

Mid-Term Assessment Instructions

FALL 2020

DEADLINE TO SUBMIT ASSESSMENTS

Monday, October 29, 2020

1. Log into the online Mid-Term Evaluations module via MyDawson
* Problems logging in? Call the Help Desk at local 4357 or email them at Helpdesk@dawsoncollege.qc.ca.
2. Once logged in, go to your **Léa, the Omnivox Classroom** account (located under "My Omnivox Services").
3. Select or roll your mouse over "Online Grade Book".
4. Click on "Mid-Term Evaluations".
5. Click on the course section for which you wish to input assessment information.
6. Enter the assessment for each of your students using this scale:
 - 1 = Passing
 - 2 = At Risk
 - 3 = Failing
 - 4 = Not Applicable
7. Once you are ready to submit your assessments, click on **Submit these ratings**. (You must enter a rating for every student in the class before the system allows you to submit your ratings).

Please note: Should you need to change a student's assessment, you can return to your submissions while the portal is open.
8. The next screen should contain an **Acknowledgement Receipt**. Please print the receipt and keep it for your records.
9. If you would like to enter assessment information for your other sections, click on **Enter ratings for another class** and repeat steps 4 through 6.
10. Once you have completed all of your assessments, click on **Quit** to exit the system.

If you have any questions or concerns, please the Mid-Term Assessment Coordinator at mta@dawsoncollege.qc.ca.

Mid-Term Assessment F.A.Q.

1. *I am having trouble logging into MyDawson.*

Please contact the Help Desk at local 4357 or email helpdesk@dawsoncollege.qc.ca.

2. *Some or all of my courses do not appear on the system.*

Please contact Louis Pierre Coulombe at lcoulombe@dawsoncollege.qc.ca. Please make sure to include the complete course number and section number of the missing course(s) in your e-mail.

3. *Some of the course codes are showing up twice, when they should not be.*

This is most likely because the course has multiple components, such as a lab.

4. *What if a student on my list has never attended classes (e.g. what if they have dropped my course and I haven't been informed?).*

The "failing" category must be filled in. Mid-Term Assessments are not official grades; seeing a "failing" on a mid-term assessment letter may, however, convince a student to do something about it (e.g. if they dropped the course - or thought they had – they may check to make sure all of the necessary paperwork was done).

5. *What if a student has been attending my class regularly but does not appear on my class list?*

Please contact the Mid-Term Assessment Coordinator at e-mail mta@dawsoncollege.qc.ca.

6. *What if I do not have enough material from my students to make a fair assessment of how they are doing?*

Fill in "not applicable". The message "Not Applicable; See Your Teacher" will appear on their letter beside the course number.

7. *Is there any kind of grace period after the final deadline?*

No. Teachers are given as much time as can be afforded to input assessments online. It is important that mid-term assessments are received as soon as possible by students so that those experiencing difficulties have time to turn their semester around.

8. *Can I change a student's assessment?*

You will be able to change a student's assessment up until the assessments go live for students. Unfortunately, after that date, no changes can be made.

Mid-Term Assessment F.A.Q.

9. *What if a student receives a different assessment than the one I submitted?*

Please contact MTA Coordinator at mta@dawsoncollege.qc.ca.

10. *Why is the system slow, -or- I'm being told that the system is loading but it's very slow.*

Most likely this is because the system is experiencing a high volume of traffic. If after a few minutes you are still experiencing a slow system, please try again in a few hours. If the problem persists please contact the Help Desk at local 4357 or email helpdesk@dawsoncollege.qc.ca.

11. *It's the night before the mid-term assessment deadline and I'm having problems entering my assessments. Help!*

We encourage all faculty to enter their assessments as soon as possible so that if a problem arises we are able to provide support. If you have a problem and it is at night, or on the weekend, please wait to the following morning and contact the Help Desk at local 4357 or email helpdesk@dawsoncollege.qc.ca.

Please keep in mind that the system can be slow when a lot of assessments are being entered at the same time, so please, be patient. If at all possible, enter your assessments well-before the deadline.

12. *If you are experiencing minor problems here are some troubleshooting tips:*

- Always make sure that you have the most updated web browser (Internet Explorer or Mozilla Firefox are both supported browsers).
- Clear your cache. If you require instructions on this please visit: <https://www.wikihow.com/Clear-Your-Browser's-Cache>, where you will find instructions specific to the browser and version you are using.
- If the system is slow or freezes, please be patient and try again. If the problem persists, please contact the Help Desk at local 4357 or email helpdesk@dawsoncollege.qc.ca.
- If you cannot log in, please contact the Help Desk at 4357 or email helpdesk@dawsoncollege.qc.ca.
- If you experience any other problems, or believe the problem is severe please contact the Help Desk immediately.