

Getting Started With The Clinical Marking System – External Supervisors

Attaining Registration On The System

1. Send your email details along with preferred title, first name and family name to the department manager Kay Faunce (kfaunce@unimelb.edu.au).
2. You will receive an email confirming your registration and containing your username (the email address you have supplied) and your initial password (this can be changed to one of your own choice after logging in the first time).

Logging In

1. Navigate to the clinical marking system within the Resources area of the department website - <http://www.optometry.unimelb.edu.au/resources/ocas.php>. There is also a link from the home page.
2. Your user name is the email address you supplied to us for your registration on the system. Your password is that sent to you in the email confirming your registration on the system, unless you have changed this to one of your choice at a previous login. If you have forgotten your password this can be reset and emailed to you by using the facility on the login page. If you have forgotten the email address to use, or need to change it, email the system administration via the link on the login page.
3. For the best viewing experience it is recommended that you use a standards compliant browser such as Firefox (not Internet Explorer).

Enter And View Assessment Details

1. After successfully logging in you will be presented with a list of consultations awaiting assessment for the clinics you have been entered on the system as working at.
2. Select a consultation to assess by clicking on its row (row highlighting will assist with this). Then click on the "Assess Selected" button.
3. The assessment form is displayed. Some details are hidden within the section headers- to reveal them click on the green header bar. Sections can also be re-ordered by dragging with your mouse.
4. Marks are awarded by clicking at the appropriate point of the slider controls in the 'Clinician Summary' section. The automatically assigned total mark can be modified up or down by entering a figure in the 'Mark Adjustment' field. When completed click on the 'Submit Assessment' button.
5. You will be shown a listing of all the assessments you have entered with the new assessment amongst them. A message box will also be displayed in the top left corner giving confirmation of the action performed.
6. The assessment can be viewed by clicking on its row in the table (row highlighting will assist with this) and then clicking the 'View Selected' button to change to the 'Assessment Details' screen.
7. If any errors are noted in the data entry they can be corrected by clicking on the 'Edit' button in the 'Assessment Details' screen or by selecting the appropriate row and clicking on the 'Edit Selected' button in the assessments' listing screen.

Logging Out - IMPORTANT

1. When you have finished using the system log out before leaving the computer by clicking on the 'Log Out' link on the green bar of the web page header above the left hand site menu.