UNIVERSITY OF TORONTO
FACULTY OF MEDICINE

OASES
Online Assignment Submission and Evaluation System

Assignment Administrators Guide

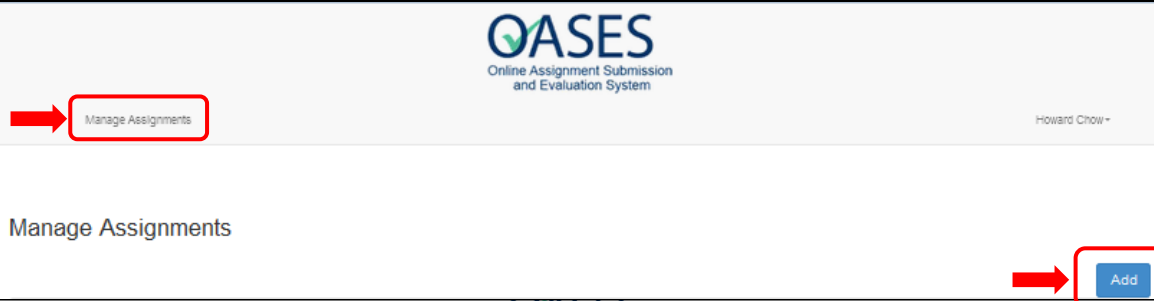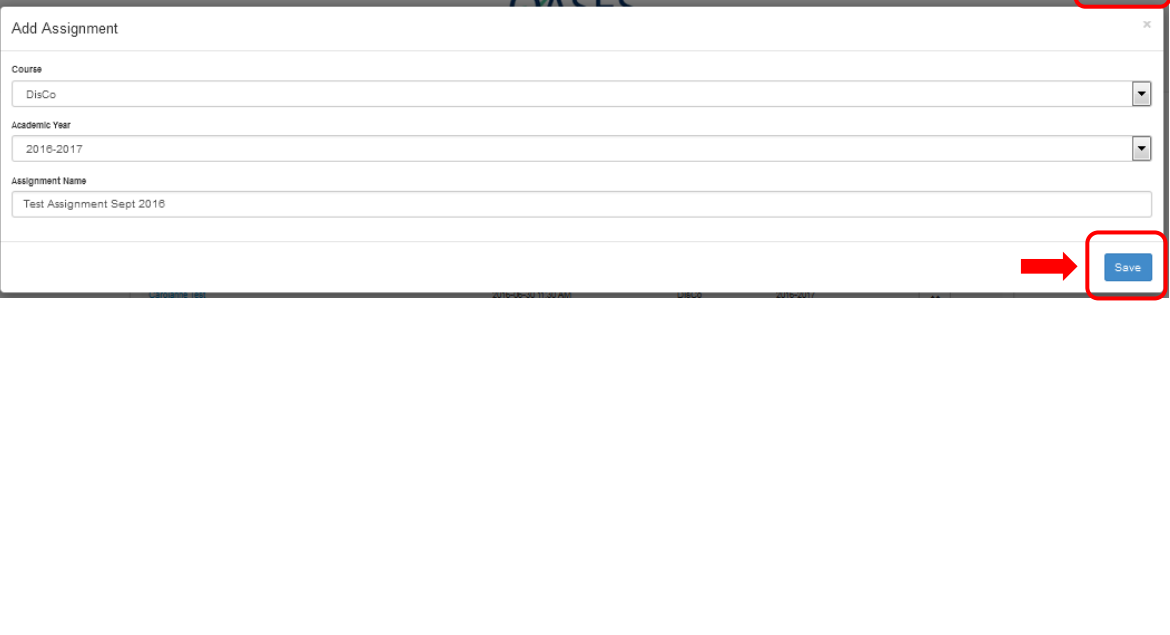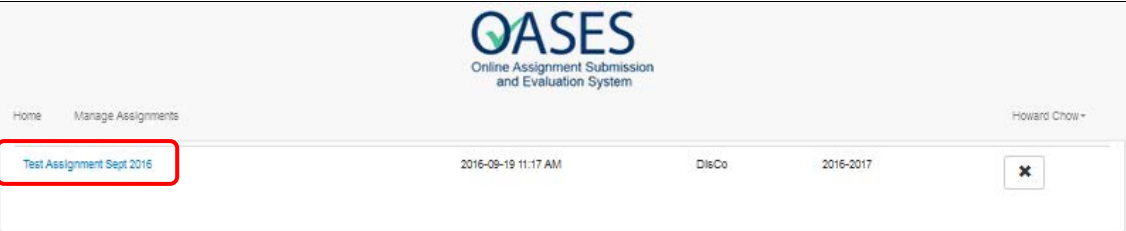# OASES – Assignment Administrators Guide

Setting up an Assignment

NOTE: Steps where action is required are indicated by red arrows.

STEPS:
1. Login to OASES and Add Assignment
2. Upload the Enrollment file (Assessor/Adjudicators/Learners) in Excel format (xls).

   Post Assignment deadline:
3. (a) Enable access to Assessors
   (b) Enable access to Adjudicators
   (c) Enable access to Assessors to change rating and feedback
4. Enable link to Learnerchart

Step 1:	**Log into OASES** **http://oases.med.utoronto.ca** *You will be redirected to the login page* Enter your UTORid and password
Click on "Manage Assignments" Then [Add]	
The "Add Assignment" windows will open. Course -> use the drop down menu and select Academic Year -> use the drop down menu and select Assignment Name -> type the name of your Assignment Click [Save]	
Click on your Assignment name to continue setup	

Standard settings:

1. Active -> Yes

2. Assessment type ->
   - Pooled Assessment (assessors not assigned)
   - Direct Assessment (assessors assigned)

3. Set Due date

Anonymous Grading default setting is "Yes"

4. Use drop down boxes to set
   - Program Year

5. Assessment Count: recommended number of assessments (for pooled assessments).

6. Maximum Assessment Count: maximum number of assessments that can be completed.

7. MedSIS Report Label: Label for column in MedSIS to facilitate uploading results to MedSIS

8. Enter text into fields:
   - Student instructions
   - Assessor instructions

Click the [SAVE] button at the bottom.

OASES
Online Assignment Submission and Evaluation System

Home   Manage Assignments   Administration ▾   Howard Chow ▾

MedSISExport   Download template   Upload Enrollments

Howard-OASES_Guide-Example

DisCo: 2016-2017

Details   Assignment Status   Upload Enrollments Log   Curriculum IDs

Active ◉ Yes   ○ No

☑ Available for assessments
☐ Feedback Available
☑ Include in Learner Chart
☑ Learner indicates graded submission
☑ Learner tags Canmeds role(s)

Assessment Type ○ Pooled Assessment   ◉ Direct Assessment

Due Date
2017-02-06 09:00 AM

Anonymous Grading ◉ Yes   ○ No

Course
DisCo

Program Year
Year 1

Academic Year
2016-2017

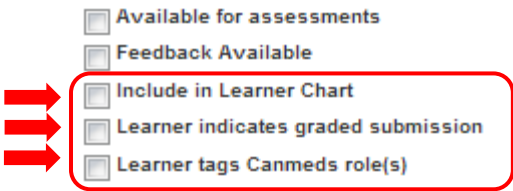Assessment Count
8

Maximum Assessment Count
8

MedSIS Report Label

Student instructions
B I ≔ ≔ ≔ ≔ 🔗 🔗 ?

Assessor instructions
B I ≔ ≔ ≔ ≔ 🔗 🔗 ?

Deadline for marking: March 31, 2017

Save

Checkbox settings in the upper right: 1. Available for assessment 2. Feedback Available 3. Include in Learner Chart 4. Learner indicates grade submission 5. Learner tags Canmeds role(s) Check boxes #3, 4, and 5. Click **[Confirm]** each time the message appears.	NOTE: Checkboxes #1 and #2 are not used until *after the assignment due date* and, **cannot be activated** until that time. Checkbox #3: **[Include in Learner Chart]** – check this box if the assignment is to be viewable in Learner Chart. Checkbox #4: **[Learner indicates graded submission]** allows the learner to submit multiple files and indicate the one to be graded for grading. (If checked, Learners must attach at least 2 files and select one for marking/assessment) Checkbox #5: **[Learner tags Canmeds role(s)]** provides a mechanism for the Learner to self-identify. (If checked, Learners must check at least one of the roles) Canmeds Roles include: - Medical Expert - Communicator - Collaborator - Leader - Health Advocate - Scholar - Professional

☐ Available for assessments
☐ Feedback Available
➡ ☐ Include in Learner Chart
➡ ☐ Learner indicates graded submission
➡ ☐ Learner tags Canmeds role(s)

Step 2:	Setup the Enrollment File (Learners, Assessors and Adjudicators)

The Enrollment file is a Microsoft Excel file that must be saved in version 1997-2003 with extension ".xls".
It will contain Learners, Assessors and Adjudicators, and their Roles must be indicated with an "x" in the similarly named column G, H or I.

For Direct Assessments: Specific Assessor assigned
Each Learner must be assigned an Assessor indicated by a UTORid in the "Direct Assessor" column L.

	A	B	C	D	E	F	G	H	I	J	K	L
1	First Name	Last Name	UTORID	Email	Student #	CPSO	Student Role	Assessor Role	Adjudicator Rol	Peer Group	Assessor Grou	Direct Assessor
2	scholar	one	qq163329	scholar.one@discoverycommons.ca				x				
3	scholar	two	qq163330	scholar.two@discoverycommons.ca				x				
4	scholar	three	qq163445	scholar.three@discoverycommons.ca					x			
5	learner	one	qq163326	learner.one@discoverycor	123456		x					qq163329
6	learner	two	qq163327	learner.two@discoverycor	234567		x					qq163329
7	learner	three	qq163328	learner.three@discoveryc	345678		x					qq163330

Assessors (rows 2-4), *Learners* (rows 5-7), *Roles* (columns G, H, I), *Specific Assessor Assigned* (column L)

For Pooled Assessments: Specific Assessor NOT assigned
Each Assessor must be assigned to a Group, indicated by a value in "Assessor Group" column K.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	First Name	Last Name	UTORID	Email	Student #	CPSO	Student Role	Assessor Role	Adjudicator Rol	Peer Group	Assessor Grou	Direct Assessor	
2	scholar	one	qq163329	scholar.one@discoverycommons.ca				x			x		
3	scholar	two	qq163330	scholar.two@discoverycommons.ca				x			y		
4	scholar	three	qq163445	scholar.three@discoverycommons.ca					x				
5	learner	one	qq163326	learner.one@discoverycor	123456		x						
6	learner	two	qq163327	learner.two@discoverycor	234567		x						
7	learner	three	qq163328	learner.three@discoveryc	345678		x						
8													

Assessor Group Assigned (column K)

Pooled Assessments must contain at least one Assessor Group, and every Scholar must be assigned to one group.
If an assignment is to be graded by more than one scholar, a second Assessor Group is required.
Example: Assessor Group "X" for one group; Assessor Group "Y" for the second group.
Every Scholar can be assigned to only one group. Assignments can be assessed by one or two assessors.

To identify Learners and Scholars that are in the same group enter them in the "Peer Group" column with the same identifier.
Scholars **cannot** draw pooled assignments in the same group.
(Eg. Scholar One's Peer Group = a1; and can draw Learner One, or Learner Two; but *cannot draw Learner Three*.)

	A	B	C	D	E	F	G	H	I	J	K	L
1	First Name	Last Name	UTORID	Email	Student #	CPSO	Student Role	Assessor Role	Adjudicator Rol	Peer Group	Assessor Grou	Direct Assessor
2	scholar	one	qq163329	scholar.one@discoverycommons.ca				x		a1	x	
3	scholar	two	qq163330	scholar.two@discoverycommons.ca				x		b1	y	
4	scholar	three	qq163445	scholar.three@discoverycommons.ca					x	c1		
5	learner	one	qq163326	learner.one@discoverycor	123456		x			b1		
6	learner	two	qq163327	learner.two@discoverycor	234567		x			c1		
7	learner	three	qq163328	learner.three@discoveryc	345678		x			a1		

	Upload the Enrollment File
Click on the **[Upload Enrollments]** button to upload an enrollment file (Microsoft Excel format 1997-2003 with ".xls" extension).	
Click on **[Browse…]** and select file.	

Click on **[Upload]**	
"Upload Result: Success" *This is what you want to see! :D* Rows Read From File and Failed Rows will also 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 a Direct Assessor. For any Failed upload, no data will be transmitted. Errors must be corrected and the file re-uploaded.

NOTE:
If any changes are required (ie. Changes to Assessor, Adjudicators, Learners), use the **[Download template]** function to retrieve a copy of the existing Enrollment file and make changes. Then re-upload using the **[Upload Enrollments]** button.

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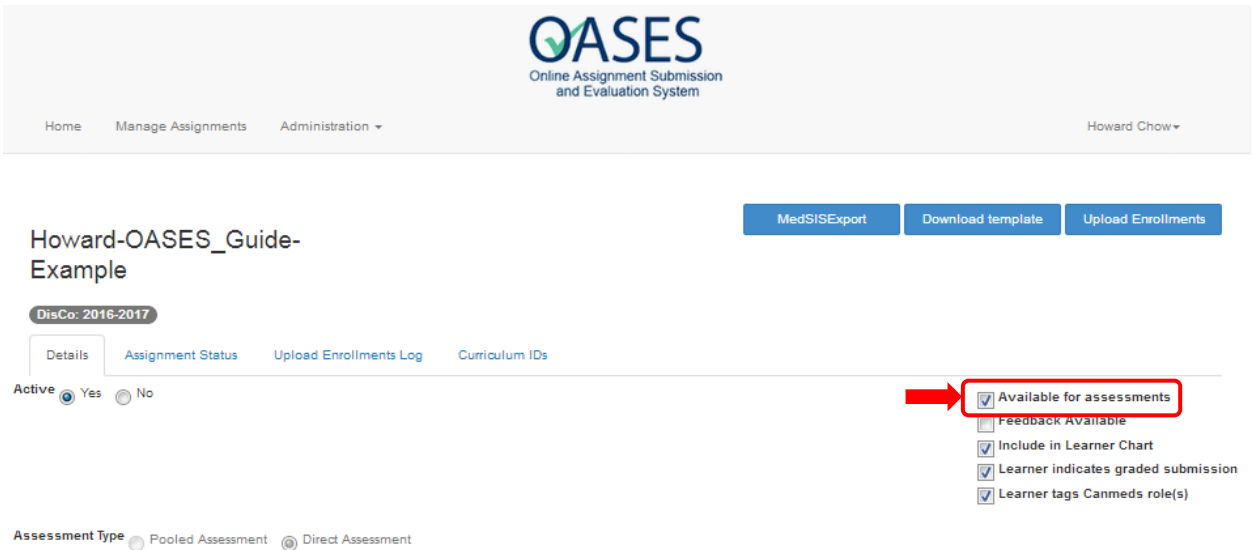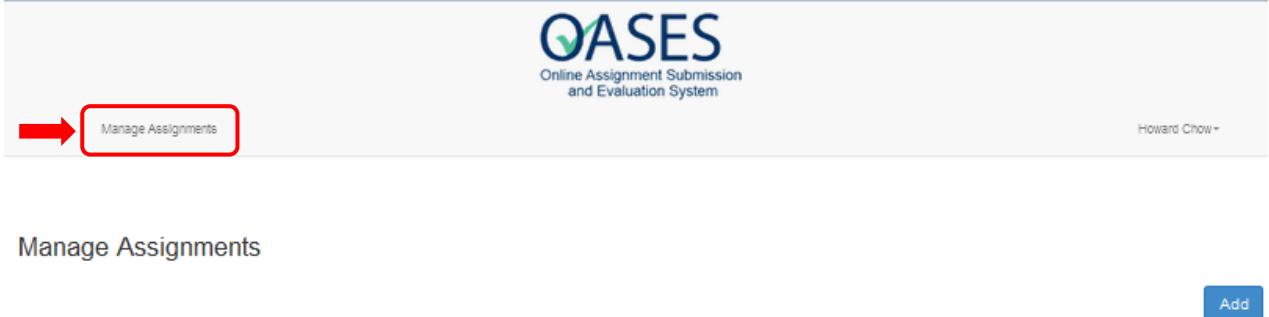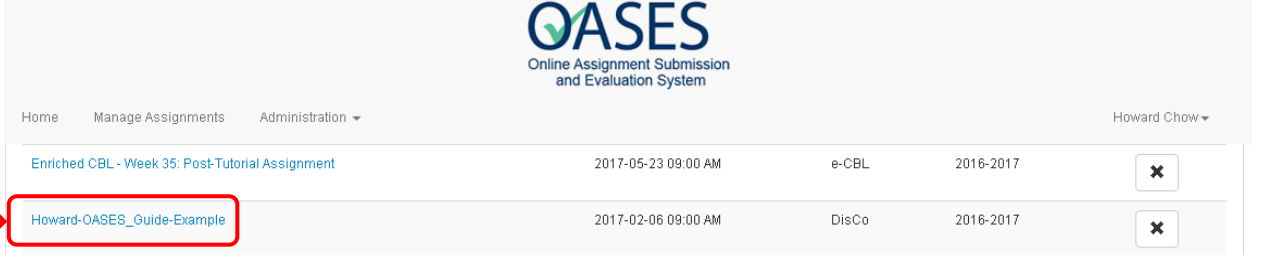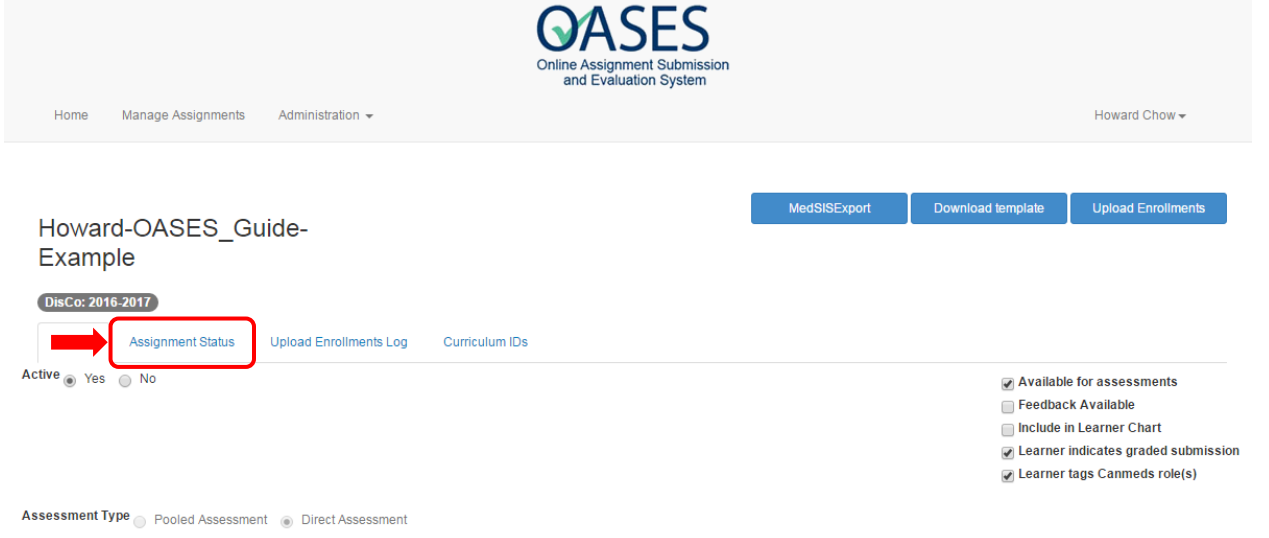
Post Assignment deadline:

Step 3:	(a) Enable access to Assessors
Checkbox settings in the upper right: 1. Available for assessment Enable Checkbox #1 – to allow Assessors to grade the assignments.	ONLY after the Assignment Deadline, will checkboxes be available for activation.
Scroll to bottom and click **[Save]**	
Click on the **[Confirm]** button	

	(b) Enable access to Adjudicators
Assignment Administrators should login and check the Assignment Status. Click on the "Manage Assignments" tab	Before the Assignment Administrator allows Learners to see their results, assignments may need rating change or adjudication.
Select Assignment Name…	
Click on the "Assignment Status" tab.	

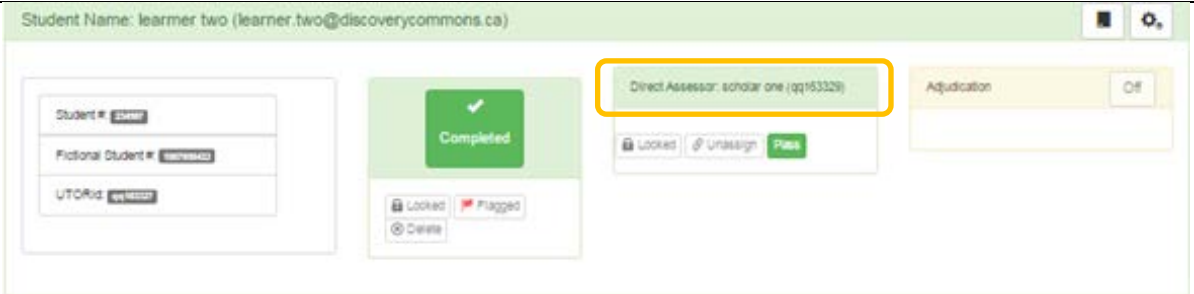|	
Note any marked "Flagged"… These will require adjudication. Click on the **Setting button** to turn Adjudication [On] to allow Adjudicator to assess. **Download a spreadsheet** of the Assignment status info.	
Click the **[Off]** button to turn it On.	
Click **[Confirm]**	
Adjudication is now "On" Adjudicators will be able to access the Assignment and provide their pooled assessment.	 **NOTE: An Adjudicator's assessment is the final grade.**

When Adjudicator completes their assessment, it will be displayed (for example).	
	(c) Enable access to Assessors to change rating and feedback
	Assignment Administrator needs to "Unlock" the Learner's assignment.
Click on "Management Assignments"	
Click on "Assignment Status"	

Find Learner in list, then click on the Settings button.	
Click on the **[Locked]** button to unlock the Assessment.	

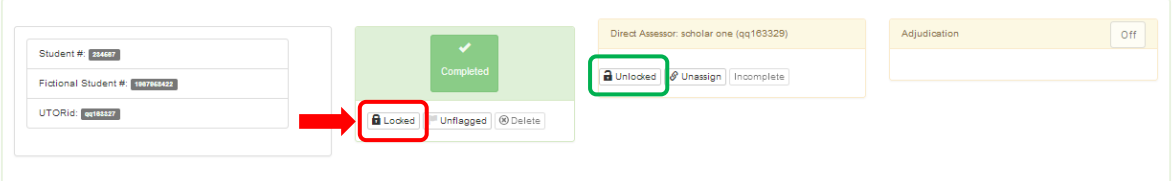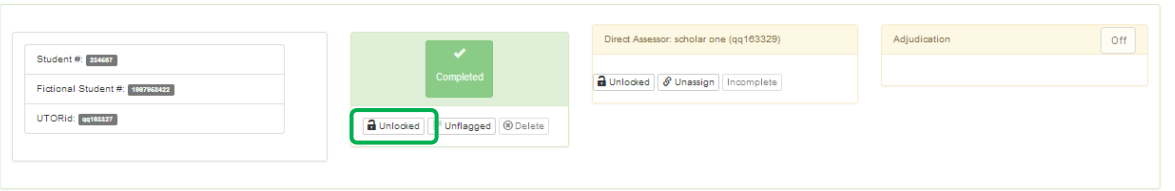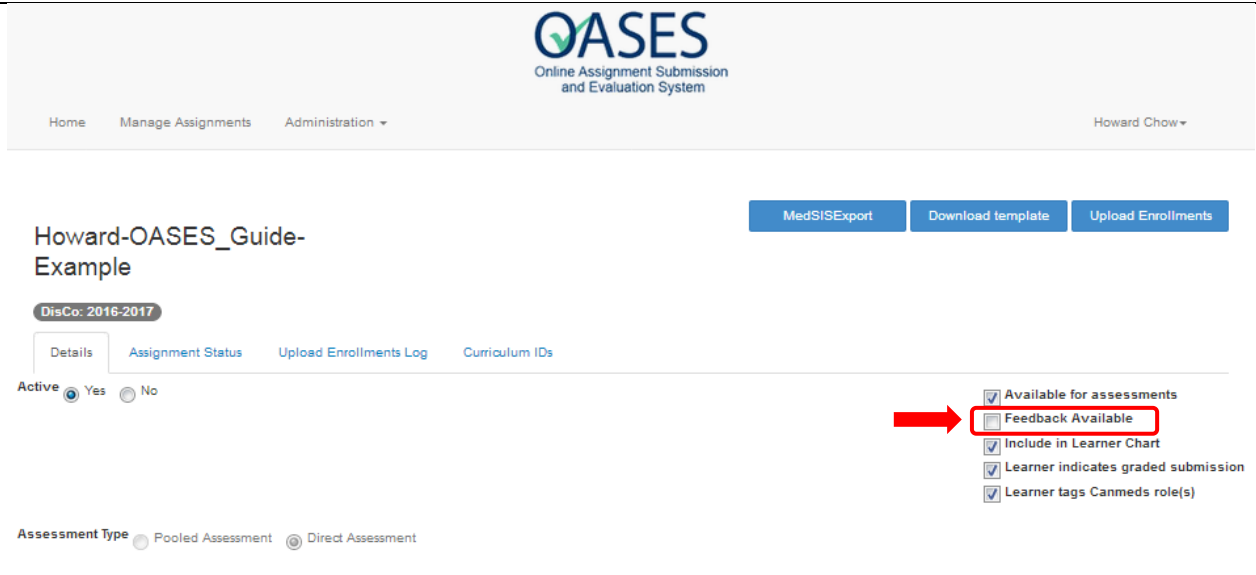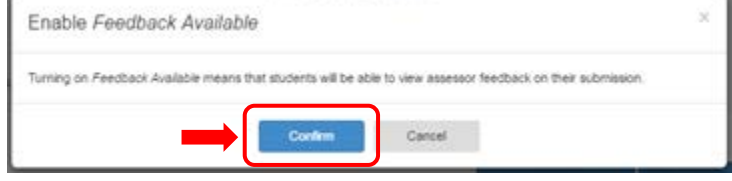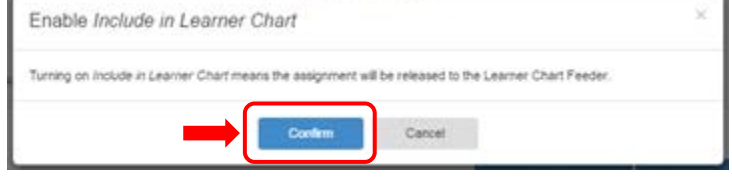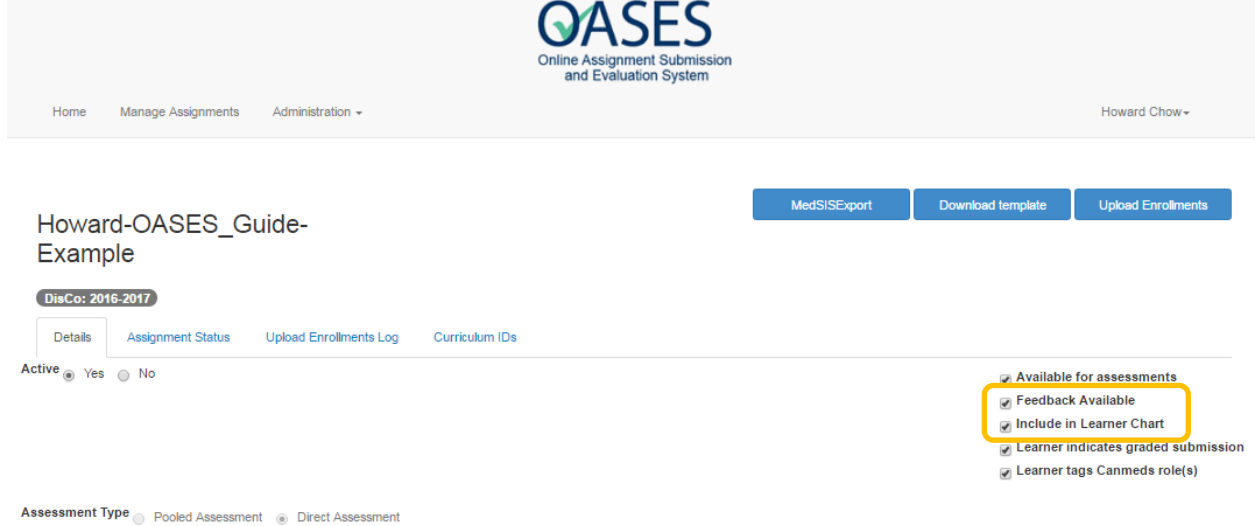|	
Click the **[Confirm]** button	
Notice the Direct Assessor: scholar one shading has changed…	
After the Assessor changes their rating, the Assignment Administrator will be able to see the changes in the Assignment Status tab, for example…	
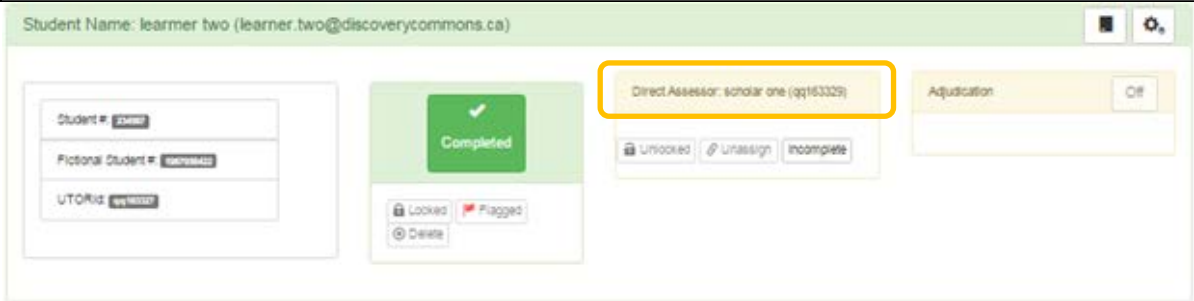
	(d) To Unlock an assignment submission to enable a Learner to submit file(s)
Click on the Settings button for the Learner.	
Click on the **[Locked]** button	
Click the **[Confirm]** button	
Submission is now "Unlocked". The Learner will now be able to upload file(s).	

	(e) To Unlock an assignment that has been already been assessed.
Click on the **Settings** button for the Learner.	
Click on the **[Locked]** button to unlock the Assessor.	
Click the **[Confirm]** button	
Assessor is now "unlocked" Click on the Submission **[Locked]** button	
Click the **[Confirm]** button	
Submission is now "Unlocked". The Learner will now be able to upload file(s).	

Step 4:	Enable access to Learners
After Assignments have been assessed. Check box #2. This will enable Learners to view their assignment assessments in LearnerChart.	
Click the "Feedback Available" checkbox… then click on [Confirm]	
Click the "Include in Learner Chart" checkbox… then click on [Confirm]	
Checkboxes are now enabled…	

Best Practices for Managing Student Information

1. Centralize student files where possible; this ensures that all substantive records relating to a student's academic history are located in one easily accessible location, and will mean that personal information about a student can more easily be protected as well as retrieved in the case of an information access request, dispute, or some other emergency.
2. When working away from campus, access student information through OASES or using remote desktop, rather than by removing files.
3. Do not use public computers to access or download students' submissions
4. Make arrangements for departing assessors to leave their course records (class grades, examinations and assignments, etc.) with the academic department or school.
5. File information about multiple students separately rather than in individual student files (e.g., submissions, Feedback). Students may access much of their own information, but must not have access to information relating to other students.
6. Keep particularly sensitive information such as Adjudication cases and personal reflections separately or in the file in a sealed envelope with access restricted only to those with a legitimate need to know.
7. Make copies of student information only when absolutely necessary. Copies create extra work and extra responsibility since they are subject to the same security and destruction requirements as the official record.
8. Securely destroy expired student information on a regular basis – once a year or once a term is usually best – following the university's records disposal procedures