



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:

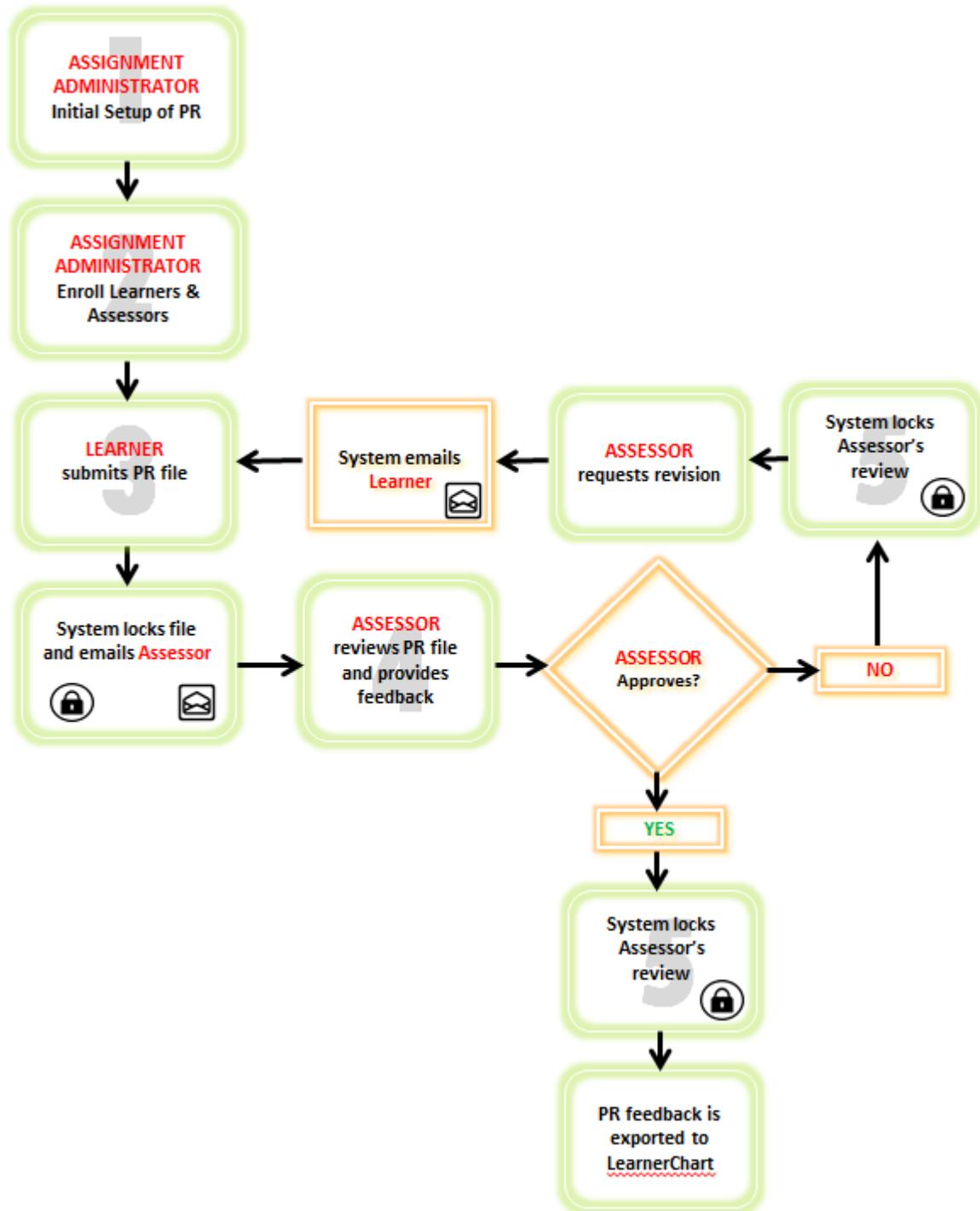
Learner wishes to resubmit a progress review file

STEP	Role	PROCESS DETAILS
3A	Learner	Requests Unlock to re-submit Progress Review file
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:

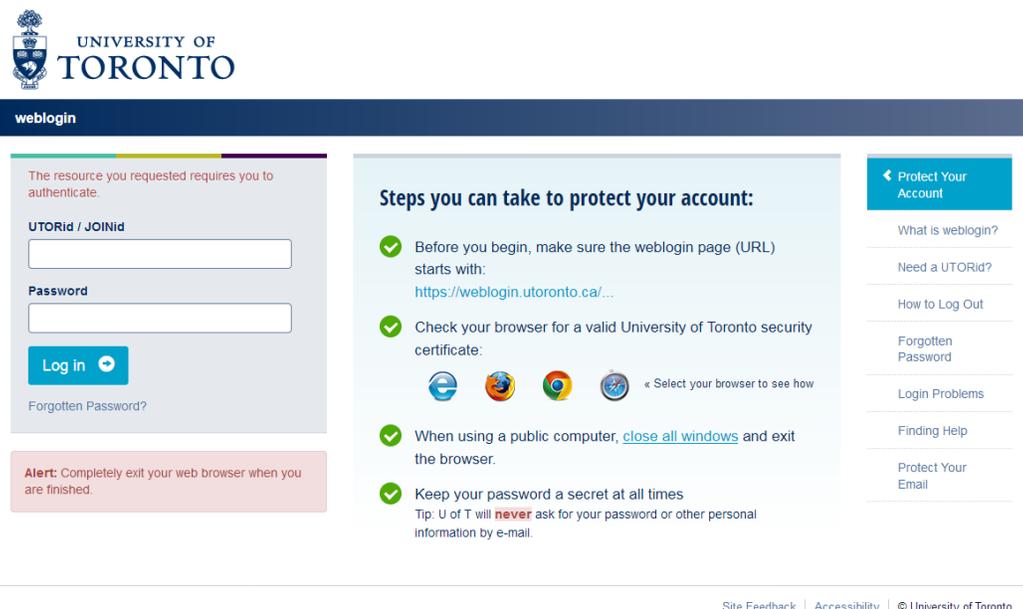
Log into OASES

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.



The resource you requested requires you to authenticate.

UTORid / JOINid

Password

Log in

Forgot Password?

Alert: Completely exit your web browser when you are finished.

Steps you can take to protect your account:

- ✓ Before you begin, make sure the weblogin page (URL) starts with: [https://weblogin.utoronto.ca/...](https://weblogin.utoronto.ca/)
- ✓ Check your browser for a valid University of Toronto security certificate:

◀ Select your browser to see how
- ✓ When using a public computer, [close all windows](#) and exit the browser.
- ✓ Keep your password a secret at all times
 Tip: U of T will **never** ask for your password or other personal information by e-mail.

After logging in, the OASES homepage will be displayed.

Click: **Manage Assignments**



OASES Online Assignment Submission and Evaluation System

Home **Manage Assignments** Administration ▾

Howard Chow ▾

Existing Assignments will be displayed.

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



OASES Online Assignment Submission and Evaluation System

Home Manage Assignments Administration ▾

Howard Chow ▾

Manage Assignments

Add

Assignment Name	Due Date	Course	Academic Year	Delete
Sample Assignment	2017-06-08 14:52 PM	DisCo	2015-2016	✕
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

** Progress Review must be selected.*

Academic Year:

Enter Assignment Name in the text field.



Add Assignment

Course: **Progress Review**

Academic Year: --Please select an Academic Year--

Assignment Name:

Save

Click: **[Save]**

Example:



Setup as follows:

Active -> Yes

Due Date -> Set date and time (in the future)

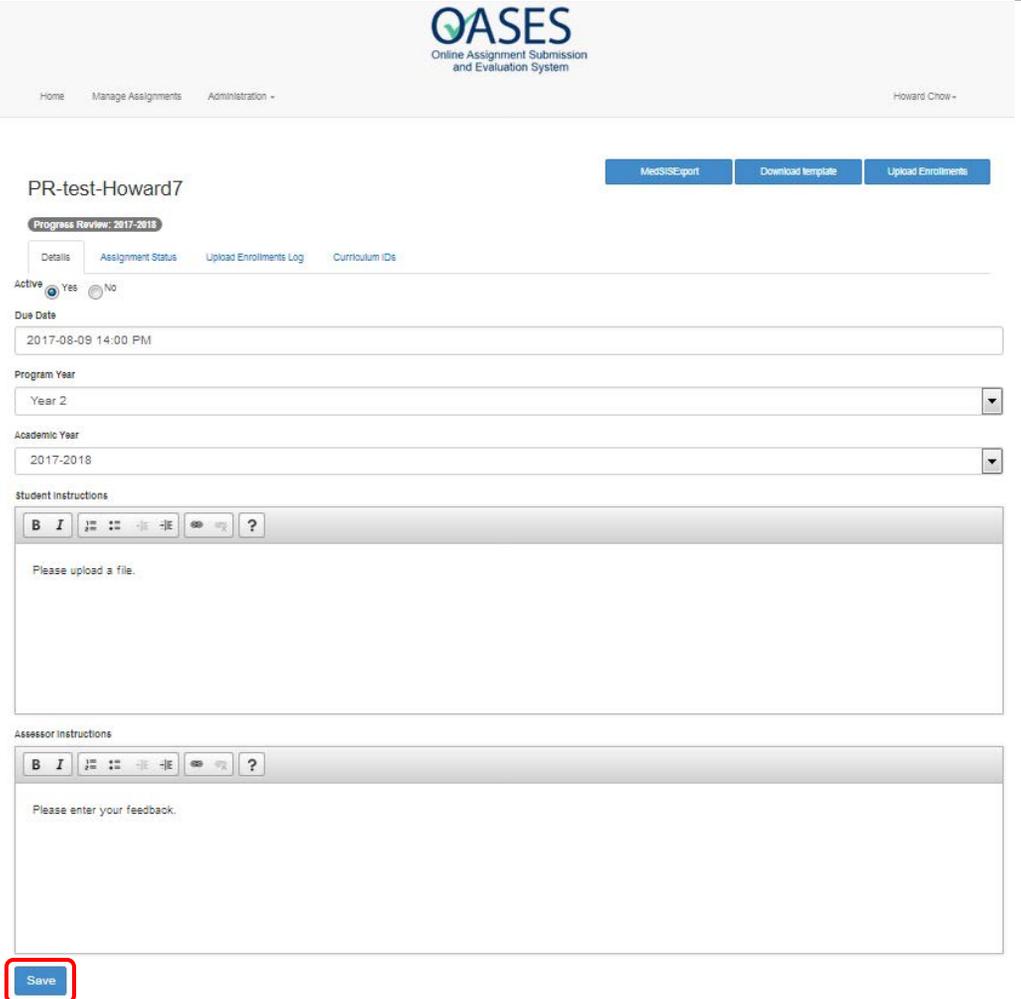
NOTE: The due date set should be set to the latest date possible. This is to accommodate the time required for Learners to meet with Academy Scholars, review feedback and make revisions...

Program year -> Use drop down to select

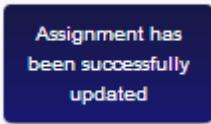
Student instructions -> add your text here

Assessor instructions -> add your text here

Click: **[Save]**

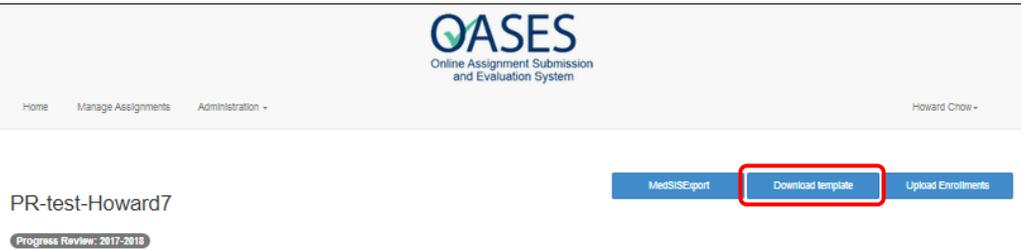


This confirmation message will appear.



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:

	A	B	C	D	E	F	Roles		I	J	K	L
	1	2	3	4	5	6	7	8	9	10	11	12
	First Name	Last Name	UTORID	Email	Student #	CPSO	Student Role	Assessor Role	Adjudicator Role	Peer Group	Assessor Group	Direct Assessor
Assessors →	PP	Scholar	qq203428	ppsolar@discoverycommons.ca				x				
	Will	Ryker	qq210761	will.ryker@discoverycommons.ca				x				
Learners →	PP	Learner	qq203373	pplerner@discoverycommons.ca	203373		x					Specific Assessor Assigned qq203428
	Sara	Connor	qq210760	sara.connor@discoverycommons.ca	190139		x					qq210761

3. Save the file and Upload as below.

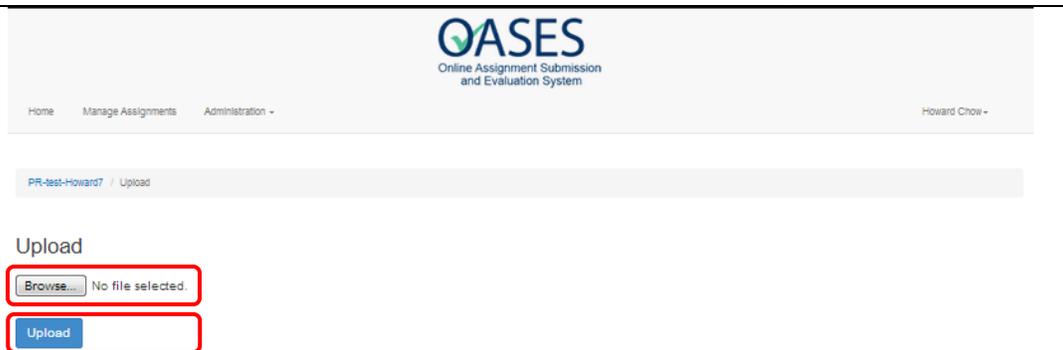
Click on the **[Upload Enrollments]** button to upload an enrollment file (Must be in Microsoft Excel format 1997-2003 with “.xls” extension).



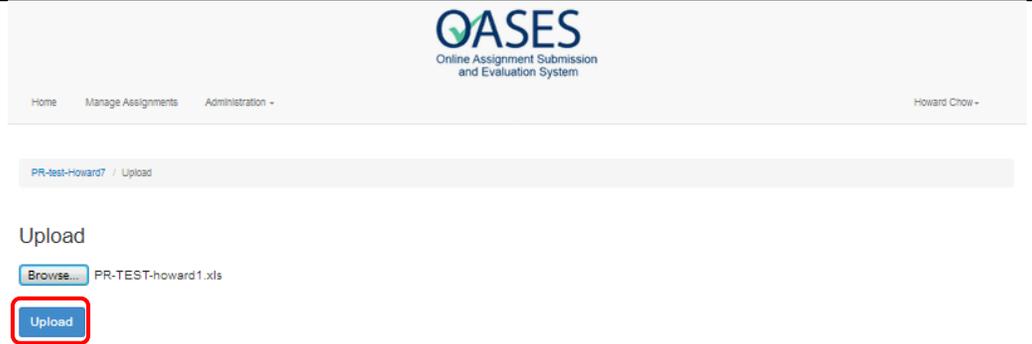
Click: [Browse...]

Select your Enrollment file.

Click: **[Upload]**



Example:



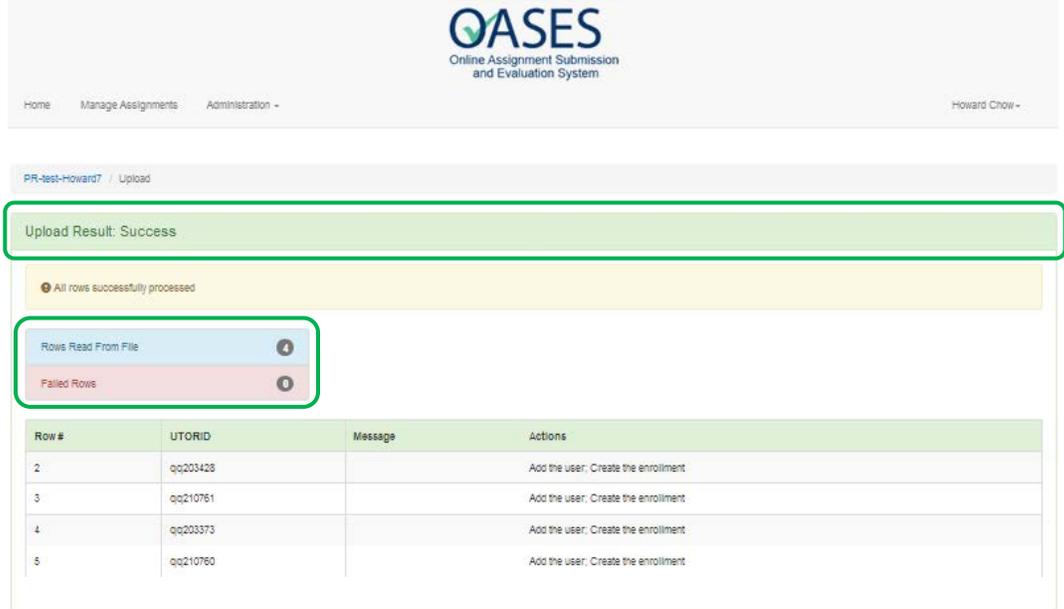
“Upload Result: Success”
This is what you want to see! :D

“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.*

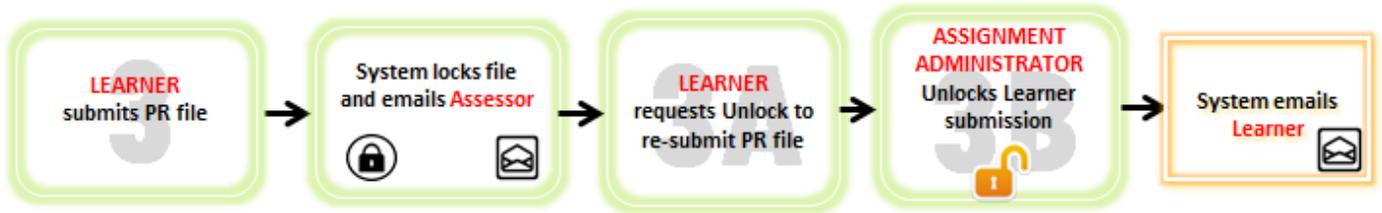


Once an Enrollment file has been successfully uploaded, the Assignment is ready for use.

3A+3B. Unlock a Progress Review submission

Scenarios:

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



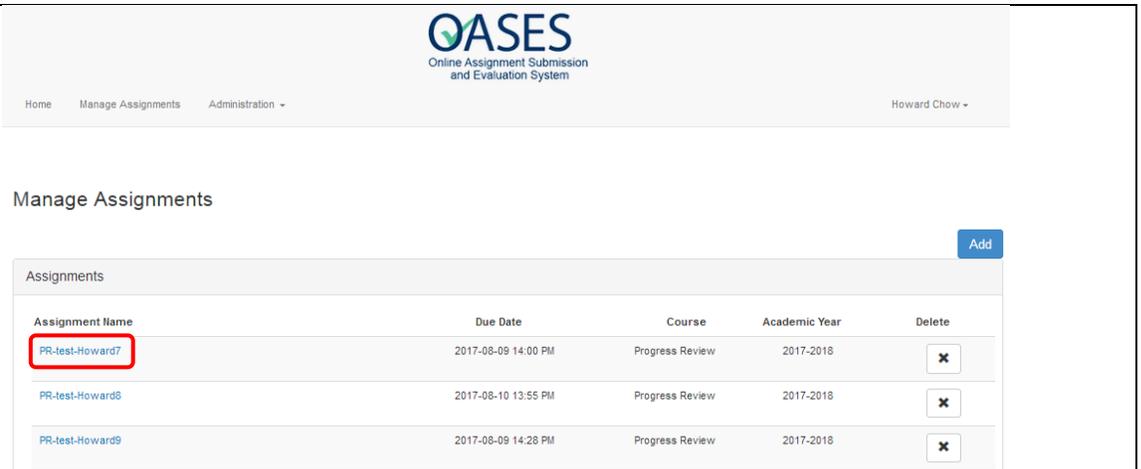
Log into OASES Log into OASES at: <http://oases.med.utoronto.ca>

Click: **Manage Assignments**

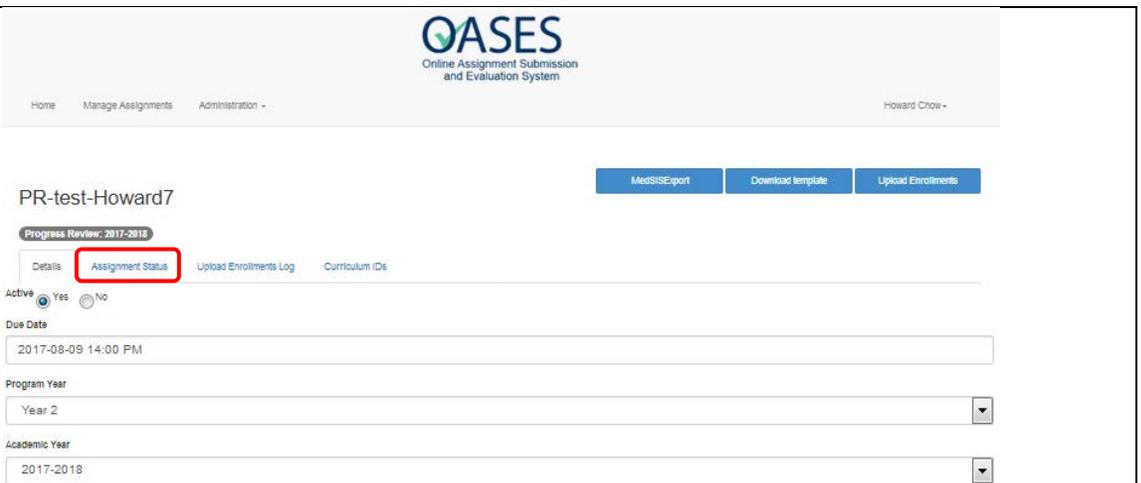


Select an Assignment

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.

The screenshot shows the 'Progress Review' interface for the 2017-2018 period. It includes a search bar and filters for Name, UTOrid, Student #, Fictional #, Assignment, Assessment, Adjudication, Flag, and Role. Below the search bar, there are two learner profiles. The first learner is 'PP Learner (pplearner@discoverycommons.ca)' with a 'Submitted' status highlighted in a red box. The second learner is 'Sara Connor (sara.connor@discoverycommons.ca)' also with a 'Submitted' status.

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.

The screenshot shows the details for a submission named 'PR-test-Howard7' by 'PP Learner' (Student Number: 203373). The submission is in a 'Submitted' status. The 'Feedback' field is empty and highlighted with a green box. The 'Assignment Instructions' section says 'please upload'. The 'Pending review' section shows the filename 'PR-TEST-howard1.pdf' and the upload date 'August 15, 2017 11:18 AM'.

Under Direct Assessor:
Click: **Incomplete**

The screenshot shows the learner profile for 'PP Learner (pplearner@discoverycommons.ca)'. It displays the learner's ID, fictional student ID, and UTOrid. The submission status is 'Submitted'. The 'Direct Assessor' is 'PP Scholar (qq203428)'. The 'Adjudication' is set to 'Off'. The 'Incomplete' button is highlighted with a red box.

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

Click: **Request revision**

The screenshot shows the 'Feedback to Student' text area. The text entered is 'Learner initiated request to re-submit PR file'. The text area is highlighted with a red box. Below the text area, there are two buttons: 'Request revision' (highlighted with a red box) and 'Approve'.

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**

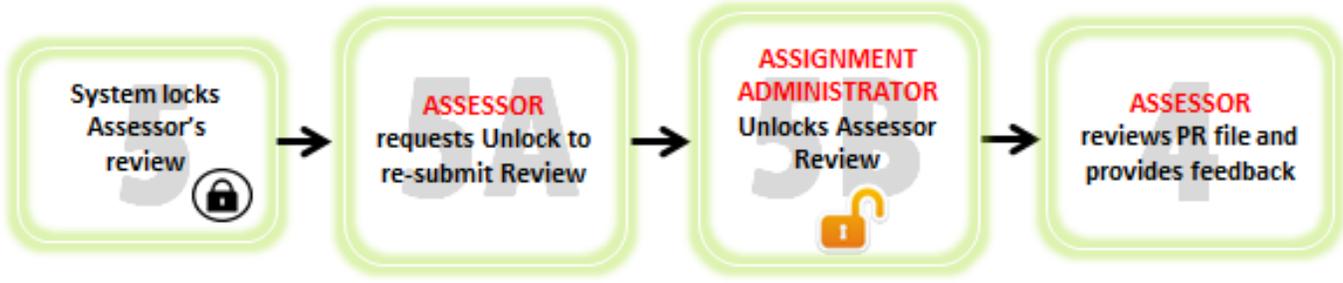
The screenshot shows the 'Assessment' interface for 'PR Test-Howard18'. At the top, the student name is 'Sara Connor' and the student number is '19019'. The status is 'In Progress'. The assignment instructions are 'textbox pr'. The 'Pending review' section shows a file named 'PR-TEST-howard1.pdf' uploaded on August 16, 2017 at 11:33 AM. A red box highlights a 'Feedback to student' window with the text 'Learner initiated request to re-submit PR file'. Below this, a red box highlights the 'Request revision' button. The 'Feedback' section shows a message from 'Will Ryker' dated August 16, 2017 at 11:21 AM, stating 'Please re-vise. More detail required.' A second file entry is shown below with the status 'Revision requested'.

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

The screenshot shows the student's submission status for Sara Connor (sara.connor@discoverycommons.ca). The student's submission is marked as 'Incomplete' with a red 'X' icon. The interface includes fields for 'Student #', 'Fictional Student #', and 'UTORid'. The 'Direct Assessor' is 'Will Ryker (qq210761)'. The 'Adjudication' is set to 'Off'. There are buttons for 'Unlocked', 'Unassign', and 'Incomplete'.

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**

OASES Online Assignment Submission and Evaluation System

Home **Manage Assignments** Administration - Howard Chow -

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

OASES Online Assignment Submission and Evaluation System

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Manage Assignments

[Add](#)

Assignment Name	Due Date	Course	Academic Year	Delete
PR-test-Howard7	2017-08-09 14:00 PM	Progress Review	2017-2018	<input type="button" value="x"/>
PR-test-Howard8	2017-08-10 13:55 PM	Progress Review	2017-2018	<input type="button" value="x"/>
PR-test-Howard9	2017-08-09 14:28 PM	Progress Review	2017-2018	<input type="button" value="x"/>

Click: **Assignment Status**

OASES Online Assignment Submission and Evaluation System

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PR-test-Howard7

[MedSIS Export](#) [Download template](#) [Upload Enrollments](#)

Progress Review: 2017-2018

Details **Assignment Status** [Upload Enrollments Log](#) [Curriculum IDs](#)

Active Yes No

Due Date: 2017-08-09 14:00 PM

Program Year: Year 2

Academic Year: 2017-2018

OASES
Online Assignment Submission and Evaluation System

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[MedSISEport](#) [Download template](#) [Upload Enrollments](#)

PR-test-Howard7

Progress Review: 2017-2018

Details Assignment Status Upload Enrollments Log Curriculum IDs

Name: UTORid, Student #, Fictional # Assignment Assessment Adjudication Flag Role

Search ... Any Any Any Any STUDENT Reset

Total number of records found: 2

Student Name: PP Learner (pplearner@discoverycommons.ca)

Student # 26372
 Fictional Student # 094812248
 UTORid qq210761

Submitted

Direct Assessor: PP Scholar (qq203426)

Adjudication Off

Unlocked Unflagged Delete

Locked Unassign Pass

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

Student # 180120
 Fictional Student # 094812248
 UTORid qq210760

Submitted

Direct Assessor: Will Ryker (qq210761)

Adjudication Off

Unlocked Unflagged Delete

Locked Unassign Pass

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**

Student Name: Sara Connor (qq210760)

Student # 180120
 Fictional Student # 094812248
 UTORid qq210760

Submitted

Direct Assessor: Will Ryker (qq210761)

Adjudication Off

Unlocked Unflagged Delete

Locked Unassign Pass

Click: **Confirm**

Toggle assessor lock

Are you sure you want to toggle assessor lock?

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.

Student Name: Sara Connor (qq210760)

Student # 180120
 Fictional Student # 094812248
 UTORid qq210760

Submitted

Direct Assessor: Will Ryker (qq210761)

Adjudication Off

Unlocked Unflagged Delete

Unlocked Unassign Incomplete