



UNIVERSITY OF TORONTO
FACULTY OF MEDICINE



Assignment Administrators Guide

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June 2023

OASES – Assignment Administrators Guide

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Setting up an Assignment

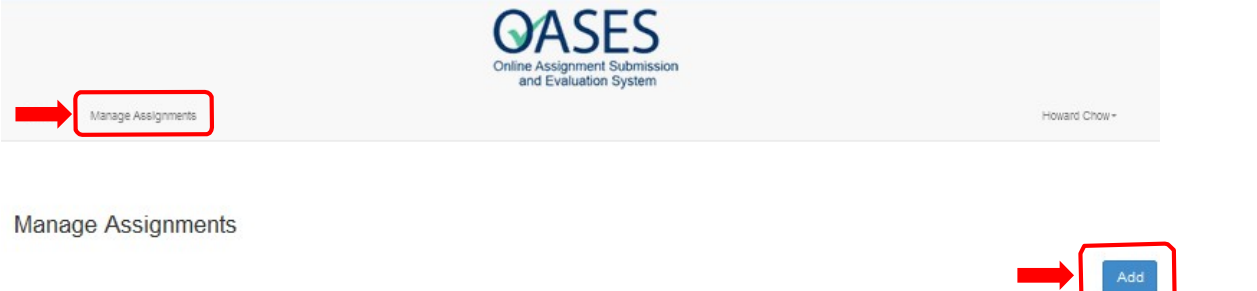
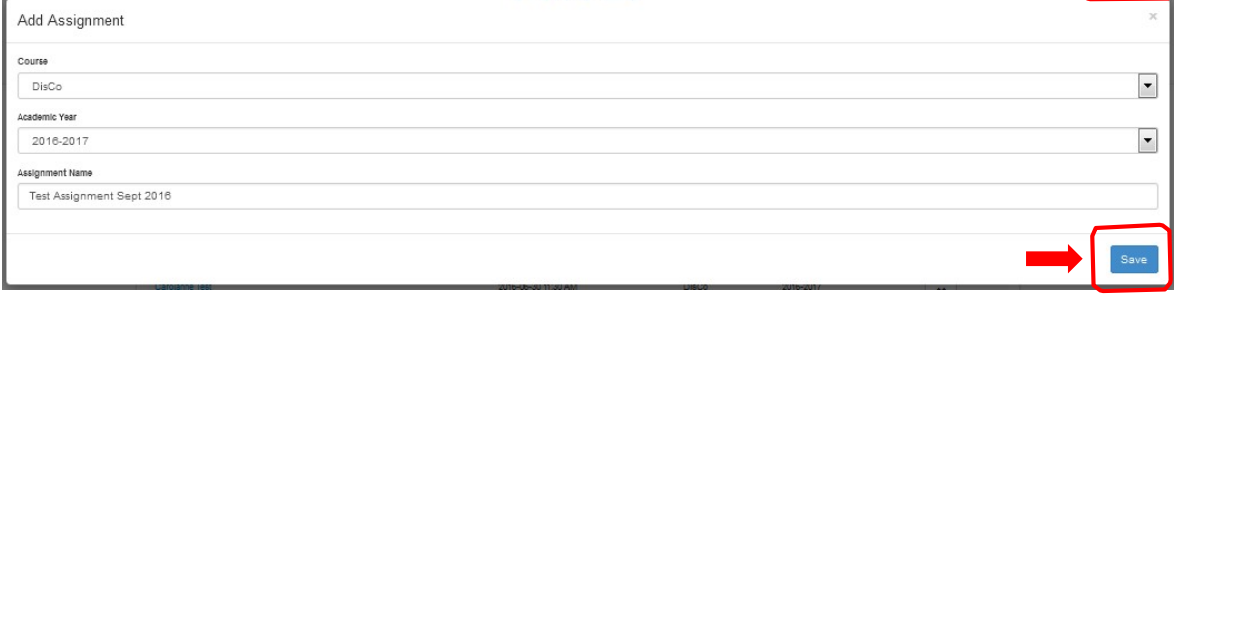
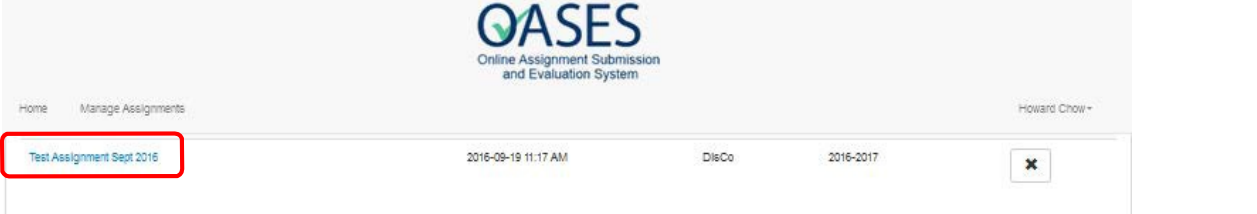
NOTE: Steps where action is required are indicated by red arrows.

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>- 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.

OASES
Online Assignment Submission and Evaluation System

Home Manage Assignments Administration - Howard Chow -

MedSIS Report Download template Upload Enrollments

Howard-OASES_Guide-Example

DisCo: 2016-2017

Details Assignment Status Upload Enrollments Log Curriculum IDs

Active Yes No

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

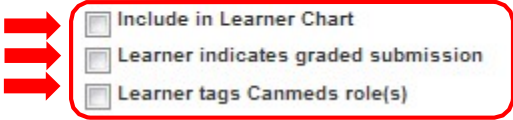
Student instructions

Assessor instructions

Deadline for marking: March 31, 2017

Save

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

<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;"> <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) </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 Rol	Peer Group	Assessor Grou	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@discoverycoi	123456		x					qq163329
	learner	two	qq163327	learner.two@discoverycoi	234567		x					qq163329
	learner	three	qq163328	learner.three@discoveryc	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 Rol	Peer Group	Assessor Grou	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@discoverycoi	123456		x					
	learner	two	qq163327	learner.two@discoverycoi	234567		x					
	learner	three	qq163328	learner.three@discoveryc	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.

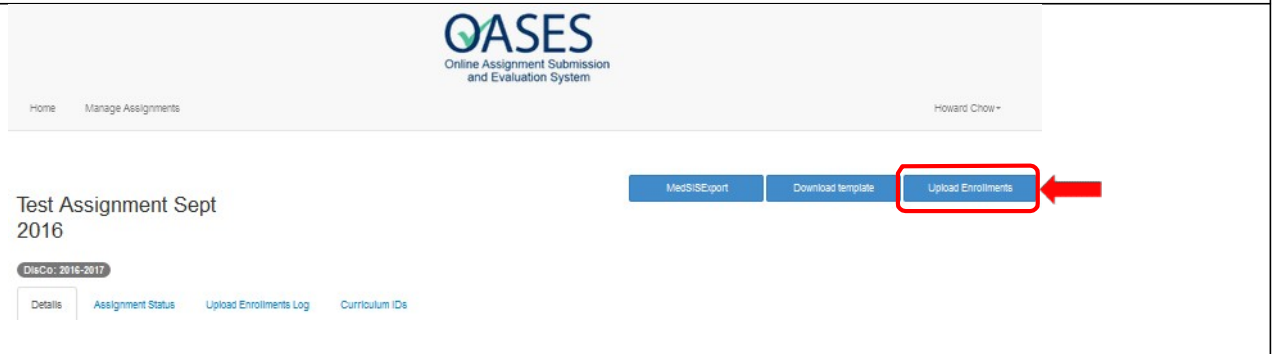
To identify Learners and Scholars that are in the same group enter them in the "Peer Group" column with the same identifier. Scholars **cannot** draw pooled assignments in the same group.

(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 Rol	Peer Group	Assessor Grou	Direct Assessor
	scholar	one	qq163329	scholar.one@discoverycommons.ca				x		a1	x	
	scholar	two	qq163330	scholar.two@discoverycommons.ca				x		b1	y	
	scholar	three	qq163445	scholar.three@discoverycommons.ca					x	c1		
	learner	one	qq163326	learner.one@discoverycoi	123456		x			b1		
	learner	two	qq163327	learner.two@discoverycoi	234567		x			c1		
	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]**



OASES
Online Assignment Submission and Evaluation System

Home Manage Assignments Administration - Howard Chow -

Howard-OASES_Guide-Example / Upload

Upload

Browse... Howard's OASES - Enrollments -Test 1.xls

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.

OASES
Online Assignment Submission and Evaluation System

Home Manage Assignments Administration - Howard Chow -

Howard-OASES_Guide-Example / Upload

Upload Result: Success

All rows successfully processed

Rows Read From File	5
Failed Rows	0

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.

OASES
Online Assignment Submission and Evaluation System

Home Manage Assignments Administration - Howard Chow -

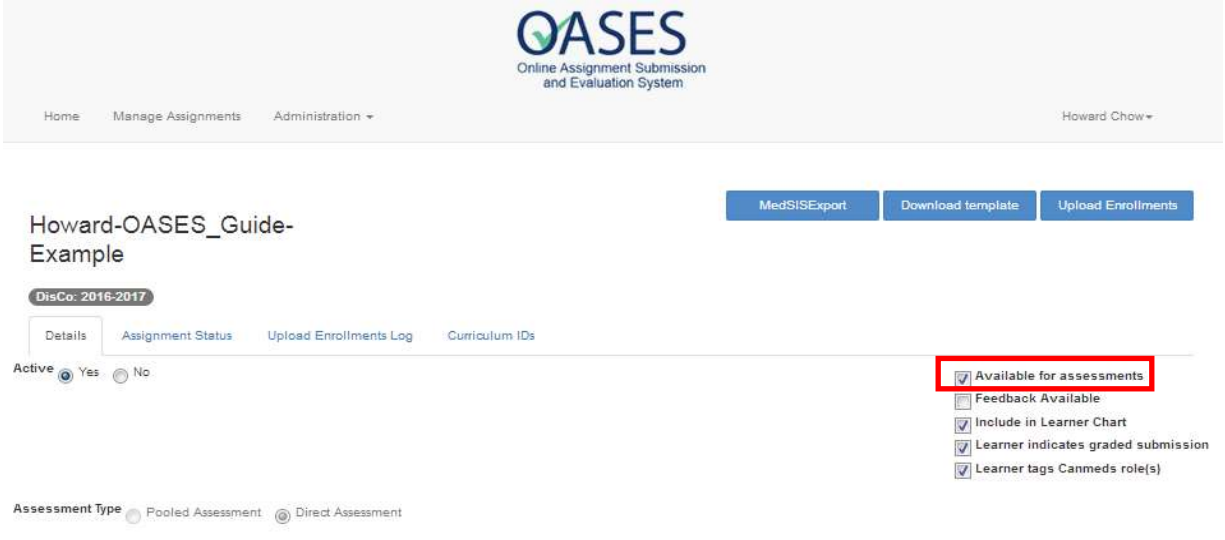
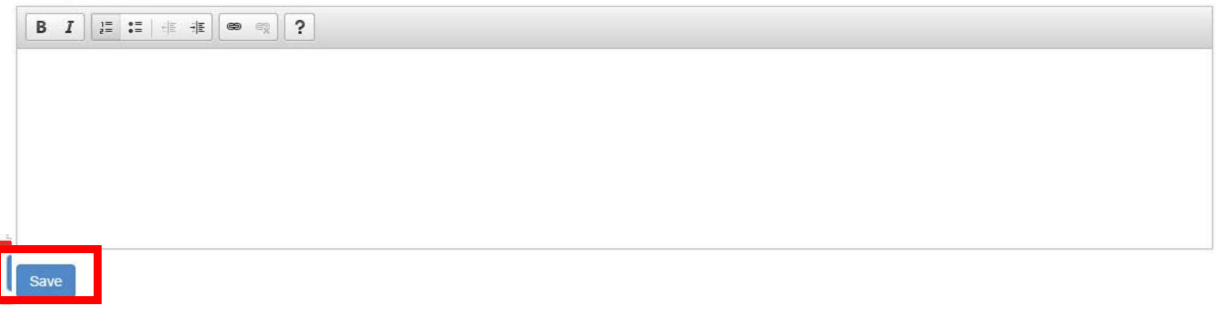
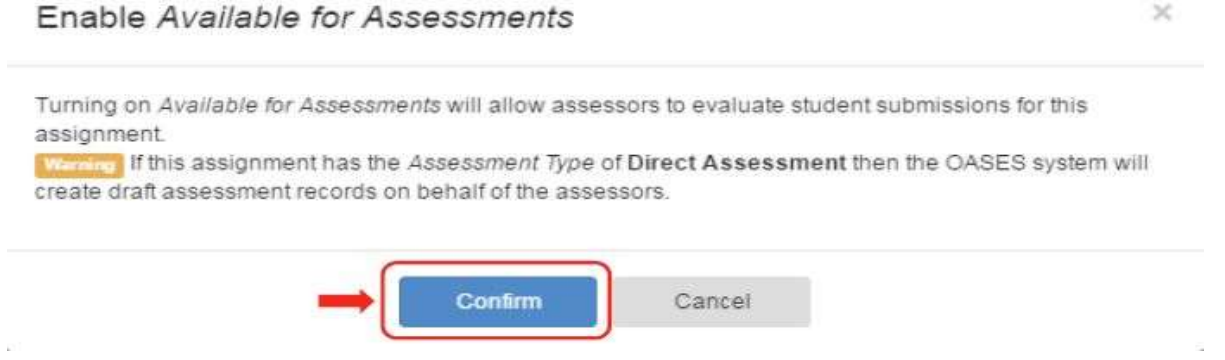
Med2ISExport Download template Upload Enrollments

Howard-OASES_Guide-Example

DisCo: 2016-2017

Details Assignment Status Upload Enrollments Log Curriculum IDs

Post Assignment deadline:

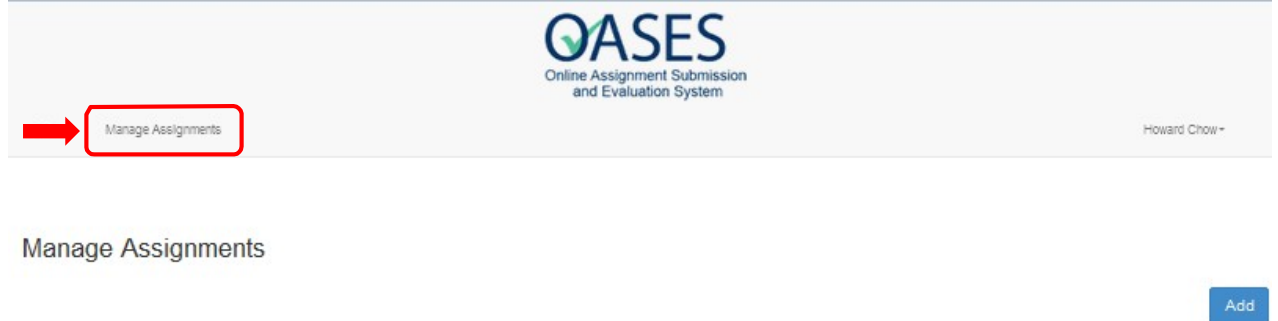
<p>Step 3:</p> <p>Checkbox settings in the upper right:</p> <ol style="list-style-type: none">Available for assessment <p>Enable Checkbox #1- to allow Assessors to grade the assignments.</p>	<p>(a) Enable access to Assessors</p> <p>ONLY after the Assignment Deadline, will checkboxes be available for activation.</p> 
<p>Scroll to bottom and click [Save]</p>	<p>Assessor Instructions</p> 
<p>Click on the [Confirm] button</p>	

(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.

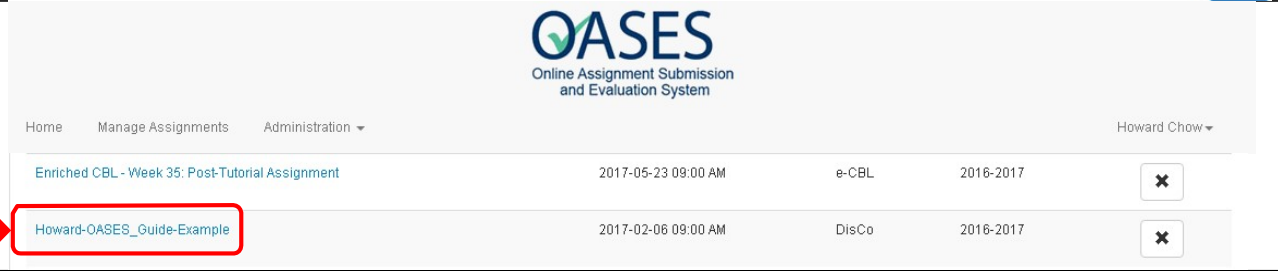


OASES
Online Assignment Submission and Evaluation System

Manage Assignments

Add

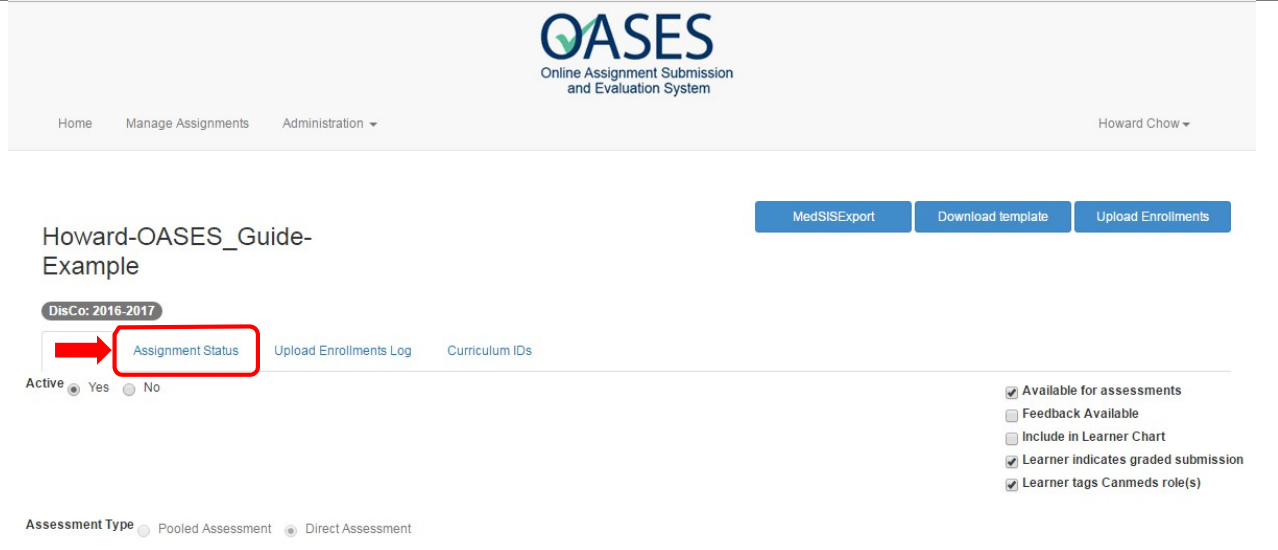
Select Assignment Name...



OASES
Online Assignment Submission and Evaluation System

Home	Manage Assignments	Administration	Howard Chow	
Enriched CBL - Week 35: Post-Tutorial Assignment	2017-05-23 09:00 AM	e-CBL	2016-2017	X
Howard-OASES_Guide-Example	2017-02-06 09:00 AM	DisCo	2016-2017	X

Click on the "Assignment Status" tab.



OASES
Online Assignment Submission and Evaluation System

Howard-OASES_Guide-Example

DisCo: 2016-2017

Assignment Status

Active Yes No

Assessment Type Pooled Assessment Direct Assessment

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

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.

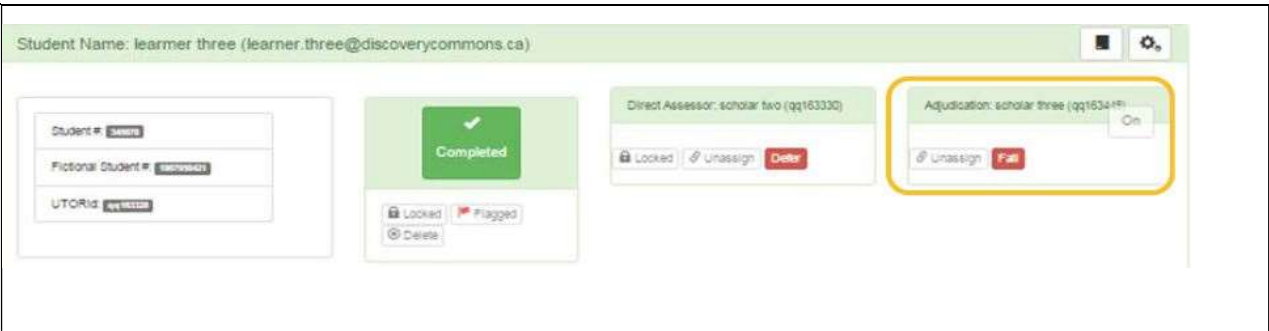
Click **[Confirm]**

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.

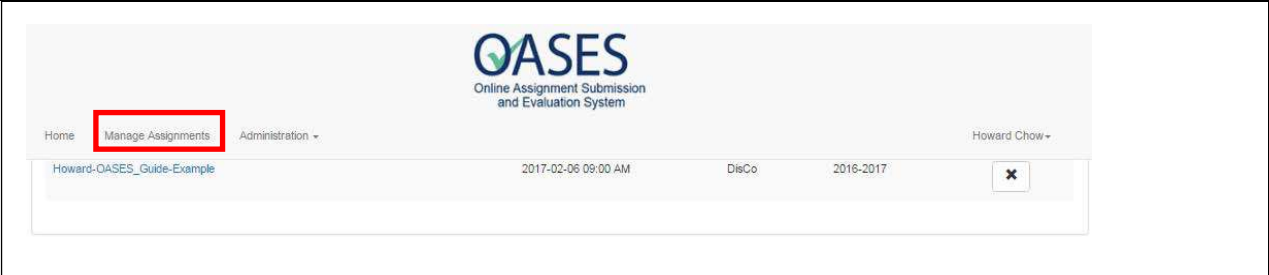
When Adjudicator completes their assessment, it will be displayed (for example).



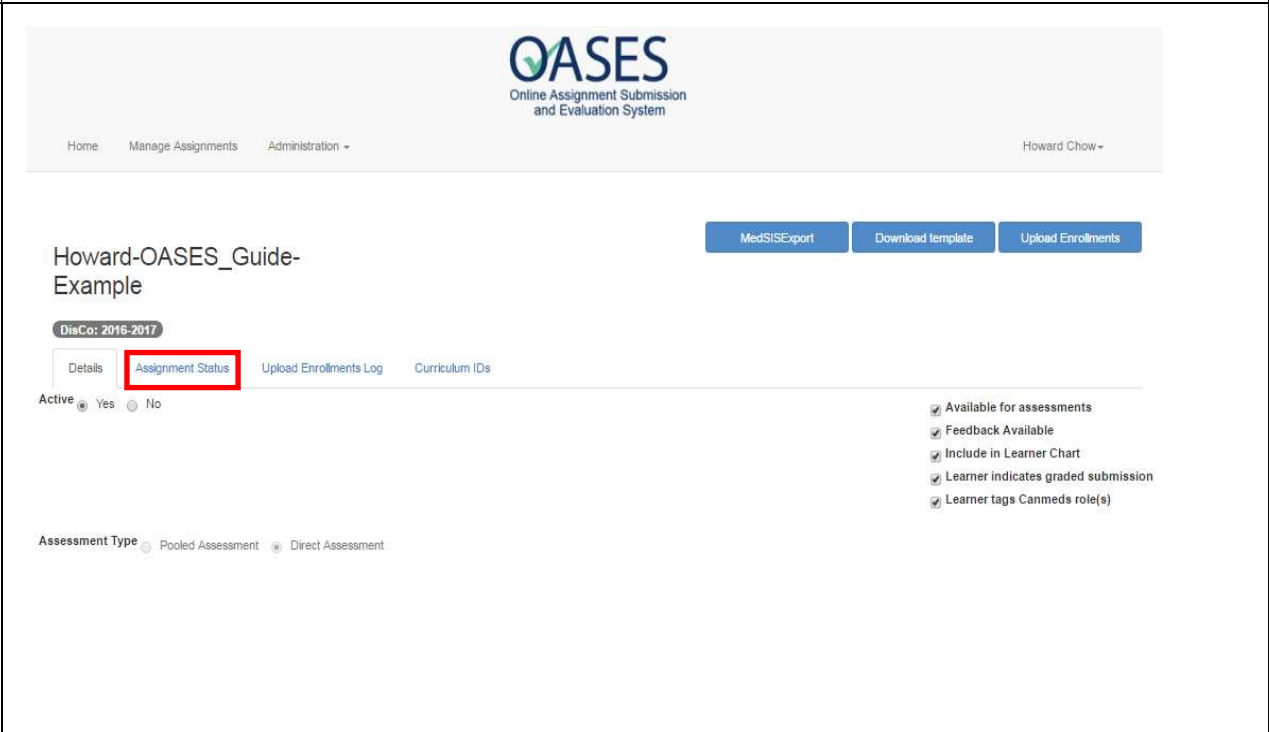
(c) Enable access to Assessors to change rating and feedback

Assignment Administrator needs to "Unlock" the Learner's assignment.

Click on "Manage Assignments"



Click on "Assignment Status"



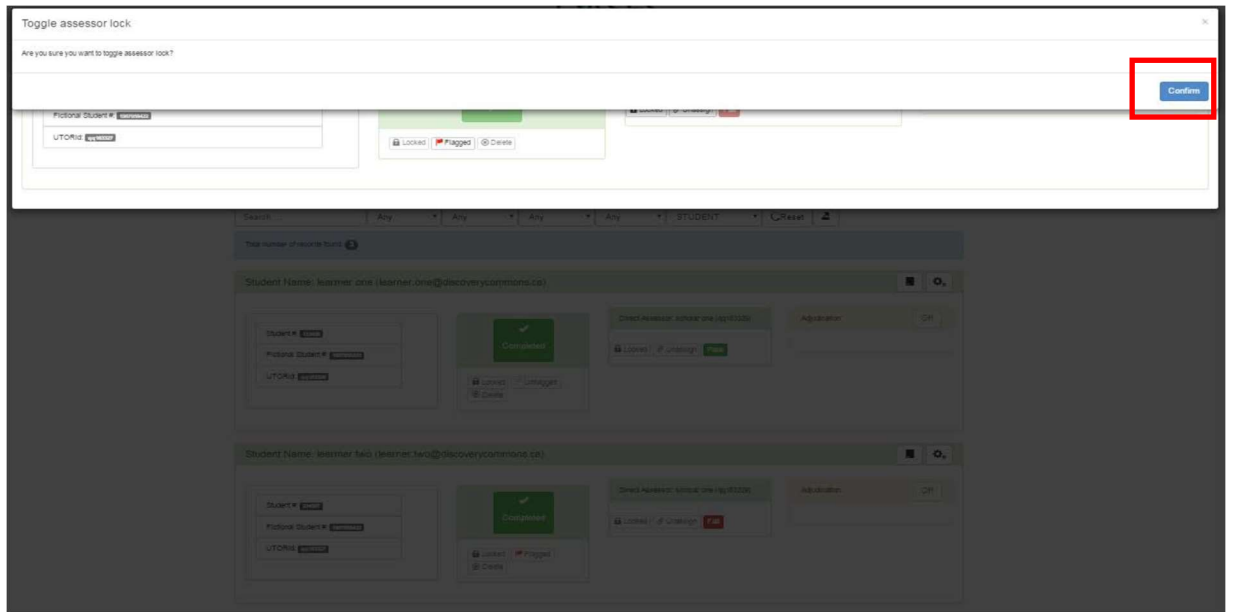
Find Learner in List, then click on the Settings button.

The screenshot shows the OASES (Online Assignment Submission and Evaluation System) 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 'MedSISExport', 'Download template', and 'Upload Enrollments'. The main content area is titled 'Howard-OASES_Guide-Example' and shows a search filter for 'DisCo: 2016-2017'. A search bar is present with filters for Name, UTORid, Student #, Fictional #, Assignment, Assessment, Adjudication, Flag, and Role. The search results show 'Total number of records found: 3'. Two learner records are displayed. The first learner, 'learner one (learner.one@discoverycommons.ca)', has a 'Settings' button highlighted with a red box. The second learner, 'learner two (learner.two@discoverycommons.ca)', also has a 'Settings' button.

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

This screenshot provides a close-up view of the learner record for 'learner two (qq163327)'. It shows the 'Completed' status, the 'Direct Assessor' 'scholar one (qq163329)', and the 'Adjudication' status 'Off'. A red arrow points to the 'Locked' button, which is highlighted with a red box. Below this, a larger, dimmed screenshot shows the full list of learners, with the 'Locked' button on the 'learner two' record also highlighted with a red box.

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
Fictional Student #: 1967938421
UTORid: qq163328

Completed

Locked Unflagged
Delete

Direct Assessor

Adjudication Off

Click on the [Locked] button

Student Name: learner three (qq163328)

Student #: 345678
Fictional Student #: 1967938421
UTORid: qq163328

Completed

Locked Unflagged
Delete

Direct Assessor

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 three (qq163328)

Student #: 345678
Fictional Student #: 1967938421
UTORid: qq163328

Completed

Unlocked Unflagged
Delete

Direct Assessor

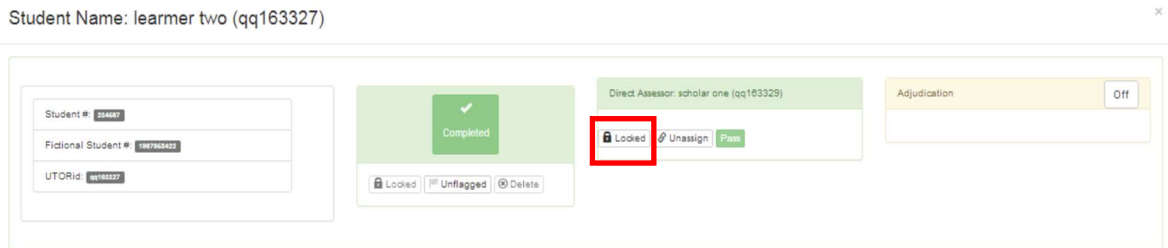
Adjudication Off

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

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



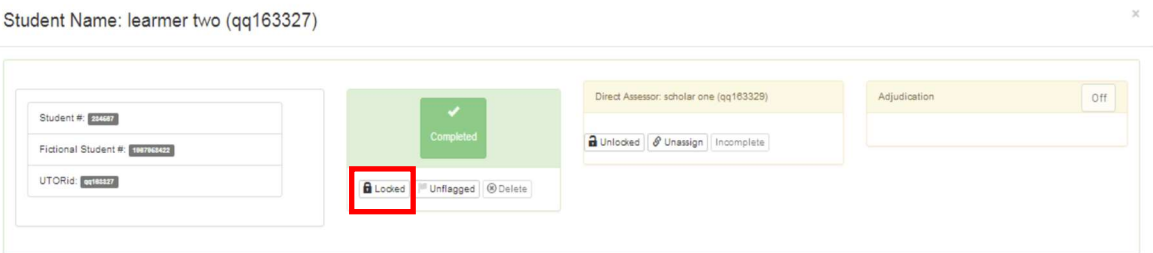
Click on the **[Locked]** button to unlock the Assessor.



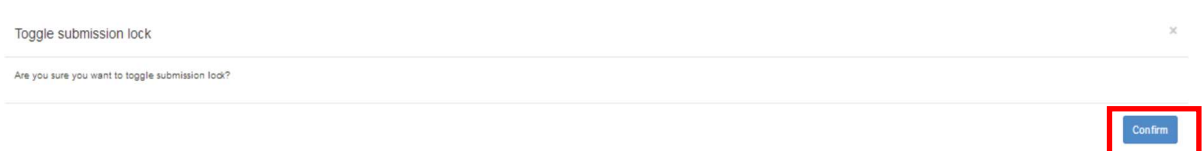
Click the **[Confirm]** button



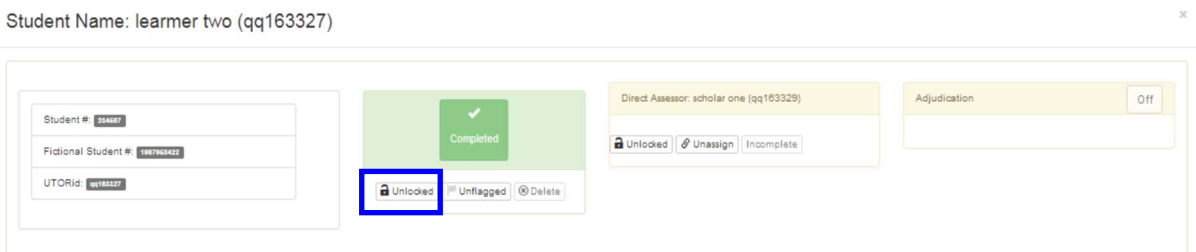
Assessor is now “unlocked”
Click on the Submission **[Locked]** button

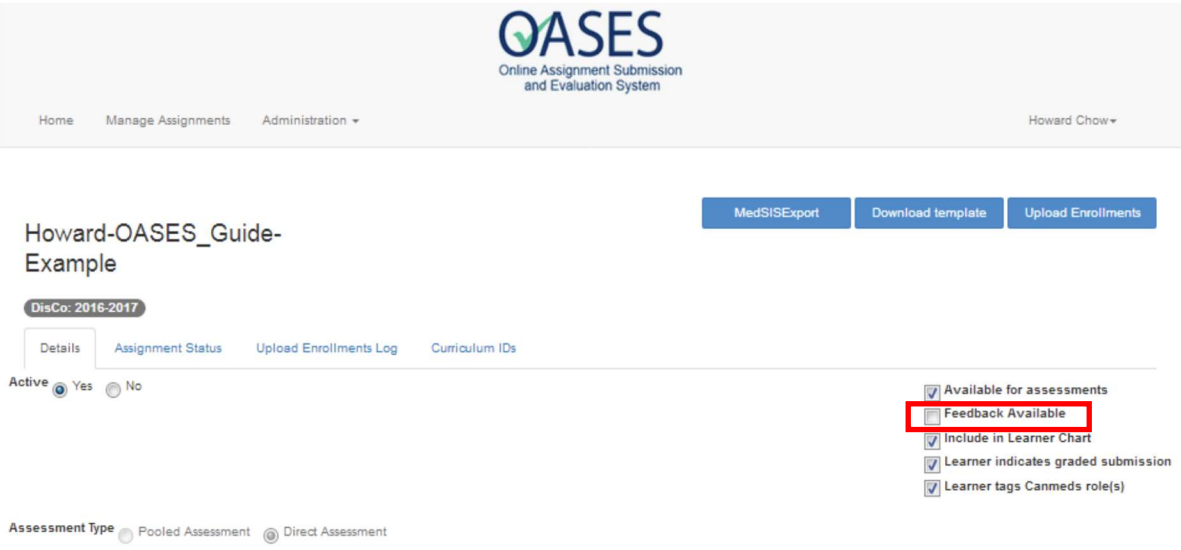
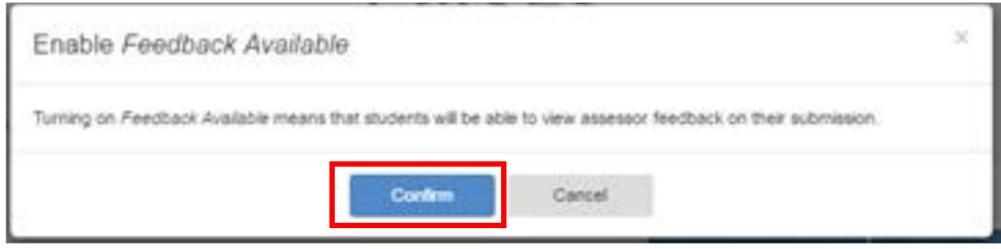
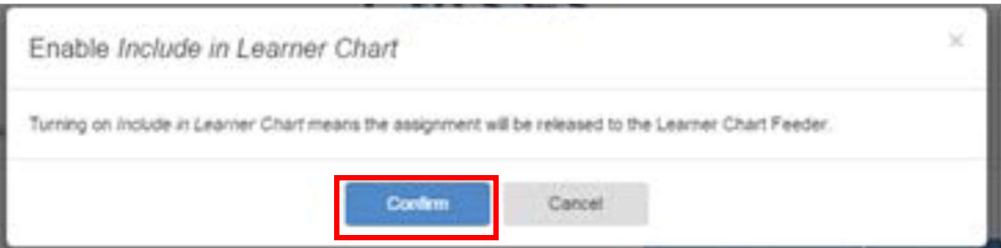
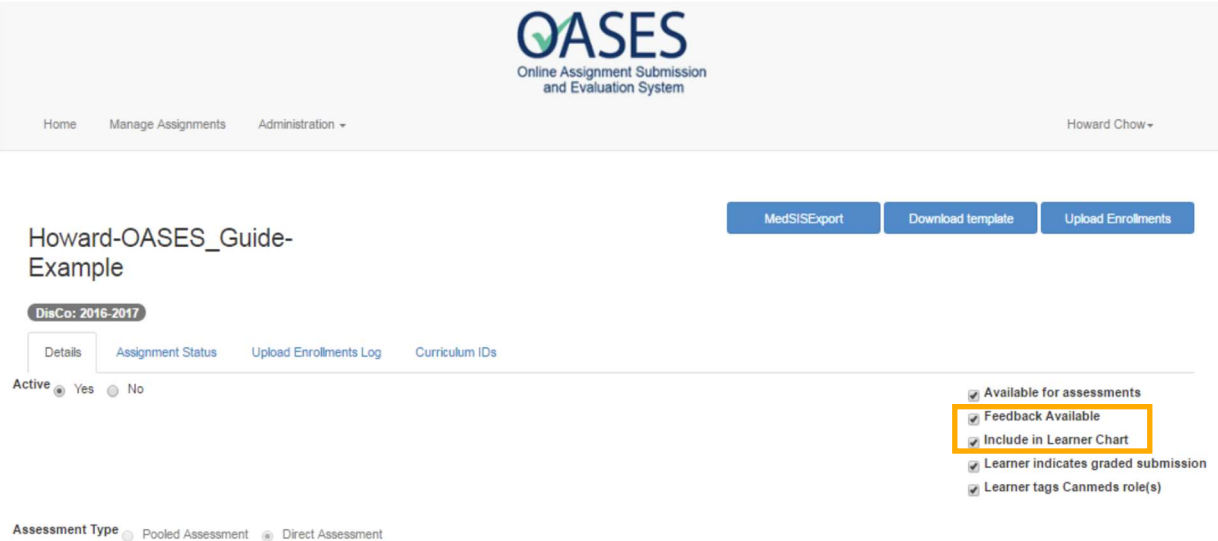


Click the **[Confirm]** button



Submission is now “Unlocked”.
The Learner will now be able to upload file(s).



<p>Step 4:</p>	<p>Enable access to Learners</p>
<p>After Assignments have been assessed. 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. Other visible options include 'Available for assessments', 'Include in Learner Chart', 'Learner indicates graded submission', and 'Learner tags Canmeds role(s)'. The 'Active' status is set to 'Yes'.</p>
<p>Click the "Feedback Available" checkbox... then click on [Confirm]</p>	 <p>The dialog box is titled 'Enable Feedback Available' and contains the text: 'Turning on Feedback Available means that students will be able to view assessor feedback on their submission.' The 'Confirm' button is highlighted with a red box.</p>
<p>Click the "Include in Learner Chart" checkbox... then click on</p>	 <p>The dialog box is titled 'Enable Include in Learner Chart' and contains the text: 'Turning on include in Learner Chart means the assignment will be released to the Learner Chart Feeder.' The 'Confirm' button is highlighted with a red box.</p>
<p>Checkboxes are now enabled...</p>	 <p>The screenshot shows the OASES interface with both 'Feedback Available' and 'Include in Learner Chart' checkboxes highlighted with an orange box. The 'Active' status remains '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.