

# OSIT Training

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Training for Administrators and Assessors- March 2021

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# Overview of the training session

- Overview
- Slide presentation
- Screen sharing to go through the OSIT as an individual, Admin and Assessor
- Q +A

# OSIT Overview

- The Online Skills Assessment Tool was first conceived for CESBA's business plan for the 2017-18 year
- With an LBS Advisory Committee the tool was developed
- A few website design staff changes and many tweaks and revisions later, we did a 'soft launch' in the summer, a launch in October and now our second training session today.
- The tool was developed to provide an online option for assessing clients' skills and aptitude of their skills.
- It generally takes 20-40 minutes to complete and is meant to give an idea of skills not a comprehensive assessment. It can be used to help place a client in the appropriate program offering.

# OSIT - how it works

- OSIT is housed through the CESBA website with its own address (not searchable)
- Individuals can use it without having to sign in (there is a printable PDF instruction sheet for individuals)
- The Inventory (assessment) is accessible to Admin Users and Assessors
- Admin are added to the tool by CESBA and Assessors are added by Admin
- Assessors assess each individual's inventory at their own convenience
- Inventory summary sheets can be printed or saved as a PDF
- Inventories are saved indefinitely while we plan for secure archiving or deletion

# OSIT - Administrators and Assessors

- Each school board can have one Administrator (or more if required) and as many assessors as required.
- Administrators will have the permissions to add assessors.
- Administrators will need to email CESBA to remove assessors.
- To become an Administrator you will need to email your request to CESBA (for today's session you can add your name and email to this [Google Spreadsheet](#)).
- Assessors will have all the same permissions as Administrators except for the ability to add Assessors.

# OSIT - Let's get to it

Recommended browsers to use:

Firefox

Web browser



Google Chrome

Web browser

