

Getting Started With The Clinical Marking System – Students

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. Use your normal Unimelb user name and password to login as you would do so to access Melbourne University Webmail or the LMS.
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 Consultation Details

1. After successfully logging in you will be presented with a list of your consultations (assessed and waiting to be assessed) already entered on the system.
2. To start entering a new consultation's details click on the 'New Consultation' button above the listing on the right hand side.
3. The data entry form is displayed. When completed click on the 'Submit Consultation' button.
4. You will be returned to the listing of consultations, showing the new consultation. A message box will also be displayed in the top left corner giving confirmation of the action performed.
5. The consultation 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.
6. 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 consultations' 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.