User Manual

Assessors

By

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Outline

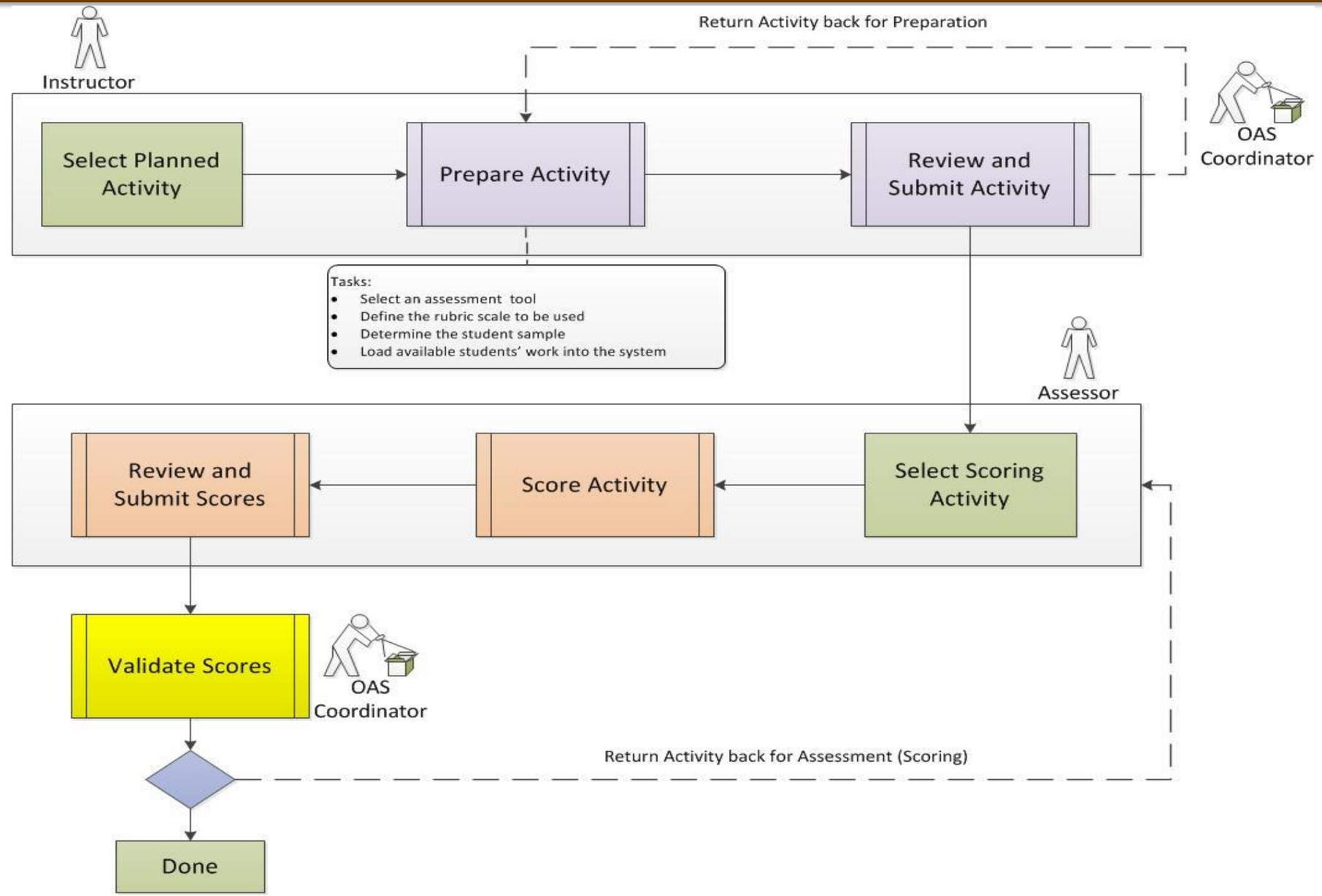
- Access to Online Assessment System (OAS)
- Assessment Process Flowchart
- Assessor’s Functionalities
- Steps for Assessment “Scoring”
- Final Note
- Contact Details

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:
  - 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:

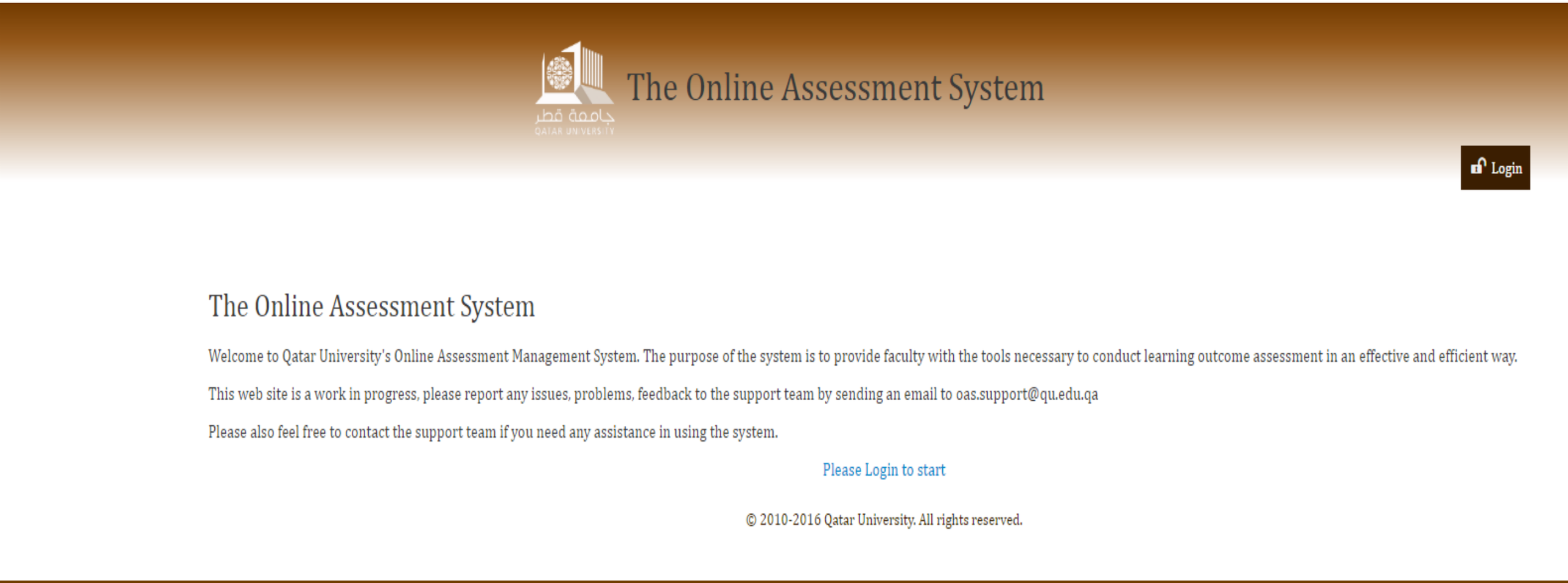
  - Select an Activity:
    Select an assessment activity pre-assigned for scoring to view its details including: assessment tool, rubric, student work, ….

  - 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.

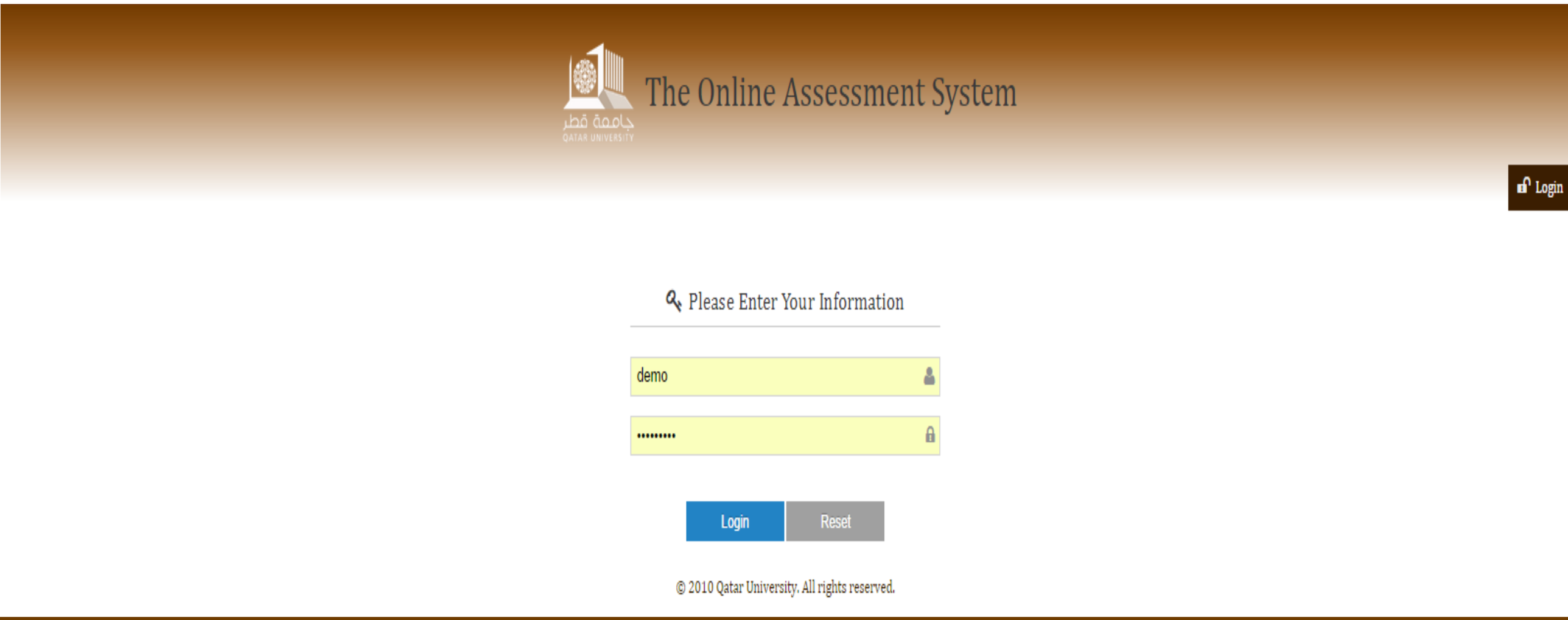
OAS Home Screen

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



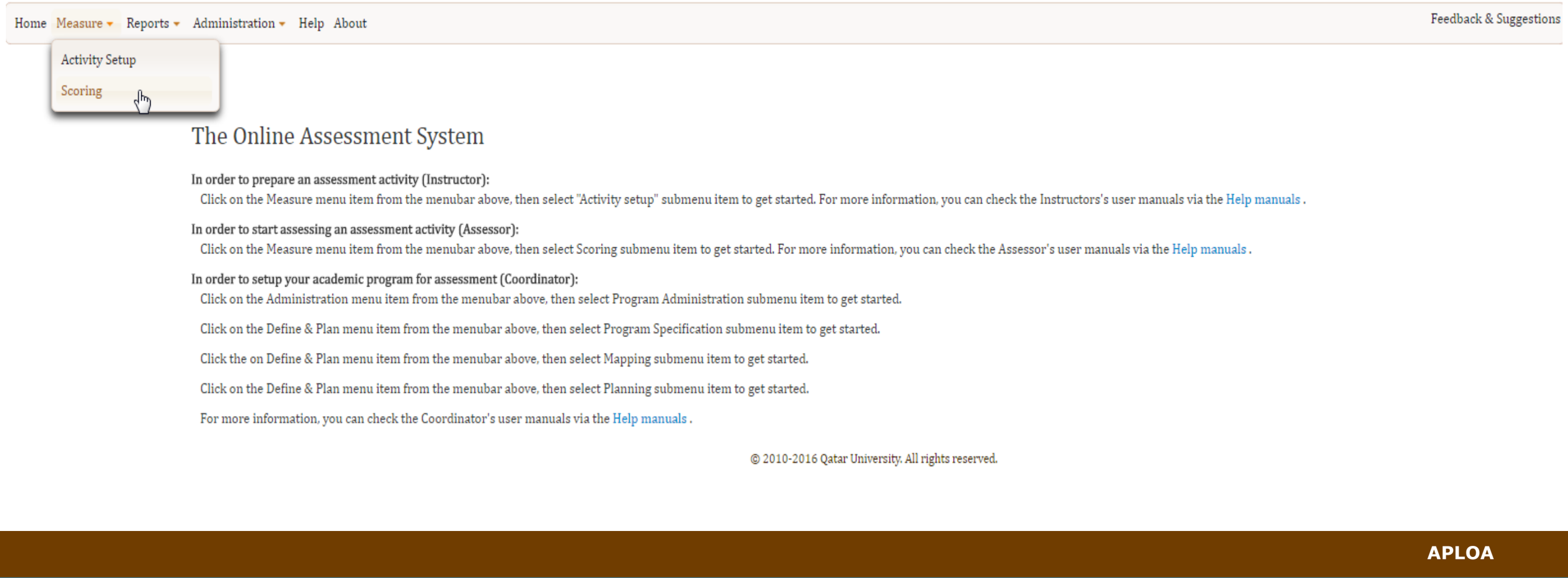
OAS Login Screen

- The login screen as shown below:



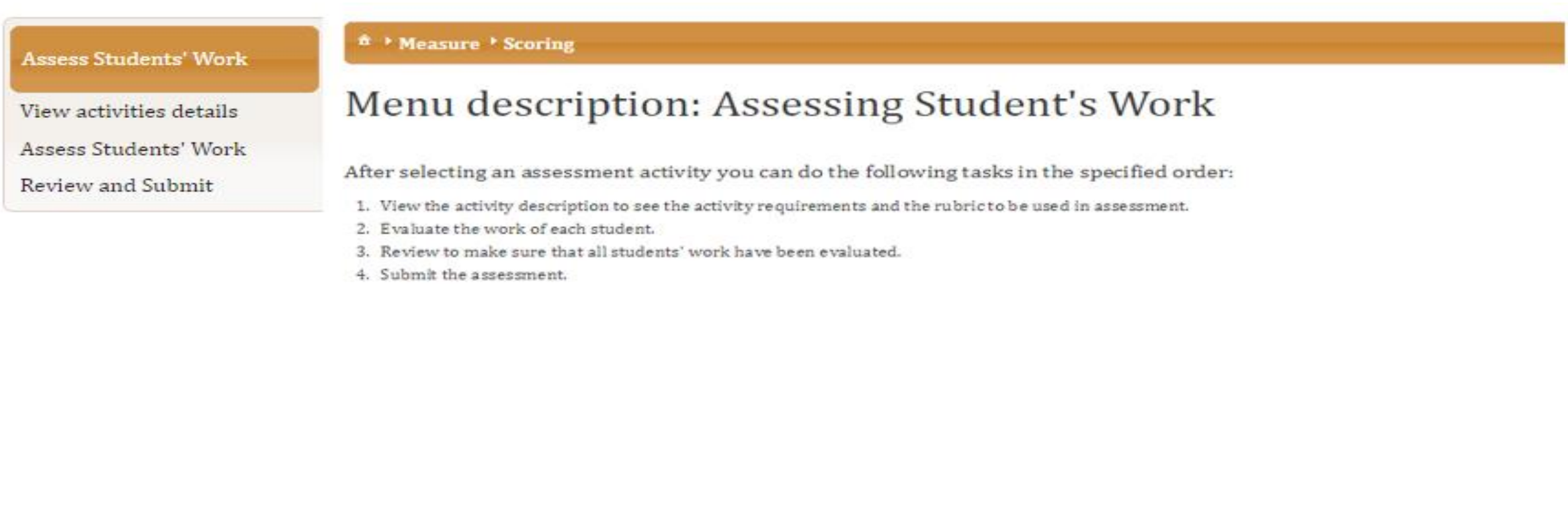
Accessing Assessor Functionalities: The “Scoring” Menu Item

1. Log into the OAS system.
2. From the menu bar under “Measure”, click on the menu item “Scoring”.



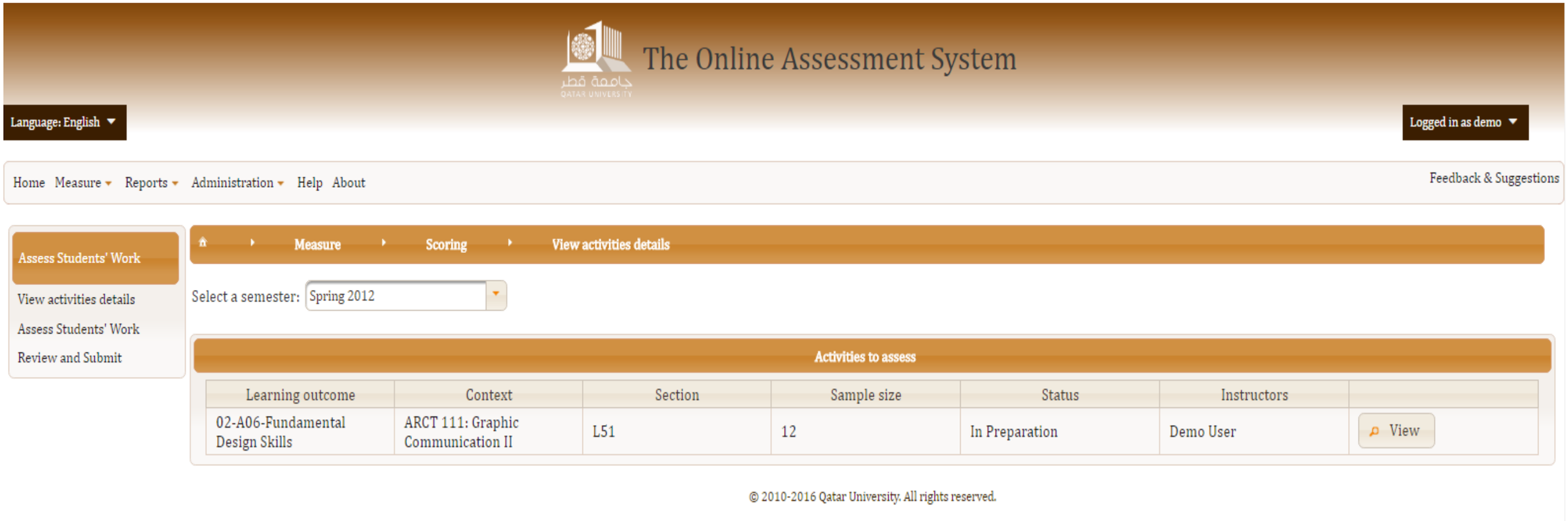
“Scoring” Menu Item: Assessing Students’ Work

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



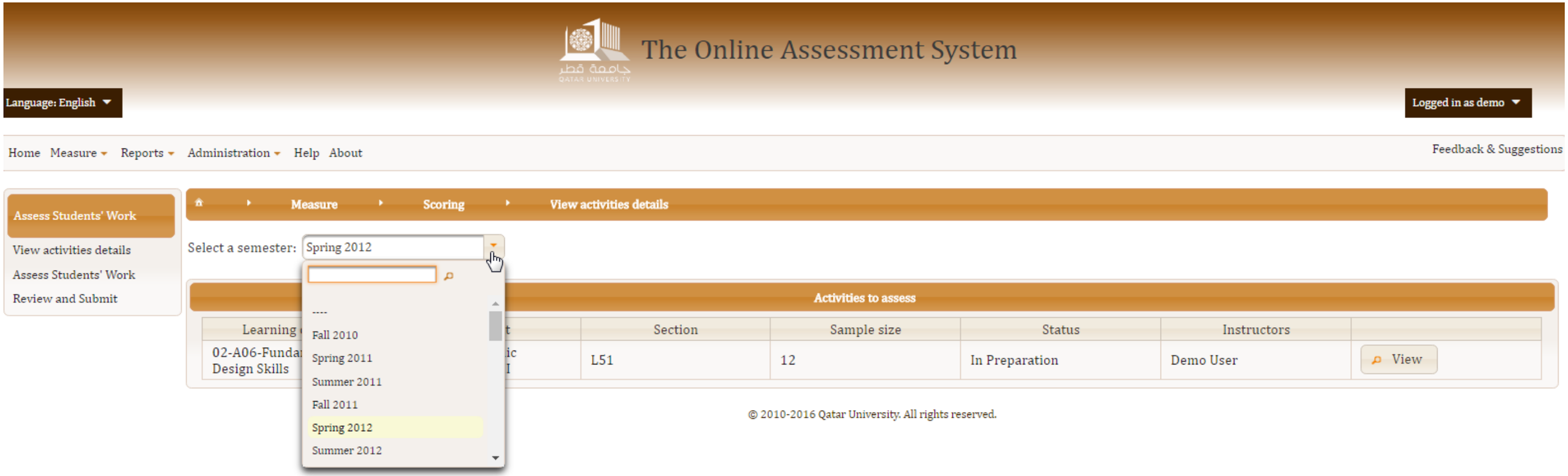
Scoring: “View activities details”

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.



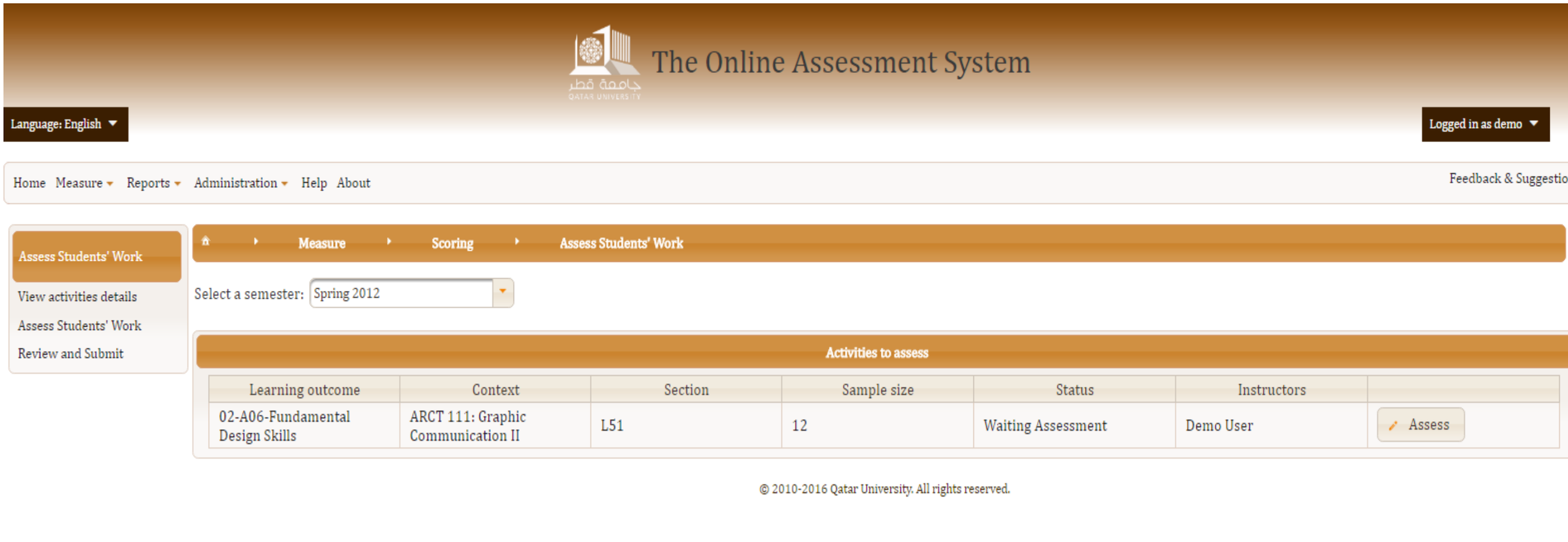
Scoring: “Select Semester”

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.



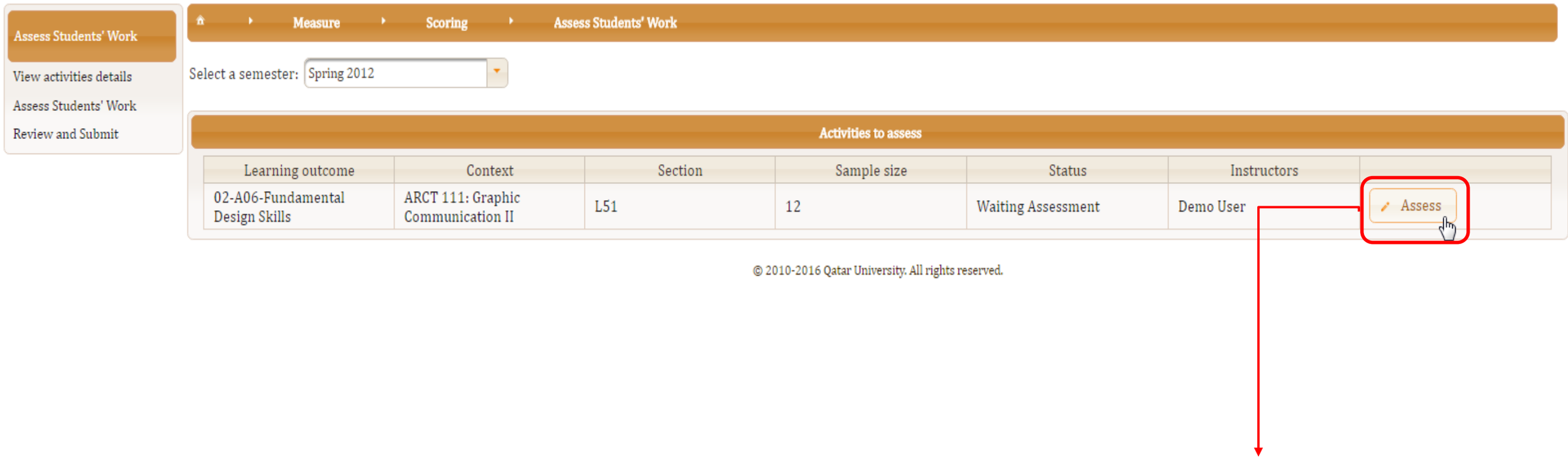
Scoring: “Assess Students’ Work”

6. 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.



Scoring: “Assess Button”

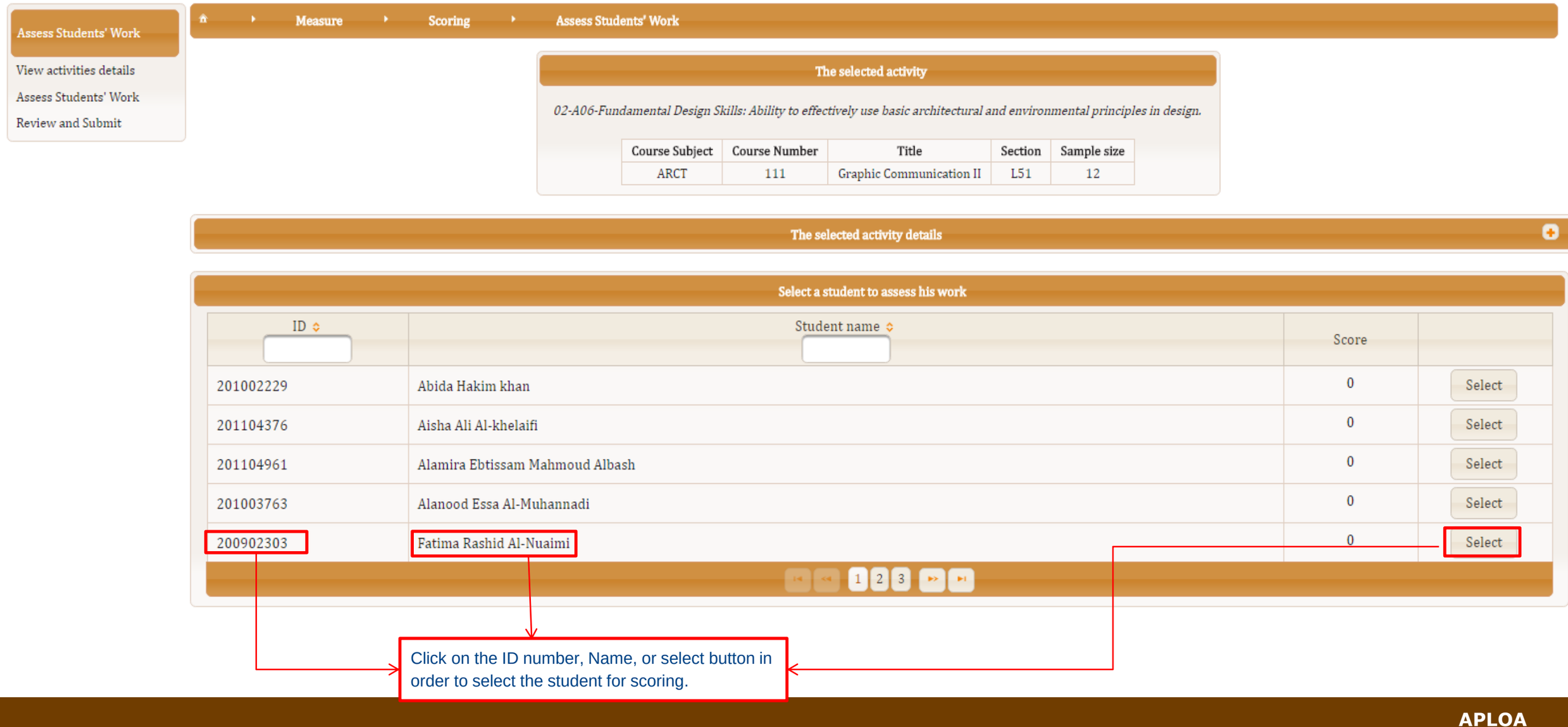
7. Upon selecting a specific semester, a table containing a list of assessment activities gets displayed as shown below as an example for Spring 2012.



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

Scoring: “Assess Students’ Work”

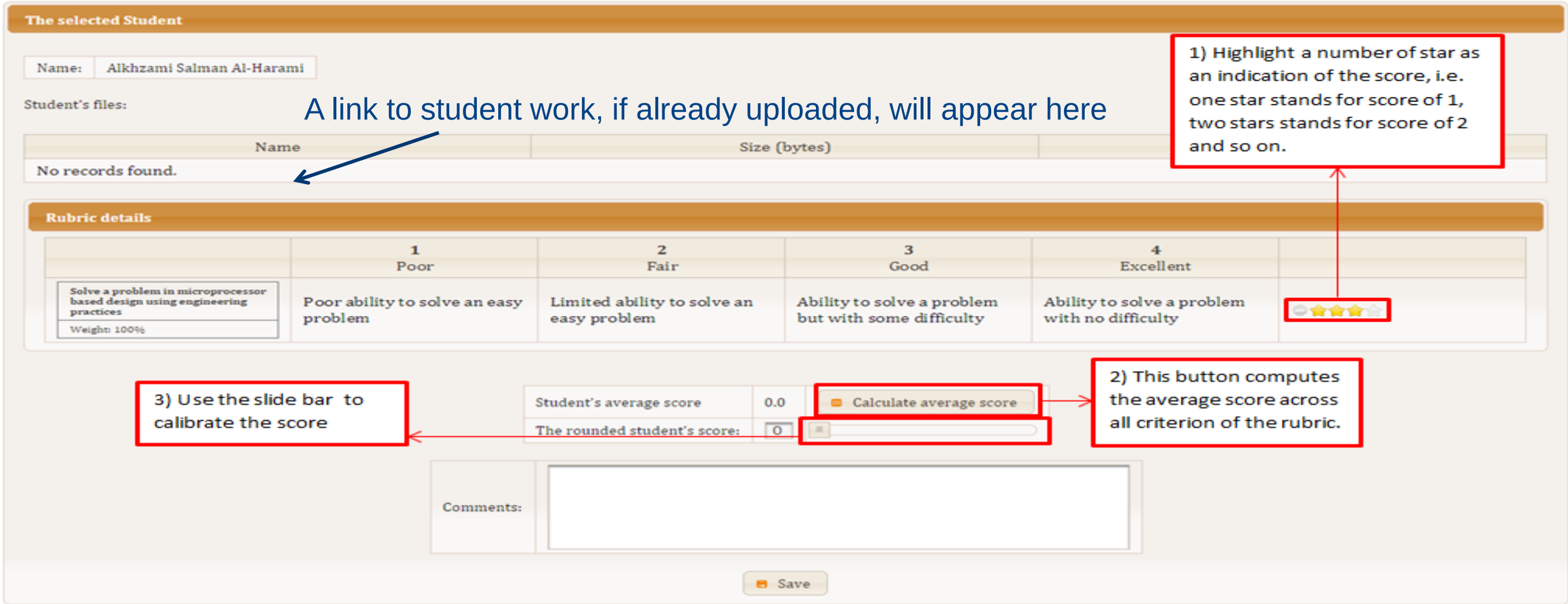
8. The next page will display a table with a list of student names to be assigned scores using a specific rubric.



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.



Scoring: “Review and Submit”

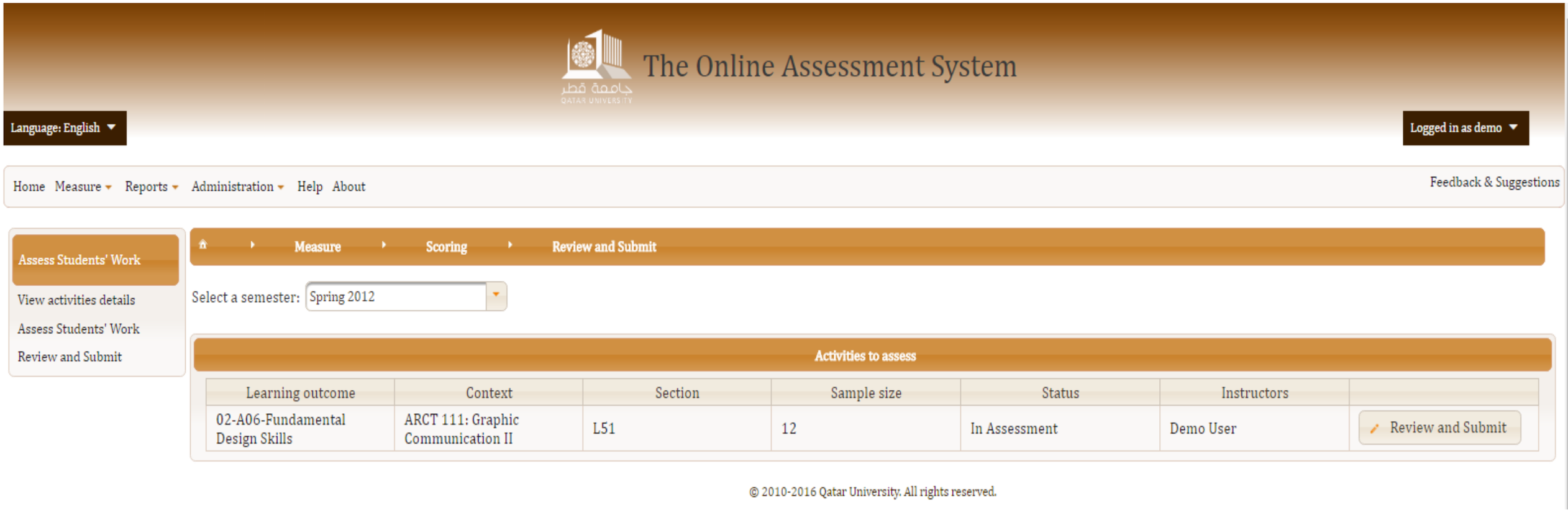
Finally, after completing the assignment of scores to all students, select the “Review and Submit” menu item from the left side menu to submit your scores to the program assessment coordinator for validation.

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).

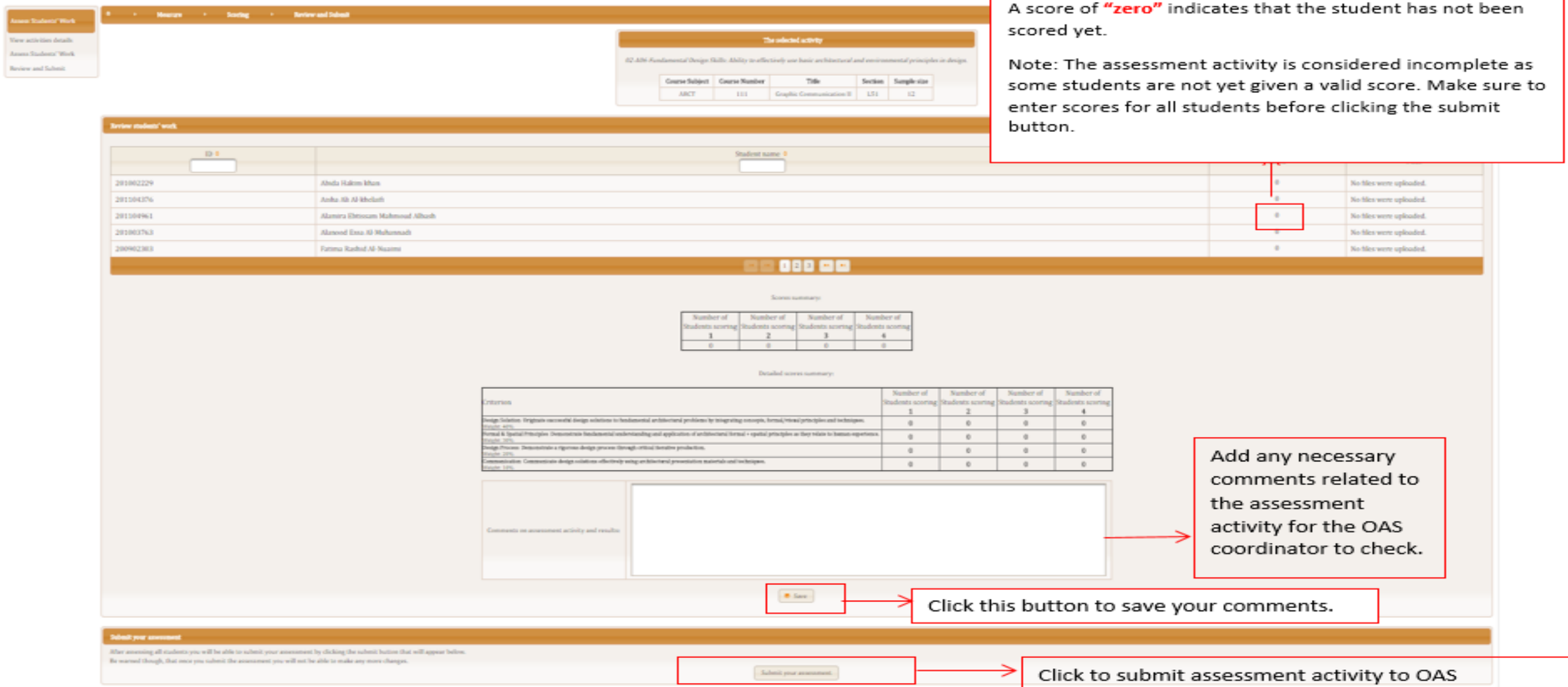
After making sure that you have entered all required data, you may type any necessary comments and hit the “Submit Your Assessment” button as shown in the figure on the next slide.

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.



Scoring: “Review and Submit” (3)



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; bouallegue@qu.edu.qa; oas.support@qu.edu.qa
- Phone: 4403 4013 – 4403 6305