

Online Assessment System (OAS)

User Manual

Assessors

By

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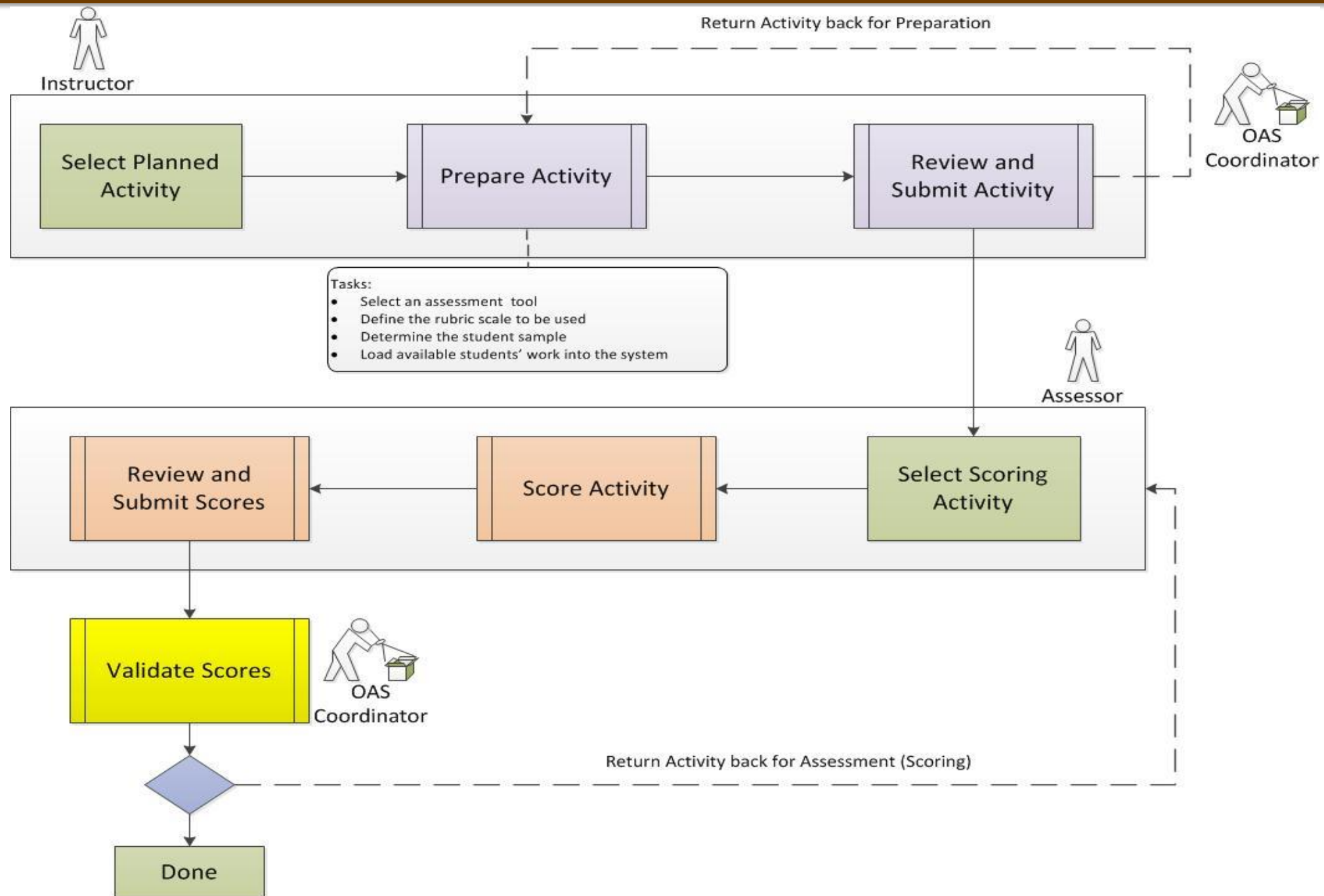
Outline

- 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:
 - <http://oas.qu.edu.qa/oas>
- Login credentials:
 - Username: your QU username
 - Password: your QU password

OAS Assessment Flowchart





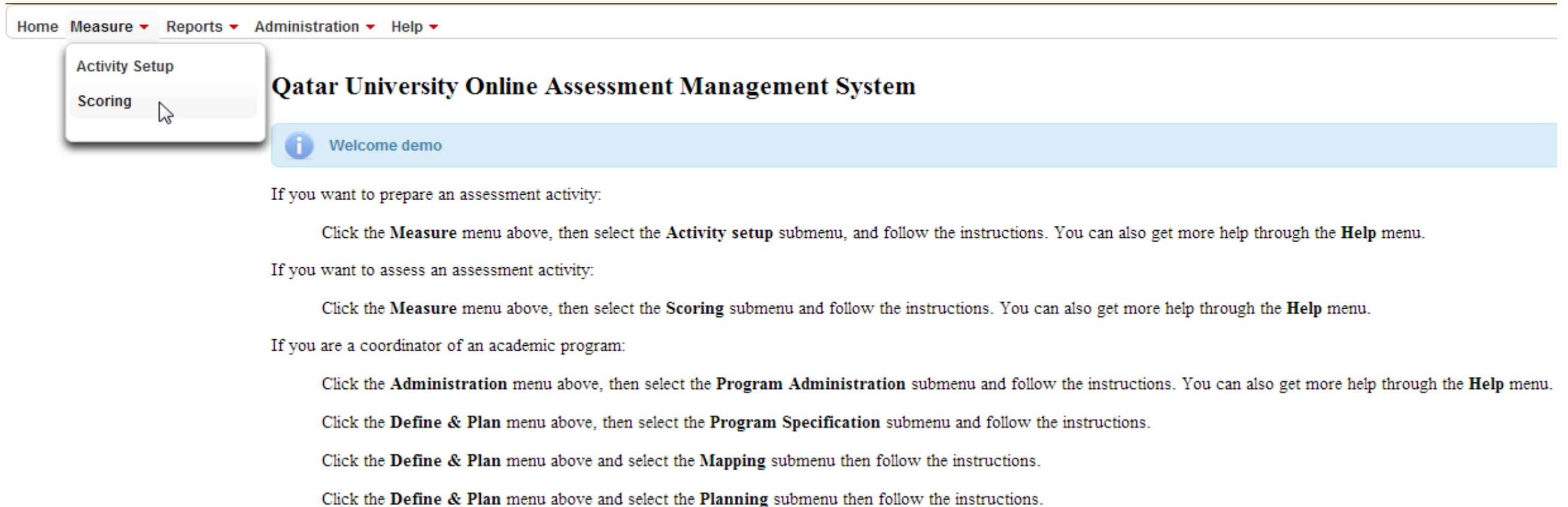
Assessor's Functionalities

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.

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” (Figure 1).



The screenshot displays the user interface of the Qatar University Online Assessment Management System. At the top, a navigation menu includes 'Home', 'Measure', 'Reports', 'Administration', and 'Help'. The 'Measure' menu is expanded, showing 'Activity Setup' and 'Scoring' as options, with a mouse cursor hovering over 'Scoring'. Below the menu, the page title reads 'Qatar University Online Assessment Management System'. A light blue banner contains an information icon and the text 'Welcome demo'. The main content area provides instructions for different user roles: 'If you want to prepare an assessment activity:', 'If you want to assess an assessment activity:', and 'If you are a coordinator of an academic program:'. Each instruction includes specific steps to follow, such as clicking on 'Measure', 'Administration', or 'Define & Plan' menus and selecting appropriate submenus like 'Activity setup', 'Scoring', 'Program Administration', 'Program Specification', 'Mapping', or 'Planning'.

Home Measure ▾ Reports ▾ Administration ▾ Help ▾

Activity Setup
Scoring

Qatar University Online Assessment Management System

Welcome demo

If you want to prepare an assessment activity:

Click the **Measure** menu above, then select the **Activity setup** submenu, and follow the instructions. You can also get more help through the **Help** menu.

If you want to assess an assessment activity:

Click the **Measure** menu above, then select the **Scoring** submenu and follow the instructions. You can also get more help through the **Help** menu.

If you are a coordinator of an academic program:

Click the **Administration** menu above, then select the **Program Administration** submenu and follow the instructions. You can also get more help through the **Help** menu.

Click the **Define & Plan** menu above, then select the **Program Specification** submenu and follow the instructions.

Click the **Define & Plan** menu above and select the **Mapping** submenu then follow the instructions.

Click the **Define & Plan** menu above and select the **Planning** submenu then follow the instructions.

“Scoring” Menu Item: Assessing Students’ Work

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

Assessing students' work

Select Activity

Activity details

Assess student's work

Review and Submit

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.

Scoring: “Select Activity”

4. From the “Assessing student’s work” menu, click on “Select Activity” in order to access the list of all assessment activities assigned for scoring in a particular semester.

Assessing students' work

Select Activity

Activity details

Assess student's work

Review and Submit

Select a semester: Spring 2012 Selected Semester is: Spring 2012

Activities to assess

Learning outcome	Context	Section	Size	Assessors	
CE-PI(k)2-B	CMPS 251: Objec-Oriented Programming	L01	4	Demo Instructor	View
CE-PI(k)2-B	CMPS 251: Objec-Oriented Programming	L52	8	Demo Instructor	
CE-PI(k)2-B	CMPS 251: Objec-Oriented Programming	L51	5	Demo Instructor	Assess

Scoring: “Select Semester”

5. To access the list of scoring assignment for a different semester, Select from the drop down list (figure below), the needed semester in order to display a list of assessment activities pre-assigned for scoring in the selected semester.

The screenshot shows a web interface for managing assessment activities. On the left, a red button labeled "Assessing students' work" is visible, with a dropdown menu containing options: "Select Activity", "Activity details", "Assess student's work", and "Review and Submit". The main interface features a "Select a semester:" dropdown menu currently set to "Spring 2012", with a "Selected Semester is: Spring 2012" label. The dropdown menu is open, showing a list of semesters: "Fall 2010", "Spring 2011", "Summer 2011", "Fall 2011", "Spring 2012" (highlighted), "Summer 2012", "Fall 2012", "Spring 2013", and "Summer 2013". Below the dropdown is a table titled "Activities to assess" with a red header bar. The table has columns for "Learning Objectives", "Context", "Section", "Size", "Assessors", and a "View" or "Assess" button. The table contains three rows of data for "CE-PI(k)2-B" activities in the "CMPS 251: Objec-Oriented Programming" context.

Learning Objectives	Context	Section	Size	Assessors	
CE-PI(k)2-B	CMPS 251: Objec-Oriented Programming	L01	4	Demo Instructor	View
CE-PI(k)2-B	CMPS 251: Objec-Oriented Programming	L52	8	Demo Instructor	
CE-PI(k)2-B	CMPS 251: Objec-Oriented Programming	L51	5	Demo Instructor	Assess

Scoring: “Assess Button”

6. Upon selecting a specific semester, a table containing a list of assessment activities gets displayed as shown below as an example for Spring 2012.

Assessing students' work

Select Activity

Activity details

Assess student's work

Review and Submit

Select a semester: Spring 2012 Selected Semester is: Spring 2012

Activities to assess

Learning outcome	Context	Section	Size	Assessors	
CE-PI(k)2-B	CMPS 251: Objec-Oriented Programming	L01	4	Demo Instructor	View
CE-PI(k)2-B	CMPS 251: Objec-Oriented Programming	L52	8	Demo Instructor	
CE-PI(k)2-B	CMPS 251: Objec-Oriented Programming	L51	5	Demo Instructor	Assess

Click on the “Assess” button to start scoring student work for the assessment activity.

Scoring: “Assessing Students’ Work”

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

The activity details page (check next slide) will allow you to view the Assessment tool and the Rubric selected by the instructor for the assessment activity.

Scoring: “Assess Students’ Work”

8. From the left side menu, select the menu item “Assess Students’ Work” which will display a table with a list of student names in order to start assigning scores to students using the selected rubric.

Assessing students' work

- Select Activity
- Activity details
- Assess student's work
- Review and Submit

(Spring 2012)

Activity to be assessed

CE-PI(k)2-B: Demonstrate efficient use of programming techniques in Object oriented programming

Subject: CMPS Group: L51
Course Number: 251 Title: Objec-Oriented Programming

Select a student to assess his work

Id	Name	score	Select
201002229	Abida Hakim khan	4	Select
201104376	Aisha Al Alkhalafi	0	Select
201104961	Alamira Ebtissam Mahmoud Albash	0	Select
201003763	Alanoud Essa ALMihannadi	0	Select
200910387	Alanoud Faisal ALMahmoud	0	Select

Click on the ID number, Name, or select button in order to select the student for scoring.

Scoring: “Assess Students’ Work” (2)

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.

The screenshot displays a student assessment interface. At the top, a red header reads "The selected Student". Below it, the student's name is "Fatema Ahmad Almannal". A section for "student's files" contains a table with columns "Name" and "Size (bytes)", which is currently empty with the message "No records found." A blue arrow points to this table with the text "A link to student work, if already uploaded, will appear here".

Below the files section is a red header for "Rubric details". It contains a table with the following structure:

Criterion	1 Poor	2 Fair	3 Good	4 Excellent	Score
Use mathematical principles in demonstrating design tradeoffs in the modeling and design of algorithms Weight: 100%	Sample shows little ability to use mathematical principles when designing and modeling algorithms	Sample shows some ability to use mathematical principles when designing and modeling algorithms	Sample shows an ability to use mathematical principles when designing and modeling algorithms, though with difficulty	Sample shows an ability to use mathematical principles designing and modeling algorithms	Three stars highlighted

Below the rubric table, there are several interactive elements:

- A button labeled "Calculate average score" is highlighted with an orange box. A red arrow points to it with the text: "2) This button computes the average score across all criterion of the rubric."
- A "Student's average score" field shows a rounded score of 3.0. A scroll arrow is highlighted with an orange box and labeled "3) Use the scroll arrows to calibrate the score".
- A star rating indicator shows three stars highlighted, with a red arrow pointing to it and the text: "1) Highlight a number of star as an indication of the score, i.e. one star stands for score of 1, two stars stands for score of 2 and so on."
- A "Comments" text area and a "Save" button are located at the bottom.

Figure 7

Scoring: “Review and Submit”

10. 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.

Scoring: "Review and Submit" (2)

Assessing students' work

Select Activity
Activity details
Assess student's work
Review and Submit

(Spring 2012)

The selected activity

CE-PI(k)2-B: Demonstrate efficient use of programming techniques in Object oriented programming

Subject: CMPS Group: L51
Course Number: 251 Title: Objec-Oriented Programming

Review students' work

Id	Name	Score	Files
200760352	Amina Ali Hammoudi	0	
200802015	Fatema Ahmad Almannal	3	

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.

Scores summary:

Number of Students scoring 1	Number of Students scoring 2	Number of Students scoring 3	Number of Students scoring 4
0	0	1	0

Detailed scores summary:

Criterion	Number of Students scoring 1	Number of Students scoring 2	Number of Students scoring 3	Number of Students scoring 4
Use mathematical principles in demonstrating design tradeoffs in the modeling and design of algorithms Weight: 100%	0	0	1	0

Assessor's Comments:

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

Save

Click this button to save your comments.

Submit your assessment

Please, make sure that you have evaluated all students.

Be warned, that once you submit the assessment you will not be able to make any more changes unless it is waiting assessment by another assessor.

Submit Your Assessment

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.

Contact Details

You can contact the OAS support team on the following:

- Email: msabbagh@qu.edu.qa OR oas.support@qu.edu.qa
- Phone: 4403 4013