OASES Assignment Administrators – Supplement

Setting up an Assignment - refer to page 3 of OASES Assignment Administrator's Guide

If Anonymous Grading setting is set to "No" then Assessors can see Student name.

Enrollment file – this can be uploaded anytime to update an existing file – refer to page 6

A record of all Enrollment file upload attempts are saved and can be accessed by clicking on the "Upload Enrollment Log" tab.

Further detail can be viewed by clicking on the button to the far right.

When updating an enrollment file, always download the latest version from OASES to ensure you are using the very latest active version (rather than a version from your computer)

Make changes to your enrollment file, then upload to OASES

Make sure there are no errors (if upload is unsuccessful, nothing will be changed)

1. Direct assessment – assessors must be assigned to learners
2. Pooled assessment – not assigned
3. Adjudicators – can be added later –can have dual role as Assessor (indicate in enrollment file)

Troubleshooting Tips for Enrollment Files:

- When an Upload fails, check the error message (see 3rd column "Message") for clues as to why it failed.

Upload Result: Failure

ⓘ Skipping import due to errors in the uploaded file

Rows Read From File **340**

Failed Rows **79**

Failed Enrollments

Row #	UTORID	Message	Actions
33	leechris1	Ambiguous identification. Partial match for [username=leechris1, studentNumber=1234567890, email=chris.lee@utoronto.ca]	
264	smithjo4	Assignment with pooled assessment must have assessor groups	Add the user; Create the enrollment
265	mohamm1	Assignment with pooled assessment must have assessor groups	Update the user; Update the enrollment
266	bergman3	Assignment with pooled assessment must have assessor groups	Add the user; Create the enrollment
267	wardisle	Assignment with pooled assessment must have assessor groups	Add the user; Create the enrollment

- Ensure all information is accurate (ie. firstname, lastname, email, UTORid and Student #), all must match what is in OASES.
- Check that firstname and lastname fields are not switched around.
- Check if nicknames or middle names used
- Student email address (some may be in the form @mail.utoronto.ca; while others @utoronto.ca)
- Assessors must be assigned to an Assessor Group (for Pooled assignments)

Other Troubleshooting Tips:

- If students report not being able to see assignment.
  - Check that "Active" is set to YES.
  - Check the Due Date.
  - Check that the student(s) are in the enrollment file.
- Assessors cannot see Pooled Assignments.
  - Login to your OASES account and confirm there are Assignments available to be marked. If Yes, then Assessors should login to OASES, then click on [Begin New Assessment], and select from the drop down list. The process is explained in the guide posted here: http://dc.med.utoronto.ca/manuals-user-guides -> At the bottom of the webpage -> OASES - Assessing student submissions.pdf

After a deadline has passed, make assignment "Available for assessment" - see page 8.

Assessors may not begin marking before the deadline even if assignments are received; students may re-submit updated assignments before the deadline.

Assessment status can be viewed in OASES, or download a list as a file for Excel (for large assessments, this can be handy for sorting/filtering) – see page 10.

If differing assessment ratings (or if assessment is deferred) then adjudication is required. This must be turned on manually - see page 10.

Assessors cannot see each other's feedback.

When contacting the Discovery Commons to report OASES issues, please provide the following:

1. Specify the Assignment name
2. Attach copy of enrollment file (if Enrollment file upload issue)
3. Screenshot of issue or error message (see below for how to capture screen shot)

Screenshots	WINDOWS	MAC
Capture entire monitor: (Print Screen)	1. Press: **[PrtScn]** 2. Paste into Word or other application by pressing [ctrl][V]	1. Press: **[shift][command][3]** 2. A screenshot (of the entire screen) will be saved as a .png file on your desktop
Capture the active window:	1. Press: **[alt][PrtScn]** 2. Paste into Word or other application by pressing [ctrl][V]	1. Press: **[shift][command][4]**, then **[spacebar]** 2. Cursor will change to a camera icon, 3. Move the cursor around the screen and selected item will turn blue. 4. Press the mouse button to capture. 5. The active window screenshot will be saved as a .png file on your desktop
Select only a specific part of what you see on screen	Use "Snipping Tool": 1. Click the windows start button in the lower left, type "snipping" in the search box. 2. Select "Snipping tool" in the results. 3. Snipping Tool application will start. 4. Cursor will change to a crosshair icon, drag and hold down mouse button to select the area of the screen. 5. Paste by pressing **[ctrl][V]** or save as an image file to your computer by clicking the Disk (Save Snip) icon.	1. Press: **[shift][command][4]** 2. Cursor will change to a crosshair icon, 3. Press the mouse button and drag to select the area of the screen, then release the mouse button 4. The screenshot will be saved as a .png file on your desktop
Resource:	*http://www.wikihow.com/Take-a-Screenshot-in-Microsoft-Windows*	*http://www.wikihow.com/Take-a-Screenshot-in-Mac-OS-X*