User Manual

Instructors

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Outline

• Access to Online Assessment System (OAS)
• Assessment Flowchart
• Instructor’s Functionalities
• Steps for Assessment “Activity Setup”
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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

Select Planned Activity → Prepare Activity → Review and Submit Activity

- Tasks:
  - Select an assessment tool
  - Define the rubric scale to be used
  - Determine the student sample
  - Load available students' work into the system

Review and Submit Scores → Score Activity → Select Scoring Activity

Validate Scores → Return Activity back for Assessment (Scoring)

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

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

After selecting an assessment activity you can do the following tasks in the same order:

1. Select assessment activity.
2. Tool setup, i.e. specify the context under which the students are assessed. You may upload the assigned homework or exam or any document relevant to the assessment activity.
3. Choose a rubric or define your own rubric to be used in assessing the student’s work.
4. Choose the sample of students. You can pick the students manually or randomly.
5. For each student in the sample you may upload his work if possible.
6. Review to make sure that all steps are completed. Submit the activity for assessment by the assigned assessors.

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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.
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.
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.
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 file size should not exceed 4 MB.
11. Next, click on “Rubric” tab item which displays the page shown below:
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.
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.

Click on Add Rubric button in order to enter details about your new rubric.

Updates the details of the specified rubric.

View the details of the specified rubric.

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

Click on Add button next to a specified student name to add him/her to the list of “Selected Students”.
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.
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

Clicking on the submit button allows the assessment data to be accessible by the assigned assessor(s).
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.
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