the Search field enter Name, UTORid, Student # or Fictional #... Then press the "Enter" button on your keyboard Locate the Learner in the list. Check the status of their submission by clicking on the green Submitted box.	
If the Feedback field is empty, it means this submission has not been reviewed yet. This is Scenario (i) Learner request **before** Assessor has reviewed their submission. It is OK to unlock this submission.	
Under Direct Assessor: Click: [Incomplete]	
In the Feedback to Student textbox, enter comments. (ie. "Learner initiated request to re-submit PR file") Click: [Request revision]	

Learner's submission is now "Incomplete". They can upload another file.	
Let's perform the same operation on a different Learner… Click: **[Submitted]**	
Comments in the Feedback area indicate a revision was requested by the Assessor. *This is Scenario (ii) Learner request after an Assessor has requested a revision, but **before** their re-submission has been re-reviewed.* It is OK to unlock this submission.	
Under Direct Assessor: Click: **[Incomplete]**	

In the Feedback to Student textbox, enter comments.
(ie. "Learner initiated request to re-submit PR file")

Click: [Request revision]

Assessment

Assignment Name: | Student Name: | Student Number: | Status
PR Test-Howard18 | Sara Connor | 190135 | ✖ In Progress

Assignment instructions

feedback pls

Pending review

Filename:
PR-TEST2-howard2.pdf

Upload date: August 16, 2017 11:33 AM

Feedback to Student

| B | I | ≣ | ≣ | ← | → | ? |

Learner initiated request to re-submit PR file

Feedback comments must be provided when reviewing a learner's progress.

Request revision   Approve

Filename:
PR-TEST2-howard1.pdf

Upload date: August 16, 2017 11:30 AM
Status: Revision requested

Feedback

Will Ryker August 16, 2017 11:31 AM

Please re-vise. More detail required.

Learner's submission is now "Incomplete". They can upload another file.

Student Name: Sara Connor (sara.connor@discoverycommons.ca)

Student #: 190135
Fictional Student #: 1044632288
UTORid: qq210761

✖ Incomplete

🔒 Unlocked   🏷 Unflagged

Direct Assessor: Will Ryker (qq210761)

🔒 Unlocked   🔗 Unassign   Incomplete

Adjudication   Off

5A+5B. Unlock Assessor's review

NOTE: Only an Assessor can request an Unlock of their own review.
At no time should an Assignment Administrator unlock an Assessor's review if requested by a Learner.

Log into OASES	Log into OASES at: http://oases.med.utoronto.ca

Click: **Manage Assignments**	

Select an Assignment Example: **PR-test-Howard7**	

Click: **Assignment Status**	

Scroll through the list of Learners.

Or

In the Search field enter Name, UTORid, Student # or Fictional #...
Then the "Enter" button on your keyboard

Then select the Learner by clicking the Cog icon to the far right of the Learner's name

Under Direct Assessor:
Click: [Locked]

Click: [Confirm]

Direct Assessor is now "Unlocked"

Click the "x" in the upper right corner to close the window.

The Assessor can now revise their Review.