

# Online Skills Inventory Tool (OSIT) ADMIN and Assessor's Instructions

NOTE: The tool is named Online Skills Inventory Tool, however, the word "Assessment" is also used throughout to refer to an 'Inventory'. They are interchangeable.

ADMIN and Assessors access the Admin pages of the tool using this URL:

<http://skills.cesba.com/admin>

## SECTION 1 ADMIN USERS

Each school board will have one ADMIN user assigned to them. By default, this person will be the LBS Manager. Each ADMIN user can assign Assessors using the OSIT.

Once on the main Admin page you must login using your username and password. You will be prompted to update your password at your first login. There is also a 'lost your password' option.

### LOGIN PAGE

A screenshot of the OSIT Admin Login page. At the top is a blue header with the text "Log-in". Below the header is a light gray form area. The form is titled "Assessor's Login" and contains the following elements: a "Username" label above a text input field containing "cparliament@scdsb.on.ca"; a "Password" label above a password input field with masked characters "....."; a "Login" button; a checked checkbox labeled "Remember Me"; and a link labeled "Lost Your Password?" with a red underline, preceded by a line of asterisks "\*\*\*\*\*".

**First page upon Login**

cesba  
Online Skills Inventory  
Tool

RESULTS FOR MY SCHOOL BOARD ADD AN ASSESSOR RESET PASSWORD LOG OUT

Private: Results for My  
School Board

Name of School Board

Simcoe County District School Board

The name of your School Board is shown above. Please click on "Submit" to see the summary of results for your School Board.

Submit

**Assigning Assessors**

1. Admin users click on "ADD AN ASSESSOR"; fill in the first name, last name and email address; choose your school board from the drop-down menu and click submit.
2. The new Assessor will receive an email with a link to login and they will be prompted to create a password.
3. Assessors will have access to all Inventories completed for their school board.
4. To remove an Assessor, send an email to Urszula at [umazur@cesba.com](mailto:umazur@cesba.com)

**Add an Assessor Page**

cesba  
Online Skills Inventory  
Tool

RESULTS FOR MY SCHOOL BOARD ADD AN ASSESSOR RESET PASSWORD LOG OUT

Private: Assessor  
Registration

Assessor's Registration

First Name

Last Name

Name of School Board

Simcoe County District School Board

Email

Submit

## SECTION 2 ASSESSOR USERS

### Assessing the Inventory completed by clients

#### Locating Inventory

1. Assessor needs to login and click on “Results for my School Board” and click on SUBMIT. You may see your school board in the box before clicking on “Results for my School Board” and if so, you can click on Submit without clicking on “Results for my School Board”.
2. Use the Search feature or use the chart listing all Inventories.
3. The Search feature can search using first, last or both names. If you have multiple Inventories with the same name, you can look at the date the Inventory was completed or the birth date to find the one you are looking for.
4. The chart shows all inventories completed for your school board only - with the latest on top.
5. Click on the “Link to Individual’s Result” in the first column of the chart to open the desired Inventory.

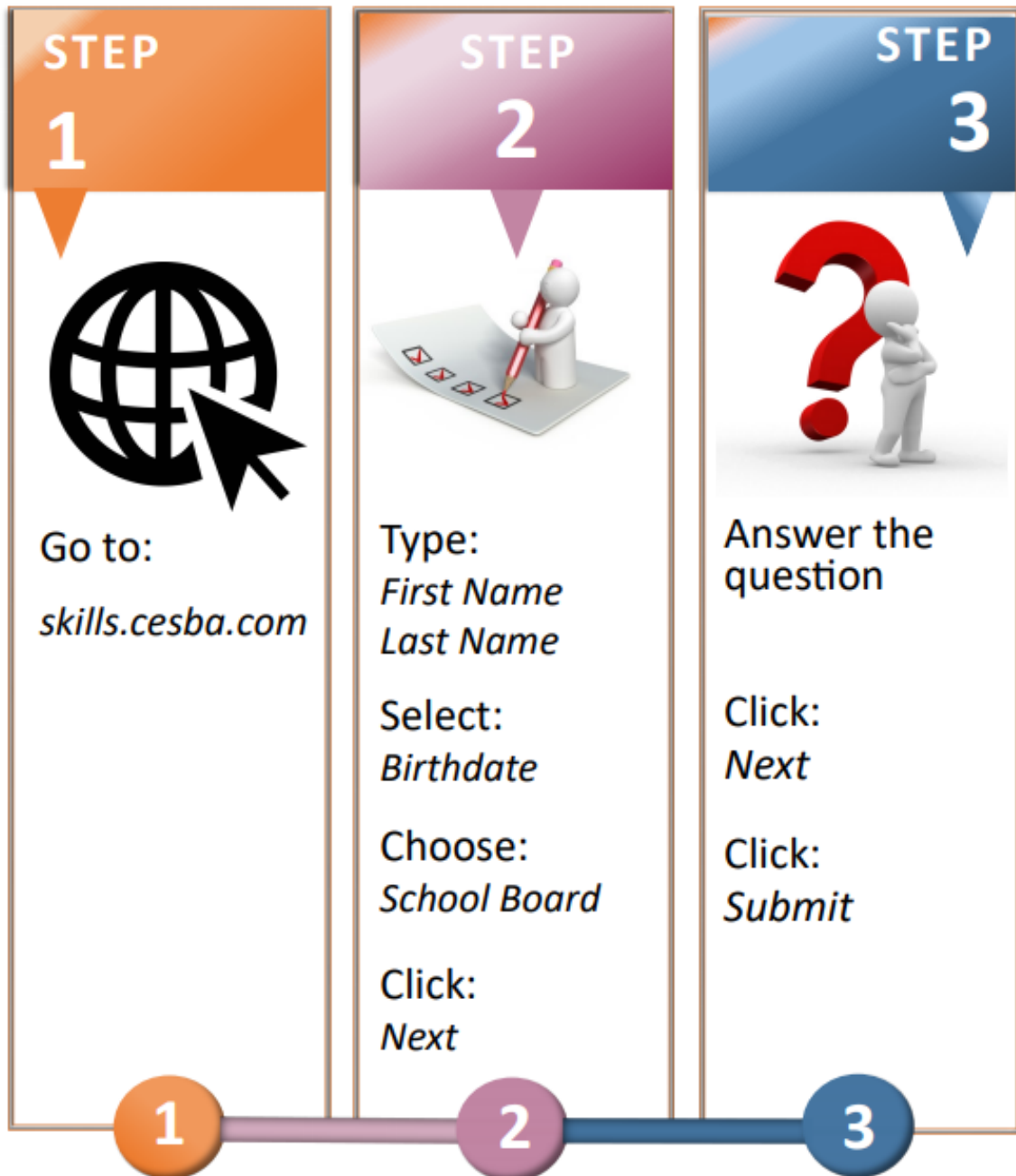
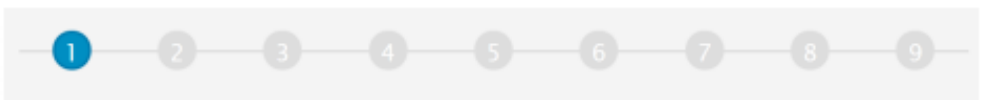
#### **Inventory Chart (list of completed Inventories)**

**List of individuals that have taken the assessment**

Note to the Assessor: Click on “*Individual’s Results*” to see that person’s results and assessment.

	Assessment Number	First Name	Last Name	Date of Birth	Date of Assessment	School Board
<a href="#">Link to Individual’s Results</a>	79	Charley	Parley	December 1, 1988	25 July 2019	Simcoe County District School Board
<a href="#">Link to Individual’s Results</a>	78	Char	Parly	November 9, 2002	10 November 2018	Simcoe County District School Board
<a href="#">Link to Individual’s Results</a>	77	That	Guy	December 31, 1988	05 November 2018	Simcoe County District School Board

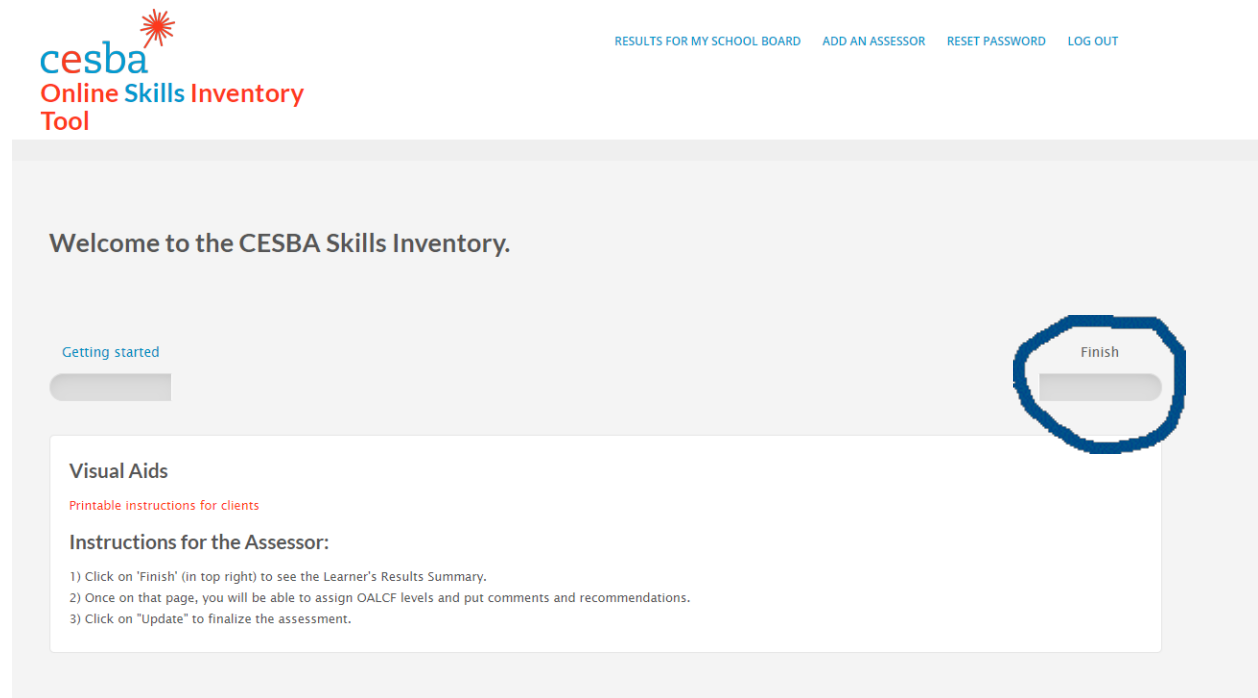
NOTE: Once you click on this link you will see instructions as well as a ‘visual aid’. (See screen shot below). The Visual Aid is a pdf you can print and post or provide to your client to guide them on how to get started with the Inventory. The Instructions for Admin and Assessors are also on this page of the website as a pdf for you to print.



## Assessing the Inventory

1. Click on “Finish” to access the Inventory. The Inventory you chose will appear just below on your screen and is titled Learner’s Results Summary.

### Opening the Inventory



**cesba**  
Online Skills Inventory  
Tool

RESULTS FOR MY SCHOOL BOARD   ADD AN ASSESSOR   RESET PASSWORD   LOG OUT

Welcome to the CESBA Skills Inventory.

Getting started

Finish

**Visual Aids**  
[Printable instructions for clients](#)

**Instructions for the Assessor:**

- 1) Click on "Finish" (in top right) to see the Learner's Results Summary.
- 2) Once on that page, you will be able to assign OALCF levels and put comments and recommendations.
- 3) Click on "Update" to finalize the assessment.

***Learner's Results Summary Page SAMPLE***

Learner's Results Summary

Name of Assessor:

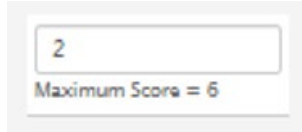
Competency	Level 1	Level 2	Level 3	OALCF Level Assigned
<b>A. Find and Use Information</b>	<input type="text" value="1"/> Maximum Score = 1	<input type="text" value="4"/> Maximum Score = 4	<input type="text" value="1"/> Maximum Score = 1	<input type="text" value=""/>
<b>B. Communicate Ideas and Information</b>	<input type="text" value="0"/> Maximum Score = 1	<input type="text" value="0"/> Maximum Score = 3	<input type="text" value="0"/> Maximum Score = 1	<input type="text" value=""/>
<b>Writing sample 1 – describe what you want to do when you are finished upgrading your skills</b>				
<input type="text" value="Any job I can get. I just need money to pay bills. I don't have money to go to school. I just need money."/>				
review writing sample when assessing level in "Communicate ideas"				
Assessor's Comments				<input type="text" value=""/>
<b>Writing sample 2 – Online shopping</b>				
<input type="text" value="I dunno no"/>				
review writing sample when assessing level in "Find and Use Information"				
Assessor's Comments				<input type="text" value=""/>
<b>C. Numeracy</b>	<input type="text" value="4"/> Maximum Score = 5	<input type="text" value="2"/> Maximum Score = 6	<input type="text" value="0"/> Maximum Score = 3	<input type="text" value=""/>
<b>D. Using Digital Technology</b>	<input type="text" value=""/>			

**NOTE: The list of questions, answers, level and OALCF competency can be found in the separate document OSIT Questions and Scoring Chart. .**

2. You will choose the most appropriate OALCF level based on the auto filled levels as well as the level you assess the writing samples. Click on the drop-down arrow in the red box for the level options.

3. You will see for each Competency and each level how many questions there are in the Inventory for that Competency and that Level.

In this example there are 6 questions in the Inventory for this competency and level and this individual answered 2 of them correctly.



A screenshot of a score entry field. The field contains the number '2'. Below the field, the text 'Maximum Score = 6' is displayed.

4. You will need to determine the OALCF level for Competency A and B based on how many questions the client answered correctly for each Level, along with the writing sample for that Competency. The writing samples are visible on the Results page. There is also an option to choose "Foundations" if you as an Assessor determine the client's skills are below Level 1.
5. Competency C is auto filled (without any writing samples to assess), but you will still need to determine what OALCF level based on how many correct answers for each level.
6. Competency D is not auto filled at all because there are NO questions in the Inventory directly related to Competency D. This option has been added for those Assessors who supervise the client, or help the client get set up to take the Inventory. Observation of the client skills (comfort level with using the device, ability to go to website on own, scrolling, etc.) will help the Assessor determine Competency D level. This can also be left blank or filled in later if more information on the client's technology skills is provided to the Assessor.
7. If you scroll down below the Results page you will see the chart of questions the client answered incorrectly. In some cases this may help the Assessor determine the OALCF Level if it is not obvious.

**List of questions that were answered incorrectly SAMPLE**

**List of Questions That Were Answered Incorrectly:**

Question #	Learner Response
Question 2 – Writing down the name and address of a business or place you plan to visit	Not Confident
Question 2 – Writing a note to someone outside of your friends and family	Not Confident
Question 2 – Writing a shopping list for someone that is doing your shopping for you	Not Confident
Question 2 – Filling in a job application	Not Confident
Question 2 – Writing a post or comment on a public website	Not Confident
Question 7 – Percents	12
Question 7 – Fractions	2/8
Question 7 – Working with cash (making change)	2.00
Question 7 – Telling and measuring time (How long is the Break?)	30 minutes
Question 7 – Telling and measuring time (What is the expected arrival time for Bus #352?)	15:00
Question 7 – Measuring (The thickness of a two dollar coin (Toonie) is closest to)	1 gram
Question 7 – Measuring (A recipe for soup calls for 2 cups of milk. You have 250ml of milk. Do you have enough?)	Yes
Question 7 – Measuring (How many more cups do you need?)	

8. Fill in the Comment box if you want to add any comments regarding the Inventory. This may be used for various purposes such as recommendations for placement or referral, etc. These comments will show up on the final summary page.

9. At the bottom of the Learner's Results Page you will see Question #1 and the Learner's answer. This question is not scored. It is there for the Assessor's information only.

**Answer for Question # 1:**

Question #	Learner Response
Question 1 – Choose the goal that best describes why you are here to improve your skills.	I want to attend a College or University Program but need to get required high school courses first.



## Printing the Results

1. Once all Levels have been chosen from the drop down menus, choose Yes from the drop down on Assessment Completed?, and choose today's date from the calendar. If you are finishing the assessment from a previous time, you can click on "Update and View..."; or if this is the first time in to this assessment, click on 'View Printable...'

### Bottom of Assessment page

Assessment Completed? Yes

Date  
04/06/2020

Update and View Printable Skills Inventory Results

View Printable Skills Inventory Results

### What you see when you click 'view printable...'

CESDA  
CESBA Online Skills  
Inventory Tool

#### Skills Inventory Results

Name: Yet Another

Completion Date: 14 February 2020

Assessor: Charlotte Parliament

Yet Another's Final Results and Assessment of Skills:

What goal best describes why you are here to improve your skills.

- I want to improve my skills for my own satisfaction.

A. Find and Use Information	Foundations
B. Communicate Ideas and Information	Foundations
C. Numeracy	Level 1
D. Using Digital Technology	Level 2

Assessor's Comments and Recommendations:

This learner needs one on one support

Print This Page

[> Return to assessments for Simcoe County District School Board](#)

2. This page is 'printable' and can be added to the Learner's file as evidence of an OALCF Assessment or given to the Practitioner, etc. This printable page shows the date the Inventory was completed, the client's name, the Assessor's, the client's answer to the question regarding the client's goal (this question is not 'assessed' – it is only there to help the Assessor understand the client's reason for wanting to upgrade as this may be helpful in determining next steps. It also shows the Levels for Competency A,B,C and D (if applicable) and the comments made by the Assessor (if any). You can print or you print to PDF and save and email to your practitioner if you choose to.



## Skills Inventory Results

Name: Yet Another

Completion Date: 14 February 2020

Assessor: Charlotte Parliament

### Yet Another's Final Results and Assessment of Skills:

What goal best describes why you are here to improve your skills.

– I want to improve my skills for my own satisfaction.

A. Find and Use Information	Foundations
B. Communicate Ideas and Information	Foundations
C. Numeracy	Level 1
D. Using Digital Technology	Level 2

Assessor's Comments and Recommendations:

This learner needs one on one support

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3. If you get interrupted and cannot finish assessing the Inventory and have to leave the page, or you want to go back and make a revision, you can return to the Inventory and click on 'update' to edit and complete.
4. The Inventory can be accessed any time afterwards for further reference.