User Manual

Assessors

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Outline

• Access to Online Assessment System (OAS)
• Assessment Process Flowchart
• Assessor’s Functionalities
• Steps for Assessment “Scoring”
• 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/oas

• Login credentials:

  ➢ Username: your QU username
  ➢ Password: your QU password
OAS Assessment Flowchart

1. Instructor:
   - Select Planned Activity
   - Tasks: Select an assessment tool, Define the rubric scale to be used, Determine the student sample, Load available students’ work into the system

2. Prepare Activity
   - Return Activity back for Preparation

3. Review and Submit Activity

4. Assessor:
   - Review and Submit Scores
   - Score Activity
   - Select Scoring Activity

5. Validate Scores
   - OAS Coordinator

6. Return Activity back for Assessment (Scoring)

7. Done
An Assessor is ought to:

- Evaluate and score student work by completing the following steps:
  - Select an Activity:
    Select an assessment activity pre-assigned for scoring to view its details including: assessment tool, rubric, student work, ...
  - Score Student Work:
    For all students included in the sample of the selected activity, evaluate and score individual student’s work using the rubric selected by the instructor.
  - Submit Assigned Scores:
    Once scoring of all student work for an activity is complete, the assessor is to review and submit given scores for validation by coordinator.
OAS Home Screen

- The Online Assessment System link will redirect you to the home screen as shown below:
The login screen as shown below:
Accessing Assessor Functionalities: The “Scoring” Menu Item

1. Log into the OAS system.

2. From the menu bar under “Measure”, click on the menu item “Scoring”.

The Online Assessment System

In order to prepare an assessment activity (Instructor):
Click on the Measure menu item from the menu bar above, then select ‘Activity setup’ submenu item to get started. For more information, you can check the Instructor’s user manuals via the Help manuals.

In order to start assessing an assessment activity (Assessor):
Click on the Measure menu item from the menu bar above, then select ‘Scoring’ submenu item to get started. For more information, you can check the Assessor’s user manuals via the Help manuals.

In order to setup your academic program for assessment (Coordinator):
Click on the Administration menu item from the menu bar above, then select Program Administration submenu item to get started.

Click on the Define & Plan menu item from the menu bar above, then select Program Specification submenu item to get started.

Click on the Define & Plan menu item from the menu bar above, then select Mapping submenu item to get started.

Click on the Define & Plan menu item from the menu bar above, then select Planning submenu item to get started.

For more information, you can check the Coordinator’s user manuals via the Help manuals.

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3. After selecting the “Scoring” menu item, a new window opens as shown below. Notice the left-side menu titled “Assess students' work”.

**Menu description: Assessing Student's Work**

After selecting an assessment activity you can do the following tasks in the specified order:
1. View the activity description to see the activity requirements and the rubric to be used in assessment.
2. Evaluate the work of each student.
3. Review to make sure that all students' work have been evaluated.
4. Submit the assessment.
4. From the “Assess student’s work” menu, click on “View activities details” in order to view the details of a specified assessment activity assigned for scoring in a particular semester.
5. To access the list of assessment activities for different semesters, select the specified semester from the drop down list as shown in the figure below.
6. From the left side menu, click on “Assess student’s work” in order to view a list of assessment activities assigned for scoring in a particular semester.
7. Upon selecting a specific semester, a table containing a list of assessment activities gets displayed as shown below as an example for Spring 2012.

Click on the “Assess” button to start scoring student work for the assessment activity.
8. The next page will display a table with a list of student names to be assigned scores using a specific rubric.

Click on the ID number, Name, or select button in order to select the student for scoring.
9. By selecting a student from the list, a panel appears at the end of the page, as shown in the figure below, where you can view the student’s uploaded work and score his/her work according to the rubric. Click “Save” button once done.
Finally, after completing the assignment of scores to all students, select the “Review and Submit” menu item from the left side menu to submit your scores to the program assessment coordinator for validation.

After Selecting the “Review and Submit” menu item, a new page is displayed which allows you to review all students’ work and scores (as shown in the figure on following slide).

After making sure that you have entered all required data, you may type any necessary comments and hit the “Submit Your Assessment” button as shown in the figure on the next slide.
10. From the “Assess student’s work” menu, click on “Review and Submit” in order to review the details of a specified assessment activity to be submitted for validation.

<table>
<thead>
<tr>
<th>Learning outcome</th>
<th>Context</th>
<th>Section</th>
<th>Sample size</th>
<th>Status</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>02-A06: Fundamental Design Skills</td>
<td>ARCT 111: Graphic Communication II</td>
<td>L51</td>
<td>12</td>
<td>In Assessment</td>
<td>Demo User</td>
</tr>
</tbody>
</table>
A score of “zero” indicates that the student has not been scored yet.

Note: The assessment activity is considered incomplete as some students are not yet given a valid score. Make sure to enter scores for all students before clicking the submit button.

Add any necessary comments related to the assessment activity for the OAS coordinator to check.

Click this button to save your comments.

Click to submit assessment activity to OAS Coordinator for validation.
Final Note

In case there is a need to make any changes to already submitted scores, you must contact your program assessment coordinator (OAS coordinator).

The OAS coordinator may return back the assessment activity to the scoring phase providing you with the opportunity to update your scores and submit them again.
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