Make the most of OCS

What it is
- The Online Coursework Submission system
- Allows students to submit coursework via the web
- Allows staff to provide feedback online

Do you know?
- You can search all years of study for student work
- You can provide feedback in multiple formats
- You can see a detailed report of student access

Get started
- Find it online at ocs.essex.ac.uk
- Make sure you have the right permissions
- Contact the Learning Technology Team
**How to... make the most of OCS**

**What it is**
The Online Coursework Submission system (OCS) is an in-house web-based system that allows students to securely submit their coursework online from any computer connected to the internet.

You can access student submissions to view data on when they were uploaded, watermarked, or deleted. You can also download copies for reviewing and marking.

Watermarking is a process that can be used if you require students to submit a hardcopy of their work. It is a way of checking that the hardcopy submission is the same as the document the student submitted online.

**Do you know?**
OCS stores all student submissions throughout their years of study here. You can search for all documents submitted to OCS by a particular student.

There is a simple mechanism in OCS for uploading feedback for your students so you never have to leave your PC to do your marking. You can upload text files, spreadsheets or even audio or video feedback.

OCS provides the facility to see what assignments your students have been accessing, which documents they have uploaded and which they have deleted or watermarked.

**Get started**
You can head to OCS by visiting ocs.essex.ac.uk. You will have basic permissions so you can get started immediately.

E-mail the Learning Technology Team (ltt@essex.ac.uk) to get more information, ask for training on particular aspects, or gain access to other sections of the system.

You may also want to contact your departmental administrator – they will be able to give you advice on how your department is currently using OCS and how you can change the way you approach assessment, marking and feedback.

**Tip:** It may take a little time to get used to it at first, but OCS could open up a variety of possibilities for making assessment quicker, easier and more useful for both you and your students.

**Tip:** You need permission to be able to access these facilities. Contact LTT (ltt@essex.ac.uk) to find out more.

**Tip:** All staff have a basic level of access. Why not head to ocs.essex.ac.uk to take a look?

Look out for more postcards in the series, e-mail Learning and Development ('ldev') or visit the website ('/ldev/resources').