Online Assessment System (OAS)

Import Module

OAS Coordinators

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How to access “OAS” system?

• In order to access the Online Assessment System (OAS), please access the following link:

  ➢ https://oas.qu.edu.qa
The login screen as shown below:

Please use the QU login credentials

Click on Login button to proceed.
The screen below displays the home screen for faculty assigned as OAS coordinators.

OAS Coordinators have access to the following menu item:
Program Administration
Program Administration

a- From the menu bar, go to Administration → Program Administration

b- Under the left side menu titled "Program Administration", a list of actions to be carried out as follows:

i. Required Courses

ii. Elective Courses

iii. Assessment Cycles

iv. Coordinators

v. Import Previous Cycle Data

Remark: This manual addresses creating a new assessment cycle and importing assessment data existing on the OAS system from previous assessment cycle(s). Actions (iii) and (v) from the above list will thoroughly visited in this manual.
Assessment Cycles
a- From the left side menu click on "Assessment Cycles", which displays the page below.
b- Click on “Add a cycle” button to define a new assessment cycle as shown below.

c- Once done, click on “Save” button.
c- For the purpose of this manual, do not activate the assessment cycle at this point.

Remark: Assessment cycles with implemented assessment activities cannot be deleted.
Import Previous Cycle Data
Program Administration: Import Previous Cycle Data

a- From the left side menu click on “Import Previous Cycle Data”

The Import wizard screen is displayed as shown in the image below.

Remark: All Imported assessment data can be modified in the new assessment cycle.
b- From drop down list, choose a previous assessment cycle to import its related assessment information.
c- A new panel gets displayed at the bottom of the page as shown in the image below.

The new panel has a number of tabs where each stands for an assessment detail to be imported from the previous assessment cycle.

Tab menus for assessment details

Orange icon indicates that the related assessment information was never imported yet.
Program Administration: Import Previous Cycle Data

d- Import Mission statement

Click on Import button to have the mission statement imported into new assessment cycle.

A message is displayed for a successful import of mission statement. The orange icon turns into green.
Program Administration: Import Previous Cycle Data

e- Import Objectives

(1) Click on Objectives tab. (2) Select the objectives to be imported. (3) Finally, click on Import button.

A message is displayed for a successful import of objectives. The orange icon turns into green.
f- Import Learning Outcomes

(1) Click on Learning Outcomes tab. (2) Click on Import all learning outcomes button.

A message is displayed for a successful import of learning outcomes. The orange icon turns into green.
g- Import Rubrics: (1) Click on Rubrics tab. (2) Select the rubric(s) to be imported. (3) Click on Import selected or all rubrics button.

A message is displayed for a successful import of rubrics. The orange icon turns into green.
Program Administration: Import Previous Cycle Data

h- Import Required Courses

(1) Click on Required Courses tab. (2) Click on Import button.

A message is displayed for a successful import indicating the number of courses imported. The orange icon turns into green.
i- Import Elective Courses

(1) Click on Elective Courses tab. (2) Click on Import button.

A message is displayed for a successful import indicating the number of courses imported. The orange icon turns into green.
Program Administration: Assessment Cycles

j- From the left side menu click on “Assessment Cycles”, which displays the page below

k- Next, click on Ending the Cycle button in order to update the status of the old assessment cycle to become Complete. Assessment information and results are still accessible using Reports module.
I- Next, click on **Activate** button in order to launch the new assessment cycle as shown below.

*Activates the newly created assessment cycle*
m- Your assessment cycle is now Active.

### Assessment Cycles

<table>
<thead>
<tr>
<th>Cycle Name</th>
<th>Starts</th>
<th>Ends</th>
<th>Rubric Scale</th>
<th>Status</th>
<th>Active Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall 2012</td>
<td>Spring 2016</td>
<td>4</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fall 2016</td>
<td>Spring 2020</td>
<td>4</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>
You can contact the OAS support team on the following:

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