

# Online Assessment System (OAS)

## **User Manual**

### **Assessors**

By

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20-November-2016

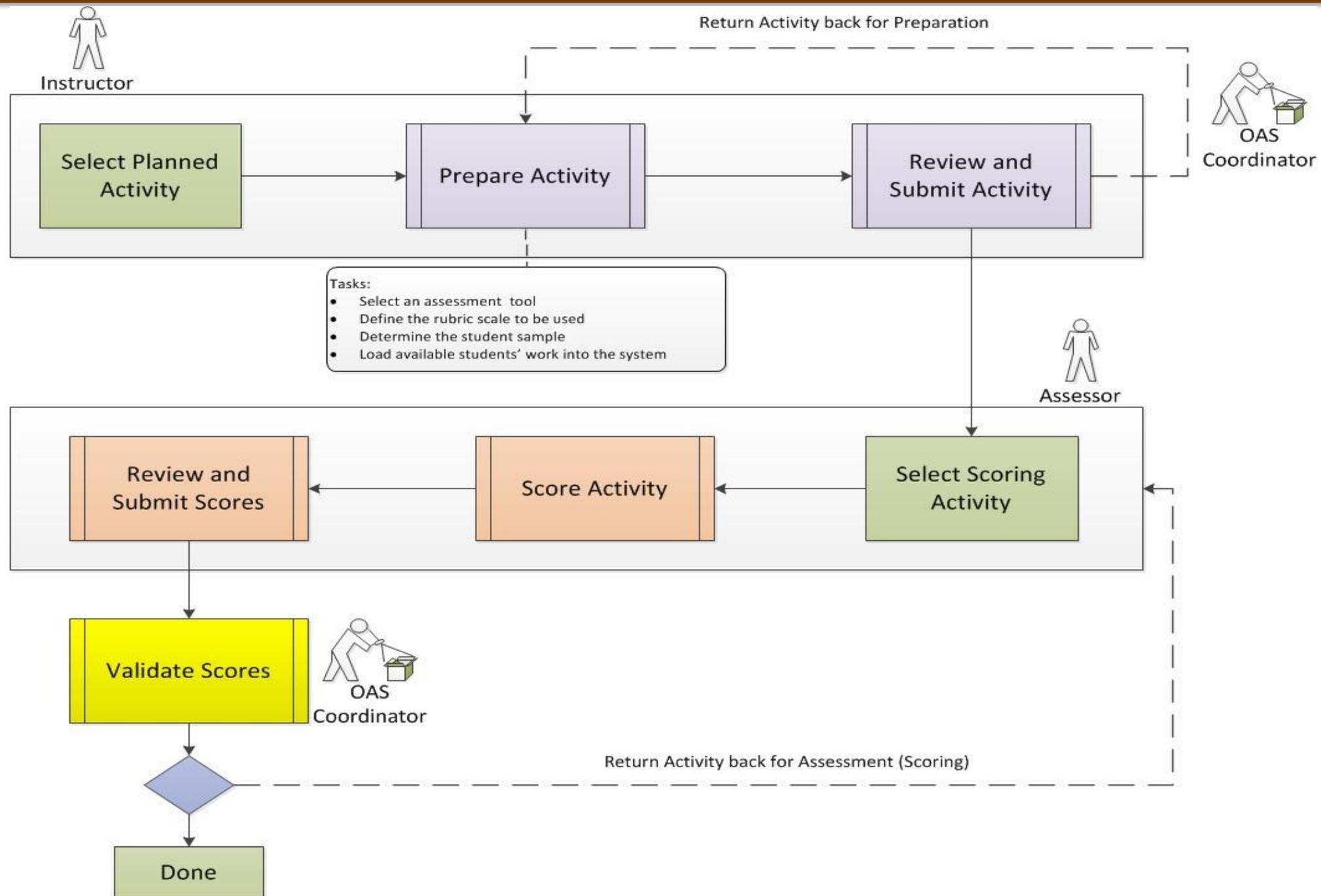
# Outline

- 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





# 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.

# OAS Home Screen

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



## The Online Assessment System

 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](mailto: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:



The Online Assessment System

Login

Please Enter Your Information

demo

.....

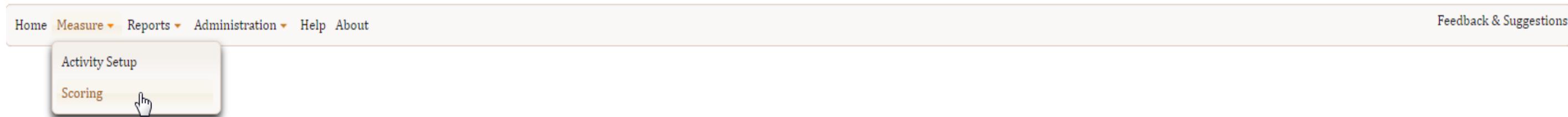
Login

Reset

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# 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”.



Home Measure ▾ Reports ▾ Administration ▾ Help About Feedback & Suggestions

Activity Setup  
Scoring

## The Online Assessment System

**In order to prepare an assessment activity (Instructor):**  
Click on the Measure menu item from the menubar above, then select "Activity setup" submenu item to get started. For more information, you can check the Instructors's user manuals via the [Help manuals](#) .

**In order to start assessing an assessment activity (Assessor):**  
Click on the Measure menu item from the menubar 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 menubar above, then select Program Administration submenu item to get started.  
Click on the Define & Plan menu item from the menubar above, then select Program Specification submenu item to get started.  
Click the on Define & Plan menu item from the menubar above, then select Mapping submenu item to get started.  
Click on the Define & Plan menu item from the menubar above, then select Planning submenu item to get started.  
For more information, you can check the Coordinator's user manuals via the [Help manuals](#) .

# “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 “Assess students' work”.



The screenshot shows a software interface with a left-hand navigation menu and a main content area. The left menu has three items: 'Assess Students' Work' (highlighted in orange), 'View activities details', and 'Review and Submit'. The main content area has a breadcrumb trail 'Home > Measure > Scoring' at the top. Below it is a heading 'Menu description: Assessing Student's Work' and a paragraph: 'After selecting an assessment activity you can do the following tasks in the specified order:'. This is followed by a numbered list of four tasks: 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.

Assess Students' Work

View activities details

Assess Students' Work

Review and Submit

Home > Measure > Scoring

## 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: “View activities details”

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.

The screenshot displays the 'The Online Assessment System' interface. At the top, there is a header with the Qatar University logo and the text 'The Online Assessment System'. Below the header, there are navigation links: 'Language: English', 'Logged in as demo', 'Home', 'Measure', 'Reports', 'Administration', 'Help', and 'About'. A 'Feedback & Suggestions' link is also present. The main content area shows a breadcrumb trail: 'Home > Measure > Scoring > View activities details'. Below the breadcrumb, there is a 'Select a semester:' dropdown menu set to 'Spring 2012'. A sidebar on the left contains a menu with 'Assess Students' Work' (highlighted), 'View activities details', 'Assess Students' Work', and 'Review and Submit'. The main content area features a table titled 'Activities to assess' with the following data:

Learning outcome	Context	Section	Sample size	Status	Instructors	
02-A06-Fundamental Design Skills	ARCT 111: Graphic Communication II	L51	12	In Preparation	Demo User	<a href="#">View</a>

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# Scoring: “Select 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.

The screenshot shows the 'The Online Assessment System' interface. At the top, there is a header with the university logo and name. Below the header, there are navigation menus for 'Language: English' and 'Logged in as demo'. A main navigation bar contains 'Home', 'Measure', 'Reports', 'Administration', 'Help', and 'About'. A secondary navigation bar shows 'Home', 'Measure', 'Scoring', and 'View activities details'. On the left, a sidebar menu includes 'Assess Students' Work', 'View activities details', 'Assess Students' Work', and 'Review and Submit'. The main content area features a 'Select a semester:' dropdown menu with options: 'Spring 2012', 'Fall 2010', 'Spring 2011', 'Summer 2011', 'Fall 2011', 'Spring 2012', and 'Summer 2012'. Below the dropdown is a table titled 'Activities to assess' with columns: 'Learning', 'Section', 'Sample size', 'Status', and 'Instructors'. A single row is visible with the following data: '02-A06-Funda Design Skills', 'L51', '12', 'In Preparation', and 'Demo User'. A 'View' button is located to the right of the row. At the bottom, there is a copyright notice: '© 2010-2016 Qatar University. All rights reserved.'

# Scoring: “Assess Students’ Work”

- 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.

The screenshot displays the 'The Online Assessment System' interface for Qatar University. The header includes the university logo and name, the system title, a language dropdown set to 'English', and a user status 'Logged in as demo'. A navigation bar contains links for Home, Measure, Reports, Administration, Help, and About, along with a 'Feedback & Suggestions' link. The left sidebar menu is open, highlighting 'Assess Students' Work' and listing sub-options: 'View activities details', 'Assess Students' Work', and 'Review and Submit'. The main content area shows a breadcrumb trail: Home > Measure > Scoring > Assess Students' Work. Below this is a 'Select a semester:' dropdown menu currently set to 'Spring 2012'. The primary section is titled 'Activities to assess' and contains a table with the following data:

Learning outcome	Context	Section	Sample size	Status	Instructors	
02-A06-Fundamental Design Skills	ARCT 111: Graphic Communication II	L51	12	Waiting Assessment	Demo User	<a href="#">Assess</a>

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# Scoring: “Assess Button”

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.

Assess Students' Work

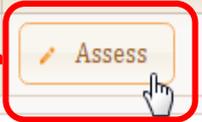
View activities details

Assess Students' Work

Review and Submit

Measure Scoring Assess Students' Work

Select a semester: Spring 2012

Learning outcome	Context	Section	Sample size	Status	Instructors	
02-A06-Fundamental Design Skills	ARCT 111: Graphic Communication II	L51	12	Waiting Assessment	Demo User	

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

# Scoring: “Assess Students’ Work”

8. The next page will display a table with a list of student names to be assigned scores using a specific rubric.

The screenshot shows the 'Assess Students' Work' interface. On the left, there is a sidebar with the following menu items: 'Assess Students' Work', 'View activities details', 'Assess Students' Work', and 'Review and Submit'. The main content area has a breadcrumb trail: 'Measure > Scoring > Assess Students' Work'. Below this, there is a section titled 'The selected activity' which contains the text '02-A06-Fundamental Design Skills: Ability to effectively use basic architectural and environmental principles in design.' and a table with the following data:

Course Subject	Course Number	Title	Section	Sample size
ARCT	111	Graphic Communication II	L51	12

Below the activity details is a section titled 'The selected activity details' with a plus icon. The main part of the interface is a table titled 'Select a student to assess his work'. The table has four columns: 'ID', 'Student name', 'Score', and an empty column for actions. The data rows are as follows:

ID	Student name	Score	
201002229	Abida Hakim khan	0	Select
201104376	Aisha Ali Al-khelaifi	0	Select
201104961	Alamira Ebtissam Mahmoud Albash	0	Select
201003763	Alanood Essa Al-Muhannadi	0	Select
200902303	Fatima Rashid Al-Nuaimi	0	Select

At the bottom of the table, there are navigation buttons: '<<', '<', '1', '2', '3', '>', '>>'. Red boxes highlight the ID '200902303', the name 'Fatima Rashid Al-Nuaimi', and the 'Select' button in the last row. Red arrows point from these boxes to a text box at the bottom.

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 shows a web interface for assessing student work. At the top, a header reads "The selected Student". Below it, the student's name is "Alkhzami Salman Al-Harami". A section for "Student's files" contains a table with columns "Name" and "Size (bytes)", and the text "No records found." below it. A blue arrow points to this section with the text "A link to student work, if already uploaded, will appear here". Below the files section is a "Rubric details" table with five columns: "1 Poor", "2 Fair", "3 Good", "4 Excellent", and a star rating column. The first row of the rubric table contains the following text: "Solve a problem in microprocessor based design using engineering practices", "Poor ability to solve an easy problem", "Limited ability to solve an easy problem", "Ability to solve a problem but with some difficulty", "Ability to solve a problem with no difficulty", and a star rating of four stars. A red box highlights the star rating with 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." Below the rubric table, there is a "Student's average score" field showing "0.0" and a "Calculate average score" button. A red box highlights the button with the text "2) This button computes the average score across all criterion of the rubric." Below the average score field is a "The rounded student's score:" field with a value of "0" and a slider bar. A red box highlights the slider bar with the text "3) Use the slide bar to calibrate the score". At the bottom, there is a "Comments:" text area and a "Save" button.

# Scoring: “Review and Submit”

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)

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.

The screenshot displays the interface of 'The Online Assessment System' for Qatar University. The header includes the university logo and the system name. A language dropdown is set to 'English', and the user is logged in as 'demo'. The main navigation bar contains links for Home, Measure, Reports, Administration, and Help About. A breadcrumb trail shows the path: Home > Measure > Scoring > Review and Submit. A sidebar menu under 'Assess Students' Work' includes options for 'View activities details', 'Assess Students' Work', and 'Review and Submit'. A 'Select a semester' dropdown is set to 'Spring 2012'. Below this is a table titled 'Activities to assess' with columns for Learning outcome, Context, Section, Sample size, Status, and Instructors. One activity is listed: '02-A06-Fundamental Design Skills' in the context of 'ARCT 111: Graphic Communication II', section 'L51', with a sample size of 12, currently 'In Assessment', and assigned to 'Demo User'. A 'Review and Submit' button is available for this activity.

Language: English ▼ Logged in as demo ▼

Home Measure ▼ Reports ▼ Administration ▼ Help About Feedback & Suggestions

Assess Students' Work

- View activities details
- Assess Students' Work
- Review and Submit

Select a semester: Spring 2012 ▼

Activities to assess

Learning outcome	Context	Section	Sample size	Status	Instructors	
02-A06-Fundamental Design Skills	ARCT 111: Graphic Communication II	L51	12	In Assessment	Demo User	<a href="#">Review and Submit</a>

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# Scoring: "Review and Submit" (3)

**The selected activity**

Course Subject	Course Number	Title	Section	Sample size
ABCT	111	Graphic Communication II	151	12

**Review students' work**

ID	Student name	Score	Comments
201002229	Ahmed Hakim khos	0	No files were uploaded.
201104376	Anka ibi Al Mkhulafi	0	No files were uploaded.
201104961	Alamara Elhosam Mahmoud Alkoubi	0	No files were uploaded.
201003763	Almoud Easa Al Mohammadi	0	No files were uploaded.
200902303	Fatma Rashed Al Nuaimi	0	No files were uploaded.

**Scores summary**

Number of Students scoring 1	Number of Students scoring 2	Number of Students scoring 3	Number of Students scoring 4
0	0	0	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
<b>Design Solution:</b> Engage successful design solutions to fundamental architectural problems by integrating concepts, formal/visual principles and techniques. (Score: 40%)	0	0	0	0
<b>Formal &amp; Spatial Principles:</b> Demonstrate fundamental understanding and application of architectural formal + spatial principles as they relate to human experience. (Score: 20%)	0	0	0	0
<b>Design Process:</b> Demonstrate a rigorous design process through critical iterative production. (Score: 20%)	0	0	0	0
<b>Communication:</b> Communicate design solutions effectively using architectural presentative materials and techniques. (Score: 10%)	0	0	0	0

**Comments on assessment activity and results**

**Submit your assessment**

After assessing all students you will be able to submit your assessment by clicking the submit button that will appear below. Be warned though, that once you submit the assessment you will not be able to make any more changes.

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.

# Contact Details

You can contact the OAS support team on the following:

- Emails: [msabbagh@qu.edu.qa](mailto:msabbagh@qu.edu.qa); [bouallegue@qu.edu.qa](mailto:bouallegue@qu.edu.qa); [oas.support@qu.edu.qa](mailto:oas.support@qu.edu.qa)
- Phone: 4403 4013 – 4403 6305