User Manual

Instructors

By

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Outline

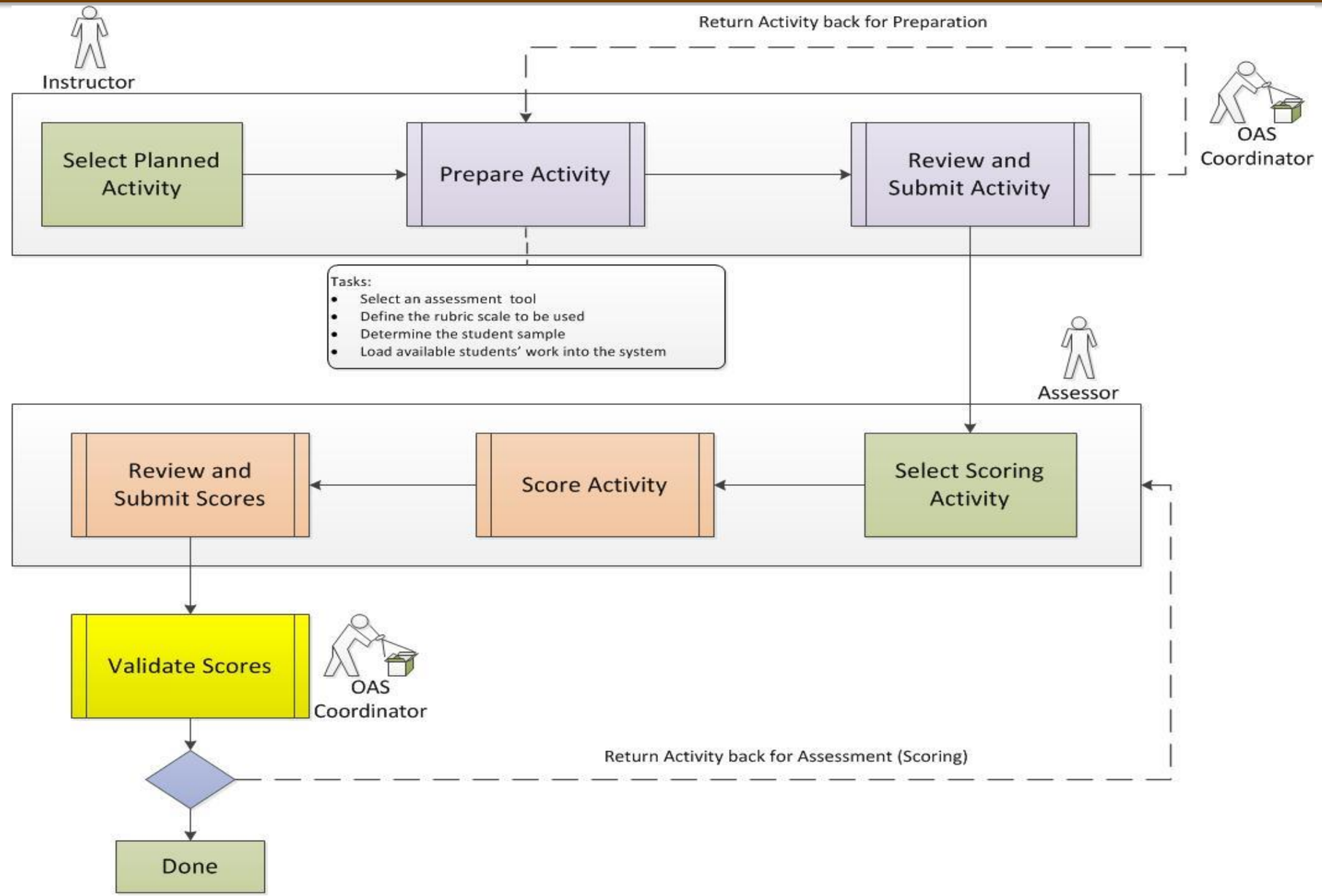
- Access to Online Assessment System (OAS)
- Assessment Flowchart
- Instructor’s Functionalities
- Steps for Assessment “Activity Setup”
- Final Note
- Contact Details

How to access “OAS” application?

- The Online Assessment System is a web-based application that can be accessed on & off campus on the following link:
  - https://oas.qu.edu.qa/

- Login credentials:
  - Username: your QU username
  - Password: your QU password

OAS Assessment Flowchart



Instructor's Functionalities

An Instructor is ought to:

- ❑ Set up an assessment activity planned for a particular semester and prepare it for the scoring activity to be conducted by Assessors. Setting up an activity requires entering the activity details by completing the following steps:
  - ➢ Select an Assessment Activity
  - ➢ Define the assessment tool.
  - ➢ Define the rubric to be used.
  - ➢ Determine the student sample.
  - ➢ Upload students' work into the system.
  - ➢ Review and submit assessment activity details to enable scoring by Assessors.

OAS Home Screen

- The Online Assessment System link will redirect you to the home screen as shown below:

Login

The Online Assessment System

Welcome to Qatar University's Online Assessment Management System. The purpose of the system is to provide faculty with the tools necessary to conduct learning outcome assessment in an effective and efficient way.

This web site is a work in progress, please report any issues, problems, feedback to the support team by sending an email to oas.support@qu.edu.qa

Please also feel free to contact the support team if you need any assistance in using the system.

Please Login to start

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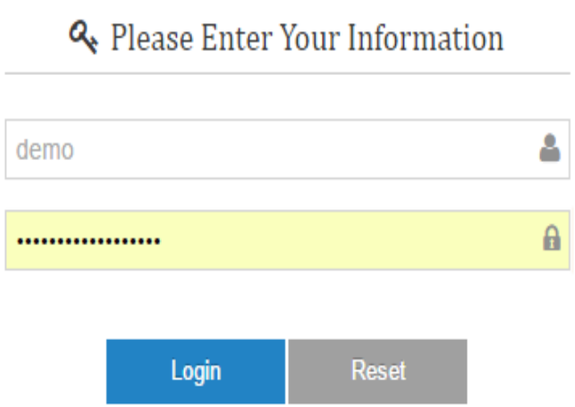
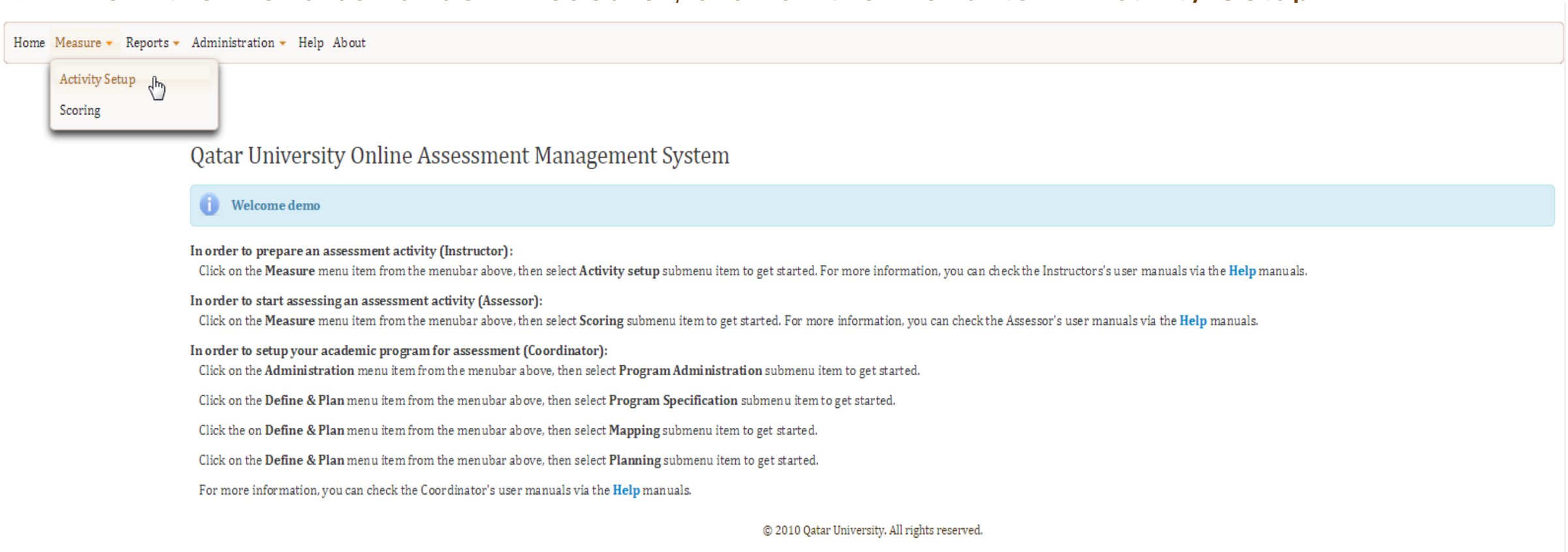
OAS Login Screen

- The login screen as shown below:



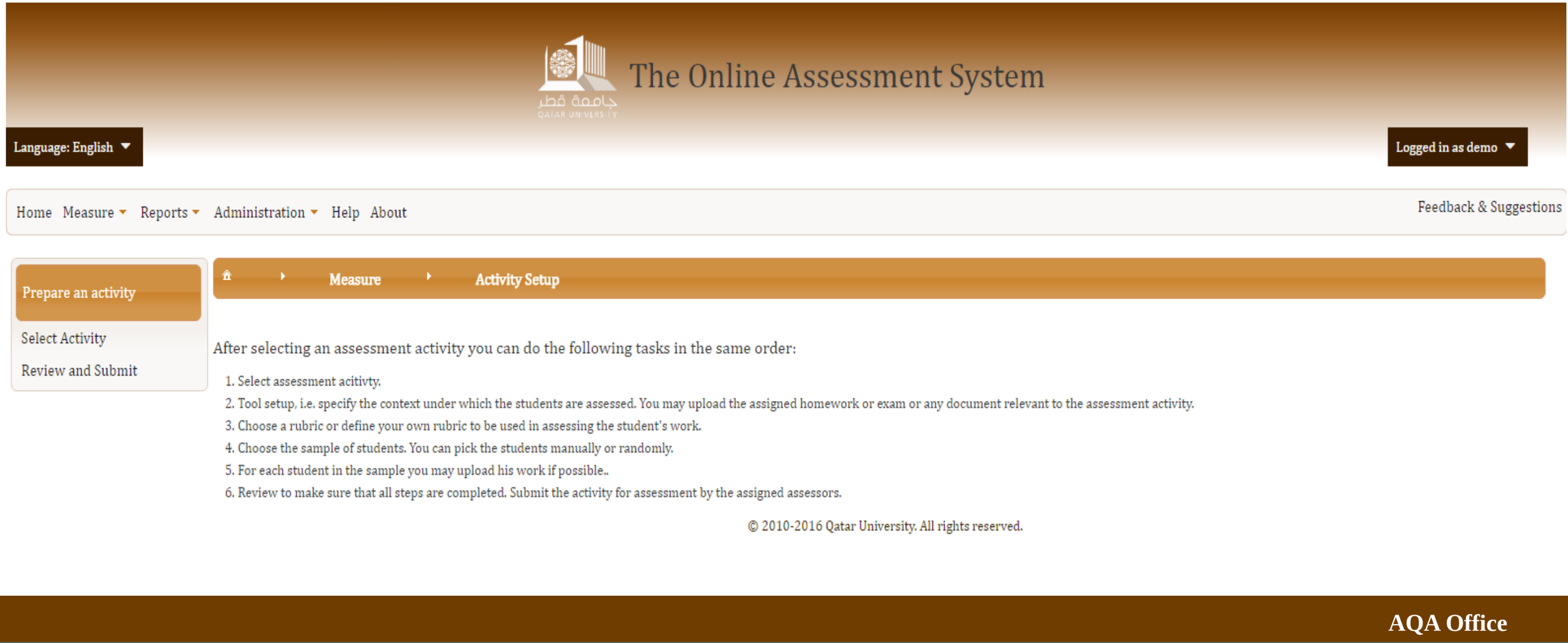
Accessing Instructor Functionalities: The “Activity Setup” Menu Item:

1. Log into the OAS system.
2. From the menu bar under “Measure”, click on the menu item “Activity Setup”.



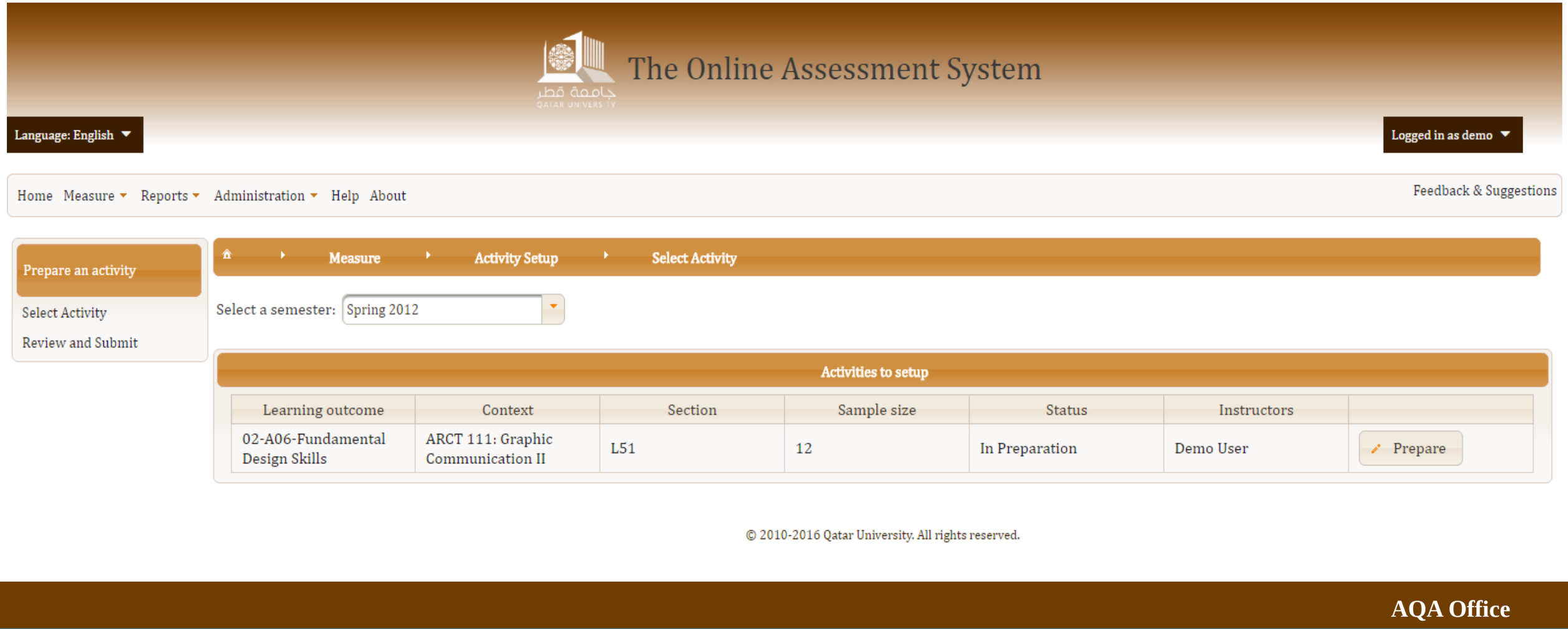
“Activity Setup” Menu Item: Prepare an Activity

3. After selecting the “Activity Setup” menu item, a new window opens as shown below. Notice the left-side menu titled “Prepare an activity”.



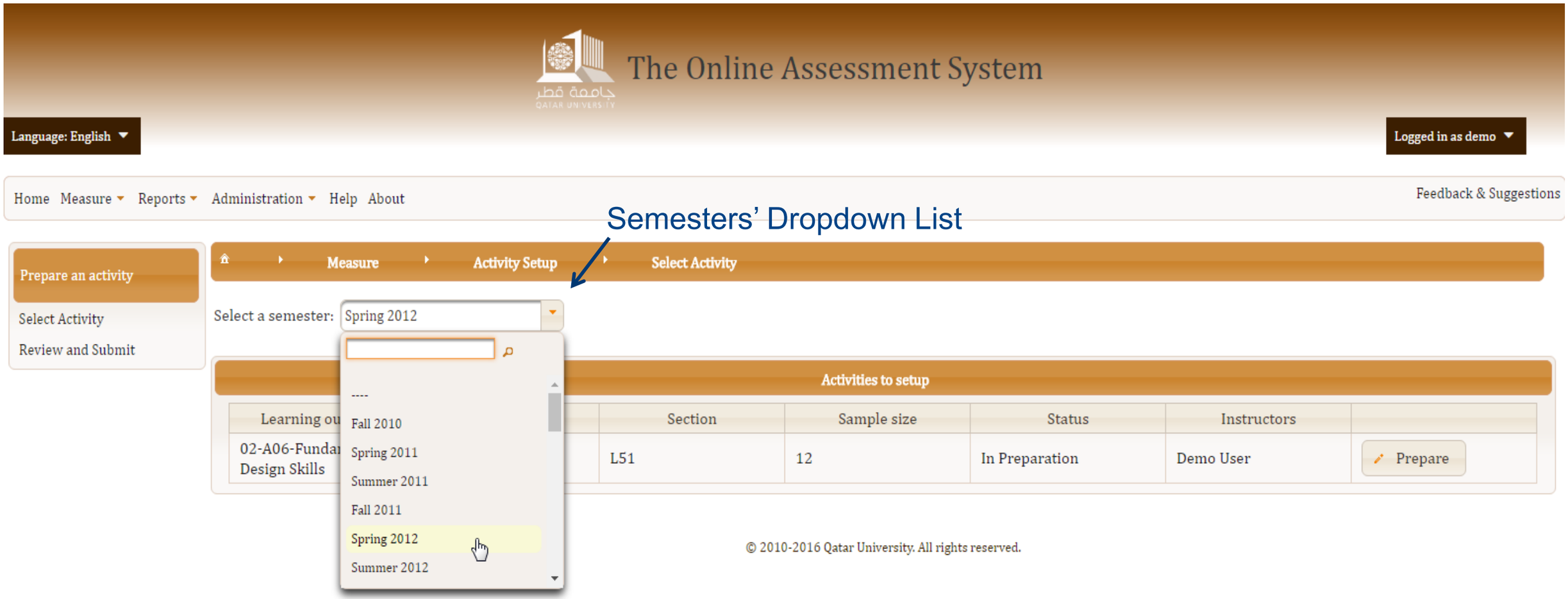
Prepare an Activity: “Select Activity”

4. From the “Prepare an activity” menu, click on “Select Activity” in order to access the list of all assigned assessment activities planned for assessment in a particular semester.



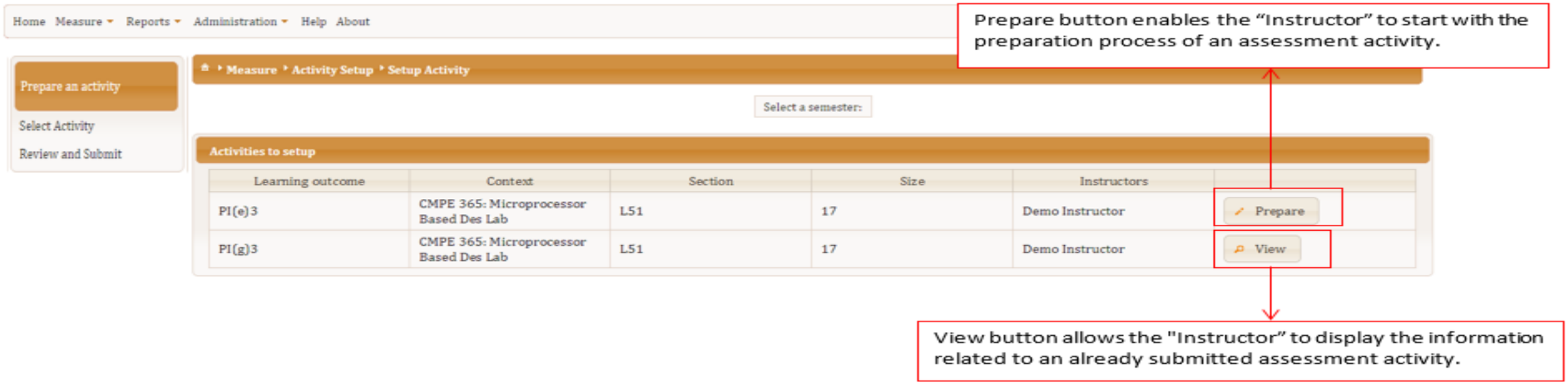
Prepare an Activity: “Select Semester”

5. From the drop down list (see figure), select the semester in order to display a list of pre-assigned and planned assessment activities for the selected semester.



Prepare an Activity: “Prepare Button”

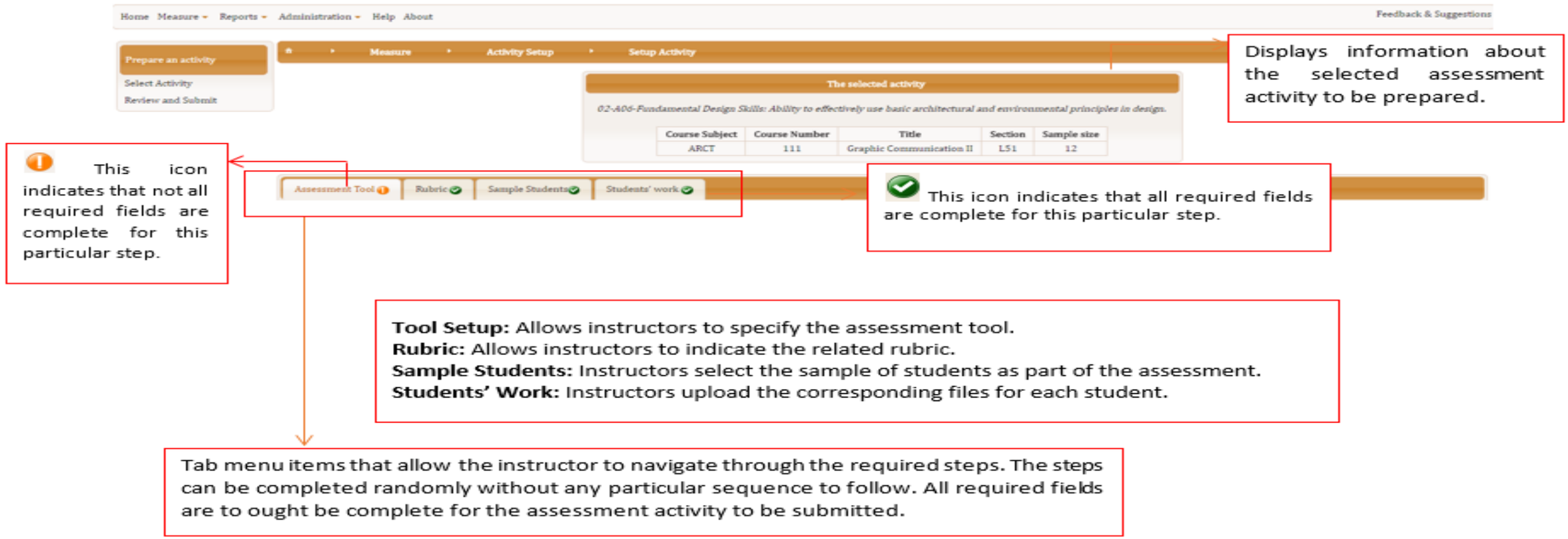
6. Upon selecting a specific semester, a table containing a list of assessment activities planned for that semester is displayed as shown below.



Click on the “Prepare” button to start working on preparing an assessment activity.

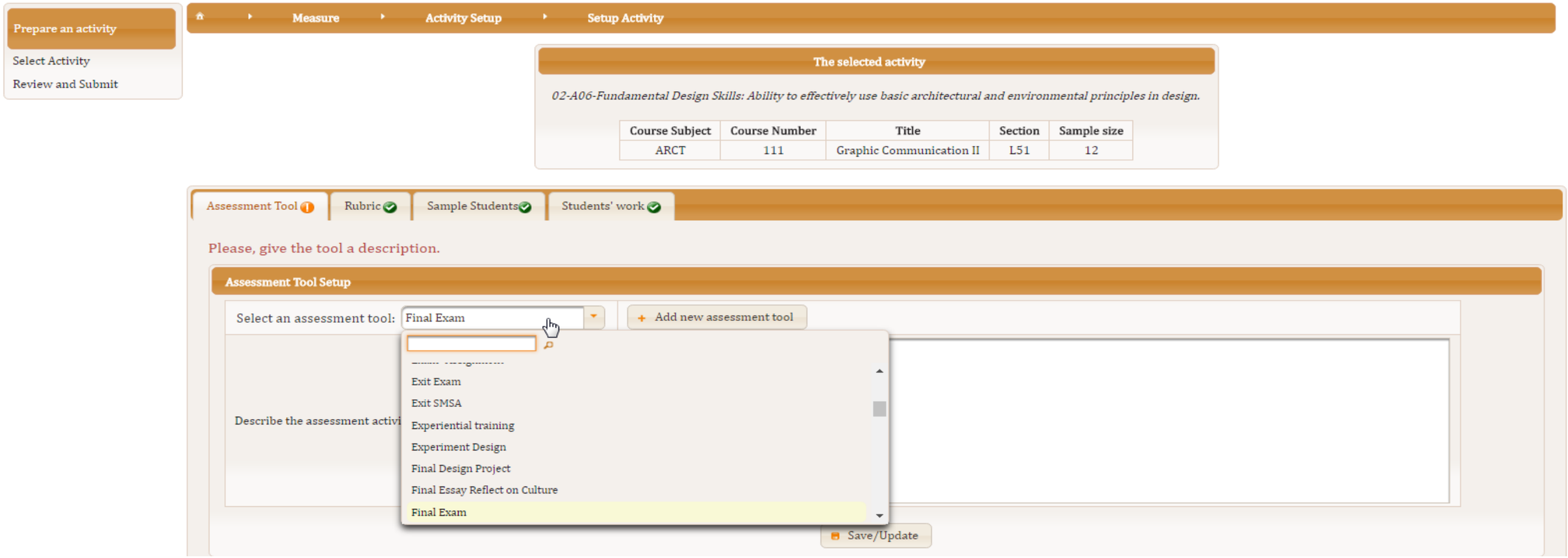
Prepare an Activity: “Setup Activity”

7. By default, the “Prepare” button, once clicked, takes you to the “Setup Activity” page, which can be alternatively reached through the “Setup Activity” menu item from the left side menu.



Prepare an Activity: “Setup Activity – Tool Setup Tab”

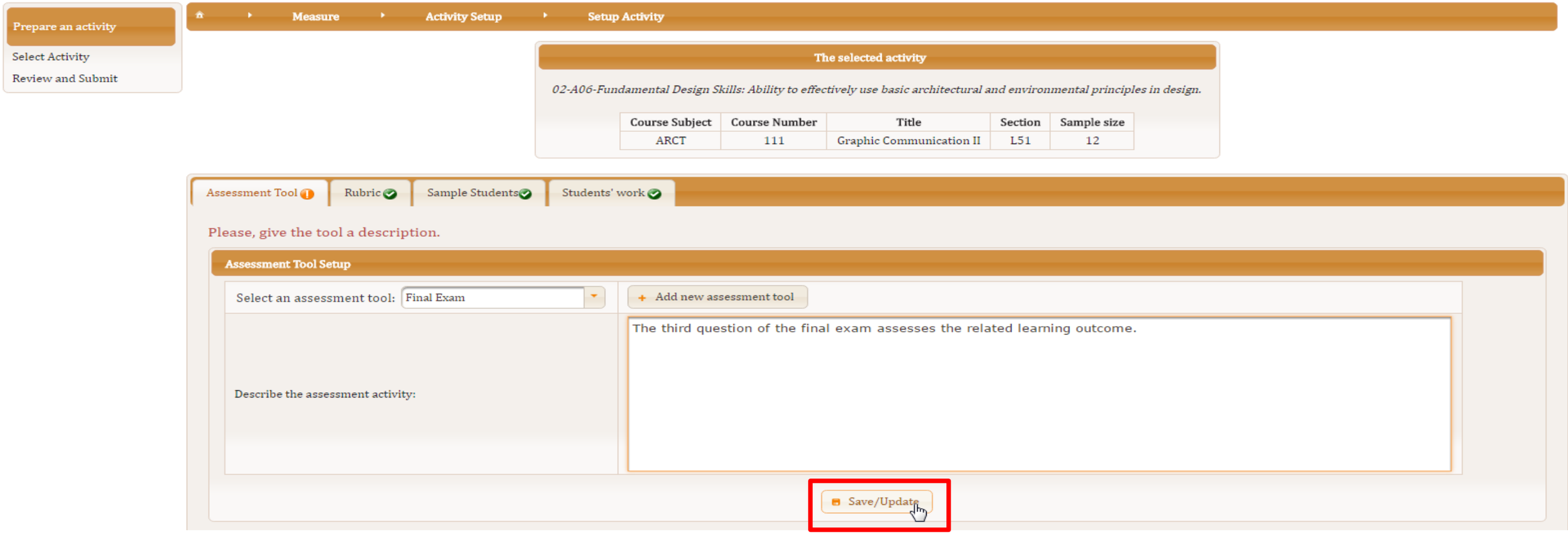
8. Click on the tab menu titled “Tool Setup”.



You can choose your assessment tool from the list. Next, you need to add description and validate as detailed in the following slide.

Prepare an Activity: “Setup Activity – Tool Setup Tab” (2)

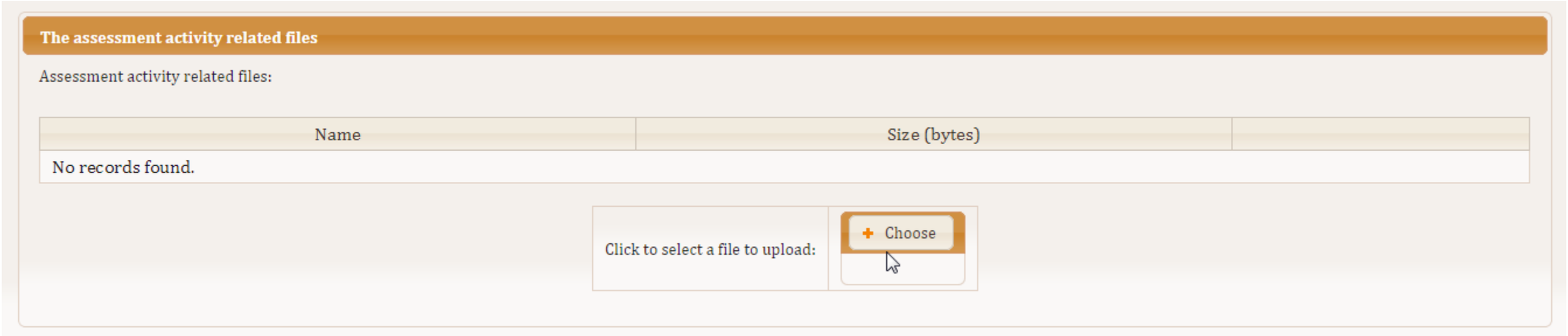
9. You can also provide a brief description of the assessment activity. The description may be of help to assessors when they evaluate (score) student’s work.



Once done, do not forget to click on the “Save/Update” button to confirm your changes.

Prepare an Activity: “Setup Activity – Tool Setup Tab” (3)

10. It is also required to upload into the OAS system a document related to the selected assessment tool. For example, it can be a copy of an exam or a handout given to students.

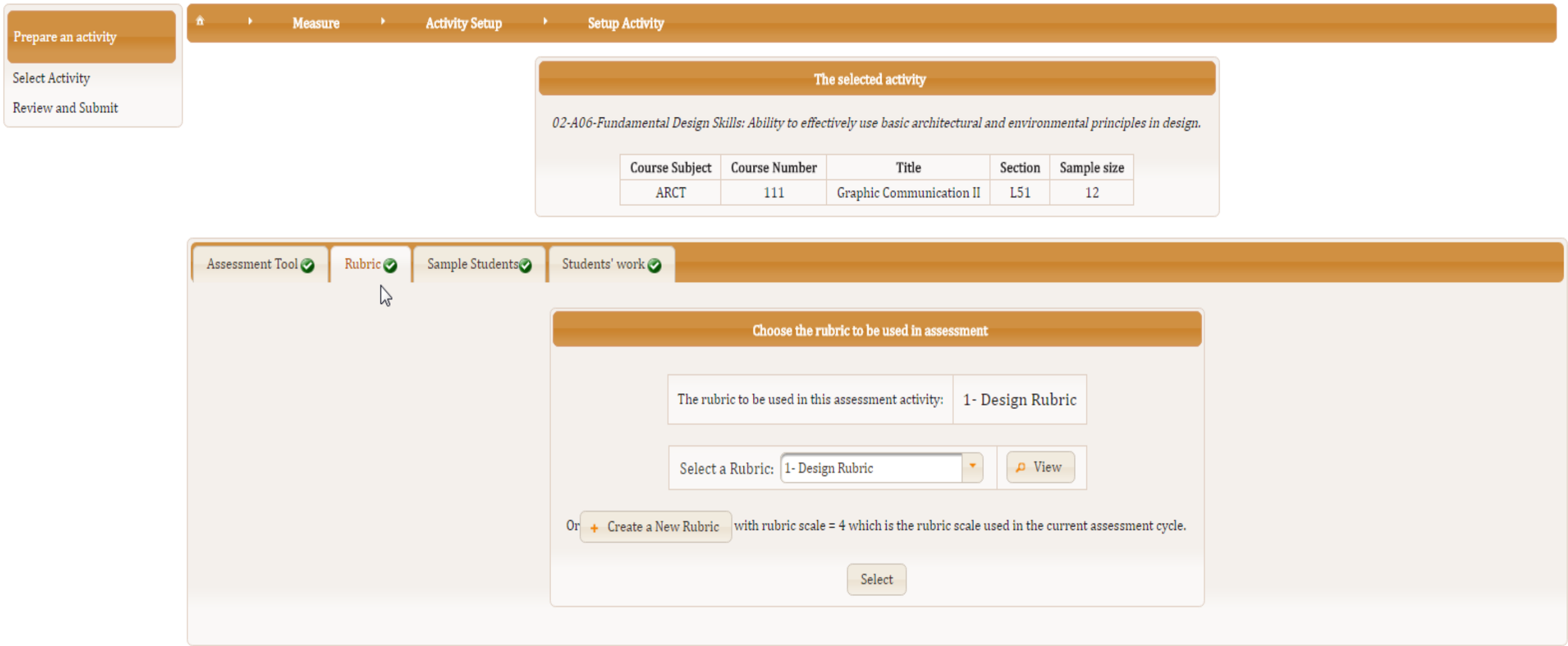


Note: The uploaded document can be of any file type, for instance: MS Word, PDF, MS Power Point, MS Excel, etc...

Maximum fie size should not exceed 4 MB.

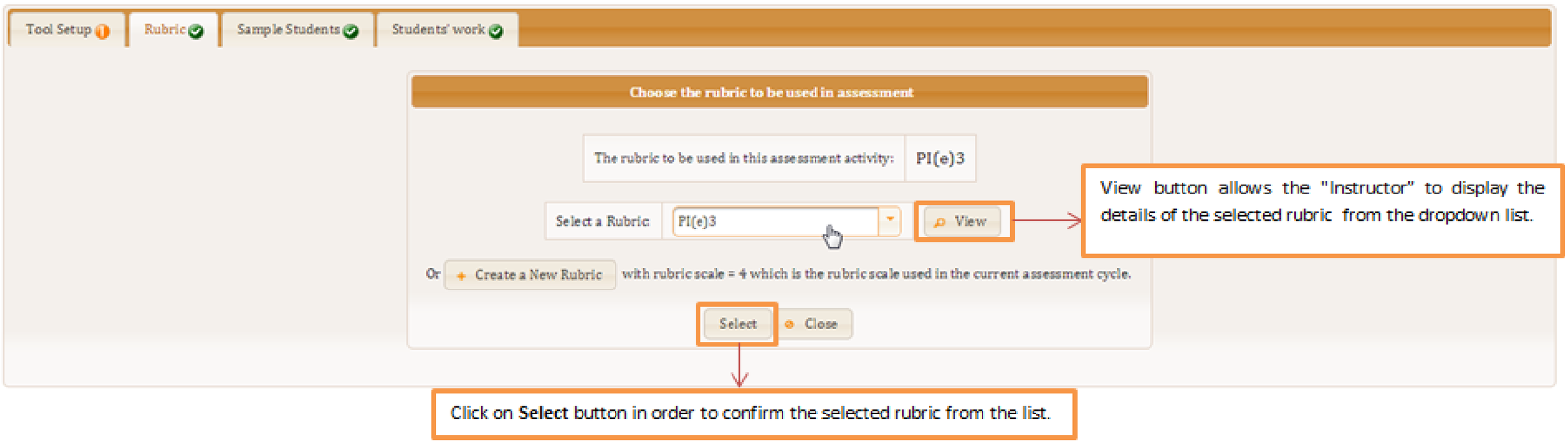
Prepare an Activity: “Setup Activity – Rubric Tab”

11. Next, click on “Rubric” tab item which displays the page shown below:



Prepare an Activity: “Setup Activity – Rubric Tab” (2)

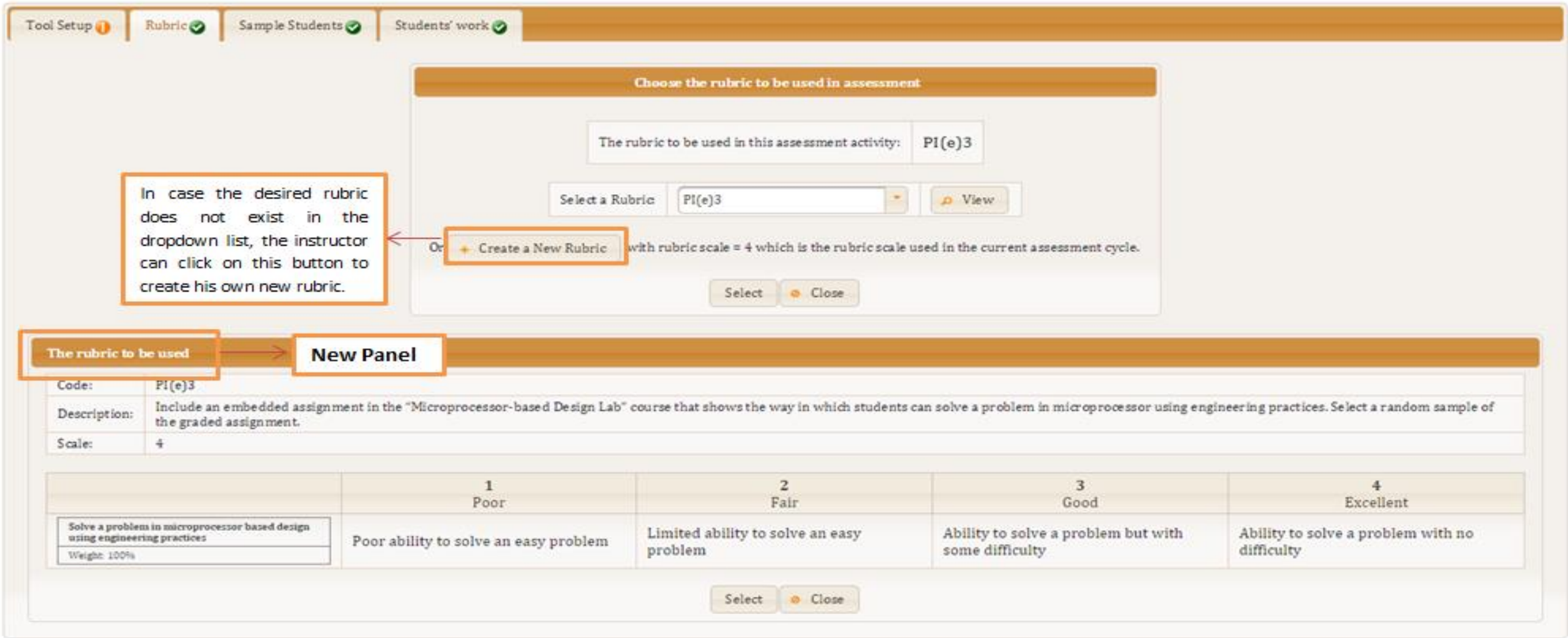
12. You can either (**a**) select an already predefined Rubric by the OAS Coordinator from the drop down list or (**b**) create your own rubric.



After choosing your Rubric to be used for the assessment activity, do no forget to click on the select button to confirm your choice.

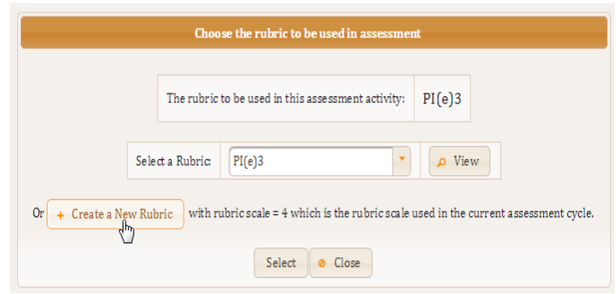
Prepare an Activity: “Setup Activity – Rubric Tab” (3)

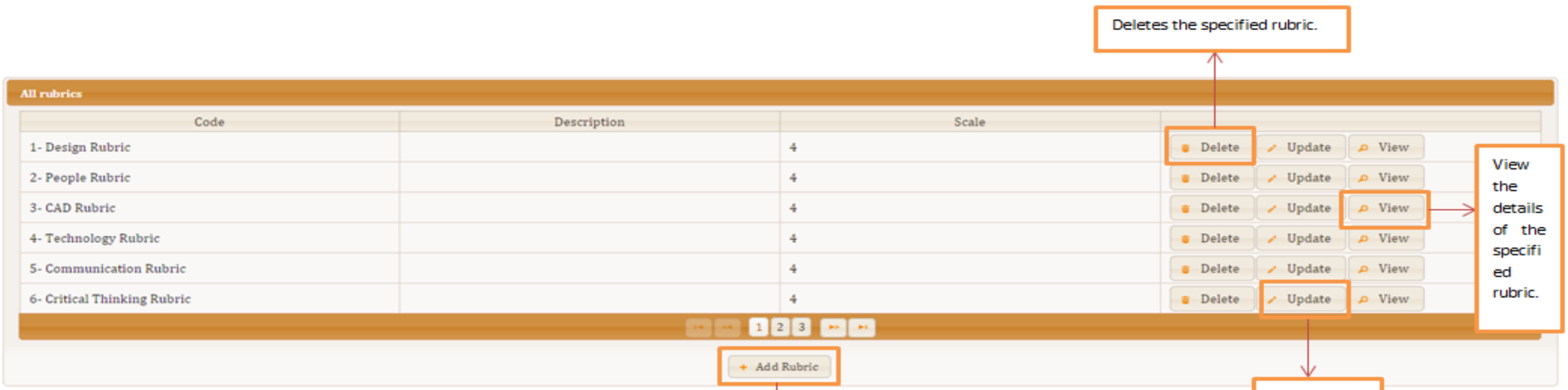
13. Once you click the “View” button a new panel appears showing the Rubric details.



Prepare an Activity: “Create New Rubric”

14. In case you want to create a new rubric, click on “Create a New Rubric” button as shown in adjacent figure. The page below gets displayed.

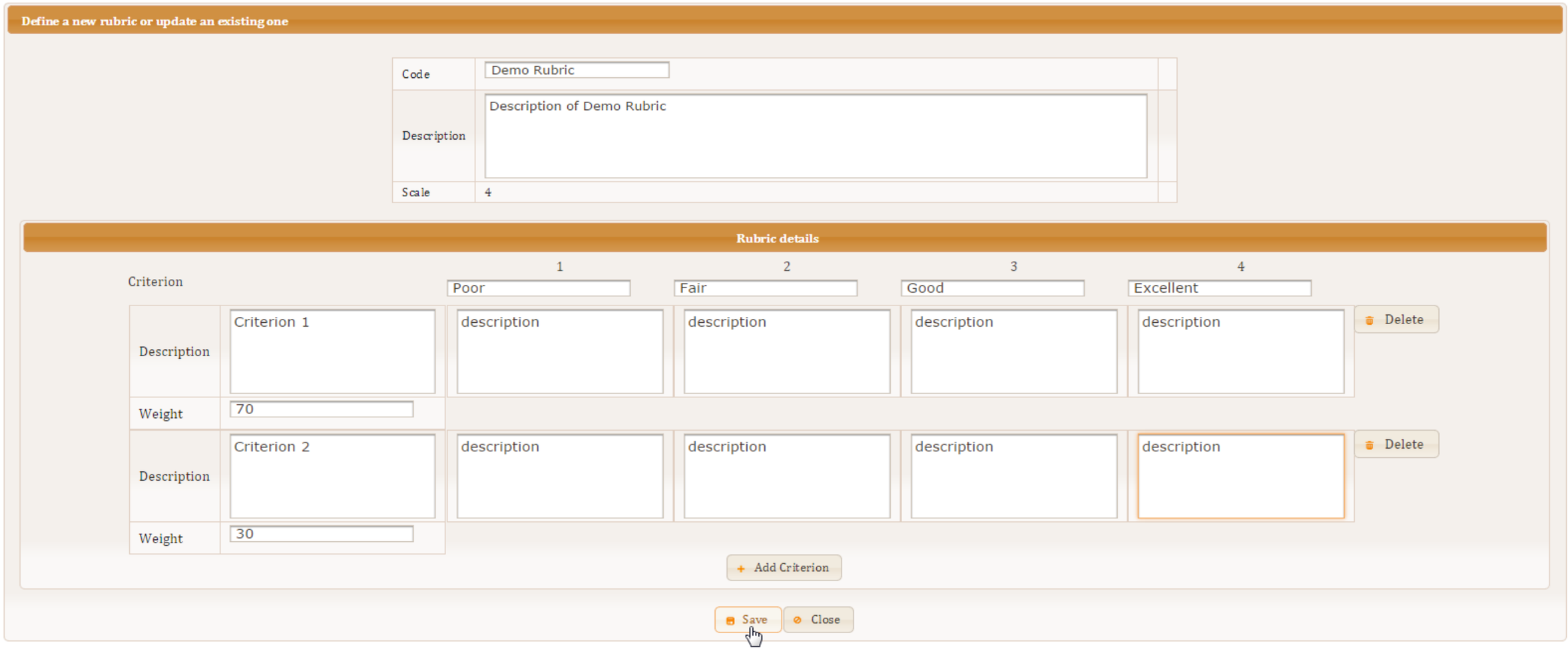




Prepare an Activity: “Create New Rubric” (2)

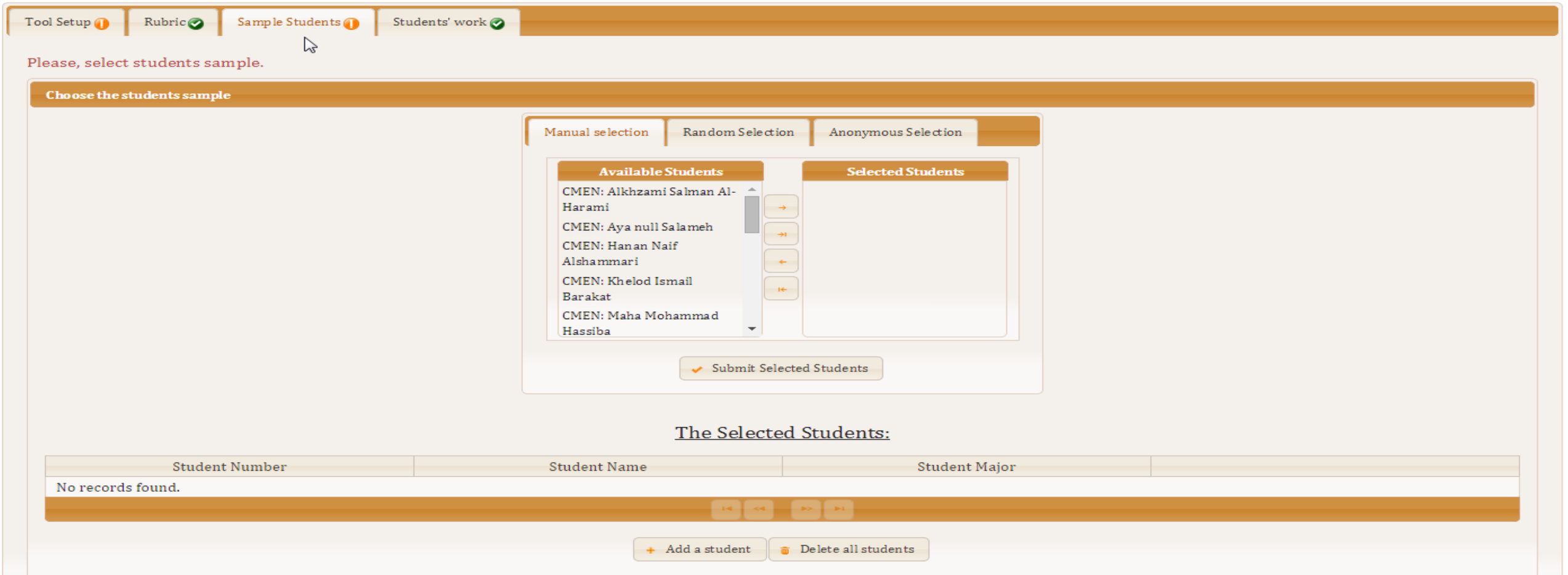
15. To create a new Rubric, fill-in the required fields and click the Save button once done.

    Note that each rubric criterion has its own weight where the total weight must sum up to 100.



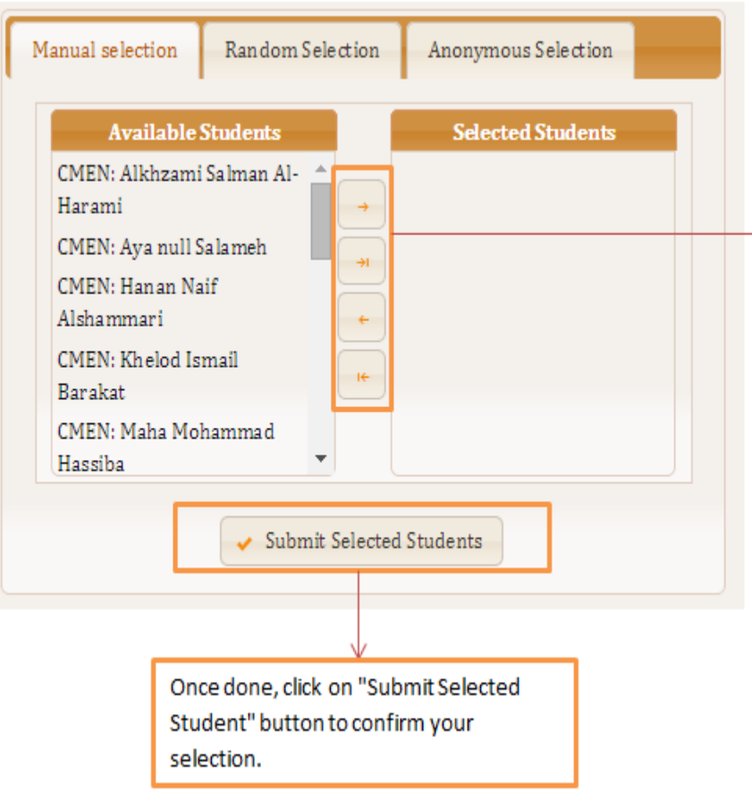
Prepare an Activity: “Setup Activity – Sample Students Tab”

16. To select the sample of students whose work is to be assessed, click on “Sample Students” tab to access the page shown below :



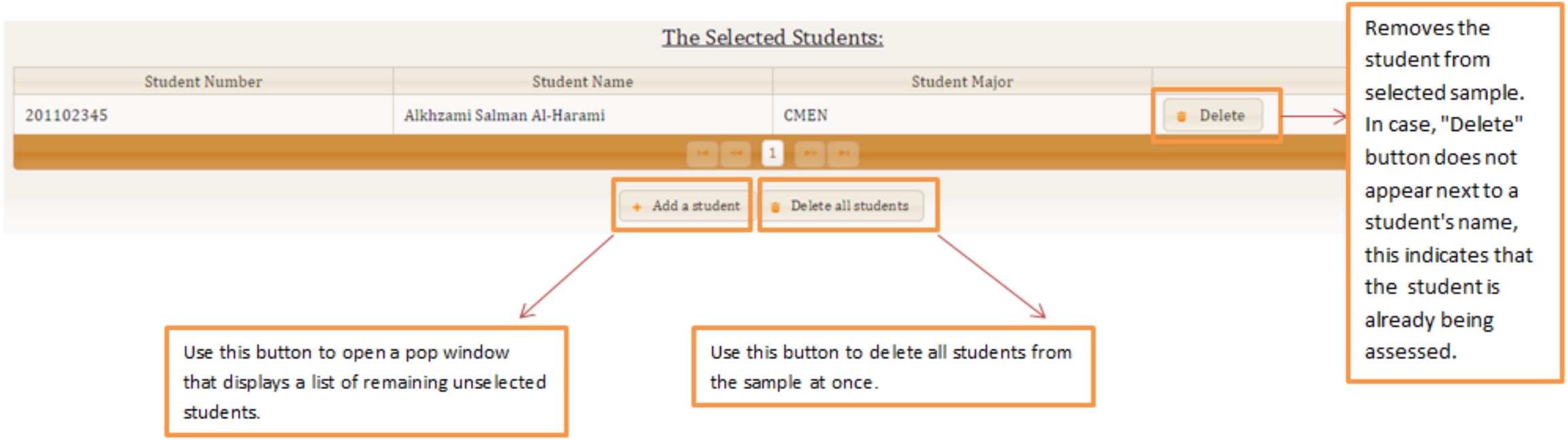
Prepare an Activity: “Setup Activity – Sample Students Tab” (2)

17. You can either select the sample of students from (**a**) *a list*, (**b**) *randomly*, or (**c**) *anonymously* as shown in the figure below.



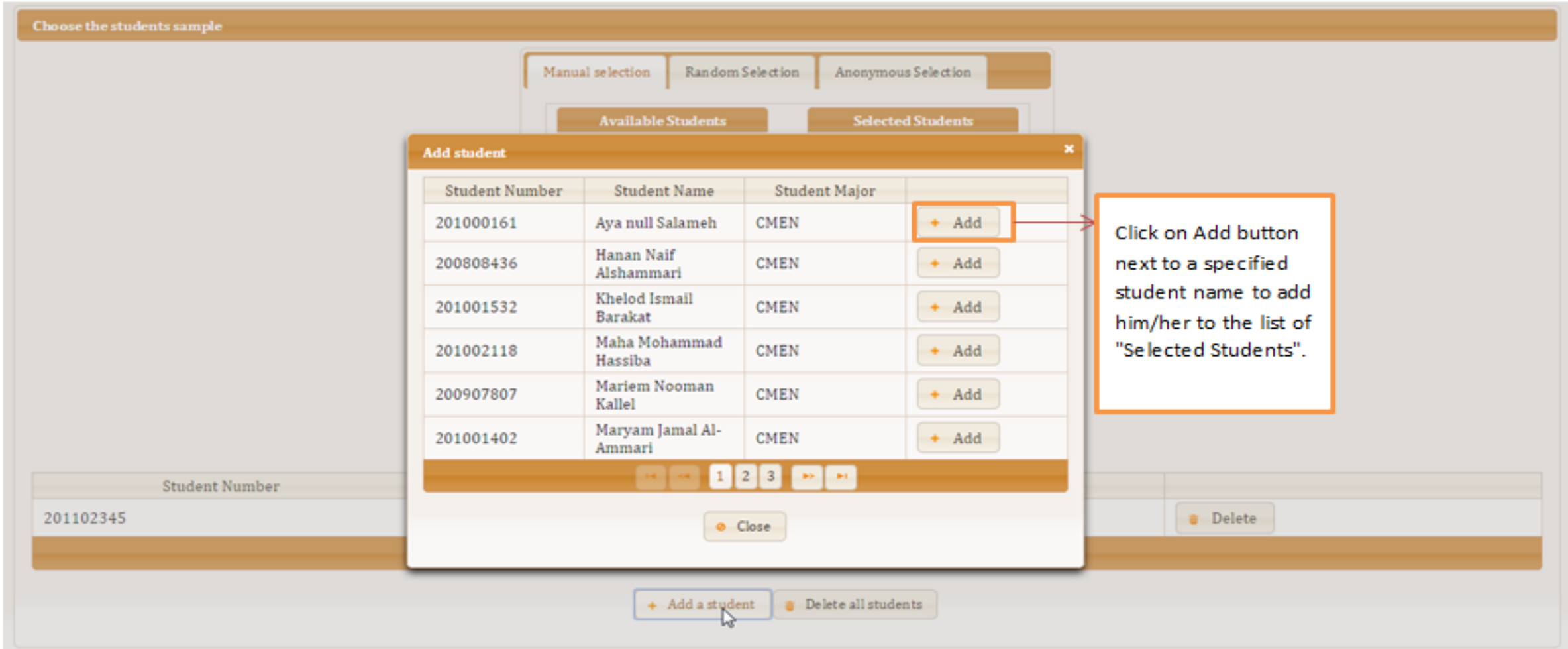
Prepare an Activity: “Setup Activity – Sample Students Tab” (3)

18. After submission of selected list of students, a table gets displayed showing your selection list as shown in figure below.



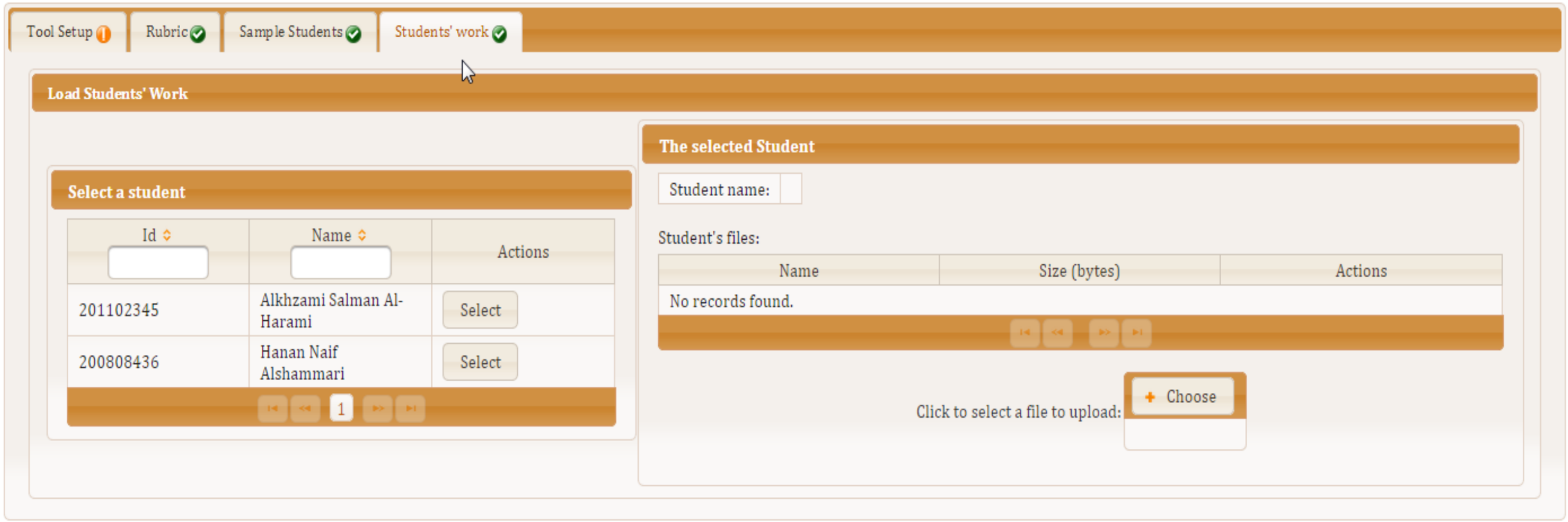
Prepare an Activity: “Setup Activity – Sample Students Tab” (4)

19. The pop-up window for selecting additional students for the sample.



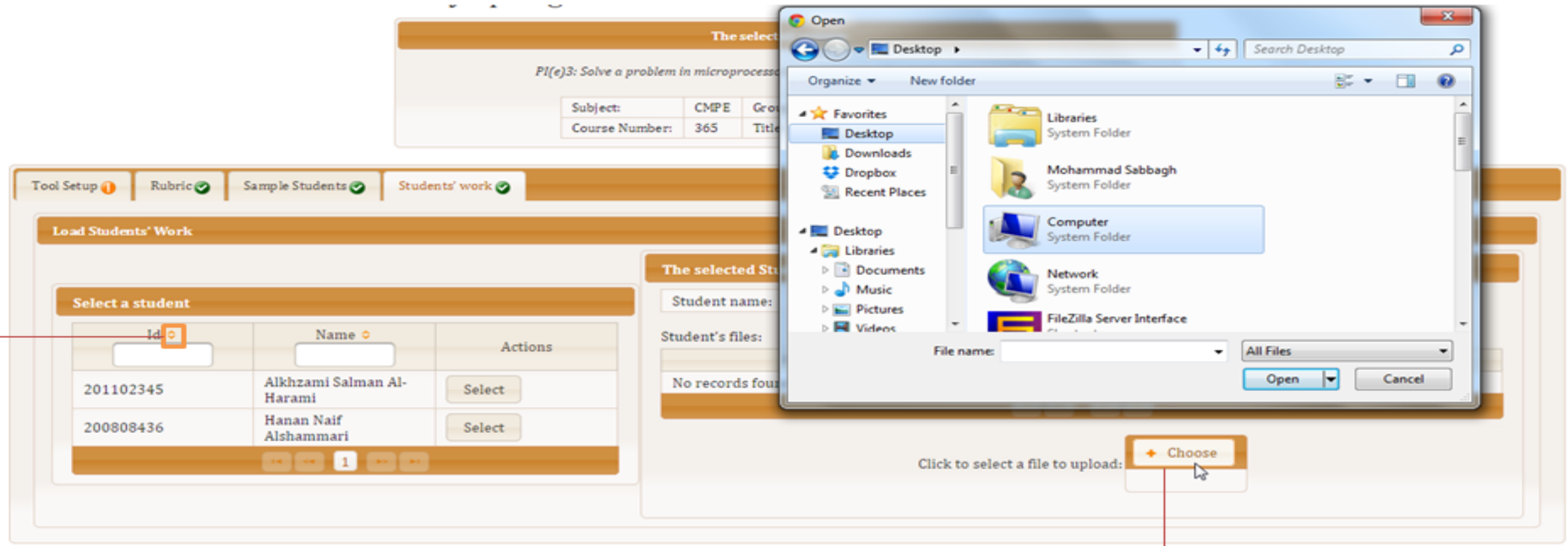
Prepare an Activity: “Setup Activity – Students’ Work Tab”

20. Next, click on “Load Students Work” tab which enables you to upload the work of selected students (soft copy or scanned copy of actual work).



Prepare an Activity: “Setup Activity – Students’ Work Tab” (2)

21. You can select a student by clicking select button next to his name, then click on “Choose” button from the right side panel in order to browse and upload the related files.



This option allows you to arrange students in order according to their ID number or name.

Allows you to browse through files to be uploaded.

You may upload one or more files for each student.

Review and Submit an Activity

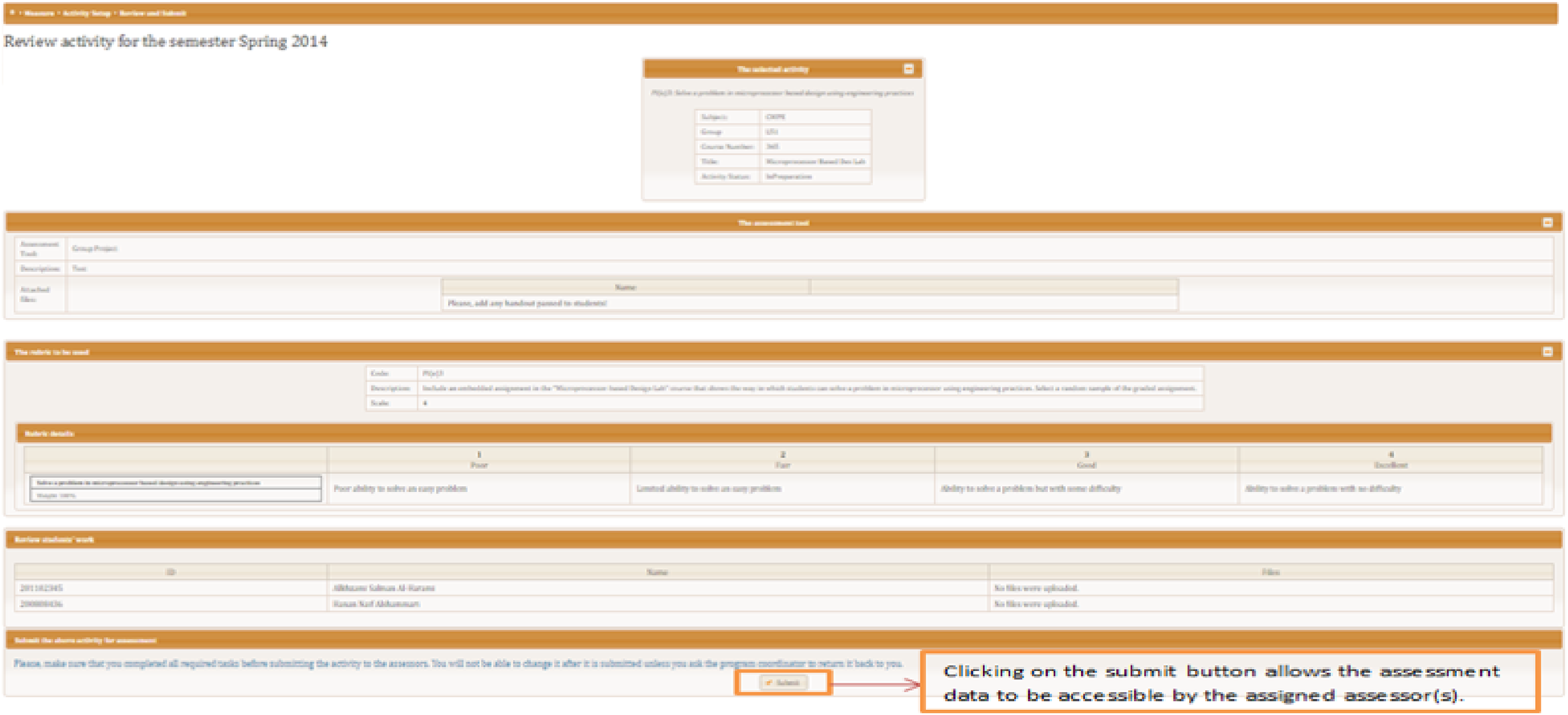
22. Finally, after all assessment activity details are setup, select the “Review and Submit” menu item from the left side menu.

A new page is displayed which allows you to review the assessment activity details including:

- The selected assessment tool,
- The rubric to be used in assessing (scoring) student work, and
- The selected sample of students with their uploaded work.

After making sure that you have entered all required data, you may type any necessary comments and click on the “Submit” button as shown in the figure on the next slide.

Prepare an Activity: Review and Submit an Activity



Final Note

In case there is a need to make any modifications to an already submitted assessment activity, it is recommended to contact your academic program's OAS Coordinator.

If needed, the OAS coordinator may return back the assessment activity to the preparation phase in order to apply your changes.

Contact Details

You can contact the OAS support team on the following:

- Emails: msabbagh@qu.edu.qa; bouallegue@qu.edu.qa; oas.support@qu.edu.qa
- Phone: 4403 4013 – 4403 6305