

Online Assessment System (OAS)

User Manual

OAS Coordinators

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Outline

- How to access OAS system
- OAS Functionalities:
 - Admin & Control
 - Define and Setup Program Details
 - Measurement and Assessment
 - Generating Reports
 - Specify Required and Elective Courses
 - Create, Activate, or End an Assessment Cycle
 - Assign OAS Coordinators
- Contact Us

Outline

- How to access OAS system
- OAS Functionalities:
 - Admin & Control
 - Define and Setup Program Details
 - Measurement and Assessment
 - Generating Reports
 - Define Program Specifications
 - Define Mappings
 - Define Rubrics
- Contact Us

Outline

- How to access OAS system
- OAS Functionalities:
 - Admin & Control
 - Define and Setup Program Details
 - Measurement and Assessment
 - Generating Reports
 - Define and Activate an Assessment Plan
 - Assign Assessment Activities
 - Assign Assessors / Instructors
 - Validate Assessment Results
- Contact Us

How to access “OAS” System?

- In order to access the Online Assessment System (OAS), please access the following link:
 - On campus: <https://oas.qu.edu.qa>
 - Off campus: <https://myvpn.qu.edu.qa> (Click on link “oas website access”)

OAS Home Screen

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

The Project Stage is: SystemTest

 The Online Assessment System

Qatar University Online Assessment Management System

Welcome to Qatar University's new Web-Based Learning Outcome Assessment Web site. The purpose of this web site is to provide faculty with the tools necessary to conduct learning outcome assessment in an effective and efficient way.

The Web site provides functionalities that allows defining the learning outcome assessment structure and model, planning assessment activities and recording assessment data. It also provides features that helps in monitoring the implementation of assessment plans and generating useful reports.

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. Please also feel free to contact the support team if you need any assistance in using the system.

[Please Login to start](#)

[Login](#)

This indicates you are working on the testing server for the training workshop.

Click on either links to be access Login Screen

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OAS Login Screen

- The login screen as shown below:



The Online Assessment System

Login

Please use the login credentials provided to you earlier to access the demo scenario.



Please Enter Your Information

demo

.....

Click on Login button to proceed.



Login

Reset

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OAS Coordinator: Page Layout

- The screen below displays the page layouts for OAS coordinators.

The Project Stage is: SystemTest

Qatar University Logo: جامعة قطر QATAR UNIVERSITY

The Online Assessment System

Program: DEMO PROGRAM 1

Logged in as demo_coordinator

Menubar: Home Define & Plan Measure Reports Administration Help About

Your Program Name

Your Username

Navigation Path [Indicates what page you are currently]: Administration Program Administration

Left side menu: Program Administration, Required Courses, Elective Courses, Assessment Cycles, Coordinators

Content page: Program Administration Instruction

You need to do the following tasks:

1. Select a program to work on if you are coordinating more than one program (Optional).
2. Specify the program's required courses.
3. Specify the program's elective courses.
4. Create an assessment cycle for the program.
5. Add/Remove other program coordinators to help you in coordinating the program.

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OAS Coordinator: Menubar

3. The screen below displays the home screen for faculty assigned as OAS coordinators.

The Project Stage is: SystemTest



The Online Assessment System

Program: BBA, Business Administration

Logged in as demo_coordinator ▾

Home Define & Plan ▾ Measure ▾ Reports ▾ Administration ▾ Help About

OAS Coordinators have access to the following menu item

Qatar University Online Assessment Management 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.

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OAS Coordinator: Menubar Items

4. As shown in the earlier screen, the OAS Coordinator has access to the following menu bar items:

- **Home**: redirects OAS Coordinator to the Home page.
- **Define & Plan**: includes the following sub menu items:
 - **Specifications**: where you can define your academic program's Mission Statement, Objectives, and Learning Outcomes.
 - **Mapping**: where you create the necessary Objectives Mapping, Curriculum Mapping, and Assessment Mapping.
 - **Planning**: where you define your assessment plan, define the period in which to assess your learning outcomes and related courses, and open sections for assessment.
 - **Rubrics**: where you can create a number of rubrics to be used in assessment activities by your faculty.

OAS Coordinator: Menubar Items (2)

- **Measure**: mainly the OAS coordinators is only involved in the “Validation” submenu item to do any of the following actions as necessary:
 - Validates the submitted assessment activities
 - Return an Assessment Activity for **Preparation** stage
 - Return an Assessment Activity for **Assessment** stage
 - Return an Assessment Activity for **Validation** stage
- **Reports**: in this section, OAS coordinators can generate predesigned reports from the OAS system:
 - Program Information Reports
 - Mapping Reports
 - Assessment Planning Reports
 - Assessment Results Reports
 - Annual Report Tables

OAS Coordinator: Menubar Items (3)

- **Administration**: mainly the OAS coordinators is only involved in the “Program Administration” submenu item which includes the following functionalities:
 - **Required Courses**: allows you to select the required courses as part of your academic program
 - **Elective Courses**: allows you to select the elective courses as part of your academic program
 - **Assessment Cycles**: allows you to **Create** and **Activate** a new assessment cycle, and **End** an already finished assessment cycle.
 - **Coordinators**: allows you to add one or more coordinators for the same academic program.
- **Help**: provides access to OAS related Help material.
- **About**: displays a pop up window with information about the OAS system.

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:

- Required Courses
- Elective Courses
- Assessment Cycles
- Coordinators

Required Courses

Program Administration: Required Courses

- a- From the left side menu click on “Required Courses”
- b- In the displayed page, try to search for a course as part of the required courses of your program.
- c- Once it is found, **Click** on it to be selected
- d- Afterwards, add it the list of required courses by clicking on the "Add" button.

Program Administration

- Required Courses
- Elective Courses
- Assessment Cycles
- Coordinators

Administration > Program Administration > Required Courses

Maintain the required courses of the (DEMO PROGRAM 1) program.

Select a course from the following table to add to the required courses

Subject	Number	Title	Dept.
MAGT	112	Principles of Management	MGMT
MAGT	305	Comparative Management	MGMT
MAGT	312	Quant Methods-Dec Making	MGMT
MAGT	322	Production & Operations Mgmt	MGMT
MAGT	406	Total Quality Management	MGMT
MAGT	415	Public Policy Analysis	MGMT

The selected course is: **MAGT: 305: Comparative Management: MGMT**

+ Add

Elective Courses

Program Administration: Elective Courses

- a- From the left side menu click on “**Elective Courses**”
- b- In the displayed page, try to search for a course as part of the required courses of your program.
- c- Once it is found, **Click** on it to be selected
- d- Afterwards, add it the list of elective courses by clicking on the “**Add**” button.

Program Administration

- Required Courses
- Elective Courses
- Assessment Cycles
- Coordinators

Administration > Program Administration > Elective Courses

Maintain the elective courses of the (DEMO PROGRAM 1) program.

Select a course from the following table to add to the elective courses

Subject	Number	Title	Dept.
ENGL	202	Engl Lang I Post Found	ENGF
ENGL	208	Literary Criticism	FRLN
ENGL	207	English-Bus & Econ IV	ENGF
ENGL	204	Communication & Presentation	ENGF
ENGL	206	English-Bus & Econ III	ENGF
ENGL	209	Language and Society	FRLN

The selected course is: ENGL: 207: English-Bus & Econ IV: ENGF

+ Add

Assessment Cycles

Program Administration: Assessment Cycles

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

The Project Stage is: SystemTest



The Online Assessment System

Program: DEMOPROGRAM1

Logged in as demo_coordinator ▾

Home Define & Plan ▾ Measure ▾ Reports ▾ Administration ▾ Help About

Program Administration

Required Courses

Elective Courses

Assessment Cycles

Coordinators

Administration ▸ Program Administration ▸ Required Courses

Assessment cycles of the (DEMOPROGRAM1) program.

List of Assessment cycles

Code	Starts	Ends	RubricScale	Status	Active Plan	
No records found.						

Add a cycle

Program Administration: Assessment Cycles

b- Click on “**Add a cycle**” button to define a new assessment cycle as shown below.

List of Assessment cycles

Code	Starts	Ends	RubricScale	Status	Active Plan
No records found.					

Add a cycle

Create/Update an assessment cycle

Code:

Starting Semester:

Ending Semester:

Rubric Scale(3, 4, or 5):

Comment:

This a three years assessment cycle starting Fall 2014 and ending Spring 2017

Save Close

c- Once done, click on “**Save**” button.

Program Administration: Assessment Cycles

d- Next, click on **Activate** button in order to launch the new assessment cycle as shown below.

The screenshot shows a web application interface for managing assessment cycles. On the left is a navigation menu with 'Program Administration' selected. The main content area has a breadcrumb trail: 'Administration > Program Administration > Required Courses'. Below this is the heading 'Assessment cycles of the (DEMOPROGRAM1) program.' and a table titled 'List of Assessment cycles'. The table has columns for Code, Starts, Ends, RubricScale, Status, and Active Plan. One row is visible with the code 'Assessnebt Cycle 1', starting in 'Fall 2014', ending in 'Spring 2017', a 'RubricScale' of '4', and a 'Status' of 'NEW'. To the right of this row is a context menu with buttons for 'More Info.', 'Activate', 'Update', and 'Delete'. A red arrow points from the 'Activate' button to a text box stating 'Activates the newly created assessment cycle'. Another red arrow points from the 'Update' button to a text box stating 'Edits the assessment cycle details'. A third red arrow points from the 'Delete' button to a text box stating 'Deletes the assessment cycle. Remark: Assessment cycles with implemented assessment activities cannot be deleted.' A fourth red arrow points from the 'More Info.' button to a text box stating 'Displays information about the assessment cycle.' At the bottom left of the table area is an 'Add a cycle' button.

Program Administration

Required Courses

Elective Courses

Assessment Cycles

Coordinators

Administration > Program Administration > Required Courses

Assessment cycles of the (DEMOPROGRAM1) program.

List of Assessment cycles

Code	Starts	Ends	RubricScale	Status	Active Plan
Assessnebt Cycle 1	Fall 2014	Spring 2017	4	NEW	

Add a cycle

More Info.

Activate

Update

Delete

Displays information about the assessment cycle.

Activates the newly created assessment cycle

Edits the assessment cycle details

Deletes the assessment cycle.
Remark: Assessment cycles with implemented assessment activities cannot be deleted.

Program Administration: Assessment Cycles

e- Your assessment cycle is now **Active**.

Program Administration

Required Courses

Elective Courses

Assessment Cycles

Coordinators

Administration > Program Administration > Required Courses

Assessment cycles of the (DEMOPROGRAM1) program.

List of Assessment cycles

Code	Starts	Ends	RubricScale	Status	Active Plan
Assessnebt Cycle 1	Fall 2014	Spring 2017	4	ACTIVE	More Info. Update End The Cycle Delete

Add a cycle

Program Administration: Assessment Cycles

f- You can indicate the completion of your assessment cycle by clicking on “**End the Cycle**” button.

Program Administration

- Required Courses
- Elective Courses
- Assessment Cycles
- Coordinators

Administration > Program Administration > Required Courses

Assessment cycles of the (DEMOPROGRAM1) program.

List of Assessment cycles

Code	Starts	Ends	RubricScale	Status	Active Plan	
Assessnebt Cycle 1	Fall 2014	Spring 2017	4	ACTIVE		More Info. Update End The Cycle Delete

[Add a cycle](#)

g- The status of the assessment cycle will become “**Complete**”.

Program Administration

- Required Courses
- Elective Courses
- Assessment Cycles
- Coordinators

Administration > Program Administration > Required Courses

Assessment cycles of the (DEMOPROGRAM1) program.

List of Assessment cycles

Code	Starts	Ends	RubricScale	Status	Active Plan	
Assessnebt Cycle 1	Fall 2014	Spring 2017	4	COMPLETE		More Info. Activate Delete

[Add a cycle](#)

Coordinators

Program Administration: Coordinators

- a- From the left side menu click on “**Coordinators**”
- b- In the displayed page, a list of existing coordinators gets displayed as shown in the image below:

Program Administration

- Required Courses
- Elective Courses
- Assessment Cycles
- Coordinators

Administration > Program Administration > Coordinators

Maintain the (DEMOPROGRAM1) program's coordinators.

Existing Coordinators

Username	
demo_coordinator	Delete

Add a coordinator

Program Administration: Coordinators

- d- Click on the button labeled “**Add a Coordinator**”
- e- In the displayed panel, try to look for a faculty member by Username, Full Name, or Unit (Department).
- f- Once it is found, **Click** on it to be selected
- g- Afterwards, click on the “**Add**” button.
- h- Anytime, you can click on the “**Delete**” button, to remove a particular person from the coordinator’s list.

The screenshot shows the APLOA Program Administration interface for Coordinators. On the left is a navigation menu with options: Program Administration, Required Courses, Elective Courses, Assessment Cycles, and Coordinators. The main content area has a breadcrumb trail: Administration > Program Administration > Coordinators. Below this is a title: "Maintain the (DEMOPROGRAM1) program's coordinators." There are two main panels. The top panel, titled "Existing Coordinators", contains a table with one row: Username: demo_coordinator, and a Delete button. Below the table is an "Add a coordinator" button. The bottom panel, titled "Select a user to add as a coordinator", contains a table with columns: Username, Name, and Unit. The Username column has a search input field containing "msab". The table row shows: Username: msabbagh, Name: Mohammad Khalil Sabbagh, محمد خليل صباغ, and Unit: VP and CAO Office. Below the table are navigation buttons and a page number "1". At the bottom of the panel, it says "The selected user is: :".

Program Administration

Administration > Program Administration > Coordinators

Maintain the (DEMOPROGRAM1) program's coordinators.

Existing Coordinators

Username	
demo_coordinator	Delete

Add a coordinator

Select a user to add as a coordinator

Username	Name	Unit
msabbagh	Mohammad Khalil Sabbagh, محمد خليل صباغ	VP and CAO Office

The selected user is: :

Define & Plan

Define and Plan: Submenu Items

As mentioned earlier, the **Define & Plan** includes defining the following:

- Program's Specifications
- Mapping
- Planning
- Rubrics

Program's Specifications

Program Specifications: Mission

- a- From the menu bar, select **Define & Plan** → **Specifications**
- b- From left side menu titled "**Program Specifications**", click on "**Mission**"
- c- In the displayed text area, type in your program's mission statement and hit the "**Save/Update**" button.

The screenshot shows the APLOA web application interface. At the top, there is a navigation menu with items: Home, Define & Plan, Measure, Reports, Administration, Help, and About. Below this is a breadcrumb trail: Home > Define & Plan > Program Specification > Mission. On the left side, there is a sidebar menu with options: Program Specification (highlighted), Mission, Objectives, and Learning Outcomes. The main content area has a header "Missions of the (DEMO PROGRAM 1) program." and a sub-header "The program mission". Below the sub-header is a large text input area with the placeholder text "Type your program's Mission statement here." At the bottom right of the text area is a "Save/Update" button with a mouse cursor hovering over it.

Program Specifications: Objectives

- a- From the menu bar, select **Define & Plan** → **Specifications**
 - b- From left side menu titled "**Program Specifications**", click on "**Objectives**"
 - c- Click on Add button below the table titled "**Program Objectives**".
 - d- In the new panel titled "**Add a new objective**", enter Objective's *Code* and *Description* as shown below.
- Remark:** For training purposes, please add a minimum of two objectives for your program.

Program Objectives

Code

Description

No records found.

+ Add

Add a new objective

Code: *

OBJ 1

This is my first objective!

Description: *

Click on Save button once done.

Save

Cancel

Program Specifications: Learning Outcomes

- a- From the menu bar, select **Define & Plan** → **Specifications**
 - b- From left side menu titled "**Program Specifications**", click on "**Learning Outcomes**"
 - c- Click on Add button below the table titled "**The Learning Outcomes**".
 - d- In the new panel titled "**New Learning Outcome**", enter the Learning Outcome's *Code* and *Description* as shown below.
- Remark:** For training purposes, please add a minimum of two learning outcomes for your program.

The Learning Outcomes:

+ Add Outcome

The Selected Student Learning Outcome

Code:	
Description:	
Target %:	

New Student Learning Outcome

Code *	LO 1
Description *	This is my first learning outcomes!!
Target %:	80

Save Cancel

Click on Save button once done.

Mapping

Mapping: Submenu Items

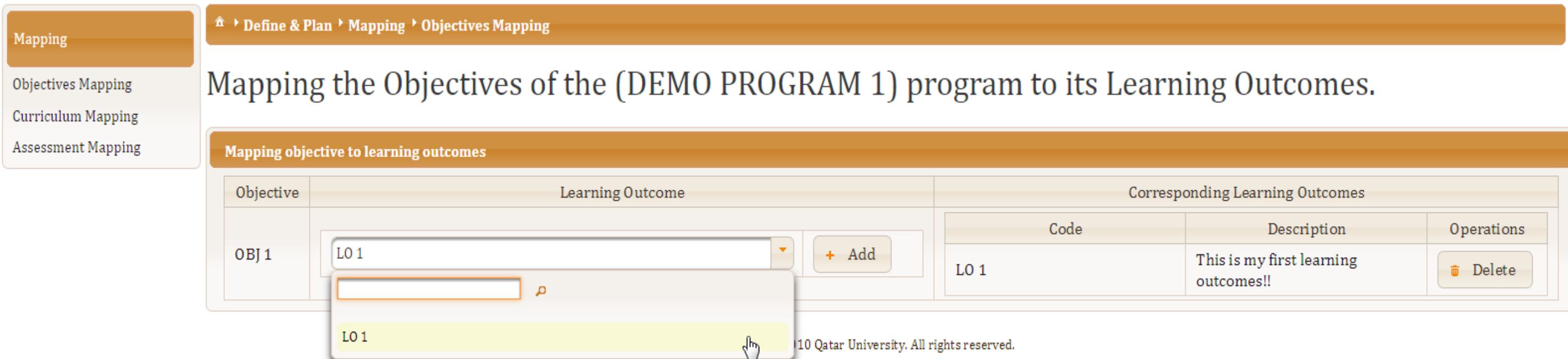
As mentioned earlier, the **Mapping** item from Menubar includes defining the following:

- **Objectives to Learning Outcomes Mapping:** specify how the program's objectives relate to its learning outcomes.
- **Curriculum Mapping:** specify in which required courses students are going to acquire the skills implied by each learning outcome.
- **Assessment Mapping:** specify the courses where each learning outcome will be assessed.

Objectives to Learning Outcomes Mapping

Mapping: Objectives Mapping

- a- From the menu bar, go to **Define & Plan → Mapping**
- b- From left side menu titled “**Mapping**”, click on “**Objectives Mapping**”.
- c- Link Program Objectives to Learning Outcomes by:
 - Selecting a particular learning outcome from drop down list next to the objective
 - Click on “**Add**” button.
 - Click on “**Delete**” button to remove undesired linkage.



Mapping

Objectives Mapping

Curriculum Mapping

Assessment Mapping

Define & Plan > Mapping > Objectives Mapping

Mapping the Objectives of the (DEMO PROGRAM 1) program to its Learning Outcomes.

Mapping objective to learning outcomes

Objective	Learning Outcome	Corresponding Learning Outcomes		
OBJ 1	LO 1	Code	Description	Operations
		LO 1	This is my first learning outcomes!!	Delete

LO 1

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Curriculum Mapping

Mapping: Curriculum Mapping

- a- From the menu bar, go to **Define & Plan → Mapping**
- b- From left side menu titled “**Mapping**”, click on “**Curriculum Mapping**”.
- c- From the panel titled, “**Select a Learning Outcome**”, click on learning outcome “**LO 1**” to select it.
- d- In the panel titled, “**The Required courses**”:
 - Click on the button “**Add Required Courses**”.
 - From drop down list, select a course and its **relevancy level (Introduced, Developed, or Mastered)**.
 - Finally click on the “**Add**” button.
- e- Follow the same steps for “**The Elective courses**”.

Mapping: Curriculum Mapping (2)

Mapping

Define & Plan > Mapping > Curriculum Mapping

Mapping Student's Learning Outcomes of the (DEMO PROGRAM 1) program to courses.

The curriculum Mappings map the program courses to the learning outcomes and define the contribution of each course in the curriculum to the student's learning outcomes. It helps identify where in the curriculum students will have the opportunity to learn and develop the skills, abilities, attitudes and behaviors defined in the learning outcomes.

[View Curriculum Mapping Report](#)

Select a Learning Outcome

LO 1

The Selected Program Learning Outcome

Code: LO 1
Description: This is my first learning outcomes!!

The required courses

Subject	Number	Title	Relevant?
No records found.			

+ Add Required Course

Select a course to map it to the selected outcome

Course: MAGT 305: Comparative Manage
Relevance: Introduced

+ Add

- Introduced
- Developed
- Mastered

The Elective courses

Subject	Number	Title	Relevant?
No records found.			

+ Add Elective Course

(1) Click on learning outcome "LO 1"

(2) Click on "Add Required Course" button

(3) Select the relevancy level

(4) Click on Add button

Assessment Mapping

Mapping: Assessment Mapping

- a- From the menu bar, go to **Define & Plan → Mapping**
- b- From left side menu titled “**Mapping**”, click on “**Assessment Mapping**”.
- c- From the panel titled, “**Select a Learning Outcome**”, click on learning outcome “**LO 1**” to select it.
- d- In the panel titled, “**The Required courses**”:
 - Click on the button “**Add**”.
 - From drop down list, select a course to be added.
 - Finally click on the “**Add Assessment Mapping**” button.

Mapping: Assessment Mapping (2)

Mapping

Objectives Mapping

Curriculum Mapping

Assessment Mapping

Define & Plan > Mapping > Assessment Mapping

Mapping Student's Learning Outcomes of the (DEMO PROGRAM 1) program to courses.

Assessment Mapping: is specifying in which course(s) each learning outcome is going to be assessed.

[View Assessment Mapping Report](#)

Select a Learning Outcome:

LO 1:

The Selected Program Learning Outcome

Code: LO 1

Description: This is my first learning outcomes!!

The Required Courses

(1 of 1) 10

Outcome	Subject	Number	Title
No records found.			

(1 of 1) 10

+ Add

Select a course to map it to the selected outcome

Course: MAGT 305: Comparative Manage

+ Add Assessment Mapping

Close

(1) Click on learning outcome "LO 1"

(2) Click on "Add" button

(3) Select the course

(4) Click on "Add Assessment Mapping" button

Planning

Planning

- An assessment plan addresses a detailed schedule and timeline for implementing Assessment Activities throughout the assessment cycle.
- An assessment plan specifies what courses will be assessed for each learning outcomes, and indicates in which semesters of the assessment cycle the assessment will take place.
- An assessment cycle may constitute a set of successive plans, where each plan revises the one that precedes it.
- When you revise a plan, a new plan is created including the assessment activities that have been carried out in the preceding plan.
- Any changes made to the new assessment plan will not affect the older plan(s), this will keep track of changes made to prior assessment plans.
- There should be only one **Active** assessment plan per assessment cycle.

Planning: For the Cycle - Assessment Plan

- a- From the menu bar, go to **Define & Plan → Planning**
- b- From left side menu titled "**Planning**", click on "**For the Cycle**".
- c- Next, from the left side menu titled "**Planning for the Cycle**", click on "**Assessment Plans**".
- d- From the panel titled, "**The Program's current cycle assessment plans**", click on the "**Add**" button.
 - Enter a name for your assessment plan, for example: **Assessment Plan for Cycle 1**.
 - Enter any additional details in the "**Comment**" text area.
 - Tick the checkboxes next to the semesters to be part of the assessment plan.
 - Click on "**Save**" button once done.
- e- The newly created assessment cycle will have a status "**New**".
- f- Final step is to activate the created assessment plan by clicking on the "Activate" button. Then, the status displayed will become **ACTIVE** instead of **New**.

Planning: For the Cycle - Assessment Plan (2)

Planning for the Cycle

Assessment plans

Planning Activities

Previous Menu

Define & Plan > Planning > For the cycle > Assessment plans

The Assessment plans of the current assessment cycle of the (DEMO PROGRAM 1) program.

The Program's current cycle assessment plans:

Name	ActivationDate	RevisionDate	Status
No records found.			

+ Add

(1) Click on "Add" button

Add/Update an Assessment Plan

Name:

Comment:

Semesters:
 Fall 2014 Spring 2015 Summer 2015 Fall 2015 Spring 2016 Summer 2016 Fall 2016 Spring 2017

(2) Enter name for your assessment plan.

(3) Enter descriptive comments about your assessment plan [Optional].

(4) Select the semesters as part of the assessment plan.

(5) Save your changes

Planning: For the Cycle - Assessment Plan (3)

Planning for the Cycle

Assessment plans

Planning Activities

Previous Menu

Define & Plan > Planning > For the cycle > Assessment plans

The Assessment plans of the current assessment cycle of the (DEMO PROGRAM 1) program.

The Program's current cycle assessment plans:

Name	ActivationDate	RevisionDate	Status	
Assessment Plan 1			NEW	More Info. Update Delete Activate

Displays information about the assessment plan.

Activates the newly created assessment plan.

Edits the assessment plan details

Deletes the assessment plan.

Remark: Assessment plans with implemented assessment activities cannot be deleted.

Planning: For the Cycle - Assessment Plan (4)

- Planning for the Cycle
- Assessment plans
- Planning Activities
- Previous Menu

Home > Define & Plan > Planning > For the cycle > Assessment plans

The Assessment plans of the current assessment cycle of the (DEMO PROGRAM 1) program.

The Program's current cycle assessment plans:

Name	ActivationDate	RevisionDate	Status	
Assessment Plan 1	11/16/2014		ACTIVE	More Info. Update Revise

The status of the assessment plan is **“Active”**

Allows the coordinator to create a new assessment plan based on the old one.

OAS coordinator can make any necessary changes to the new assessment plan without affecting the old one.

Planning: For the Cycle - Planning Activities

- a- From the left side menu titled “**Planning for the Cycle**”, click on “**Planning Activities**”.
- b- From the panel titled, “**Select a Learning Outcome**”, click on any learning outcome in order to select it.
- c- In the panel titled, “**Add a course assessment activity to the plan**”, select a semester from the drop down list to specify when the courses will be assessed.
- d- Click on “**Add to Plan**” button to confirm your choice.

Planning for the Cycle

- Assessment plans
- Planning Activities
- Previous Menu

★ > Define & Plan > Planning > For the cycle > Planning Activities

The Assessment Activities of the current assessment plan of the (DEMO PROGRAM 1) program.

The current assessment plan:

Name:	Assessment Plan 1
Comments:	This is the assessment plan for the assessment cycle 1, which includes the following semesters: - Fall 2014 - Spring 2015 - Fall 2015 - Spring 2016 - Fall 2016 - Spring 2017

[View Whole Report](#)

Select a Learning Outcome:

LO 1

The Selected Program Learning Outcome

Code:	LO 1
Description:	This is my first learning outcomes!!

Add an assessment activity to the assessment plan

Choose the assessment context: Course

Add a course assessment activity to the plan

Assessment Context	Semester	
MAGT 305: Comparative Management	Fall 2014	+ Add to plan

The Planned Assessment Activities for the outcome

(a) (b) (c) (d)

Planning: For the Cycle - Planning Activities (2)

e- The image below shows the list of courses added for assessment at specified semester(s).

Select a Learning Outcome:

LO 1

The Selected Program Learning Outcome

Code:	LO 1
Description:	This is my first learning outcomes!!

Add an assessment activity to the assessment plan

Choose the assessment context

Add a course assessment activity to the plan

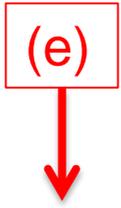
Assessment Context	Semester	
MAGT 305: Comparative Management	<input type="text" value="Fall 2014"/>	<input type="button" value="+ Add to plan"/>

The Planned Assessment Activities for the outcome

(1 of 1) 10

Outcome	Context	Semester	Tool	Rubric	Add Details
LO 1	MAGT 305: Comparative Management	Fall 2014			<input type="button" value="Update"/> <input type="button" value="Delete"/>

(1 of 1) 10



Planning: Planning Activities (3)

Removes the assessment activity from the assessment plan.

Note that assessment activities already started cannot be removed from the plan. In that case, the delete button will be hidden.

e- The image below shows the list of courses added for assessment at specified semester(s).

The screenshot displays the APLOA planning interface. At the top, a table lists assessment activities. The first row shows 'LO 1' for 'MAGT 305: Comparative Management' in 'Fall 2014'. The table has columns for Outcome, Context, Semester, Tool, Rubric, and Add Details. The 'Add Details' column contains 'Update' and 'Delete' buttons. Below the table, a section titled 'The selected planned assessment activity description' shows the details for 'LO 1'. The 'Specify the assessment tool' section includes a dropdown menu for 'Select an assessment tool' and a text area for 'Describe the assessment activity'. The 'Select the rubric to be used' section includes a dropdown menu for 'Select a Rubric' and a 'Create a New Rubric' button. Red arrows point from the text boxes to the 'Update' and 'Delete' buttons, and from the 'Delete' button to the 'Specify the assessment tool' section.

Outcome	Context	Semester	Tool	Rubric	Add Details
LO 1	MAGT 305: Comparative Management	Fall 2014			Update Delete

The selected planned assessment activity description

Outcome: LO 1
Context: MAGT 305: Comparative Management
Semester: Fall 2014

Specify the assessment tool

Select an assessment tool: --- + Add New

Describe the assessment activity:

Save/Update Close

Select the rubric to be used

Choose the rubric to be used in assessment

The rubric to be used in this assessment activity:

Select a Rubric: --- View

Or + Create a New Rubric with rubric scale = 4 which is the rubric scale used in the current assessment cycle.

Select Close

Allows OAS Coordinators to specify the Assessment Tool and Rubric to be used in an assessment activities.

Planning: For the Semester – Select Semester

- a- From the menu bar, go to **Define & Plan** → **Planning**
- b- From left side menu titled “**Planning**”, click on “**For the Semester**”.
- c- From the left side menu titled “**Planning for the Semester**”, click on “**Select Semester**”.
- d- From the drop down list, select the semester for which to setup the related assessment activities. For instance, in our case, Fall 2014.

The screenshot displays the APLOA (Assessment Planning and Learning Online Assessment) system interface. At the top, a red banner indicates "The Project Stage is: SystemTest". Below this, the system title "The Online Assessment System" and "Program: DEMO PROGRAM 1" are visible, along with the Qatar University logo. A navigation bar at the top right shows the user is logged in as "demo_coordinator". The main navigation menu includes "Home", "Define & Plan", "Measure", "Reports", "Administration", "Help", and "About". The current path is "Define & Plan > Planning > For the semester > Select Semester". The left sidebar menu is expanded to "Planning for the Semester", with "Select Semester" highlighted. The main content area shows "Selected semester is: Fall 2014". A dropdown menu is open, listing semesters from "Fall 2014" to "Spring 2017". A copyright notice at the bottom right reads "© 2010 Qatar University. All rights reserved."

Planning: For the Semester – Assign Activities to Sections

- a- From the menu bar, go to **Define & Plan → Planning**
- b- From left side menu titled “**Planning**”, click on “**For the Semester**”.
- c- From the left side menu titled “**Planning for the Semester**”, click on “**Assign Activities to Sections**”.
- d- From the panel titled, “**Select a Learning Outcome**”, click on any learning outcome in order to select it.

The screenshot displays the APLOA web interface. At the top, a breadcrumb trail reads: **Define & Plan** > **Planning** > **For the semester** > **Assign Activities to Sections**. A left-hand navigation menu is visible, with 'Assign Activities to Sections' selected. The main content area is titled 'Assign assessment activities to course sections offered in (Fall 2014) semester.' Below this title, a panel titled 'The current assessment plan:' contains a table with the following data:

Name:	Assessment Plan 1
Comments:	This is the assessment plan for the assessment cycle 1, which includes the following semesters: - Fall 2014 - Spring 2015 - Fall 2015 - Spring 2016 - Fall 2016 - Spring 2017

Below the table is a blue link labeled 'View Semester Activities'. To the left, a 'Select a Learning Outcome:' panel shows 'LO1' selected in a dropdown menu. To the right, a panel titled 'The Selected Program Learning Outcome' displays the following information:

Code: LO1
Description: This is my first learning outcome!

Below this, another panel titled 'The Planned Assessment Activities for the outcome' contains a table with the following data:

Outcome	Context	
LO1	MAGT 101: Principles of Management	Select

Planning: For the Semester – Assign Activities to Sections (2)

e- In the table titled “The Planned Assessment Activities for the outcome”, click on the **Select** button next to the course to be assessed.

Select a Learning Outcome:

LO1

The Selected Program Learning Outcome

Code: LO1
Description: This is my first learning outcome!

The Planned Assessment Activities for the outcome

Outcome	Context	
LO1	MAGT 101: Principles of Management	Select

Planning: For the Semester – Assign Activities to Sections (3)

f- A new panel titled “**Course sections not included in the assessment**” gets displayed with the available sections. Use the arrows to move the desired sections from the list box titled “**Available Sections**” to “**Selected Sections**”.

The selected course and its sections

Outcome:	LO1: This is my first learning outcome!
Course:	MAGT 101: Principles of Management

Course sections included in assessment

Section	Instructors	Assessors
No records found.		

Course sections not included in the assessment

Available Sections

- L02
- L03
- L06
- L07
- L08
- L09
- L51
- L52

→

→|

←

←|

Selected Sections

-

+ Add selected sections :Or select sections Randomly

Planning: For the Semester – Assign Activities to Sections (4)

g- Afterwards, click on “**Add selected sections**” button in order to confirm the sections to be assessed.

The selected course and its sections

Outcome:	LO1: This is my first learning outcome!
Course:	MAGT 101: Principles of Management

Course sections included in assessment

Section	Instructors	Assessors
No records found.		

Course sections not included in the assessment

Available Sections		Selected Sections
L02		L01
L03	→	L05
L06	→	
L07	←	
L08	←	
L09		
L51		
L52		

+ Add selected sections ;Or select sections Randomly

Planning: For the Semester – Assign Activities to Sections (5)

h- The following sections are now open for assessment.

The selected course and its sections

Outcome:	L01: This is my first learning outcome!
Course:	MAGT 101: Principles of Management

Course sections included in assessment

Section	Instructors	Assessors	
L01	Mohammad Khalil Sabbagh, محمد خليل صباغ	Seifeddine Bouallegue, سيف الدين رضا بو علاق Mohammad Khalil Sabbagh, محمد خليل صباغ	Delete Email instructors
L05	Seifeddine Bouallegue, سيف الدين رضا بو علاق Mohammad Khalil Sabbagh, محمد خليل صباغ	Mohammad Khalil Sabbagh, محمد خليل صباغ	Delete Email instructors

Deletes the assessment activity.

Sends email notifications for the assigned faculty members to start their assessment activities.

Planning: For the Semester – Assign Assessors

OAS Coordinators are capable of assigning faculty members as Assessors as necessary.

a- From the left side menu titled “**Planning for the Semester**”, click on “**Assign Assessors**”.

b- From the panel titled, “**Select a Learning Outcome**”, click on any learning outcome in order to select it.

c- Click on the learning outcome to be assessed.

d- In the table titled “**Activities planned for the selected learning outcome**”, a list of sections gets displayed, click on select button next to any of the available section.

The screenshot shows the OAS system interface for assigning assessors. On the left is a navigation menu with options: "Planning for the Semester", "Select Semester", "Assign Activities to Sections", "Assign Assessors", "Assign Instructors", and "Previous Menu". The main header reads "Define & Plan > Planning > For the semester > Assign Assessors". Below the header, the title is "Assign assessors for the assessment activities planned for the (Fall 2014) semester." There are two panels: "Select a Learning Outcome:" with a dropdown menu showing "LO1", and "The Selected Program Learning Outcome" with "Code: LO1" and "Description: This is my first learning outcome!". Below these is a table titled "Activities planned for the selected learning outcome".

Outcome	Context	Section	Assessors	
LO1	MAGT 101: Principles of Management	L01	Seifeddine Bouallegue, سيف الدين رضا بو علاق Mohammad Khalil Sabbagh, محمد خليل صباغ	Select
LO1	MAGT 101: Principles of Management	L05	Mohammad Khalil Sabbagh, محمد خليل صباغ	Select

Planning: For the Semester – Assign Assessors (2)

c- In the panel titled “Assigned assessors” at the bottom, click on “Delete” button next to the current faculty number’s name to exclude him/her from the assessment activity.

2) Confirmation box for deletion request.

The screenshot displays the APLOA interface for assigning assessors. It is divided into three main sections:

- Activities planned for the selected learning outcome:** A table with columns for Outcome, Content, and Assessor. It lists two entries for LO1 related to 'MAGT 101: Principles of Management'. The second entry is assigned to 'Mohammad Khalil Sabbagh, محمد خليل صباغ'.
- The selected activity:** A summary box showing: Subject: MAGT, Section: L01, Number: 101, Title: Principles of Management.
- Assigned assessors:** A table with columns for Username, Name, and Unit. It lists two assessors: 'bouallegue' (Seifeddine Bouallegue) and 'msabbagh' (Mohammad Khalil Sabbagh). Each row has a 'Delete' button.

A confirmation dialog box titled 'Delete an assessor' is overlaid on the interface. It contains the text: 'Are you sure you want to delete? This may delete any assessment done by this assessor.' and two buttons: 'Yes Sure' and 'Not Yet'. A red arrow points from the dialog box to the 'Delete' button in the 'Assigned assessors' table.

1) Deletes the corresponding assessor

Planning: For the Semester – Assign Assessors (3)

d- Click on Add button, look for a particular name, and then click on “Add assessor” button next to it.

The screenshot shows the 'Assign assessors' interface in the APLOA system. The main window title is 'Assign assessors for the assessment activities planned for the (Fall 2014) semester.' A modal window titled 'Add assessor' is open, displaying a list of potential assessors. The modal has a table with columns for Username, Name, and Unit. The 'Add assessor' button is highlighted with a red circle and the number 3. The 'Add' button at the bottom of the main screen is highlighted with a red circle and the number 1. The 'Add assessor' button in the modal is also highlighted with a red circle and the number 2.

Username	Name	Unit	Action
Isaki	Lorraine Ann Saki, لوراين آن ساكي	Education	+ Add assessor
ilijy	Lijy Kallidukil Jose, ليحي كاليديوكيل جوس	Foundation Program	+ Add assessor
lyrma	Lyrma Ravelo Ingels, لييرما رافيلو انجلز	Foundation Program	+ Add assessor
almansouri	Layla Jeeda R J Al-Mansoori, ليلى جديع راشد المنصوري	Arts and Sciences	+ Add assessor
l.hassouna	Lynn Gallagher Hassouna, لين جلاجير حسونه	Foundation Program	+ Add assessor
mhasnah	Moumen Omar O A Hasnah, مؤمن عمر عبيد حسنه	VP for Research Office	+ Add assessor

Planning: For the Semester – Assign Instructors

OAS Coordinators are capable of assigning faculty members as Instructors as necessary.

a- From the left side menu titled “**Planning for the Semester**”, click on “**Assign Instructors**”.

b- From the panel titled, “**Select a Learning Outcome**”, click on any learning outcome in order to select it.

c- Click on the learning outcome to be assessed.

d- In the table titled “**Activities planned for the selected learning outcome**”, a list of sections gets displayed, click on select button next to any of the available section.

Planning for the Semester

Select Semester
Assign Activities to Sections
Assign Assessors
Assign Instructors
Previous Menu

Define & Plan > Planning > For the semester > Assign Instructors

Assign instructors for the assessment activities planned for the (Fall 2014) semester.

Select a Learning Outcome:

LO1

The Selected Program Learning Outcome

Code: LO1
Description: This is my first learning outcome!

Activities planned for the selected learning outcome

Outcome	Context	Section	Instructors	
L01	MAGT 101: Principles of Management	L01	Mohammad Khalil Sabbagh, محمد خليل صباغ	Select
L01	MAGT 101: Principles of Management	L05	Seifeddine Bouallegue, سيف الدين رضا بو علاق Mohammad Khalil Sabbagh, محمد خليل صباغ	Select

Planning: For the Semester – Assign Instructors (2)

c- In the panel titled “**Assigned instructors**” at the bottom, click on “**Delete**” button next to the current faculty number’s name to exclude him/her from the assessment activity.

Remark: In case multiple instructors were assigned for the same assessment activity, it is sufficient for one of them to complete the setup of the assessment activity to be ready for scoring.

The selected activity

Subject:	MAGT	Section:	L05
Number:	101	Title	Principles of Management

Assigned instructors

Username	Name	Unit	
msabbagh	Mohammad Khalil Sabbagh, محمد خليل صياغ	VP and CAO Office	Delete
bouallegue	Seifeddine Bouallegue, سيف الدين رضا بو علاق	University Academic Research	Delete

+ Add

Removes the indicated instructor

Planning: For the Semester – Assign Instructors (3)

d- Click on Add button, look for a particular name, and then click on “Add assessor” button next to it.

Planning for the Semester

- Select Semester
- Assign Activities to Sections
- Assign Assessors
- Assign Instructors
- Previous Menu

Define & Plan > Planning > For the semester > Assign Instructors

Assign instructors for the assessment activities planned for the (Fall 2014) semester.

Select a Learning Outcome:

LO1

Activities planned for the selected learning outcome

Outcome	Activity
LO1	MAGT 1
LO1	MAGT 1

Add instructor

Username	Name	Unit	
bou			
boutef	Mahmoud Tahar Boutefnouchet, محمود طاهر احمد بوتفوشات	Arts and Sciences	+ Add Instructor
bouchikhiz	Aze-Eddine Bouchikhi, عز الدين اليوشيخي	Arts and Sciences	+ Add Instructor
bouhrourh	Habib Bouherour, حبيب بوهروور	Arts and Sciences	+ Add Instructor
boualem	Boualem Boashash, بوعلام بوغشاش	Engineering	+ Add Instructor
bouali	Abderrahmane Bouali, عبدالرحمان بوعلي	Arts and Sciences	+ Add Instructor
bouallegue	Seifeddine Bouallegue, سيف الدين رضا بو علاق	University Academic Research	+ Add Instructor

1

Close

Username	Name	Unit	
msabbagh			Delete
bouallegue	Seifeddine Bouallegue, سيف الدين رضا بو علاق	University Academic Research	Delete

+ Add

1

Rubrics

Rubrics

OAS Coordinators are capable of adding Rubrics for the faculty to use in their assessment activities.

a- From the menu bar, go to **Define & Plan → Rubrics**

b- The page below get displayed.

The screenshot shows a web interface for managing rubrics. At the top, there is a header "All rubrics". Below it is a table with three columns: "Code", "Description", and "Scale". The table contains six rows of rubric data. To the right of the table, there are three columns of action buttons: "Delete", "Update", and "View". Below the table, there is a pagination bar with buttons for "1", "2", and "3", and an "Add Rubric" button. Annotations with arrows point to specific elements: "Deletes the specified rubric." points to the "Delete" button of the first row; "View the details of the specified rubric." points to the "View" button of the third row; "Updates the details of the specified rubric." points to the "Update" button of the sixth row; and "Click on Add Rubric button in order to enter details about your new rubric." points to the "Add Rubric" button.

Code	Description	Scale	Delete	Update	View
1- Design Rubric		4	Delete	Update	View
2- People Rubric		4	Delete	Update	View
3- CAD Rubric		4	Delete	Update	View
4- Technology Rubric		4	Delete	Update	View
5- Communication Rubric		4	Delete	Update	View
6- Critical Thinking Rubric		4	Delete	Update	View

Deletes the specified rubric.

View the details of the specified rubric.

Updates the details of the specified rubric.

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

Rubrics (2)

To create a new Rubric, fill-in the required fields and click the “**Save**” button once done.

Note: Each rubric criterion has its own weight where the total weight must sum up to 100.

Define a new rubric or update an existing one

Code	Demo Rubric			
Description	Description of Demo Rubric			
Scale	4			

Rubric details

Criterion	1	2	3	4		
	Poor	Fair	Good	Excellent		
Description	Criterion 1	description	description	description	description	Delete
Weight	70					
Description	Criterion 2	description	description	description	description	Delete
Weight	30					

+ Add Criterion

Save Close

Validation

Validation

In order to validate the assessment activities for your academic program, please do the following:

a- From the menu bar, go to **Measure** → **Validation**

b- From the panel titled, “**Select a Learning Outcome**”, click on any learning outcome in order to select it.

Home Define & Plan Measure Reports Administration Help About

Measure Validation

Validate the assessment activities of the Fall 2014 semester.

Select a semester: Fall 2014

Select a Learning Outcome: L01

The Selected Program Learning Outcome

Code:	L01
Description:	This is my first learning outcome!

List of assessment activities in the Fall 2014 semester

Learning outcome	Context	Section	Status	Assessors	
L01	MAGT 101: Principles of Management	L01	InPreparation	Seifeddine Bouallegue, سيف الدين رضا بو علاق Mohammad Khalil Sabbagh, محمد خليل صباغ	Select
L01	MAGT 101: Principles of Management	L05	PendingValidation	Mohammad Khalil Sabbagh, محمد خليل صباغ	Select

Return for Assessment

Be sure to select the Semester for which to validate the assessment activities.

Indicates the current status of the assessment activity.

Click on select button in order to view the details of the assessment activity.

Validation (2)

c- Once clicked on “**Select**” button, OAS coordinator will be redirected to a page to review the assessment activity details. If everything is valid, the coordinator may proceed and click on **Valid** button at end of the

Validation

Activities list

Measure > Validation > Validate Activity

Validate Activity Fall 2014

The activity

LO1: This is my first learning outcome!

Assessors

Name	Comments	Submitted
Mohammad Khalil Sabbagh, محمد خليل صباغ		true

+ Show Activity Details

Students' scores

Name	Id	msabbagh's score	Average Score	Score	Actions
Abdelgadir Ahmed Mahieldin	201108279	3	3.0	3	Save
Ahmed Aly Abdel-Samie	201002736	2	2.0	2	Save

Assign highest score to each student

Assign rounded average score to each student

Comments:

Validate

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Validation (3)

d- The OAS Coordinator can still return an “Assessment Activity to Validation” when necessary.

Learning outcome	Context	Section	Status	Assessors	
L03. Information technology	MATH 221: Business Mathematics II	L01	Done	Hend Ghazai, هند حمودة الغزاي	<input type="button" value="Select"/> <input type="button" value="Return for Validation"/>

e- The OAS Coordinator can still return an “Assessment Activity for Assessment” when necessary.

Learning outcome	Context	Section	Status	Assessors	
L03. Information technology	MATH 221: Business Mathematics II	L01	PendingValidation	Hend Ghazai, هند حمودة الغزاي	<input type="button" value="Select"/> <input type="button" value="Return for Assessment"/>

f- The OAS Coordinator can still return an “Assessment Activity for Preparation” when necessary.

Learning outcome	Context	Section	Status	Assessors	
L03. Information technology	MATH 221: Business Mathematics II	L51	InAssessment	Hend Ghazai, هند حمودة الغزاي	<input type="button" value="Select"/> <input type="button" value="Return for Preparation"/>

Reports

Program Information

a- From the menu bar, go to **Reports** → **Program Information**

🏠 ▶ Reports ▶ Program Information

Program Information Reports Panel

Specifications



This report displays the related program's specifications including Mission, Objectives and Learning Outcomes for the **BBA, Business Administration (Arabic Track)** for the current cycle.

Coordinators



This report displays the assigned coordinators of the **BBA, Business Administration (Arabic Track)** for the current cycle.

Required Courses



This report displays the required courses for the **BBA, Business Administration (Arabic Track)** for the current cycle.

Elective Courses



This report displays the elective courses for the **BBA, Business Administration (Arabic Track)** for the current cycle.

Rubrics



This report displays the related rubrics for the **BBA, Business Administration (Arabic Track)** for the current cycle.

Mapping Reports

b- From the menu bar, go to **Reports → Mapping Reports**

🏠 ▶ Reports ▶ Mapping Reports

Mapping Reports Panel

Objectives to Outcomes Mapping



This report displays mapping relationship between the objectives and learning outcomes of the **BBA, Business Administration (Arabic Track)** program for the current cycle.

Assessment Mapping



This report displays the assessment mapping between the learning outcomes and the courses of the **BBA, Business Administration (Arabic Track)** for the current cycle.

Curriculum Mapping



This report displays the mapping between the learning outcomes and the courses for the **BBA, Business Administration (Arabic Track)** for the current cycle.

Assessment Planning

c- From the menu bar, go to **Reports** → **Assessment Planning**

🏠 ▶ Reports ▶ Assessment Planning

Assessment Planning Reports Panel

Overall Assessment Plan



This report displays the complete assessment plan for the **BBA, Business Administration (Arabic Track)** program for the current cycle.

Activity Plans



This report displays the assessment activities for the **BBA, Business Administration (Arabic Track)** for the current cycle.

Assessment Results

d- From the menu bar, go to **Reports → Assessment Results**

🏠 ▶ Reports ▶ Assessment results

Assessment Results Reports Panel

Program Level Summary Reports



This report displays the assessment results for all outcomes for the **BBA, Business Administration (Arabic Track)** program.

Courses Level Summary Reports



This report displays the assessment results **BBA, Business Administration (Arabic Track)** per course.

Rubric Dimensions Report



This report displays the detailed results of the rubrics used by the **BBA, Business Administration (Arabic Track)**.

Learning Outcomes Level Summary Reports



This report displays the assessment results of the learning outcomes for the **BBA, Business Administration (Arabic Track)**.

Sections Level Summary Reports



This report displays the assessment results for the **BBA, Business Administration (Arabic Track)** per section.

Extract Assessment Results' Raw Data



This report allows OAS Coordinators to extract the raw data for any of the conducted assessment activities.

Annual Report Tables

e- From the menu bar, go to **Reports** → **Annual Report Tables**

I. Select Period

Please select the period preference for viewing your report:

Semester Academic Year Assessment Cycle

Select Semester:

II. Select Statistical Data

Percentage of students scoring:

=1	<=2	<=3	>=3	>=4
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

III. Generate Annual Report Tables

Report Section	Description	
2	Program Specifications: Mission, Objectives, Learning Outcomes.	View
3	Assessment Plan for the current assessment cycle.	View
3.1	Planned Assessment Activities.	View
3.2	Outcomes Achievement Targets.	View
4.1	Assessment Activity Implementation Details.	View
5.1	Details of Assessment Results.	View

Activity Details

f- From the menu bar, go to **Reports** → **Activity Details**

🏠 ▶ Reports ▶ Activity Details

Activity Details Panel

View activity details



This report will allow you to choose an assessment activity and then access its details.

Download Documents



This report will allow you to choose an assessment activity and then download its uploaded assessment tools and students' work documents.

Contact Details

You can contact the OAS support team on the following:

- Emails: msabbagh@qu.edu.qa; oas.support@qu.edu.qa
- Phone: 4403 4013