



UNIVERSITY OF TORONTO
FACULTY OF MEDICINE



Assignment Administrators Guide

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OASES – Assignment Administrators Guide

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Setting up an Assignment

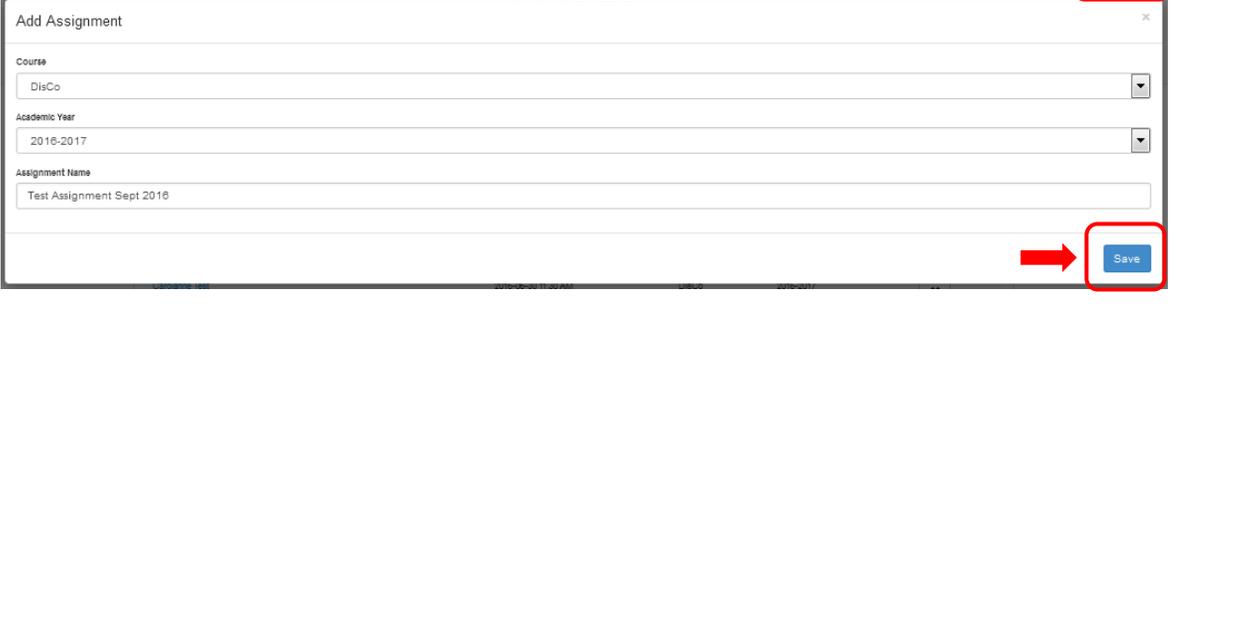
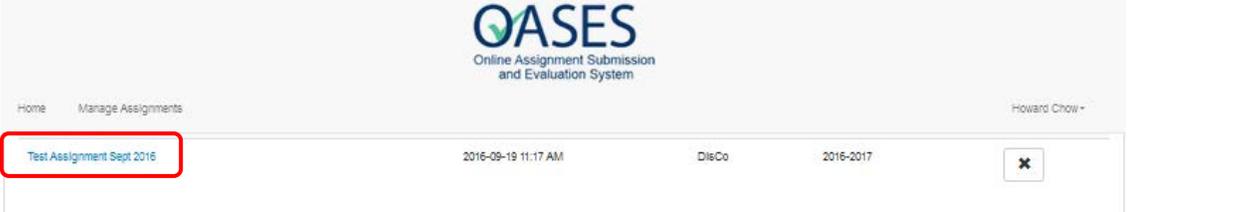
NOTE: Steps where action is required are indicated by red arrows.

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

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

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).

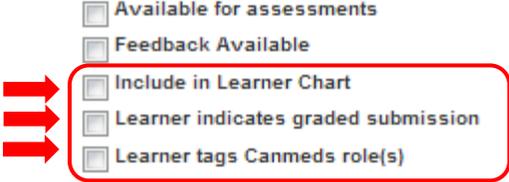
6. Maximum Assessment Count: maximum number of assessments that can be completed.

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.

The screenshot shows the OASES web application interface. At the top, the OASES logo and navigation menu are visible. The main content area is titled 'Howard-OASES_Guide-Example' and includes buttons for 'MedSIS Report', 'Download template', and 'Upload Enrollments'. Below this, there are tabs for 'Details', 'Assignment Status', 'Upload Enrollments Log', and 'Curriculum IDs'. The 'Details' tab is active, showing various configuration options. A red box highlights the 'Active' status section, where 'Yes' is selected. Another red box highlights the 'Assessment Type' section, where 'Direct Assessment' is selected. A third red box highlights the 'Due Date' field, which is set to '2017-02-06 09:00 AM'. A fourth red box highlights the 'Anonymous Grading' section, where 'Yes' is selected. Below these are dropdown menus for 'Program Year' (Year 1) and 'Academic Year' (2016-2017). There are also input fields for 'Assessment Count' (8) and 'Maximum Assessment Count' (8). A red box highlights the 'Assessor Instructions' rich text editor, which contains the text 'Deadline for marking: March 31, 2017'. At the bottom, there is a 'Save' button.

<p>Checkbox settings in the upper right:</p> <ol style="list-style-type: none"> 1. Available for assessment 2. Feedback Available 3. Include in Learner Chart 4. Learner indicates grade submission 5. Learner tags Canmeds role(s) <p>Check boxes #3, 4, and 5.</p> <p>Click [Confirm] each time the message appears.</p>	<p>NOTE:</p> <p>Checkboxes #1 and #2 are not used until <i>after the assignment due date</i> and, cannot be activated until that time.</p> <p>Checkbox #3: [Include in Learner Chart] – check this box if the assignment is to be viewable in Learner Chart.</p> <p>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)</p> <p>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)</p> <p>Canmeds Roles include:</p> <ul style="list-style-type: none"> • Medical Expert • Communicator • Collaborator • Leader • Health Advocate • Scholar • Professional <div style="text-align: right;">  <p> <input type="checkbox"/> Available for assessments <input type="checkbox"/> Feedback Available <input type="checkbox"/> Include in Learner Chart <input type="checkbox"/> Learner indicates graded submission <input type="checkbox"/> Learner tags Canmeds role(s) </p> </div>
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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
	First Name	Last Name	UTORID	Email	Student #	CPSO	Student Role	Assessor Role	Adjudicator Role	Peer Group	Assessor Group	Direct Assessor
Assessors	scholar	one	qq163329	scholar.one@discoverycommons.ca			x					
	scholar	two	qq163330	scholar.two@discoverycommons.ca				x				Specific Assessor Assigned
	scholar	three	qq163445	scholar.three@discoverycommons.ca					x			
Learners	learner	one	qq163326	learner.one@discoverycommons.ca	123456		x					qq163329
	learner	two	qq163327	learner.two@discoverycommons.ca	234567		x					qq163329
	learner	three	qq163328	learner.three@discoverycommons.ca	345678		x					qq163330

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
	First Name	Last Name	UTORID	Email	Student #	CPSO	Student Role	Assessor Role	Adjudicator Role	Peer Group	Assessor Group	Direct Assessor
	scholar	one	qq163329	scholar.one@discoverycommons.ca			x				x	
	scholar	two	qq163330	scholar.two@discoverycommons.ca				x			y	
	scholar	three	qq163445	scholar.three@discoverycommons.ca					x			
	learner	one	qq163326	learner.one@discoverycommons.ca	123456		x					
	learner	two	qq163327	learner.two@discoverycommons.ca	234567		x					
	learner	three	qq163328	learner.three@discoverycommons.ca	345678		x					

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.

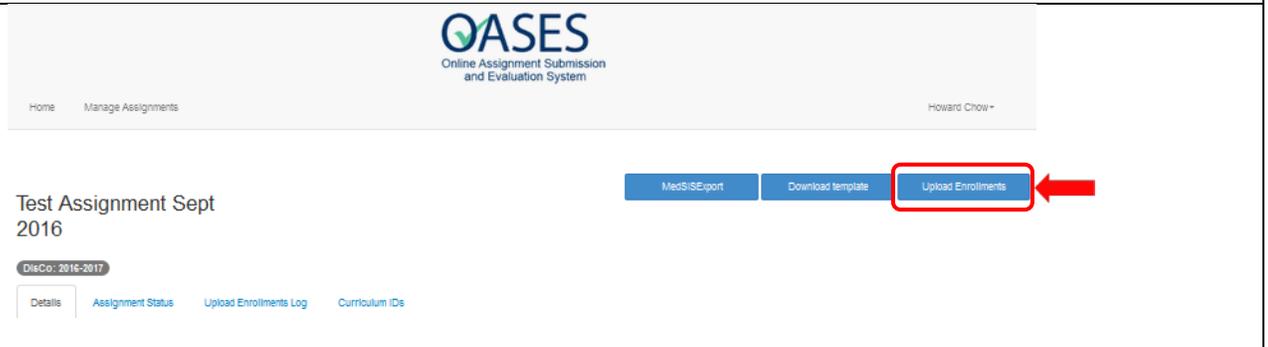
To identify Learners and Scholars that are in the same group enter them in the "Peer Group" column with the same identifier. Scholars **cannot** draw pooled assignments in the same group.

(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
	First Name	Last Name	UTORID	Email	Student #	CPSO	Student Role	Assessor Role	Adjudicator Role	Peer Group	Assessor Group	Direct Assessor
	scholar	one	qq163329	scholar.one@discoverycommons.ca			x			a1	x	
	scholar	two	qq163330	scholar.two@discoverycommons.ca				x		b1		
	scholar	three	qq163445	scholar.three@discoverycommons.ca					x	c1	y	
	learner	one	qq163326	learner.one@discoverycommons.ca	123456		x			b1		
	learner	two	qq163327	learner.two@discoverycommons.ca	234567		x			c1		
	learner	three	qq163328	learner.three@discoverycommons.ca	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.

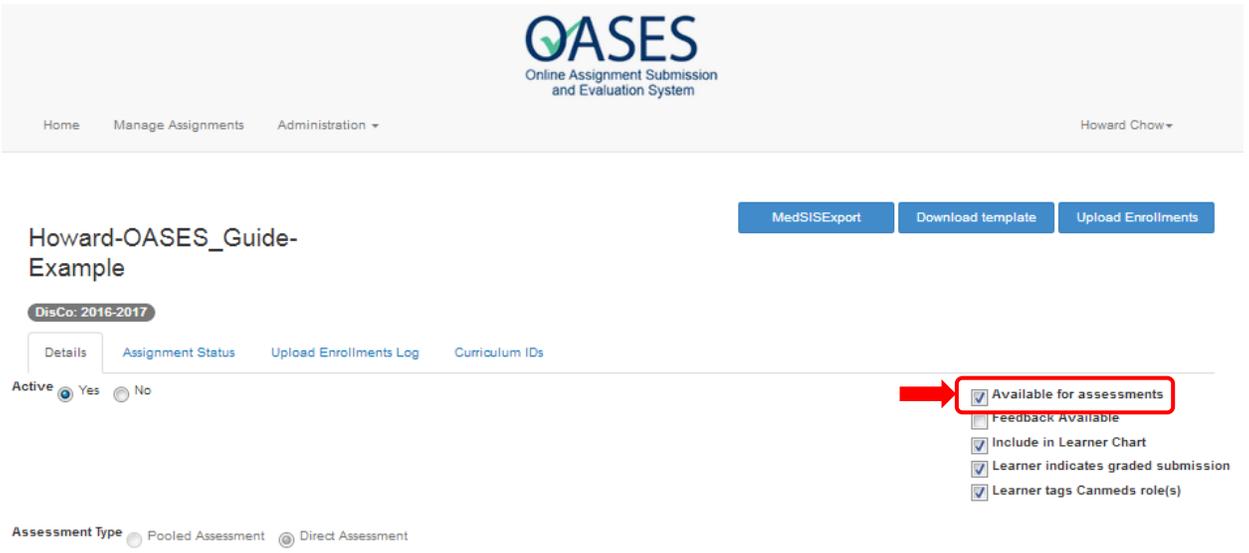
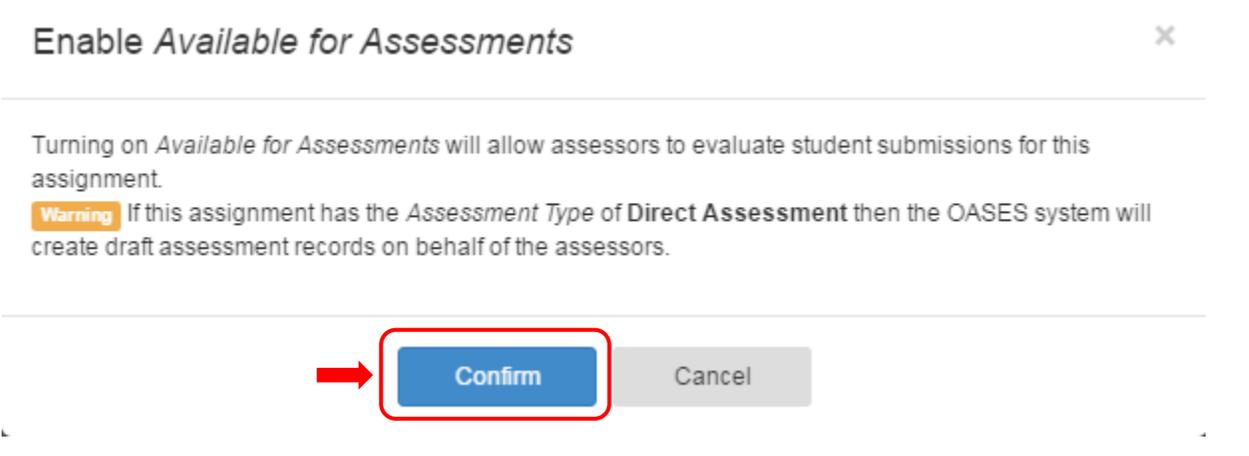
For any Failed upload, no data will be transmitted. Errors must be corrected and the file re-uploaded.

Row #	UTORID	Message	Actions
2	qq163329		Add the user, Create the enrollment
3	qq163330		Add the user, Create the enrollment
4	qq163445		Add the user, Create the enrollment
5	qq163326		Add the user, Create the enrollment
6	qq163327		Add the user, Create the enrollment
7	qq163328		Add the user, Create the enrollment

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.

Post Assignment deadline:

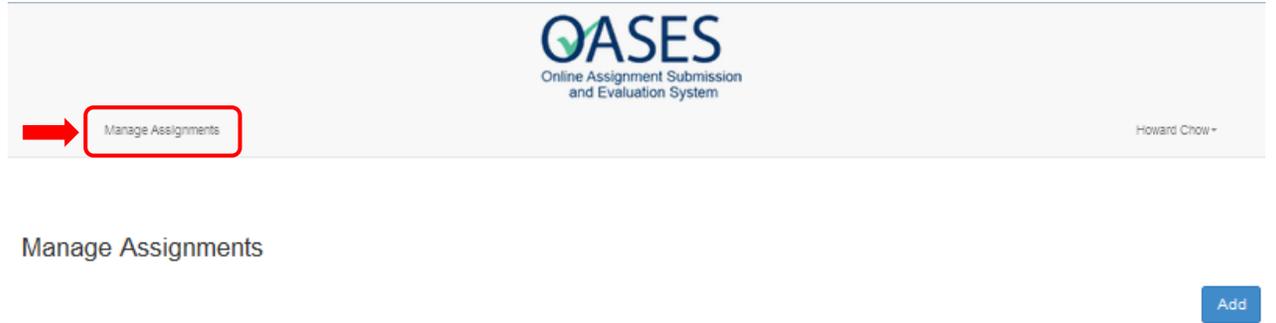
<p>Step 3:</p> <p>Checkbox settings in the upper right:</p> <ol style="list-style-type: none">1. Available for assessment <p>Enable Checkbox #1 – to allow Assessors to grade the assignments.</p>	<p>(a) Enable access to Assessors</p> <p>ONLY after the Assignment Deadline, will checkboxes be available for activation.</p> 
<p>Scroll to bottom and click [Save]</p>	<p>Assessor Instructions</p> 
<p>Click on the [Confirm] button</p>	<p>Enable Available for Assessments</p> <p>Turning on <i>Available for Assessments</i> will allow assessors to evaluate student submissions for this assignment.</p> <p>Warning If this assignment has the <i>Assessment Type</i> of Direct Assessment then the OASES system will create draft assessment records on behalf of the assessors.</p> 

(b) Enable access to Adjudicators

Assignment Administrators should login and check the Assignment Status.

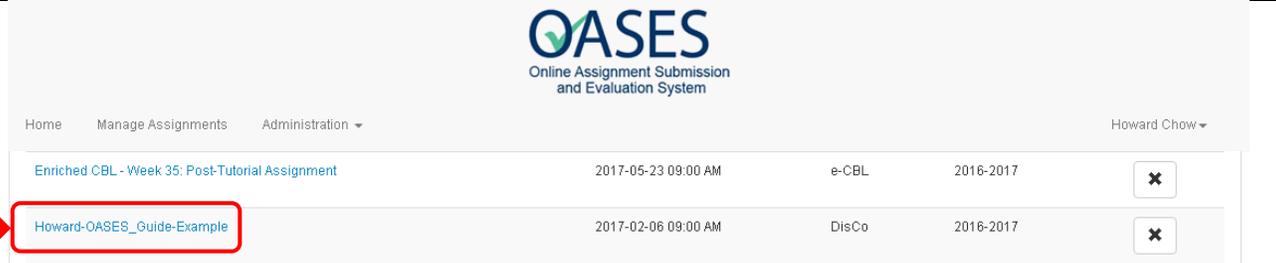
Click on the "Manage Assignments" tab

Before the Assignment Administrator allows Learners to see their results, assignments may need rating change or adjudication.



The screenshot shows the OASES 'Manage Assignments' page. At the top, there is a navigation bar with the OASES logo and the text 'Online Assignment Submission and Evaluation System'. Below the logo, there is a 'Manage Assignments' button highlighted with a red box and a red arrow pointing to it. To the right of the button, the user name 'Howard Chow' is visible. Below the navigation bar, the main heading 'Manage Assignments' is displayed. On the far right, there is a blue 'Add' button.

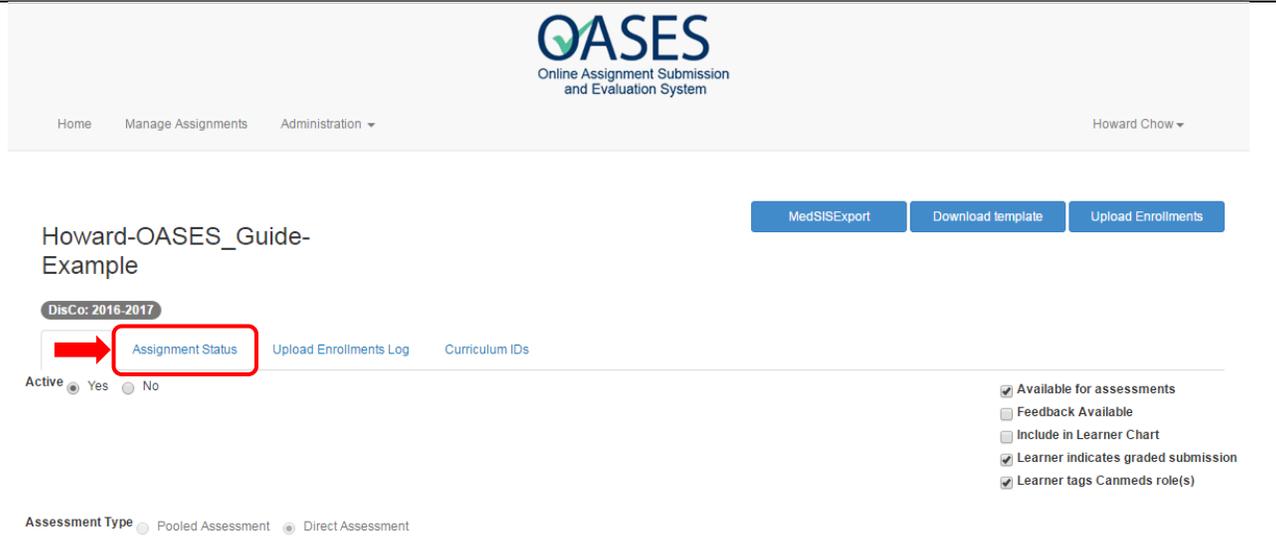
Select Assignment Name...



The screenshot shows a table of assignments in the OASES system. The table has columns for assignment name, date, type, and year. The row 'Howard-OASES_Guide-Example' is highlighted with a red box and a red arrow pointing to it. The table also includes a search bar and a user dropdown menu.

Assignment Name	Date	Type	Year	Actions
Enriched CBL - Week 35: Post-Tutorial Assignment	2017-05-23 09:00 AM	e-CBL	2016-2017	<input type="checkbox"/>
Howard-OASES_Guide-Example	2017-02-06 09:00 AM	DisCo	2016-2017	<input type="checkbox"/>

Click on the "Assignment Status" tab.



The screenshot shows the 'Assignment Status' page for 'Howard-OASES_Guide-Example'. The page title is 'Howard-OASES_Guide-Example'. Below the title, there are buttons for 'MedSISExport', 'Download template', and 'Upload Enrollments'. A dropdown menu shows 'DisCo: 2016-2017'. Below this, there are tabs for 'Assignment Status', 'Upload Enrollments Log', and 'Curriculum IDs'. The 'Assignment Status' tab is active and highlighted with a red box and a red arrow. Below the tabs, there are radio buttons for 'Active' (Yes/No) and 'Assessment Type' (Pooled Assessment/Direct Assessment). On the right side, there are several checkboxes for configuration options: 'Available for assessments' (checked), 'Feedback Available' (unchecked), 'Include in Learner Chart' (unchecked), 'Learner indicates graded submission' (checked), and 'Learner tags Canmeds role(s)' (checked).

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"

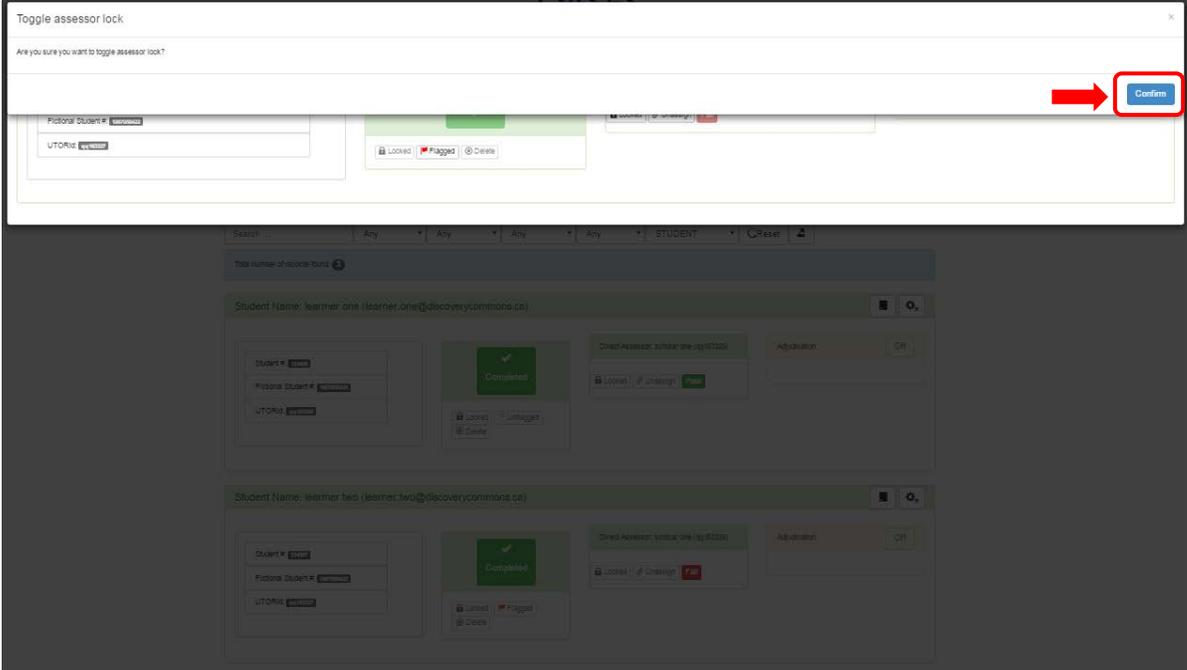
Find Learner in list, then click on the Settings button.

The screenshot shows the OASES interface. At the top, there is a navigation bar with 'Home', 'Manage Assignments', and 'Administration'. The user 'Howard Chow' is logged in. Below the navigation bar, there are buttons for 'MedSISE:export', 'Download template', and 'Upload Enrollments'. The main heading is 'Howard-OASES_Guide-Example'. There is a filter for 'DisCo: 2016-2017' and tabs for 'Details', 'Assignment Status', 'Upload Enrollments Log', and 'Curriculum IDs'. A search bar and filters for 'Assignment', 'Assessment', 'Adjudication', and 'Flag' are present. The 'Role' is set to 'STUDENT'. A 'Total number of records found: 3' is displayed. Two learner cards are shown. The second card, for 'learner two (learner.two@discoverycommons.ca)', has a red box around the settings gear icon in the top right corner, with a red arrow pointing to it.

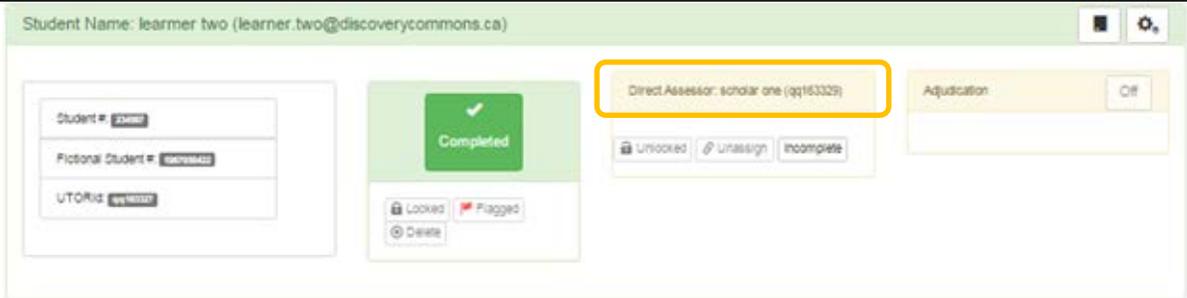
Click on the **[Locked]** button to unlock the Assessment.

This screenshot shows the same learner card for 'learner two' as in the previous image, but with a red box around the 'Locked' button in the 'Assessment' section. A red arrow points to this button. Below this card, the rest of the interface is visible but dimmed, showing the first learner card and the search and filter options.

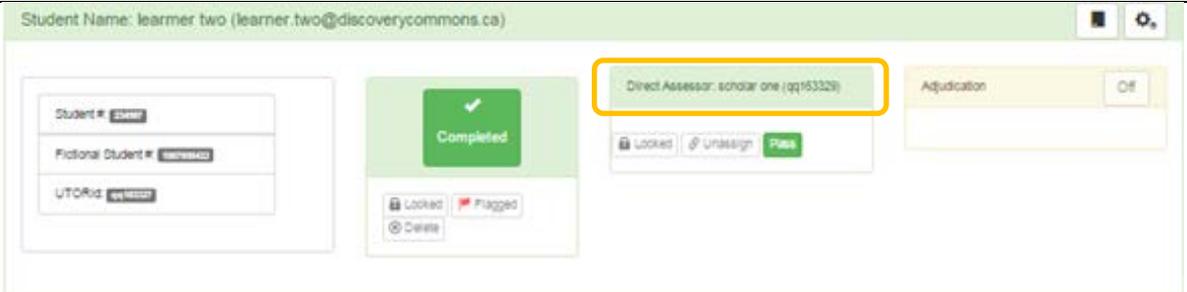
Click the **[Confirm]** button



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.

Student Name: learner three (learner.three@discoverycommons.ca) 

Student #: 345678	 Completed	Direct Assessor	Adjudication <input type="checkbox"/> Off	
Fictional Student #: 1967958421		<input checked="" type="checkbox"/> Locked <input type="checkbox"/> Unflagged		
UTORid: qq163328		<input type="checkbox"/> Delete		

Click on the **[Locked]** button

Student Name: learner three (qq163328) ×

Student #: 345678	 Completed	Direct Assessor	Adjudication <input type="checkbox"/> Off	
Fictional Student #: 1967958421		<input checked="" type="checkbox"/> Locked <input type="checkbox"/> Unflagged		
UTORid: qq163328		<input type="checkbox"/> Delete		

Click the **[Confirm]** button

Toggle submission lock ×

Are you sure you want to toggle submission lock?



Submission is now "Unlocked".

The Learner will now be able to upload file(s).

Student Name: learner three (qq163328) ×

Student #: 345678	 Completed	Direct Assessor	Adjudication <input type="checkbox"/> Off	
Fictional Student #: 1967958421		<input type="checkbox"/> Unlocked <input type="checkbox"/> Unflagged		
UTORid: qq163328		<input type="checkbox"/> Delete		

(e) To Unlock an assignment that has been already been assessed.

Click on the **Settings** button for the Learner.

Student Name: learner two (learner.two@discoverycommons.ca)

Student #: 234687
Fictional Student #: 1987963422
UTORid: qq183327

Completed

Direct Assessor: scholar one (qq183329)
Locked Unassign Pass

Adjudication Off

Click on the **[Locked]** button to unlock the Assessor.

Student Name: learner two (qq163327)

Student #: 234687
Fictional Student #: 1987963422
UTORid: qq183327

Completed

Direct Assessor: scholar one (qq163329)
Locked Unassign Pass

Adjudication Off

Click the **[Confirm]** button

Toggle assessor lock

Are you sure you want to toggle assessor lock?

Confirm

Assessor is now “unlocked”

Click on the Submission **[Locked]** button

Student Name: learner two (qq163327)

Student #: 234687
Fictional Student #: 1987963422
UTORid: qq183327

Completed

Direct Assessor: scholar one (qq163329)
Unlocked Unassign Incomplete

Adjudication Off

Click the **[Confirm]** button

Toggle submission lock

Are you sure you want to toggle submission lock?

Confirm

Submission is now “Unlocked”.

The Learner will now be able to upload file(s).

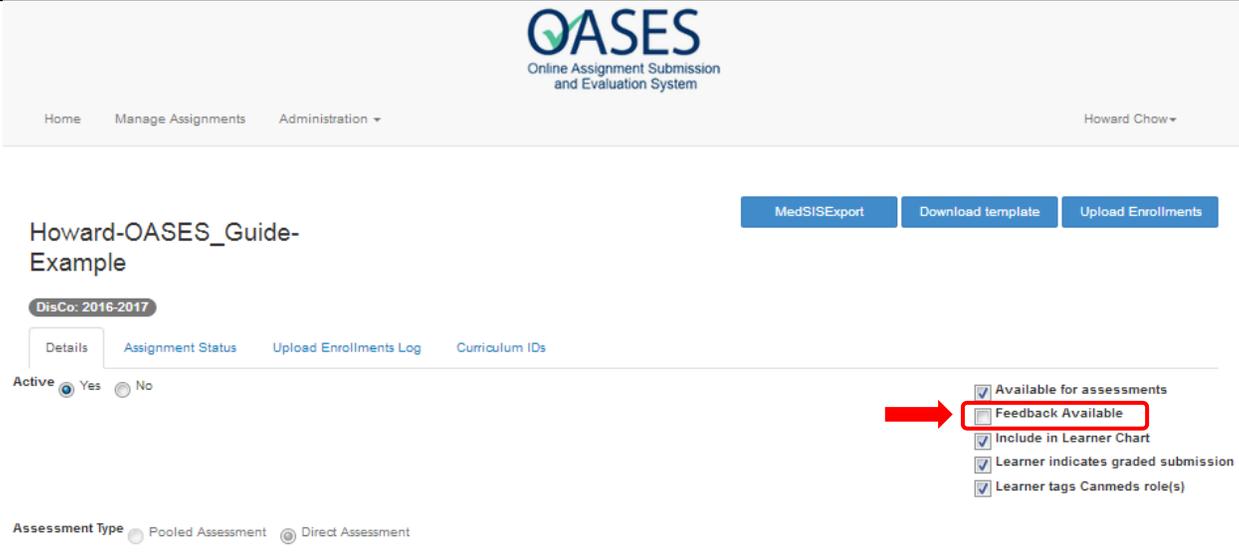
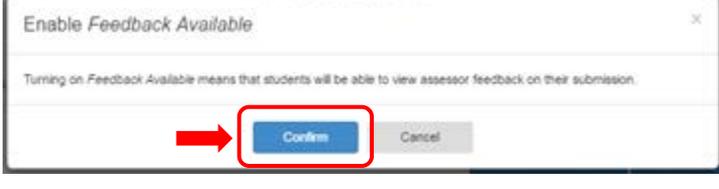
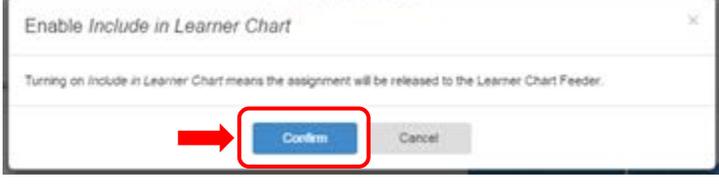
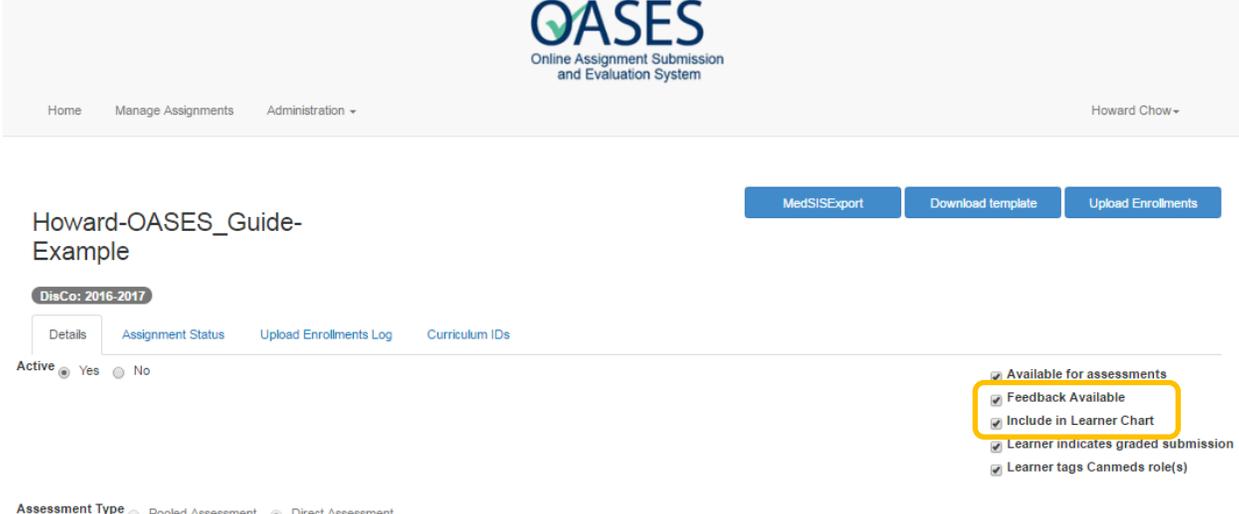
Student Name: learner two (qq163327)

Student #: 234687
Fictional Student #: 1987963422
UTORid: qq183327

Completed

Direct Assessor: scholar one (qq163329)
Unlocked Unassign Incomplete

Adjudication Off

<p>Step 4:</p> <p>After Assignments have been assessed.</p> <p>Check box #2. This will enable Learners to view their assignment assessments in LearnerChart.</p>	 <p>The screenshot shows the OASES interface for 'Howard-OASES_Guide-Example'. The 'Feedback Available' checkbox is highlighted with a red box and a red arrow pointing to it. Other checked options include 'Available for assessments', 'Include in Learner Chart', 'Learner indicates graded submission', and 'Learner tags Canmeds role(s)'. The 'Active' radio button is set to 'Yes'.</p>
<p>Click the "Feedback Available" checkbox... then click on [Confirm]</p>	 <p>The dialog box 'Enable Feedback Available' is shown with a red arrow pointing to the 'Confirm' button. The text inside reads: 'Turning on Feedback Available means that students will be able to view assessor feedback on their submission.'</p>
<p>Click the "Include in Learner Chart" checkbox... then click on [Confirm]</p>	 <p>The dialog box 'Enable Include in Learner Chart' is shown with a red arrow pointing to the 'Confirm' button. The text inside reads: 'Turning on include in Learner Chart means the assignment will be released to the Learner Chart Feeder.'</p>
<p>Checkboxes are now enabled...</p>	 <p>The screenshot shows the OASES interface with the 'Feedback Available' and 'Include in Learner Chart' checkboxes highlighted with a yellow box. The 'Active' radio button remains set to 'Yes'.</p>

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