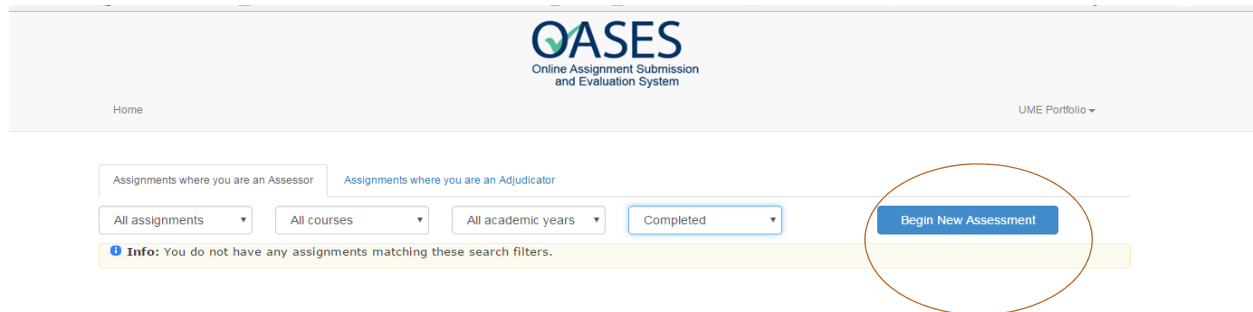
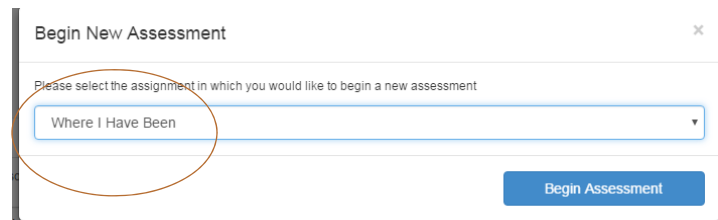


How to assess an assignment in OASES

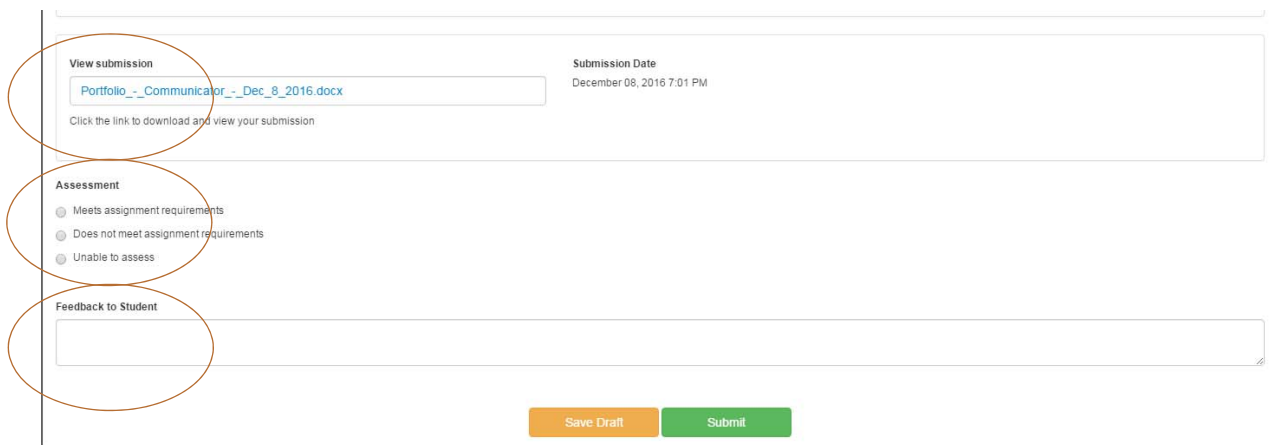
1. Log on to OASES: <http://oases.med.utoronto.ca/> and enter your UTORid and password. If you need help retrieving your UTORid or password, please email portfolio.ume@utoronto.ca as soon as possible.
2. Click on **Begin New Assessment**:



3. From the dropdown list, select the assignment name (i.e. Thematic Reflection 1&2) and click on **Begin Assessment**:



4. Under the **View submission** section, click on the file to download and read the student's reflection:



5. After you have reviewed the assessment rubric (attached), grade the reflection by selecting one of the following options in the **Assessment** section:

- Meets assignment requirements
- Does not meet assignment requirements
- Unable to assess

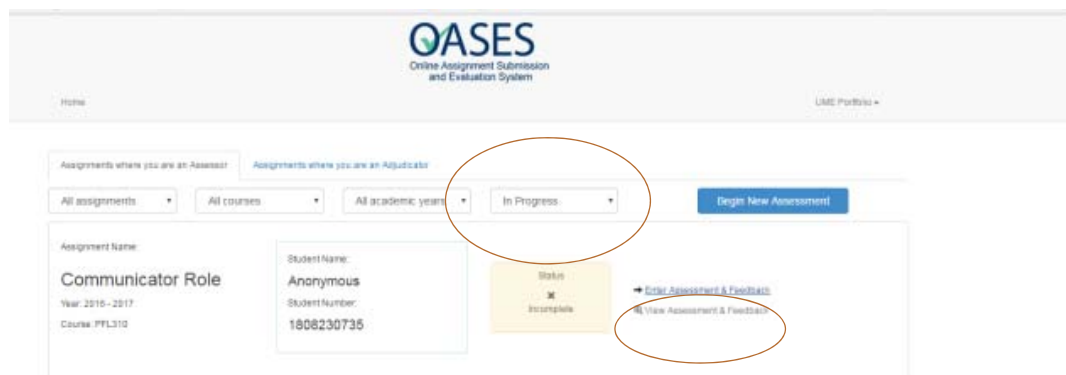
6. Add your feedback to the student in the **Feedback to Student** box.

7. Click on **Submit**.

8. **Delete** the students' submissions from your computer. Please check your Downloads folder and empty your Recycle bin.

To access your In progress or Completed assessments:

1. Select **In Progress** or **Completed** from the **In Progress/Completed** drop down list (see screen view on the previous page).
2. To open the assessment, click on **View Assessment & Feedback**.



If you have any questions or experience any technical issues, please contact portfolio.ume@utoronto.ca or 416.978.7327.