

Mid-Term Assessment Instructions

FALL 2020

DEADLINE TO SUBMIT ASSESSMENTS

Tuesday, October 23, 2020

1. Log into the online Mid-Term Evaluations module via MyDawson
* Problems logging in? Call the Help Desk at local 4357.
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 call the Help Desk at local 4357.

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 Wendy Willis, 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 Wednesday, October 16, 2019. For assessment changes **after** October 16, 2019, please contact Wendy Willis at local 3948 or send an e-mail to mta@dawsoncollege.qc.ca.

Mid-Term Assessment F.A.Q.

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

Please contact Wendy Willis at local 3948 or send an e-mail to 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.

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 (4357) or the Coordinator during their regular work hours (Monday, Tuesday & Wednesday - 10:00 am – 6:00 pm).

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.
- If you cannot log in, please contact the Help Desk at 4357.
- If you experience any other problems, or believe the problem is severe please contact the Help Desk (4357) immediately.