

# ONLINE ASSESSMENT SYSTEM USER MANUAL V2.0

OAS - for Assessment Coordinator

*Academic Planning & Quality Assurance Office*  
[apqa@qu.edu.qa](mailto:apqa@qu.edu.qa)

<b>Document:</b>	<b>User Manual OAS-Coordinator role</b>		
<b>Description:</b>	This user manual is intended to give assistance for faculty member (Assessment Coordinator role) using OAS system.		
<b>Author:</b>	Hamza MBAREK	<b>Creation date:</b>	05/10/2022

#### Version(s):

Author	Description	Date	Version
Mohammad Sabbagh	Document creation (assessment coordinator role)	20/11/2016	1.0
Hamza MBAREK	- Add Analysis module features - OAS v3.2 evolutions - Update document template	05/10/2022	2.0

## Contents

I.	Introduction.....	4
1.	Software Overview.....	4
2.	Starting OAS application and logging in.....	4
3.	OAS Assessment Flowcharts .....	5
a.	Assessment Activity Flowchart .....	5
b.	Analysis Activity Flowchart (Coordinator role) .....	5
	.....	5
II.	General Functionalities.....	6
1.	General features: Feedback & Suggestions .....	6
2.	General features: Tutorial Videos .....	7
III.	Coordinator's Functionalities .....	8
1.	OAS Coordinator Menu overview .....	8
2.	Accessing Coordinator Functionalities: The “Administration” Menu.....	9
3.	Accessing Coordinator Functionalities: The “Define & Plan” Menu.....	15
a.	D&P > Program’s Specifications.....	15
b.	D&P > Mapping .....	18
i.	D&P > Mapping: Objectives to PLOs .....	18
ii.	D&P > Mapping: Curriculum Mapping .....	18
iii.	D&P > Mapping: Assessment Mapping.....	19
c.	D&P > Planning.....	20
i.	D&P > Planning: For the cycle (Assessment Plan).....	20
ii.	D&P > Planning: For the semester .....	22
d.	D&P >Rubrics .....	25
4.	Accessing Coordinator Functionalities: The “Validation” Menu.....	27
5.	Accessing Coordinator Functionalities: The “Reporting” Menu .....	30
a.	Program Information .....	30
	From the menu bar, go to Reports → Program Information .....	30
b.	Mapping Reports.....	31
c.	Assessment Planning .....	31
d.	Assessment Results.....	32
e.	Annual Report Tables.....	33
IV.	Analyst’s Functionalities.....	34
1.	Assign Analysts submenu.....	34
2.	Learning Outcome submenu.....	36
a.	Case of a QU-Program with one level of Learning outcomes .....	38
i.	Analyze the context (course): Context Tab .....	41
ii.	Analyze students’ sample: Students’ Sample Tab .....	43
iii.	Analyze the assessment tool: Assessment tool Tab .....	45
iv.	Analyze selected rubric: Rubrics Tab .....	47
v.	Analyze students’ performance: Performance tab.....	49
vi.	Overall tab:.....	51
b.	Case of a QU-Program with multiple levels of Learning outcomes .....	54
V.	Contact Details .....	56

## I. Introduction

### 1. Software Overview

The purpose of the OAS software is to provide academic programs at Qatar University with the tools necessary to conduct a Program Learning Outcome (PLO) assessment in an effective and efficient way.

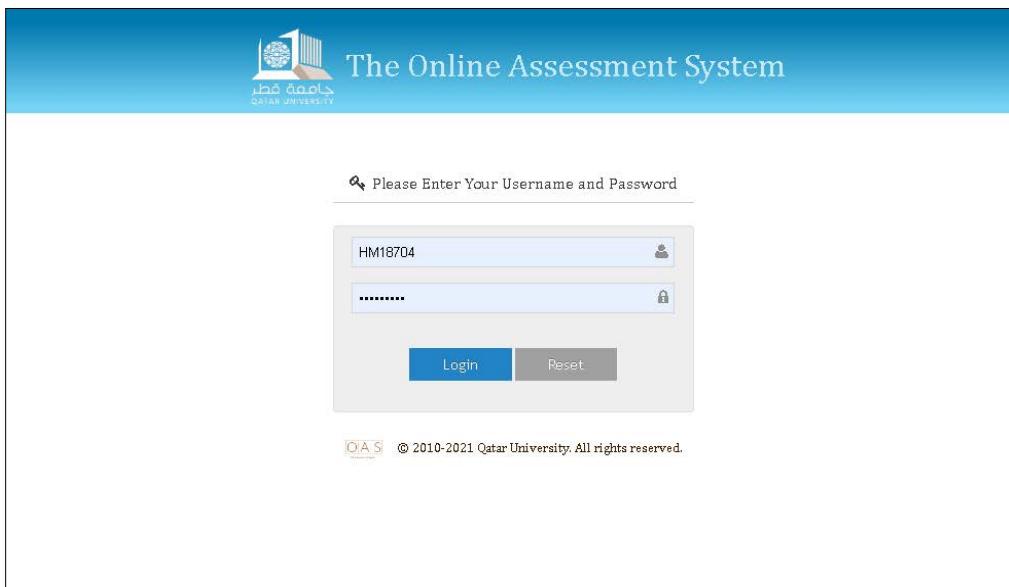
The Online Assessment System (OAS) was officially launched in 2011. It is currently used by all colleges and academic programs across the university.

### 2. Starting OAS application and logging in



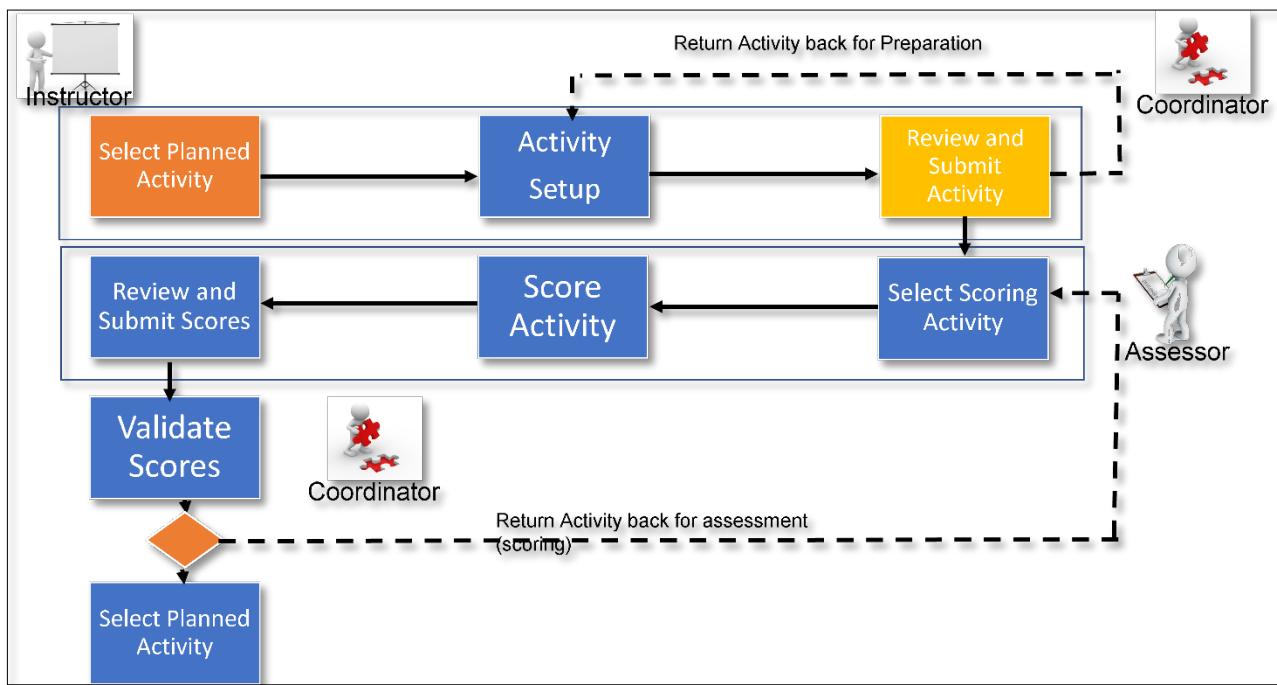
The Online Assessment System is a web-based application that can be accessed on & off campus on the following link:

- On / Off campus: <https://oas.qu.edu.qa>
- Click on “Please login to start”
- Login credentials:
  - Username: your QU username
  - Password: your QU password

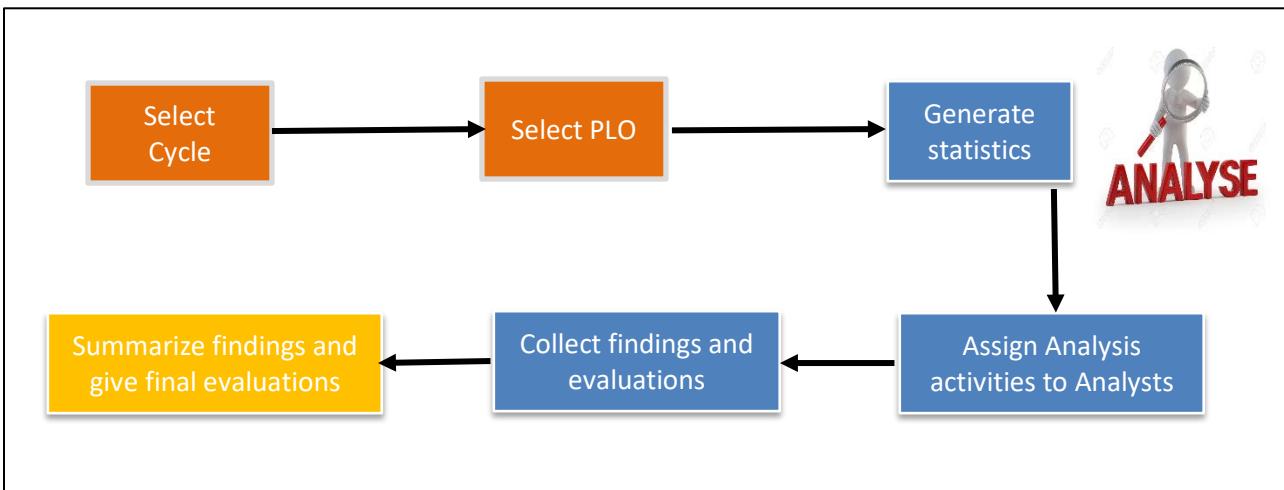


### 3. OAS Assessment Flowcharts

#### a. Assessment Activity Flowchart



#### b. Analysis Activity Flowchart (Coordinator role)



## II. General Functionalities

The OAS system is bilingual (English, Arabic). From the OAS header, the user has the possibility to switch from one language to another.

OAS offers to the assessment coordinator a general feature, such as:

- Feedback & Suggestions: provide your feedback and suggestions related to the Assessment Process, the OAS system, and Support and Professional Development Services.
- Tutorial videos: short videos describing all the OAS features step by step.

### 1. General features: Feedback & Suggestions

- From the menu bar, go to “Feedback & Suggestions”

The coordinator can provide the APQA office with his feedback and suggestions related to the assessment process, the OAS system itself and also the professional development Services.

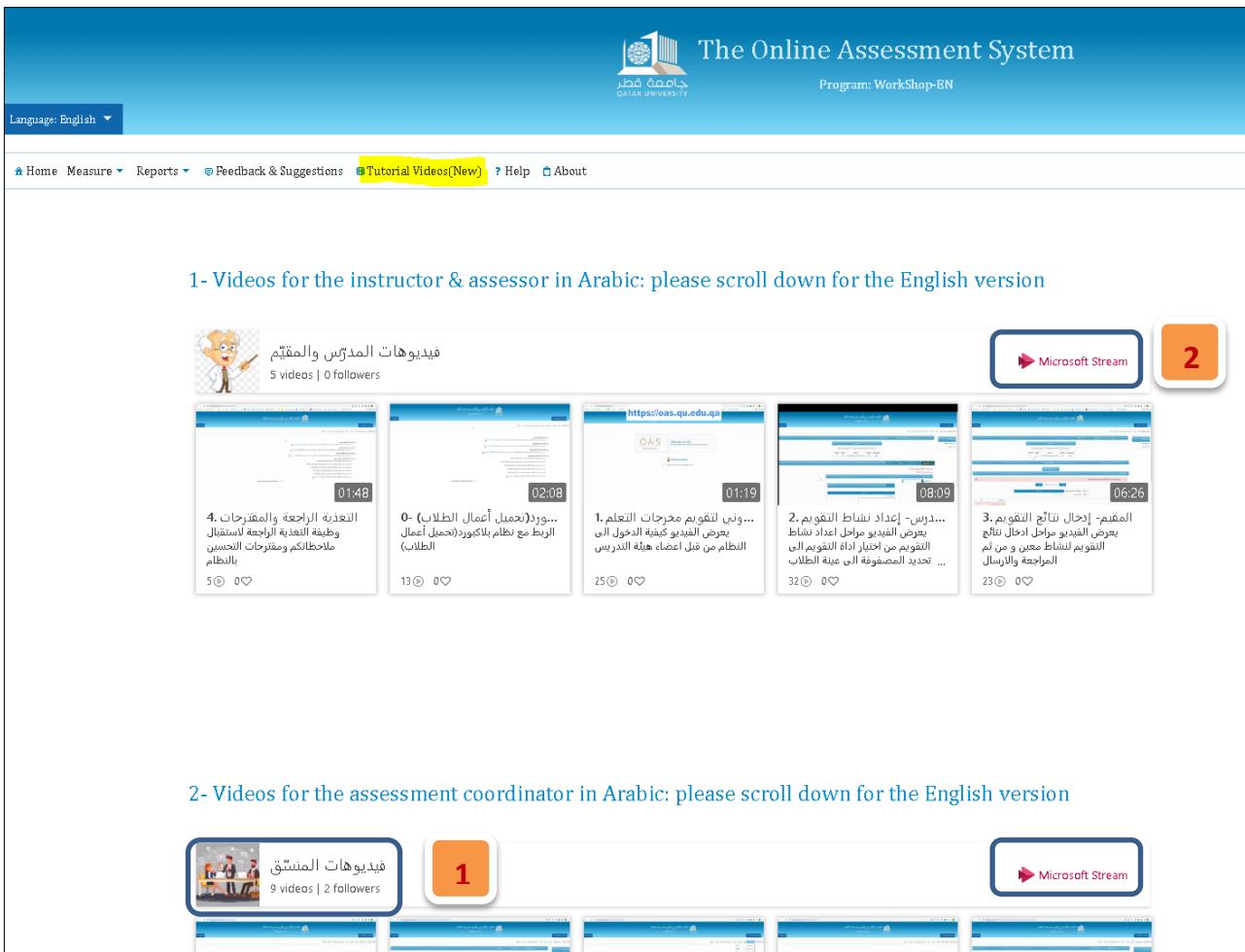
The screenshot shows the 'Feedback & Suggestions' form. At the top, there's a navigation bar with links for Home, Measure, Reports, Feedback & Suggestions (which is highlighted in yellow), Tutorial Videos (New), Help, and About. The main title is 'Welcome to Feedback & Suggestions Form'. Below it, a message says: 'Thank you for taking the time to provide us with your feedback and suggestions related to the Assessment Process, the Online Assessment System, Support and Professional Development Services. Other relevant feedback and suggestions are also welcome.' There are four numbered callouts overlaid on the form:

- 1: A blue box around the 'Feedback Category' dropdown menu.
- 2: An orange box around the rich text editor area.
- 3: A blue box around the 'Browse' button for uploading files.
- 4: An orange box around the 'Submit' button at the bottom.

- 1- The coordinator needs to select his feedback category from the dropdown list (Technical support, improvement suggestion, OAS issue, ...).
- 2- “Feedback message” is a required field. The coordinator explains the purpose of his feedback or suggestion.
- 3- For more explanation, the coordinator can upload, optionally, a file by clicking on the “Browse” button.
- 4- Once done, do not forget to click on the “Submit” button to send your feedback.

## 2. General features: Tutorial Videos

- From the menu bar, go to “Tutorial Videos”



The screenshot shows the OAS interface with a blue header bar. On the left, there's a language selection dropdown set to "English". The main navigation bar includes links for Home, Measure, Reports, Feedback & Suggestions, Tutorial Videos (highlighted in yellow), Help, and About. The title "The Online Assessment System" is at the top right, along with the QATAR UNIVERSITY logo and the text "Program: WorkShop-BN".

**1- Videos for the instructor & assessor in Arabic:** Please scroll down for the English version

This section displays five video thumbnails in a grid. Each thumbnail includes a play button, duration, and engagement metrics (likes and dislikes). An orange box labeled "1" highlights the first video.

Video Title	Duration	Engagement
التجربة الراجحة والمقدرات 4. وطبعة العربية الراجحة لاستهلال ملحوظاتكم ومقررات الحسنين بالنظام	01:48	5 0
ورود(تحميل أعمال الطلاب)-0- الربط مع نظام بلاكورد(تحميل أعمال الطلاب)	02:08	13 0
...ووني للقويم محررات التعلم. 1. يعرض الفيديو كمبةدخول الى النظام من قبل اعضاء هيئة التدريس	01:19	25 0
2. يعرض الفيديو مرحل اعداد شفاط التقويم من اختبار اداء التقويم الى تحديد المضبوطة الى عينة الطلاب	08:09	32 0
3. المقلم- [دخل نتائج التقويم يعرض الفيديو مرحل ادخال نتائج التقويم من اختبار اداء التقويم الى تحديد المضبوطة الى عينة الطلاب	06:26	23 0

**2- Videos for the assessment coordinator in Arabic:** Please scroll down for the English version

This section displays five video thumbnails in a grid, similar to the first one. An orange box labeled "2" highlights the fifth video.

- 1- OAS interface with QU platform (MS Stream), allows to OAS user to consult a short tutorial videos, explaining all OAS features step by step. These videos are categorized by OAS Roles and available in English and Arabic.
- 2- OAS user can watch videos by clicking directly on the video, or he can consult them on the MS Stream platform by clicking on the link above.

- From the menu bar, go to “**Help**”

The screenshot shows the OAS interface with the following details:

- Header:** The Online Assessment System, Program: WorkShop-II
- Language:** English
- Navigation Bar:** Home, Measure, Reports, Feedback & Suggestions, Tutorial Videos(New), Help, About
- Content Area:**
  - Coordinator's User Manual (pdf):** Includes icons of a person writing and a person holding a book. Links: Browse the user guide in its English version (pdf), Browse the user guide in its Arabic version (pdf).
  - Analysis Module User Manual (pdf):** Includes icons of a person writing and a person holding a book. Links: Browse the user guide in its English version (pdf), Browse the user guide in its Arabic version (pdf).
  - Instructor's User Manual (pdf):** Includes icons of a person writing and a person holding a book. Links: Browse the user guide in its English version (pdf), Browse the user guide in its Arabic version (pdf).
  - Assessor's User Manual (pdf):** Includes icons of two people shaking hands. Links: Browse the user guide in its English version (pdf), Browse the user guide in its Arabic version (pdf).
- Footer:** OAS © 2010-2021 Qatar University. All rights reserved.

OAS user can download the User Manuals for different OAS roles in both English and Arabic language in pdf format, by clicking on the associated link.

### III. Coordinator's Functionalities

#### 1. OAS Coordinator Menu overview

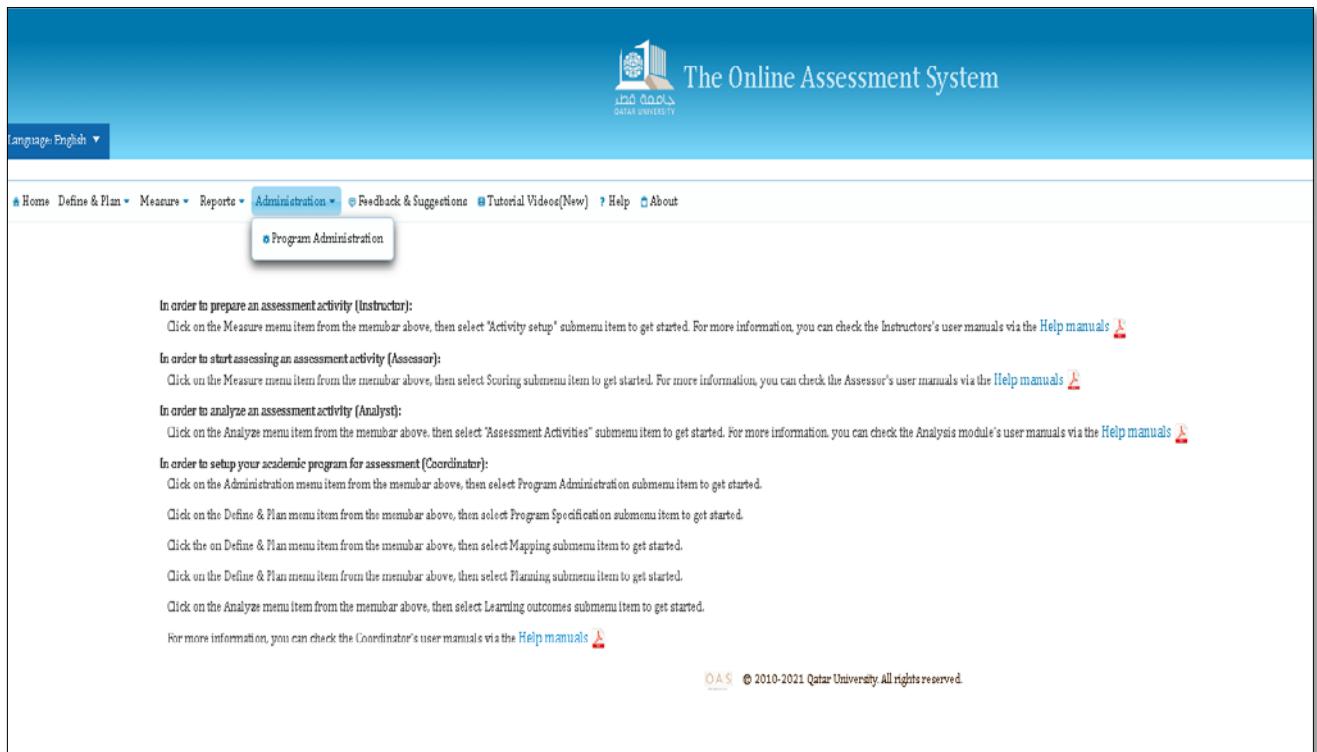
has access to the following menu bar items:

- **Home:** redirects OAS Coordinator to the Home page.
- **Define & Plan:** includes the following sub menu items:
  - **Specifications:** where the coordinator can define the academic program's Mission Statement, Objectives, and Learning Outcomes.
  - **Mapping:** where the coordinator creates and maintain the necessary Objectives Mapping, Curriculum Mapping, and Assessment Mapping.
  - **Planning:** where the coordinator defines the assessment plan for the current assessment cycle, defines the period in which to assess all program learning outcomes (PLOs) and related courses, and open sections for assessment.
  - **Rubrics:** where the coordinator creates a number of rubrics to be used in assessment activities by faculty members.
- **Measure:** mainly the OAS coordinator is only involved in the “Validation” submenu item to do any of the following actions as necessary:
  - **Dashboard:** Follow up on the progress of work in the assigned assessment activities and notify instructors/ assessors by email in case of a submission work delay.
  - **Validates** the submitted assessment activities.
  - **Return** an Assessment Activity for the Preparation stage (if needed).
  - **Return** an Assessment Activity for the Assessment stage (if needed).

- **Return** an Assessment Activity for the Validation stage (if needed).
- **Administration:** mainly the OAS coordinator is only involved in the “Program Administration” submenu item which includes the following functionalities:
  - **Required Courses:** allows to select and maintain the required course list of the academic program.
  - **Elective Courses:** allows to select and maintain the elective course list of the academic program.
  - **Assessment Cycles:** allows to **Create** and **Activate** a new assessment cycle, and **Closing** an already finished assessment cycle.
  - **Coordinators:** allows to add / Delete one or more coordinators for the academic program.
  - **Import Previous Cycle Data:** the coordinator imports the assessment information from a previous assessment cycle into a new one.

## 2. Accessing Coordinator Functionalities: The “Administration” Menu

- Log into the OAS system as shown above. The coordinator will be redirected to the “Home” page.
- From the menu bar under “Administration”, click on the menu item “Program Administration”.



- Program Administration: Required Courses

Maintain the required courses of the (WorkShop-EN) program.

In this page you can select the program required course and view the list of selected courses.

Course Subject	Course Number	Title	Department
PHYS	223	Electronics Lab 1	Maths, Stats and Physics
PHYS	260	Thermad & Stat. Physics Lab	Maths, Stats and Physics
MBCS	361	Indust. Auto & Robotics	Electrical Engineering
PHYS	499	Senior Project	Maths, Stats and Physics
NUTR	661	Nutr. Counselling & Comm.	Human Nutrition
EDBC	001	English I	Psychological Sciences

The selected course is: PHYS 223 : Electronics Lab 1

+ Add

**Selected required courses**

Course Subject	Course Number	Title	Action
MART	101	Principles of Marketing	Delete
MATH	221	Business Mathematics II	Delete
MART	301	Consumer Behavior	Delete
MIST	320	Data & Information Management	Delete
MAGT	304	Prediction & Operations Mgmt	Delete

- 1- In the displayed page, try to search for a course as part of the required courses of your program. Use the text boxes to look for courses by Subject, Course Number, Course Title and/or Department: You insert the desired value and click "Enter" button.
- 2- Once it is found, click on it to be selected.
- 3- Afterwards, add it to the list of required courses by clicking on the "Add" button.

- Program Administration: Elective Courses

Maintain the elective courses of the (WorkShop-EN) program.

In this page you can select the program elective courses and view the list of selected courses.

Course Subject	Course Number	Title	Department
PHYS	223	Electronics Lab 1	Maths, Stats and Physics
PHYS	260	Thermad & Stat. Physics Lab	Maths, Stats and Physics
MBCS	361	Indust. Auto & Robotics	Electrical Engineering
PHYS	499	Senior Project	Maths, Stats and Physics
NUTR	661	Nutr. Counselling & Comm.	Human Nutrition
EDBC	001	English I	Psychological Sciences

The selected course is: PHYS 499: Senior Project

+ Add

**Selected elective courses**

Course Subject	Course Number	Title	Action
EDBC	001	English I	Delete

- 1- In the displayed page, try to search for a course as part of the elective courses of your program. Use the text boxes to look for courses by Subject, Course Number, Course Title, and/or Department: You insert the desired value and click the “Enter” button.
- 2- Once it is found, click on it to be selected.
- 3- Afterwards, add it the list of required courses by clicking on the "Add" button.

- Program Administration: Assessment cycles

The screenshot shows the 'Assessment cycles' section of the system. The table lists two cycles: Cycle 1 (Fall 2019 - Spring 2021) and Cycle 2 (Fall 2021 - Spring 2024). The 'Active Plan' column shows 'Assessment Plan' for Cycle 1 and 'Plan1' for Cycle 2. The 'Details' and 'Activate' buttons are visible for each row. An orange box labeled '1' is placed over the 'Details' button for Cycle 1. A blue box highlights the '+ Add a cycle' button at the bottom of the table.

Cycle Name	Starts	Ends	Rubric Scale	Status	Active Plan
Cycle 1	Fall 2019	Spring 2021	4	Complete	Assessment Plan
Cycle2	Fall 2021	Spring 2024	4	Active	Plan1

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

The screenshot shows the 'Create/Update an assessment cycle' dialog box. It includes fields for 'Code' (Cycle3), 'Starts' (Fall 2010), 'Ends' (Fall 2010), 'Rubric Scale (3, 4 Or 5)' (4), and a 'Comment' text area. The 'Save' and 'Close' buttons are at the bottom. An orange box labeled '2' is placed over the dialog box. An orange box labeled '3' is placed over the 'Details' button next to the 'Cycle3' entry in the list.

2-Fill the required information: Cycle code (ex: Cycle3), Starts (select the starting semester), Ends (select the ending semester), Rubric scale (3, 4 or 5: default value 4) and insert comment (Optional).

Once done, click on “Save” button.

3- “Details” button: Displays information about the assessment cycle.

**“Update” button:** Edits the assessment cycle details.

**“Ending the cycle” button:** Close an activated cycle, the status will change to “Completed”

**“Activate” button:** Activates the newly created assessment cycle, or an old completed cycle (if needed). the status will change to “Active”.

**“Delete” button:** to delete an assessment cycle.

**Remark:** An assessment cycle with implemented assessment activities cannot be deleted.

- Program Administration: Import Previous Cycle Data**

In order to facilitate the coordinator’s task by minimizing data insertion, some of the static data is probably the same across cycles, such as “Program mission”, “Program Objectives”, “Learning outcomes” ...

**Remark:** This feature is available after the creation of a new cycle (Status=“New”) and before its activation.

The screenshot shows the 'Import Previous Cycle Data' page. At the top, there is a dropdown menu labeled 'Select an assessment cycle: Cycle2 (Fall 2021 - Spring 2024)' with an orange box around it. Below this, there is a note: 'In this page, the programs coordinator import the assessment information from a previous assessment cycle into a new one.' Underneath, there are three tabs: 'Mission' (highlighted with an orange box), 'Objectives', 'Learning Outcomes', 'Rubrics', 'Required Courses', and 'Elective Courses'. A large orange box surrounds these tabs. At the bottom right, there is a blue 'Import' button with an orange box around it.

- 1- The first step is to select an old assessment cycle (Status = “Completed”) from the dropdown list.
- 2- The data that can be imported from the selected cycle will be displayed (Mission, Objectives, Learning outcomes, Rubrics, Required courses and elective courses).
- 3- Click on “Import” button to import mission.

The screenshot shows the 'Objectives' import screen. At the top, there is a tab bar with 'Mission', 'Objectives' (highlighted with an orange box), 'Learning Outcomes', 'Rubrics', 'Required Courses', and 'Elective Courses'. Below this, there is a section titled 'III. Objectives to be Imported:' with a checkbox labeled 'Select All'. A large orange box surrounds this checkbox. To the right, there is a table with columns 'Code' and 'Description'. The table contains four rows: Objective 1 (Effective communicators), Objective 2 (Social responsibility commitment), Objective 3 (Effective decision-makers), and Objective 4 (Ethical and culturally sensitive). At the bottom right, there is a blue 'Import' button with an orange box around it.

- 4- Check the objective(s) to be imported into the new cycle.
- 5- Click on “Import” button to import the selected objectives.

**III. Wizard**

Mission 1 Objectives 1 Learning Outcomes 1 Rubrics 1 Required Courses 1 Elective Courses 1

**Learning outcomes to be imported:**

- LO1: Written Communication
- LO2: Oral Communication
- LO3: Ethics
- LO4: Sustainable Decision
- LO5: Global Perspective
- LO6: Technologies and tools
- LO7: Analytical and critical skills
- PI(1)2:Solve an engineering problem

**The Selected Program Learning Outcome**

Code:	
Description:	

6

6- Click on “**Import All Learning Outcomes**” button to import Plos.

**III. Wizard**

Mission 1 Objectives 1 Learning Outcomes 1 Rubrics 1 Required Courses 1 Elective Courses 1

**Selected rubrics to be imported:**

	<input type="checkbox"/>	Code	Description	Related L.O.	Rubric Scale	View
(1 of 1)	1	L01-Rubric	Demonstrate the ability to effectively write on a business subject in a professional manner	L01: Written Communication	4	<input type="button" value="View"/>
1	10	L02-Rubric	Demonstrate the ability to effectively prepare and deliver a professional quality presentation supported by appropriate technology		4	<input type="button" value="View"/>
1	10	PI(1)2 - Cv Rubric	Solve a complex engineering problem by applying principles of engineering		4	<input type="button" value="View"/>
1	10	PL04-Rubric	Rubric used to assess the PL04: Make effective sustainable business decisions in response to the ecological, social and economic issues		4	<input type="button" value="View"/>

TOTAL number of used rubrics: 4

7

7- Click on “**Import All Rubrics**” button to import rubrics or check the rubric(s) to be imported into the new cycle and click on “**Import selected Rubrics**” button.

Required Courses to be Imported:			
Course Subject	Course Number	Title	
MAKT	101	Principles of Marketing	
MATH	221	Business Mathematics II	
MAKT	301	Consumer Behavior	
MIST	320	Data & Informatic Management	
MAGT	304	Production & Operations Mgmt	
ACCT	116	Managerial Accounting	
MIST	201	Intro to Management Info Sys	
GEOG	241	Geography of Qatar	
STAT	220	Business Statistics I	
PINA	201	Principles of Finance	
ACCT	110	Financial Accounting	
MAGT	405	Strategic Management	
ECON	111	Principles of Microeconomics	
ECON	453	International Economics	
MAGT	301	Organizational Behavior	
MAGT	101	Principles of Management	
MAGT	307	Internship in Business	
ECON	112	Principles of Macroeconomics	
STAT	222	Business Statistics II	
ENGL	001	Basic English	
CIVEN	402	Civil Engin Des Project II	
GEOG	110	General Geography	
MAGT	303	Enterp Small Bus Mgmt	
PHAR	600	Adv Prof Prac Internships I	

III. Wizard

Mission | Objectives | Learning Outcomes | Rubrics | Required Courses | **Elective Courses**

**Elective Courses to be Imported:**

Course Subject	Course Number	Title
EDEC	001	English I

**Import**

- 8- Click on “**Import**” button to import the required / Elective courses.

- **Program Administration: Coordinators**

This screen visualizes the coordinator list for the selected Academic program. In order to add/ remove an assessment coordinator, kindly contact the OAS support team.

### 3. Accessing Coordinator Functionalities: The “Define & Plan” Menu

the “Define & Plan” menu includes the following sub-menu: Program’s Specifications, Mapping, Planning, and Rubrics.

#### a. D&P > Program’s Specifications

- D&P > Program’s Specifications: Mission

The Online Assessment System  
Program: WorkShop-EN

Language: English ▾

Home Define & Plan Measure Reports Administration Feedback & Suggestions Tutorial Videos(New) Help About

Program Specification Mission

Mission Objectives Learning Outcomes

**1**

Objectives of the (WorkShop-EN) program.

The program mission

As the premier College of Business and Economics in the State of Qatar, we are committed to offering diverse and high-quality business programs that prepare students for successful careers, attract and retain talented faculty committed to excellence in teaching and applied research, and meaningfully impact our community.

**2**

Save

OAS © 2010-2021 Qatar University All rights reserved.

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

- D&P > Program’s Specifications: Objectives

The Online Assessment System  
Program: WorkShop-EN

Language: English ▾

Home Define & Plan Measure Reports Administration Feedback & Suggestions Tutorial Videos(New) Help About

Program Specification Objectives

Mission Objectives Learning Outcomes

**1**

Objectives of the (WorkShop-EN) program.

**2**

**4**

Code	Description	Action
Objective 1	Effective communicators	<input checked="" type="checkbox"/> Update
Objective 2	Social responsibility commitment	<input checked="" type="checkbox"/> Update
Objective 3	Effective decision-makers	<input checked="" type="checkbox"/> Update
Objective 4	Ethical and culturally sensitive	<input checked="" type="checkbox"/> Update

Add

OAS © 2010-2021 Qatar University All rights reserved.

The screenshot shows the 'Program Objectives' section of the system. On the left, there's a sidebar with 'Program Specification' options: Mission, Objectives, and Learning Outcomes. The main area shows a table titled 'Program Objectives' with four rows. Each row has a 'Code' column (e.g., Objective 1, Objective 2, Objective 3, Objective 4) and a 'Description' column (e.g., Effective communicators, Social responsibility commitment, Effective decision-makers, Ethical and culturally sensitive). To the right of each row is a blue 'Update' button. Below the table is a small '+ Add' button. On the far right, there's a link 'View Objectives Report'. In the bottom right corner of the main panel, there's a blue box containing a white 'Save' button and a white 'Cancel' button. An orange box with the number '3' is drawn around the 'Save' button.

- 1- From the menu bar, select Define & Plan > Specifications  
From left side menu titled "Program Specifications", click on "Objectives"
- 2- Click on Add button below the table titled "Program Objectives".
- 3- In the new panel titled "**Add a new objective**", enter Objective's *Code* and *Description* as shown above.  
Click "**Save**" button to add the new Objective.
- 4- Click "Update" button, to modify the code / description of an existing objective.  
Click "**Save**" button to add the modification.

- **D&P > Program's Specifications: Learning outcomes**

- 1- From the menu bar, select Define & Plan → Specifications
- 2- From left side menu titled "Program Specifications", click on "Learning Outcomes"
- 3- Click on "**Add Outcomes**" button below the table titled "The Learning Outcomes".
- 4- In the new right panel, enter the Learning Outcome's Code and Description as shown below.  
Click on **Save** button once done.  
**Remark:** The suggested achievement target is 80% (default value), This value can be modified (if needed).
- 5- Click on the link "**View PLO report**" to visualize and export the Learning Outcomes Report in pdf format.
- 6- Open a Guideline for writing a PLO statements.
- 7- Click on "**Add Outcome Element**" button if you want to create an outcome element OE/ performance indicator PI under the selected PLO. The same creation form as the PLO from needs to be filled.

The Online Assessment System

Program: WorkShop-EN

Language: English

Home Define & Plan Measure Reports Administration Feedback & Suggestions Tutorial Videos(New) Help About

Program Specification Define & Plan Program Specification Learning Outcomes

Program Learning Outcomes

Guidelines for Writing Learning Outcome Statements.

View Program Learning Outcomes Report

**Learning Outcomes:**

- LO1: Written Communication
- LO2: Oral Communication
- LO3: Ethics
- LO4: Sustainable Decision
- LO5: Global Perspective
- LO6: Technologies and tools
- LO7: Analytical and critical skills
- PI(1): Solve an engineering problem

**The Selected Program Learning Outcome**

Code:	LO1: Written Communication
Description:	Demonstrate the ability to effectively write on a business subject in a professional manner

+ Add Outcome

3

6

5

OAS © 2010-2021 Qatar University. All rights reserved.

The Online Assessment System

Program: WorkShop-EN

Language: English

Home Define & Plan Measure Reports Administration Feedback & Suggestions Tutorial Videos(New) Help About

Program Specification Define & Plan Program Specification Learning Outcomes

Program Learning Outcomes

View Program Learning Outcomes Report

**Learning Outcomes:**

- LO1: Written Communication
- LO2: Oral Communication
- LO3: Ethics
- LO4: Sustainable Decision
- LO5: Global Perspective
- LO6: Technologies and tools
- LO7: Analytical and critical skills
- PI(1): Solve an engineering problem

**The Selected Program Learning Outcome**

Code:	LO1: Written Communication
Description:	Demonstrate the ability to effectively write on a business subject in a professional manner

+ Add Outcome Element

7

4

**New Student Learning Outcome**

Code *	LO1: Written Communicat.
Description *	Demonstrate the ability to effectively write on a business subject in a professional manner
Target %	80

Save Cancel

OAS © 2010-2021 Qatar University. All rights reserved.

## b. D&P > Mapping

the Mapping menu includes the following sub-menu:

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

### i. D&P > Mapping: Objectives to PLOs

In front of each objective in the table, and in the second column “**Select learning outcome and add correspondence**”, a dropdown list of all the PLOs.

- 1- Select one PLO and click on “Add” button. The correspondence will be created in the third column “Selected learning outcome”.
- 2- Click on “Delete” button to remove the undesired linkage.
- 3- Click on the link “**View Objective Mapping**” to visualize and export the Objectives / Learning Outcomes Mapping Report in pdf/Excel/word format.

### ii. D&P > Mapping: Curriculum Mapping

- 1- From the menu bar, go to Define & Plan → Mapping
- 2- From the left side menu titled “Mapping”, click on “Curriculum Mapping”.
- 3- From the panel titled, “**Select a Learning Outcome**”, click on one learning outcome “ex: LO4” to select it.
- 4- In the panel titled, “The Required courses”: Click on the button “**Add Required Courses**”.
- 5- From the drop-down list, select a course and its relevancy level (Introduced, Developed, or Mastered).
- 6- Finally click on the “**Add**” button.
- 7- Follow the same steps for “The Elective courses”.
- 8- Click on the link “**View Curriculum Mapping**” to visualize and export the Curriculum Mapping Report in pdf/Excel/word format.

The Online Assessment System  
Program: WorkShop-EN

Language: English

Home Define & Plan Measure Reports Administration Feedback & Suggestions Tutorial Videos(New) Help About

Mapping

Objectives Mapping Curriculum Mapping Assessment Mapping

1

Mapping Learning Outcomes of the (WorkShop-EN) program

8

View Curriculum Mapping

Select a Learning Outcome

LO1: Written Communication  
LO2: Oral Communication  
LO3: Ethics  
**LO4: Sustainable Decision**  
LO5: Global Perspective  
LO6: Technologies and tools  
LO7: Analytical and critical skills  
PI(1)2:Solve an engineering problem

The Selected Program Learning Outcome

Code: LO4: Sustainable Decision  
Description: Make effective sustainable business decisions in response to the ecological, social and economic issues

The required courses

Course Subject Number Name

No records found

2

+ Add required course

Select a course to map it to the selected outcome

Course: ACCT 110: Financial Accounting  
Relevancy Level: Introduced

+ Add Cancel

### iii. D&P > Mapping: Assessment Mapping

- 1- From the menu bar, go to Define & Plan → Mapping
- 2- From the left side menu titled “Mapping”, click on “Assessment Mapping”.
- 3- From the panel titled, “Select a Learning Outcome”, click on one learning outcome “ex: LO4” to select it.
- 4- In the panel titled, “Selected Required Courses”: Click on the button “Add a course”.
- 5- From the drop-down list, select a course.
- 6- Finally click on the “Add” button.
- 7- Click on the link “View Assessment Mapping” to visualize and export the Assessment Mapping Report in pdf/Excel/word format.

Mapping

Objectives Mapping Curriculum Mapping Assessment Mapping

7

Mapping Learning Outcomes of the (WorkShop-EN) program to courses.

View Assessment Mapping

Select a Learning Outcome

LO1: Written Communication  
LO2: Oral Communication  
LO3: Ethics  
**LO4: Sustainable Decision**  
LO5: Global Perspective  
LO6: Technologies and tools  
LO7: Analytical and critical skills  
PI(1)2:Solve an engineering problem

The Selected Program Learning Outcome

Code: LO4: Sustainable Decision  
Description: Make effective sustainable business decisions in response to the ecological, social and economic issues

Selected Required Courses

Outcome	Course Subject	Number	Name
(1 of 1)		10	
No records found			
(1 of 1)		10	

+ Add course

Select a course to map it to the selected outcome

Course: PHAR 600: Adv Prof Prac Interns

+ Add Cancel

10

### c. D&P > Planning

#### i. D&P > Planning: For the cycle (Assessment Plan)

- 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 outcome, 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.

The screenshot shows the OAS interface with the following details:

- Header:** The Online Assessment System, Program: Workshop-EN, Logged in as [User]
- Left Sidebar:** Language: English, Home, Define & Plan, Measure, Reports, Administration, Feedback & Suggestions, Tutorial Videos (New), Help, About.
- Left Panel:** Planning for the cycle, Create Assessment Plan, Manage Assessment Plan, Previous Menu.
- Main Content:** Assessment Plan for the current assessment cycle, The Program's assessment plans for the current cycle, Table showing a single row for Plan1 (Activation Date: 02/17/2022). A red box highlights the number '10' in the top right corner of the main content area.
- Bottom Panel:** The selected plan details: Name: Plan1, Comments: , Status: Active, Activation Date: 02/17/2022, Revision Date: , Revised by: , Original Plan: , Assessment Cycle: Cycle2, Semesters: [Fall 2022, Spring 2023, Fall 2021, Spring 2022, Fall 2023, Spring 2024]. Buttons: More Info, Update, Clone.
- Footer:** OAS © 2010-2021 Qatar University. All rights reserved.

- 1- From the menu bar, go to Define & Plan → Planning
- 2- From the left side menu titled “**Planning**”, click on “**For the Cycle**”.
- 3- From the panel titled, “The Program's assessment plans for the current cycle”, click on the “**Add**” button.
- 4- Enter a name for your assessment plan, for example, Plan1.
- 5- Enter any additional details in the “Comment” text area.
- 6- Tick the checkboxes next to the semesters to be part of the assessment plan.
- 7- Click on the “**Save**” button once done.
- 8- The newly created assessment cycle will have the status “**New**”.
- 9- 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.
- 10- “**More Info**”: Displays information about the assessment plan.
- “**Update**”: Edits the assessment plan details
- “**Clone**”: make a copy of the current assessment plan. This will keep track of changes made to prior assessment plans.

The screenshot shows the 'Manage Assessment Plan' section of the system. On the left, there's a sidebar with options like 'Planning for the cycle', 'Create Assessment Plans', and 'Manage Assessment Plan'. The main area shows 'The Assessment Activities of the current assess' and a panel titled 'Select a Learning Outcome' with various LO options. Below it is a 'Program Learning Outcomes' table. Another panel 'Add a course assessment activity to the plan' lists courses and semesters. A large orange box labeled '5' is placed over the 'View the assessment plan : Plan1' button.

- 1- From the left side menu, click on “**Manage Assessment Plan**”.
- 2- From the panel titled, “Select a Learning Outcome”, click on any learning outcome in order to select it.
- 3- 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.
- 4- Click on the “Add to Plan” button to confirm your choice.

The screenshot shows the 'Planned Assessment Activities for the outcomes' table. The table has columns for 'Outcome', 'Context', 'Semester', 'Assessment Tool', and actions. There are four rows of data. A large orange box labeled '5' is placed over the table header. A large orange box labeled '6' is placed over the 'Delete' buttons in the last two rows of the table.

Outcome	Context	Semester	Assessment Tool	Action
LO1: Written Communication	CVEN 402: Civil Engin Des Project II	Fall 2022		<span>Add details</span> <span>Update</span> <span>Delete</span>
LO1: Written Communication	MAGT 405: Strategic Management	Spring 2023		<span>Add details</span> <span>Update</span> <span>Delete</span>
LO1: Written Communication	CVEN 402: Civil Engin Des Project II	Spring 2022		<span>Add details</span> <span>Update</span> <span>Delete</span>
LO1: Written Communication	MAGT 405: Strategic Management	Spring 2022		<span>Add details</span> <span>Update</span> <span>Delete</span>

- 5- The screenshot above shows the list of courses added for assessment at specified semester(s).
- 6- “**Update**”: Allows OAS Coordinators to specify the Assessment Tool and Rubric to be used in an assessment activity (See the screenshot below).
- “**Delete**”: Removes the assessment activity from the assessment plan.

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

- 7- Click on the link “**View Assessment Plan**” to visualize and export the Assessment Plan Report in pdf format.

The selected planned assessment activity description

Outcome:	LO1: Written Communication
Context:	CIVN 402: Civil Engin Des Project II
Semester:	Fall 2022

Select the assessment tool

Select an assessment tool [Affective Behavior]

Describe the assessment activity

Please select from the list below the rubric to be used in the assessment.

The rubric to be used in this assessment activity:

Select a Rubric: LO1-Rubric | View

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

✓ Select | Close

## ii. D&P > Planning: For the semester

- **Select Semester**

- 1- From the menu bar, go to Define & Plan> Planning
- 2- From the left side menu titled “Planning”, click on “**For the Semester**”.
- 3- From the left side menu titled “Planning for the Semester”, click on “Select Semester”.
- 4- From the drop-down list, select the semester for which to set up the related assessment activities. Please note that the current semester will be selected by default.

The Online Assessment System

Program: WorkShop-EN

Language: English ▾

Home Define & Plan Measure Reports Administration Feedback & Suggestions Tutorial Videos(New) Help About

Planning for the semester

Select Semester

Assign Activities To Sections

Assign Assessors

Assign Instructors

Previous Menu

The selected semester is: Spring 2022

Select a semester: Spring 2022

OAS © 2010-2021 Qatar University. All rights reserved.

- **Assign Activities to Sections**

- 1- From the menu bar, go to Define & Plan → Planning
- 2- From the left side menu titled “Planning”, click on “For the Semester”.
- 3- From the left side menu titled “Planning for the Semester”, click on “Assign Activities to Sections”.
- 4- From the panel titled, “Select a Learning Outcome”, click on the learning outcome scheduled to be assessed during the selected semester.

5- OAS displays the course list that already planned to be used as a context to assess the selected learning outcome during the selected semester.

6-In the table titled “The Planned Assessment Activities for the outcome”, click on the “Select” button next to the course to be used as an assessment context.

7- A new panel titled “Course sections that can be selected for assessment” get displayed with the available sections: the enrolled students in the course were brought from Banner at the beginning of each semester, after the end of the add/drop period). Use the arrows to move the desired sections from the list box titled “Available Sections” to “Selected Sections”.

8-Click on the “Add selected sections” button to save the selected sections.

9- In this panel, OAS presents the total number of enrolled students in the course and the

number/percentage of the students' sample.

**10- Use the “Sample size Calculator” quick guide to calculate the ideal Sample size.**

View Activities summary

**Sent Email**

To: instructor@qu.edu.qa  
CC: inst@qu.edu.qa  
Reply To: inst@qu.edu.qa  
Subject: An assessment activity that needs your attention (Please d)

**Message:**

Dear Dr.Demo Instructor 6,  
You have an assessment activity that we would like to inform you about;  
Learning outcome: Demonstrate the ability to effectively write on a business subject in a professional manner  
Course : Civil Engin Des Project II  
Section: LO1  
Please, log into the Online Assessment Management System (OAS) with your QU username and password.  
<https://oas.qu.edu.qa/oas/>  
Measure -> Activity Setup  
and follow the instructions shown.  
Best regards,

This is an automated message sent from the OAS. It is for information only, please do not reply.

**Send**

**Context**

CVEN 402: Civil Engin Des Project II	Select
MAOT 405: Strategic Management	Select

**Effectively write on a business subject in a professional manner**

**Sample Size Calculator**

Total number of students:	30
Selected students:	13
Percentage:	43.33 %

**Number of students**

	Instructors
LO1	Demo Instructor 6, xw3j1 Demo Instructor 6, xw3j1
LO3	Demo Instructor 6, xw3j1 Demo Instructor 6, xw3j1
LO2	Demo Instructor 6, xw3j1 Demo Instructor 7, xw3j1

**Instructors**

	Delete	Email instructors
Demo Instructor 6, xw3j1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demo Instructor 6, xw3j1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demo Instructor 6, xw3j1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demo Instructor 7, xw3j1	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**11**

**12**

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

**12- Deletes the assessment activity.**

- Assign Instructor**

Home Define & Plan Measure Reports Administration Feedback & Suggestions Tutorial Videos(New) Help About

Planning for the semester

Define & Plan Planning For the semester Assign Instructors

Assign instructors for the assessment activities planned for the (Spring 2022) semester

Select a Learning Outcome

The Selected Program Learning Outcome

Description: Demonstrate the ability to effectively write on a business subject in a professional manner.

Activities planned for the selected learning outcome

Outcome	Context	Section	Instructors
LO1: Written Communication	CVEN 402: Civil Engin Des Project II	LO1	Demo Instructor 6, xw3j1 Demo Instructor 6, xw3j1
LO1: Written Communication	CVEN 402: Civil Engin Des Project II	LO3	Demo Instructor 6, xw3j1 Demo Instructor 6, xw3j1
LO1: Written Communication	CVEN 402: Civil Engin Des Project II	LO2	Demo Instructor 6, xw3j1 Demo Instructor 7, xw3j1

The selected activity

Course Subject: CVEN Section: LO2	Number: 402 Title: Civil Engin Des Project II
-----------------------------------	---

Assigned Instructors

Username	Name	Unit
demo6	Demo Instructor 6, xw3j1	DEMO
demo7	Demo Instructor 7, xw3j1	DEMO

**3**

**4**

**5**

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

- From the left side menu titled “Planning for the Semester”, click on “**Assign Instructors**”.
- From the panel titled, “Select a Learning Outcome”, click on the learning outcome scheduled to be assessed during the selected semester.
- In the table titled “Activities planned for the selected learning outcome”, a list of sections gets displayed,
- click on the “**Select**” button next to one of the available sections.

5-In the panel titled “Assigned instructors” at the bottom, click on the “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 to the same assessment activity, it is sufficient for one of them to complete the setup of the assessment activity to be ready for scoring.

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

- **Assign Assessor**

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

- 1- From the left side menu titled “Planning for the Semester”, click on “**Assign Assessors**”.
- 2- From the panel titled, “Select a Learning Outcome”, click on the learning outcome scheduled to be assessed during the selected semester.
- 3- In the table titled “Activities planned for the selected learning outcome”, a list of sections gets displayed, click on “**Select**” button next to one of the available section.
- 4-In the panel titled “Assigned Assessor” at the bottom, click on the “Delete” button next to the current faculty number’s name to exclude him/her from the assessment activity.
- 5- Click on “**Add**” button, look for a particular name, and then click on the “**Add Assessor**” button next to it.

#### d. D&P >Rubrics

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

- 1- From the menu bar, go to Define & Plan → Rubrics
- 2- The page below gets displayed.

Maintain the rubrics of the (WorkShop-EN) program

Code	Description	Rubric Scale
L01-Rubric	Demonstrate the ability to effectively write on a business subject in a professional manner	4
L02-Rubric	Demonstrate the ability to effectively prepare and deliver a professional quality presentation supported by appropriate technology	4
P(1)2 - Qiv Rubric	Solve a complex engineering problem by applying principles of engineering	4
PLO4-Rubric	Rubric used to assess the PLO4: Make effective sustainable business decisions in response to the ecological, social and economic issues	4

**1**

**2**

**3**

1- Click on the “Help” icon to display examples of well-designed assessment rubrics.

2- “Delete”: Delete the specified rubric.

“Update”: Update the details (rubric dimensions) of the specified rubric.

“View”: to consult the details (rubric dimensions) of the specified rubric.

**Note:** An assessment rubric already used during the current cycle cannot be deleted. In that case, the delete button will be hidden.

3- Click on the “Add Rubric” button to enter details of a new rubric.

Define a new rubric or update an existing one

Code	PLOxx-Rubric
Description	Rubric description: used for the assessment of the PLOxx
Rubric Scale	4

Rubric details

Criterion	1	2	3	4
Criterion1	Description	Description	Description	Description
Weight	50			
Criterion2	Description	Description	Description	Description
Weight	40			

**+ Add Criterion**

**Save** | **Close**

4- 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.

#### 4. Accessing Coordinator Functionalities: The “Validation” Menu

During the semester, the coordinator can follow the assessment activities' progress and achievement by the assigned faculty and validates the "**pending validation**" activities. To access the dashboard, do the following:

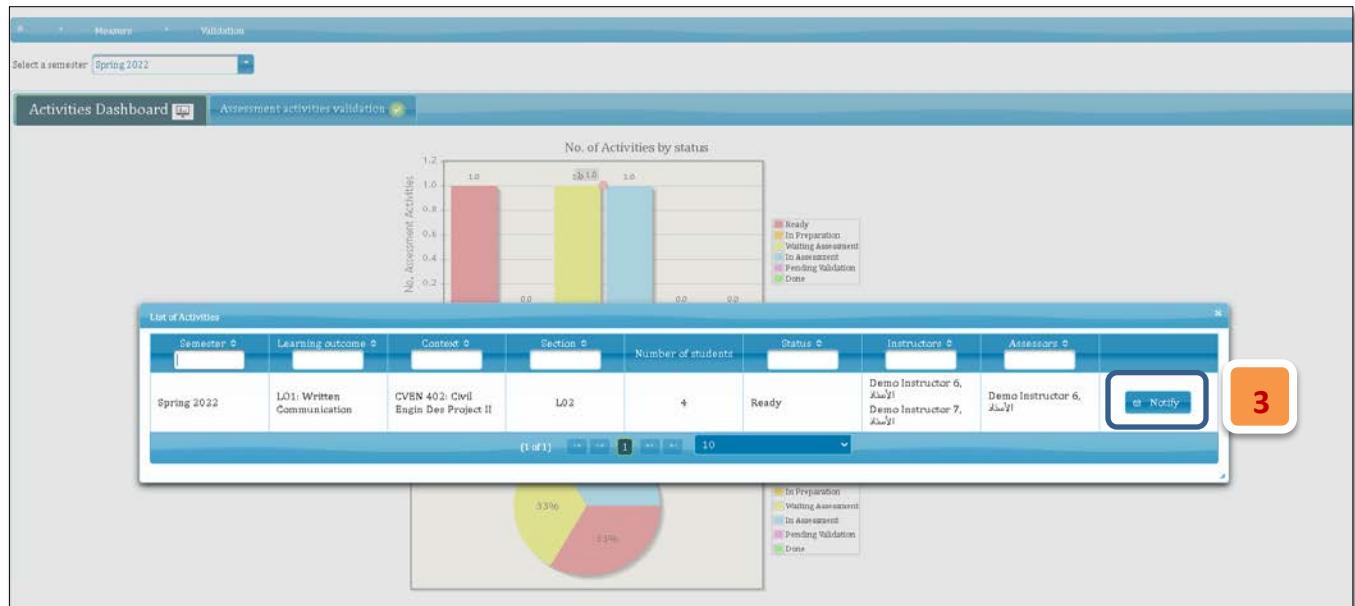
From the menu bar, go to **Measure → Validation**



- 1- “Activities dashboard”** tab selected by default: it displays the assessment activities (number and percentage) for the selected semester distributed by “Status”. this gives to the coordinator an idea about the progress in each scheduled assessment activity.

- 2**-Number and percentage of the assessment activities by status (Ready, In preparation, Waiting assessment, In assessment, Pending validation, and Done).

Click on one status bar, the OAS displays the activities which has this status. As shown in the screenshot below:



The screenshot shows the 'List of Activities' page. On the left, there's a panel for sending an email with fields for To, CC, Reply To, and Subject. The message body contains a reminder about pending assessment activities. On the right, a table lists activities by semester, learning outcome, context, section, number of students, status, instructors, and assessors. A status bar at the bottom left indicates the percentage of activities by status: Ready (1), In Preparation (1), Waiting Assessment (1), In Assessment (1), Pending Validation (1), and Done (1). An orange arrow points from a circled number '4' to this status bar.

3- Click on the “Notify” button to send an email notification for the assigned instructor or assessor to remind them by the assessment activities.

**4-Assessment activities validation tab:** From the panel titled, “Select a Learning Outcome”, click on a learning outcome in order to select it. OAS displays the assessment activities scheduled for the selected PLO during the selected semester.

The screenshot shows the 'Assessment activities validation' tab. On the left, a sidebar allows selecting a learning outcome. The main area displays the 'Selected Program Learning Outcome' (Code: LO1: Written Communication, Description: Demonstrate the ability to effectively write on a business subject in a professional manner). Below this is a table titled 'List of assessment activities in the semester Spring 2022'. The table columns are Learning outcome, Context, Section, Number of students, Instructors, Assessors, and Status. The first row shows LO1: Written Communication, CVEN 402: Civil Engin Des Project II, L01, 2, Demo Instructor 6, Demo Instructor 7, and Waiting Assessment. The second row shows LO1: Written Communication, CVEN 402: Civil Engin Des Project II, L03, 3, Demo Instructor 6, Demo Instructor 7, and Pending Validation. The third row shows LO1: Written Communication, CVEN 402: Civil Engin Des Project II, L02, 2, Demo Instructor 6, Demo Instructor 7, and Pending Validation. On the far right of the table, there are four buttons per row: 'Select', 'Return for Preparation', 'Select', 'Return for Assessment', 'Select', and 'Return for Assessment'. An orange arrow points from a circled number '5' to the 'Select' button in the first row.

5- The OAS Coordinator can still return an “Assessment Activity” back to the instructor/ assessor when necessary. Depending on the assessment activity’s status, OAS displays/ hides the following buttons:

- Return for validation: if the status is “Done”.
- Return for assessment: if the status is “Pending Validation”
- Return for preparation: if the status is “Waiting Assessment” or “In assessment”.
- “Select”: if the activity reaches the “Pending Validation” status, this button will be displayed. It redirects the coordinator to the activity’s details, as shown in the screenshot below:

The screenshot shows the OAS software interface with four numbered callouts:

- 1**: A box highlighting the "The selected activity" section, which displays the PLO (LO1: Written Communication), course subject (CSEN), course number (402), title (Civil Engin Des Project II), section (LO2), and sample size (2).
- 2**: A box highlighting the "Assessment tool" and "The rubric to be used" sections. The assessment tool is set to "Lab(Simulation, Report, Test...)" and the rubric is "LO1-Rubric".
- 3**: A box highlighting the "Assessor Name" and "Preliminary analysis" sections, showing two assessors assigned: "Demo Instructor 6, د. أمير" and "Demo Instructor 7, د. فايسال".
- 4**: A box highlighting the "Students' work" table, which lists student IDs, names, file uploads, and scores from both instructors. It also includes buttons for "Assign rounded average score to each student" and "Save Final Scores".

1- A summary about the assessment activity: the PLO assessed, the course selected and the students section(sample).

2-In the left pane, OAS displays the activity preparation: the assessment tool and the rubric selected.

3-In the right pane, OAS displays the assessor(s) preliminary analysis and scores in front of the student's name.

**Note:** OAs allows to the coordinator the assignment of 2 assessors (if needed) and calculates the average scores as a final score as shown in the screenshot below:

4-Click on the “Assign rounded average score to each student” button, to assign the average scores after rounding of 2 assessors as a final scores and then click on “Save Final Scores” button to save.

The screenshot shows the OAS software interface with a table for "Assessor Name" and "Preliminary analysis".

Assessor Name	Preliminary analysis	Submitted (Yes/No)
Demo Instructor 6, د. أمير		Yes
Demo Instructor 7, د. فايسال	Some notes regarding the written communication will be explained during the meeting.	Yes

Below this is a "Students' work" table:

ID	Student name	Files	Demo Instructor 6 score	Demo Instructor 7 score	Average Score	Final Score
201403786	Ali Ahmad Al-Kuwari	283378490_56	3	3	3.0	3
201509936	Faisal Nasser Al-Naimi	283378490_56	4	4	4.0	4
201707600	Ismail Hafez Mohammed Elias	No files were uploaded.	3	2	2.5	3

At the bottom are buttons for "Assign rounded average score to each student" and "Save Final Scores".

## 5. Accessing Coordinator Functionalities: The “Reporting” Menu

The main goal of the reporting activity is to aggregate collected assessment data and to present them as clearly, completely, reliably, and concisely as possible in the form of reports in order to facilitate and support the analysis and evaluation of assessment results. Reports are to be developed at the end of each academic year and during the assessment cycle.

### a. Program Information

From the menu bar, go to Reports → Program Information

In the “Program Information” section, the coordinator consults, for the academic program he is assigned to: the program specification (Mission, Objectives and PLOs), the assessment coordinator list, the required/elective courses, and the assessment rubrics.

**Note:** the program information, mappings, and assessment results are available for all the assessment cycles (old and current cycle). Click on “View Report” link next to the assessment cycle, to consult the program information. This is applicable for all reports.

The screenshot shows the "Program Information" section of the OAS interface. It features four main report categories:

- Specifications:** Displays related program's specifications including Mission, Objectives and Learning Outcomes for the selected program for the current cycle. (Icon: document)
- Assessment Coordinators:** Displays the assigned coordinators of the selected program for the current cycle. (Icon: person)
- Required Courses:** Displays the required courses for the selected program for the current cycle. (Icon: book)
- Elective Courses:** Displays the elective courses for the selected program for the current cycle. (Icon: books)

At the bottom, there is a footer with the OAS logo and copyright information: © 2010-2021 Qatar University. All rights reserved.

The screenshot shows the "Program Specifications Report" page. It includes a note: "Please click on the link View Report next to the desired assessment cycle for which to view your program's specifications." Below this is a table titled "List of Assessment Cycles".

Cycle Name	Starts	Ends	Status	
Cycle 1	Fall 2019	Spring 2021	Complete	<a href="#">View Report</a>
Cycle2	Fall 2021	Spring 2024	Active	<a href="#">View Report</a>

At the bottom, there is a footer with the OAS logo and copyright information: © 2010-2021 Qatar University. All rights reserved.

### b. Mapping Reports

From the menu bar, go to Reports > Mapping Reports

In the “Mapping Reports” section, the coordinator consults Objectives to PLOs Mapping, Curriculum Mapping, and Assessment Mapping.

The screenshot shows the "The Online Assessment System" interface. At the top, there's a navigation bar with links for Home, Measure, Reports, Feedback & Suggestions, Tutorial Videos, Help, and About. The Reports link is currently selected. Below the navigation bar, there's a sub-menu for Reports with options: Program Information, Mapping Reports (which is highlighted), and Assessment Planning. The main content area is titled "Objectives to Outcomes Mapping" and "Curriculum Mapping". Under "Objectives to Outcomes Mapping", there's a description: "This report displays mapping relationship between the objectives and learning outcomes of the selected program." Below this is a small icon of a document with a checkmark. Under "Curriculum Mapping", there's a description: "This report displays the mapping between the learning outcomes and the courses for the selected program." Below this is a small icon of a document with a checkmark. At the bottom left, there's an "Assessment Mapping" section with a description: "This report displays the assessment mapping between the learning outcomes and the courses of the selected program." Below this is a small icon of a calendar. At the very bottom of the page, there's a footer with the text "OAS © 2010-2021 Qatar University. All rights reserved."

### c. Assessment Planning

From the menu bar, go to Reports > Assessment Planning

The screenshot shows the "The Online Assessment System" interface. At the top, there's a navigation bar with links for Home, Define & Plan, Measure, Reports, Administration, Feedback & Suggestions, Tutorial Videos, Help, and About. The Reports link is currently selected. Below the navigation bar, there's a sub-menu for Reports with options: Program Information, Mapping Reports, and Assessment Planning (which is highlighted). The main content area is titled "Assessment Plan" and "Assessment Activities". Under "Assessment Plan", there's a description: "This report displays the complete assessment plan for the selected program for the current cycle." Below this is a small icon of a graph. Under "Assessment Activities", there's a description: "This report displays the assessment activities for the selected program for the current semester." Below this is a small icon of a document with a checkmark. At the bottom of the page, there's a footer with the text "OAS © 2010-2021 Qatar University. All rights reserved."

#### d. Assessment Results

From the menu bar, go to Reports > Assessment Results

The screenshot shows the 'Assessment Results' section of the OAS interface. At the top, there are links for Home, Define & Plan, Measure, Reports, Administration, Feedback & Suggestions, Tutorial Videos (New), Help, and About. Below this is a navigation bar with icons for Home, Reports, and Assessment Results.

**Program Level Summary Reports:** This report displays the assessment results for all outcomes for the selected program. It includes a blue icon of a graph.

**Courses Level Summary Reports:** This report displays the assessment results for the selected program per course. It includes a grey icon of a book.

**Rubric Dimensions Report:** This report displays the detailed results of the rubrics used by the [0]. It includes a green icon of a grid with checkmarks.

**Learning Outcomes Level Summary Reports:** This report displays the assessment results of the learning outcomes for the selected program. It includes a blue icon of a document with a graduation cap.

**Sections Level Summary Reports:** This report displays the assessment results for the selected program per section. It includes a yellow icon of a desk with books and a chalkboard.

**Extract Assessment Results' raw Data Report:** This report allows OAS Coordinators to extract the raw data for any of the conducted assessment activities. It includes a black icon of a grid with numbers.

At the bottom left is the OAS logo and copyright information: © 2010-2021 Qatar University. All rights reserved.

- OE & PLOs Summary Reports: These are reports for each OE and PLO. The statistics contribute to identifying strengths and weaknesses, which will be regarded as quantitative evidence on which appropriate and effective improvement plans can be approved. Improvement plans should clearly mention the resources needed and the person responsible to implement the adopted improvement actions. These reports can be accessed through the OAS in the interface available on the link: Reports > Assessment Results > Learning Outcomes Level Summary Reports
- Assessment Rubric Dimensions Reports: These reports contribute to identifying strengths and weaknesses at the level of assessment rubrics dimensions. This will help adopt appropriate and effective improvement plans. These reports can be accessed through the OAS in the interface available on the link: Reports > Assessment Results > Rubric Dimensions Report
- Sections Assessment Results Reports: These include assessment results attained by each assessed section. These reports can be accessed through the OAS, the interface dedicated to reports available on the link: Reports > Assessment Results Report > Section Level Summary Report
- Course Learning Outcomes Assessment Reports: a report for each course used to implement the assessment activities. The report includes assessment results obtained in all offered assessed sections. These reports can be accessed through the OAS in the interface available on the link: Reports > Assessment Results > Courses Level Summary Report.

### e. Annual Report Tables

From the menu bar, go to Reports > Annual Report Tables

In this screen, the coordinator finds some tables asked in the Annual Assessment Report.

- 1- In the first pane “**Select Period**”, select the Academic Year.
- 2- In the second pane “**Select statistical Data**”, select which scores needed to be included in the results reports: By default, all scores are selected.
- 3- The third pane “**Annual Report Tables**”, in front of the column “Report Section” (Which refers to the Annual Assessment Report Paragraph or Section), click on the link “View” to displays the report.

The screenshot shows a web-based application for generating annual report tables. It consists of three main sections:

- I. Select Period:** A dropdown menu labeled "Select Academic Year" with options like "Current Academic Year", "Previous Academic Year", and "Custom".
- II. Select Statistical Data:** A grid for selecting student scores. It has columns for "=1", "<=2", "<=3", ">=3", and ">=4". Each column contains a checkbox, and all checkboxes are checked by default.
- III. Annual Report Tables:** A table listing report sections and their descriptions, each with a "View" link. The sections include:

Report Section	Description	Action
2	Program Specifications: Mission, Objectives, Learning Outcomes.	<a href="#">View</a>
2	Program Specifications: Curriculum Mapping.	<a href="#">View</a>
3.1	Assessment Plan for the current assessment cycle.	<a href="#">View</a>
3.2.1	Assessment Plan for the Current Academic Year.	<a href="#">View</a>
3.2.2	Achievement Targets.	<a href="#">View</a>
4.1	Assessment Activity Implementation Details.	<a href="#">View</a>
5.1	Summary of Assessment Results collected during the current academic year.	<a href="#">View</a>
5.2	Summary of Assessment Results collected through the cycle.	<a href="#">View</a>
6	Analysis of Assessment Results.	<a href="#">View</a>

At the bottom of the interface, there is a copyright notice: "QAS © 2010-2021 Qatar University. All rights reserved."

#### IV. Analyst's Functionalities

The Analysis module was integrated officially during the academic year 2022-2023. The main goal is to provide faculty with an easy tool to allow a guided, in-depth and relevant analysis of the results obtained following the assessment of learning outcomes during an assessment cycle.

The Assessment Coordinator mode is used to initiate and manage analysis for all learning outcomes / Outcomes elements via a statistical dashboard. The coordinator analyzes and evaluates every learning outcome according to 5 categories (Assessment context, Student sample, Assessment tool, Rubric, and Student performance).

This section contains the common tasks within the assessment coordinator mode.

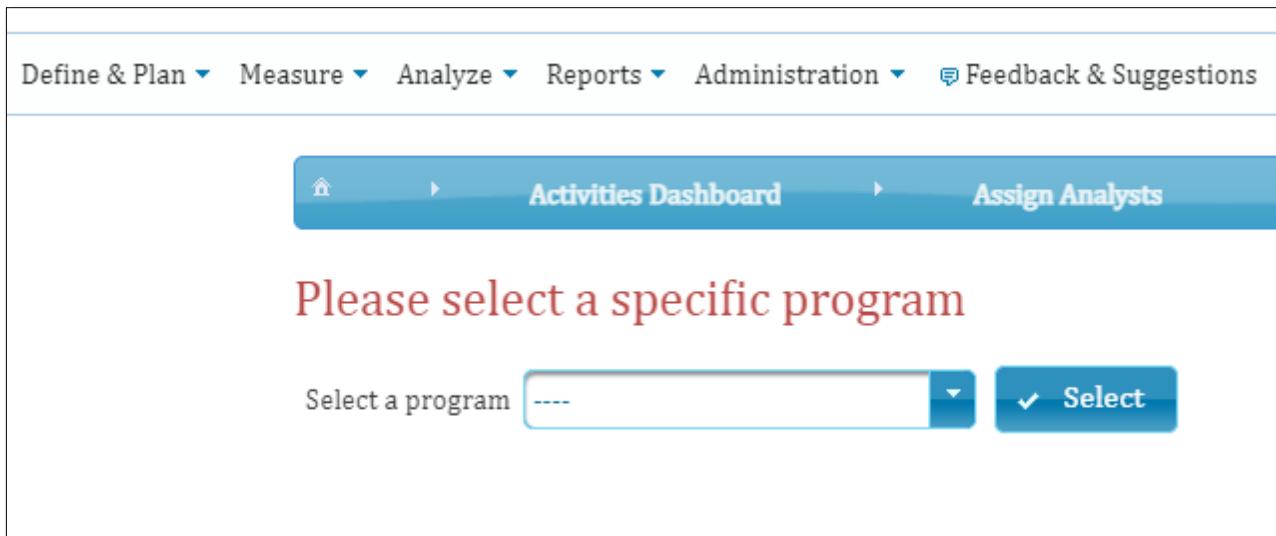
By default, every faculty has access to the sub-menu (Assessment activities) for eventual activities assignments for analysis. Assigned assessment activities will be displayed if and only if the assessment coordinator launches the analysis initiation from the Analysis dashboard (Learning Outcome submenu).

The user, as an assessment coordinator, has access to the sub-menus: Assign Analysts and Learning Outcomes (the Analysis dashboard).

##### 1. Assign Analysts submenu

The assessment coordinator needs to assign planned assessment activities during the **active cycle** to faculty in order to be analyzed later (after finishing the assessment phase: the assessment activity reaches the status "Pending Validation" or "Done"). To do this, click on the link Assign Analysts

In the case of the user is a coordinator for more than one program, he needs to select a program from the list and click the "**Select**" button.



Once done, the screen of Assign Analysts is displayed.

The Online Assessment System  
Program: BBA, Finance  
Logged in as hm18704

Select a Learning Outcome

- LO1: Financial theories in Finance
- LO2: Problem solving methodologies
- LO3: Ethical Issues**
- LO4: Information and communication tec
- LO5: Global Issues

The Selected Program Learning Outcome

Code: LO3  
Description: Identify ethical implications in a business situation, analyze alternatives and recommend an appropriate action

Assign Analyst    Unassign Analyst

Activities planned for the selected learning outcome

Outcome	Context	Section	Analysts
No records found			

© A S © 2010-2021 Qatar University. All rights reserved.

By default, the current semester is pre-selected. The user can select another semester in the active assessment cycle. In order to assign analysts to the assessment activities, please follow the steps below:

- 1- Select a semester
- 2- Select a Program Learning Outcome (PLO) on the left PLOs tree
- 3- The selected PLO and the list of planned assessment activities are displayed on the right panel.

The Online Assessment System  
Program: BBA, Finance  
Logged in as hm18704

Select a Learning Outcome

- LO1: Financial theories in Finance
- LO2: Problem solving methodologies
- LO3: Ethical Issues**
- LO4: Information and co
- LO5: Global Issues

The Selected Program Learning Outcome

Code: LO3: Ethical Issues  
Description: Identify ethical implications in a business situation, analyze alternatives and recommend an appropriate action

+ Assign Analyst    - Unassign Analyst

Activities planned for the selected learning outcome

Outcome	Context	Section	Analysts
LO3: Ethical Issues	FINA 302: Investments	L51	
LO3: Ethical Issues	FINA 304: International Finance	L02	
LO3: Ethical Issues	FINA 304: International Finance	L51	
LO3: Ethical Issues	FINA 304: International Finance	L52	

© A S © 2010-2021 Qatar University. All rights reserved.

- 4- Check the assessment activity/activities to be assigned to one analyst.
- 5- Click on the “Assign Analyst” button.

The screenshot shows the 'Assign Analysts' dialog box. It includes a table with columns for Username, Name, and Unit. Faculty listed include Isaki, Lorraine Ann Saldi, Education; Jilijy, Lijay Kallidukil Jose, Foundation Program; Lyryma, Lyryma Rawle Ingels, Foundation Program; Layla Jedeia R J Al-almansouri, Layla Jedeia R J Al-almansouri, Arts and Sciences; Ihaboune, Lynn Gallagher Hassouna, Foundation Program; and mhasnah, Moumen Omar O A Hasnah, VP for Research Office. Each row has a '+ Add analyst' button. A blue circle highlights the 'Assign Analyst' button next to the first row. An orange box with the number '6' is in the top right corner.

Filter users using the faculty Username or Name and click the “Assign Analyst” button on the row of the chosen faculty.

- 6- Click the “Close” button to hide the assignment dialog.
- 7- The active coordinator needs to do the same procedure for the other assessment activities related to all PLOs.

The screenshot shows the 'Assign Analysts' dialog box. It includes a table with columns for Outcome, Context, Section, and Analysts. Outcomes listed include PLO 1, ENGL 499: Capstone (Integrated Skills), LS1; ENGL 499: Capstone (Integrated Skills), LS2; ENGL 499: Capstone (Integrated Skills), LS3; and ENGL 499: Capstone (Integrated Skills), LS4. Each row has a '+ Assign Analyst' button. A blue circle highlights the 'Assign Analyst' button next to the first row.

**Note:** in some cases, the assessment coordinator needs to unassign the analyst from the assessment activity/ activities. Follow the same procedure described above using the “Unassign Analyst” button instead of the “Assign analyst” button in step5.

## 2. Learning Outcome submenu

The assessment coordinator needs to initiate analysis procedure and then follow up on the analysis of assigned analysts for the planned assessment activities during the selected cycle. To do this, click on the submenu link “Learning Outcomes”

If the active user is a coordinator for more than one program, than he needs to select a program from the list and click on “Select” button.

The screenshot shows the 'Activities Dashboard' header with navigation links: Define & Plan, Measure, Analyze, Reports, Administration, and Feedback & Suggestions. Below the header is a breadcrumb navigation: Home > Activities Dashboard > Assign Analysts. The main content area displays the message 'Please select a specific program' above a dropdown menu labeled 'Select a program' with a placeholder '----'. A blue 'Select' button with a checkmark icon is positioned to the right of the dropdown.

Once done, the screen of analysis dashboard (Learning Outcomes) is displayed.

The screenshot shows the 'Analysis Dashboard' with a header containing links: Home, Define & Plan, Measure, Analyze, Reports, Administration, Feedback & Suggestions, Tutorial Videos (New), Help, and About. The main content area has a heading 'Analyse the learning outcome'. Step 1 is highlighted with a red box around a dropdown menu labeled 'Select an assessment cycle'. Step 0 is highlighted with a red box around a callout box containing instructions: 'Start Analysis procedure', 'You need to do the following tasks in the same order:', and a numbered list from 1 to 5. The footer contains the text 'OAS © 2010-2021 Qatar University. All rights reserved.'

A short procedure description is displayed in the screen to guide the active coordinator in using it (Panel 0 in the screenshot above). In order to analyze PLOs, please follow the steps below:

- 1- Select an assessment cycle.

**Rule:** The dashboard is displayed in **EDIT** mode if the selected cycle contains the current semester (or at least the current semester is equal to the next semester of the selected cycle's ending semester). Otherwise the dashboard is displayed in **VIEW** mode.

- 2- The PLOs tree will be displayed: PLOs related to the selected assessment cycle. Select the PLO to be the subject of your analysis.

The screenshot shows the OAS interface with the following elements:

- Top navigation bar: Home, Define & Plan, Measure, Analyze, Reports, Administration, Feedback & Suggestions, Tutorial Videos (New), Help, About.
- Section title: Analyse the learning outcome.
- Select an assessment cycle dropdown: Cycle5 (Fall 2021 - Spring 2024).
- Left sidebar: Select a Learning Outcome dropdown menu with options PLO 1, PLO 2, PLO 3, PLO 4, and PLO 5. PLO 1 is highlighted.
- Main content area: Start Analysis procedure for the learning outcome: PLO 1. It includes a note: "The analysis initiation may take a few minutes. Please do not interrupt until the dashboard is displayed." and a "Start Analysis" button.
- Page footer: OAS © 2010-2021 Qatar University. All rights reserved.

- 3- For the first time, OAS displays the button “Start Analysis” in order to launch the analysis initiation for the selected PLO, otherwise, the analysis dashboard will be displayed.

**Note:** The analysis initiation may take a few minutes. It depends of the planned assessment activities number. Please do not interrupt until the dashboard is displayed.

#### a. Case of a QU-Program with one level of Learning outcomes

At Qatar University, some programs have a learning outcomes tree with one level, while others have defined a learning outcome with multiple levels (learning outcomes and learning outcome elements or Performance indicators). The analysis dashboard generated varies according to the program case. We start in this paragraph with the first case.

Analyse the learning outcome

2

Select an assessment cycle Cycle5 (Fall 2021 - Spring 2024)

**Select a Learning Outcome**

- PLO 1
- PLO 2
- PLO 3
- PLO 4
- PLO 5

**Analysis Context Description Title: PLO 1**

**Learning Outcomes Statements**

- PLO 1:Demonstrate the ability to read, communicate and write clearly in English.

**Analysis Statistics**

7 Total No. of activities	3 Activities to be Analysed	1 Assessment Rubrics	116 Total number of students	7 Validated activities
2 Assessment Contexts	2 Assessment Tools	58 Assessed Students		

**Overall** 3 **Context** 1 **Students' Sample** 1 **Assessment Tools** 1 **Rubrics** 1 **Performance** 1

**Summary**

Category	Analyzing Activities Progress	Evaluation completed	Evaluation Result	Evaluation Date	Actions
Context	No assessment activities		Incomplete	-	
Students' Sample	No assessment activities		Incomplete	-	
Assessment Tool	No assessment activities		Incomplete	-	
Rubric	No assessment activities		Incomplete	-	
Performance	No assessment activities		Incomplete	-	

**Learning Outcomes Findings**

+ Add finding

Finding	Categories	Actions
No Findings Found		

**Overall Evaluation**

In general the learning outcome / outcome element is:

- Needing Improvement
- Satisfactory
- Exemplary

Save

4

5

6

- 1- The selected PLO's description
- 2- Analysis statistics:
  - Total Nb of activities: the number of planned assessment activities during the selected cycle for the selected PLO.
  - Validated activities: the number and percentage of assessed activities (with status =Done and Pending validation).
  - Activities to be analyzed: the number and percentage of activities assigned to analysts.
  - Assessment Contexts: the number of distinct contexts used in activities for the selected PLO.
  - Assessment Rubrics: the number of distinct rubrics used in scoring activities for the selected PLO.
  - Assessment Tools: the number of distinct assessment tools used in activities for the selected PLO.
  - Total number of students: number of students in sections selected for planned activities.
  - Assessed Students: the number and percentage of students' sample.
- 3- Analysis categories: 5 categories (Context, Students' sample, Assessment tools, Rubrics and Students 'performance) needs to be analyzed for the selected PLO. An overall tab (displayed in the screenshot) is added for an analysis overview. An orange flag in every tab if the category is not evaluated yet. A green flag when it's done.
- 4- Analysis categories overview. For every category, OAS displays
  - Analyzing activities progress: a progress bar showing the analysts evaluations progress regarding the current category.  
e.g.: suppose that we have 2 activities assigned to analysts. If one analyst of them save his evaluation regarding contexts and rubric analysis, a progress bar in Context and Rubric rows in the table will appear showing 50% of progress. For the 3 other categories rows, no progress bar is displayed.
  - Evaluation Completed: Orange flag if the coordinator doesn't evaluate the category yet, and green flag otherwise.
  - Evaluation result: coordinator evaluation (incomplete if no evaluation, or one of the 3 available values: needing improvement, satisfactory or exemplary).
  - Evaluation date: the date of coordinator evaluation regarding every category (this column shows the date for last update).
  - Action (Analyze): link to open the related category tab.
- 5- Learning Outcomes findings: this section displays all findings added by the coordinator in different tabs. The "+ Add findings" button allows the addition of new findings if needed.
- 6- Overall evaluation: the last evaluation of the selected PLO. After completing the 5 categories of evaluations, in order to conclude, the coordinator needs to give an overall evaluation regarding the selected PLO (Needing Improvement, Satisfactory or Exemplary).

**i. Analyze the context (course): Context Tab**

The first category in the analysis procedure of the selected PLO.

The screenshot below displays the different sections of this tab:

- 1- Assessment Activities table: displays the assessment activities with the status of each one (the context used, students 's sample details, analyst evaluation, analysis date and status, View details Button).  
**Note:** on clicking on the “View button”, a details dialog is displayed showing the analyst evaluation details regarding context analysis.
- 2- Assessment activities findings: displays all analysts' findings table for all assigned analysis activities about the “Context” category.
- 3- Learning Outcomes findings: displays the coordinator findings table with an “+Add finding” button to create a new finding regarding context analysis. The coordinator can adopt analysts' findings and / or suggest new findings about the chosen context(s) (courses) in the assessment of the PLO.
- 4- Context evaluation: the perception of the coordinator about the chosen context(s) (select “Need improvement”, “Satisfactory” or “Exemplary” value and click the save button).

Analyse the learning outcome

Select an assessment cycle Cycle5 (Fall 2021 - Spring 2024)

Select a Learning Outcome: PLO 1

Analysis Context Description Title: PLO 1

Learning Outcomes Statements:

- PLO 1:Demonstrate the ability to read, communicate and write clearly in English.

Analysis Statistics

7 Total No. of activities	3 Activities to be Analysed
7 Validated activities	2 Assessment Contexts
1 Assessment Rubrics	116 Total number of students
2 Assessment Tools	58 Assessed Students

Overall Context Students' Sample Assessment Tools Rubrics Performance

Assessment Activities Summary

Semester	Context	Section	Sample size	Number of Students Scoring 1	Percentage Students scoring 1	Number of Students Scoring >=3	Percentage Students scoring >=3	Evaluation	Analysis status	Analysis Date	Analysts	Actions
Spring 2022	ENGL 230: Professional Writing	L51	4	0	0.0	4	100.0	-	-	-	Not assigned	
Spring 2022	ENGL 230: Professional Writing	L52	4	0	0.0	4	100.0	-	-	-	Not assigned	
Spring 2022	ENGL 499: Capstone (Integrated Skills)	L51	10	0	0.0	10	100.0	Incomplete	New	-	Demo Instructor 1.	
Spring 2022	ENGL 499: Capstone (Integrated Skills)	L52	10	0	0.0	8	80.0	Incomplete	New	-	Demo Instructor 1.	
Spring 2022	ENGL 499: Capstone (Integrated Skills)	L53	10	2	20.0	5	50.0	Satisfactory	Completed	09-11-2022	Demo Instructor 1.	

Assessment Activities Findings

Finding: Minor Revision is planned for this context during the next semester. Assessment Activities: Course: ENGL 499, Section: L53

Learning Outcomes Findings

No Findings Found

Context Evaluation

In general the context is:

- Need improvement
- Satisfactory
- Exemplary

1 2 3 4

**ii. Analyze students' sample: Students' Sample Tab**

the second category in the analysis procedure of the selected PLO. The screenshot below displays the different sections of this tab:

- 1- Assessment Activities table: displays the assessment activities with details of each one (the context used, students' sample details, analyst evaluation, analysis date and status, View details Button).  
**Note:** on clicking on the “View button”, a details dialog is displayed showing the analyst evaluation details regarding the students' sample for each activity.
- 2- Students' sample summary: summary of the students' sample used in all assessment activities. The students' repartition (Male/ Female) numbers and percentages.
- 3- Assessment activities findings: displays analysts' findings table for all assigned activities regarding Students' sampling.
- 4- Learning Outcomes findings: displays coordinator's findings table with an “+Add finding” button to create a new finding regarding Students' sample analysis. The coordinator can adopt analysts' findings and/or suggest new findings in the assessment of the Students' sample in the assessment of the PLO.
- 5- Students' sample evaluation: the perception of the coordinator about the Students' sample used (select “Needing improvement”, “Satisfactory” or “Exemplary” value and click the “Save” button).

Analyse the learning outcome

Select an assessment cycle: Cycle 8 (Fall 2023 - Spring 2024)

Select a Learning Outcome: PLO 1, PLO 2, PLO 3, PLO 4, PLO 5

**Analysis Context Description Title: PLO 1**

**Learning Outcomes Statements:** PLO 1:Demonstrate the ability to read, communicate and write clearly in English.

**Analysis Statistics:**

- Total No. of activities: 7
- Activities to be Analyzed: 3
- Assessment Rubrics: 1
- Total number of students: 116
- Assessed Students: 58 (50%)
- Validated activities: 7 (100%)

**Assessment Activities Summary:**

Semester	Context	Section	Total Male Students	Total Female Students	Assessed Male Students	Assessed Female Students	Number of Students Scoring 1	Percentage of Students Scoring 1	Number of Students Scoring >=3	Percentage of Students Scoring >=3	Evaluation	Analysis status	Analysis Date	Analyst	Actions
Spring 2022	ENGL 230: Professional Writing	L51	0	33	0	4	0	0.0	4	100.0	-	-	-	Not assigned	<a href="#">View</a>
Spring 2022	ENGL 230: Professional Writing	L52	0	33	0	4	0	0.0	4	100.0	-	-	-	Not assigned	<a href="#">View</a>
Spring 2022	ENGL 499: Capstone (Integrated Skills)	L51	0	10	0	10	0	0.0	10	100.0	Incomplete	New	-	Demo Instructor 1. (Demo)	<a href="#">View</a>
Spring 2022	ENGL 499: Capstone (Integrated Skills)	L52	0	10	0	10	0	0.0	0	0.0	Incomplete	New	-	Demo Instructor 1. (Demo)	<a href="#">View</a>
Spring 2022	ENGL 499: Capstone (Integrated Skills)	L53	0	10	0	10	2	20.0	5	50.0	Exemplary	Completed	09-11-2022	Demo Instructor 1. (Demo)	<a href="#">View</a>

**Students' Sample Summary:**

Context	Total number of sections	Total number of students		Assessed Students				Assessed Students Enrolled In The Major			
		Male	Female	Male	Percentage(%)	Female	Percentage(%)	Male	Percentage(%)	Female	Percentage(%)
ENGL 230: Professional Writing	3	0	33	0	0	58	65.91	0	0	0	0.00
ENGL 499: Capstone (Integrated Skills)	6	0	55	0	0	58	105.45	0	0	0	0.00

**Assessment Activities Findings:**

Finding: All the selected students are from the major - Good choice.

**Assessment Activities:**

- Course: ENGL 499. Section: L53

**Learning Outcomes Findings:**

Finding: No Findings Found

**Categories:**

**Actions:**

**Students' Sample Evaluation:**

In general the students' sample is:

- Need improvement
- Satisfactory
- Exemplary

**Save**

**iii. Analyze the assessment tool: Assessment tool Tab**

The third category in the analysis procedure of the selected PLO. The screenshot below displays the different sections of this tab:

- 1- Assessment Activities table: displays the assessment activities with details of each one (the context used, students 's sample details, analyst evaluation, analysis date and status, View details Button).  
**Note:** on click on the “View button”, a details dialog is displayed showing the analyst evaluation details regarding the assessment tools for each activity.
- 2- Assessment activities findings: displays analysts' findings table for all assigned activities regarding assessment tools category.
- 3- displays coordinator's findings table with an “+Add finding” button to create a new finding regarding the assessment tool analysis. The coordinator can adopt analysts' findings and/or suggest new findings related to the tools selection in the assessment of the PLO.
- 4- assessment tools evaluation: the perception of the coordinator about the assessment tools used (select “Needing improvement”, “Satisfactory” or “Exemplary” value and click save button).

Analyse the learning outcome

Select an assessment cycle: Qwaliq (Fall 2021 - Spring 2024)

Select a Learning Outcome: PLO 1, PLO 2, PLO 3, PLO 4, PLO 5

**Analysis Context Description Title: PLO 1**

**Learning Outcomes Statements:**

- PLO 1: Demonstrate the ability to read, communicate and write clearly in English.

**Analysis Statistics:**

- Total No. of activities: 7
- Activities to be Analyzed: 3
- Assessment Rubrics: 1
- Assessment Contexts: 2
- Assessment Tools: 2
- Total number of students: 116
- 58 Assessed Students
- 7 Validated activities

**Overall | Context | Students' Sample | Assessment Tools | Rubrics | Performance**

**Assessment Activities Summary**

Semester	Context	Section	Sample size	Number of Students Scoring 1	Percentage of Students scoring 1	Number of Students Scoring >=3	Percentage of Students scoring >=3	Assessment Tool	Number of assessors	Evaluation	Analysis status	Analysis Date	Analysts	Actions
Spring 2022	ENGL 230: Professional Writing	L51	4	0	0.0	4	100.0	Project(Present Report...)	2	-	-	-	Not assigned	<a href="#">View</a>
Spring 2022	ENGL 230: Professional Writing	L52	4	0	0.0	4	100.0	Project(Present Report...)	2	-	-	-	Not assigned	<a href="#">View</a>
Spring 2022	ENGL 499: Capstone (Integrated Skills)	L51	10	0	0.0	10	100.0	Capstone(Prese...)	2	Incomplete	New	-	Demo Instructor 1. (Demo)	<a href="#">View</a>
Spring 2022	ENGL 499: Capstone (Integrated Skills)	L52	10	0	0.0	8	80.0	Capstone(Prese...)	2	Incomplete	New	-	Demo Instructor 1. (Demo)	<a href="#">View</a>
Spring 2022	ENGL 499: Capstone (Integrated Skills)	L53	10	2	20.0	5	50.0	Capstone(Prese...)	2	Satisfactory	Completed	09-11-2022	Demo Instructor 1. (Demo)	<a href="#">View</a>

**Assessment Activities Findings**

No Findings Found

**Assessment Activities**

**Learning Outcomes Findings**

No Findings Found

**Add finding**

**Categories**

**Actions**

**Assessment Tool Evaluation**

In general the assessment tool is:

- Meeting Improvement
- Satisfactory
- Exemplary

**Save**

1  
2  
3  
4

**iv. Analyze selected rubric: Rubrics Tab**

The fourth category is the analysis procedure of the selected PLO. The screenshot below displays the different sections of this tab:

- 1- Assessment Activities table: displays the assessment activities with details of each one (the context used, students' sample details, analyst evaluation, analysis date and status, View details Button).  
**Note:** on clicking on the “View button”, a details dialog is displayed showing the analyst evaluation details regarding the rubrics chosen for each activity.
- 2- Assessment activities findings: displays analysts' findings table for all assigned activities regarding rubrics category.
- 3- Learning Outcomes findings: displays coordinator's findings table with an “+Add finding” button to create a new finding regarding the rubrics analysis. The coordinator can adopt analysts' findings and/or suggest new findings related to the rubric(s) designed for the assessment of the PLO.
- 4- Rubrics evaluation: the perception of the coordinator about the rubric(s) used (select “Need improvement”, “Satisfactory” or “Exemplary” value and click the “Save” button).

Analyse the learning outcome

Select an assessment cycle: Cycles (Fall 2021 - Spring 2024) PLO 1

**Select a Learning Outcome**

- PLO 1
- PLO 2
- PLO 3
- PLO 4
- PLO 5

**Analysis Context Description Title: PLO 1**

**Learning Outcomes Statements**

- PLO 1: Demonstrate the ability to read, communicate and write clearly in English.

**Analysis Statistics**

<span style="color: green;">7</span> Total No. of activities	<span style="color: orange;">3</span> Activities to be Analyzed	<span style="color: red;">1</span> Assessment Rubrics	<span style="color: brown;">116</span> Total number of students	<span style="color: blue;">7</span> Validated activities
<span style="color: blue;">2</span> Assessment Contexts	<span style="color: purple;">2</span> Assessment Tools		<span style="color: green;">58</span> Assessed Students	

**Assessment Activities Summary**

Rubric	Number of dimensions	Semester	Context	Section	Sample size	Number of Students Scoring 1	Percentage of Students scoring 1	Number of Students Scoring >=3	Percentage of Students scoring >=3	Number of assessors	Evaluation	Analysis status	Analysis Date	Analysts	Actions
PLO1-Rubric	4	Spring 2022	ENGL 230: Professional Writing	L51	4	0	0.0	4	100.0	2	-	-	-	Not assigned	<span style="color: blue;">View</span>
PLO1-Rubric	4	Spring 2022	ENGL 230: Professional Writing	L52	4	0	0.0	4	100.0	2	-	-	-	Not assigned	<span style="color: blue;">View</span>
PLO1-Rubric	4	Spring 2022	ENGL 499: Capstone (Integrated Skills)	L51	10	0	0.0	10	100.0	2	Incomplete	New	-	Demo Instructor 1. <span style="color: blue;">View</span>	<span style="color: blue;">View</span>
PLO1-Rubric	4	Spring 2022	ENGL 499: Capstone (Integrated Skills)	L52	10	0	0.0	8	80.0	2	Incomplete	New	-	Demo Instructor 1. <span style="color: blue;">View</span>	<span style="color: blue;">View</span>
PLO1-Rubric	4	Spring 2022	ENGL 499: Capstone (Integrated Skills)	L53	10	2	20.0	5	50.0	2	Satisfactory	Completed	09-11-2022	Demo Instructor 1. <span style="color: blue;">View</span>	<span style="color: blue;">View</span>

**Assessment Activities Findings**

Finding: We suggest aligning the rubric dimension 2 verb with the expected level in the PLO.

Assessment Activities: Course: ENGL 499, Section: L53

**Learning Outcomes Findings**

Finding: No Findings Found

**Rubric Evaluation**

In general the rubric is:

- Need improvement
- Satisfactory
- Exemplary

Save

**1**

**2**

**3**

**4**

**v. Analyze students' performance: Performance tab**

The last category in the analysis procedure of the selected PLO. OAS calculates the students' performance and gives the analyst a default evaluation based on the results found.

The screenshot below displays the different sections of this tab:

- 1- Assessment Activities table: displays the assessment activities with details of each one (the context used, students 'sample details, analyst evaluation, analysis date and status, View details Button).  
**Note:** on clicking on the "View button", a details dialog is displayed showing the analyst evaluation details regarding the students' performance for each activity.
- 2- Performance summary: summary of the students' performance calculated from all assessment activities results.
- 3- Assessment activities findings: displays analysts' findings table for all assigned activities regarding the students' performance category.
- 5- Learning Outcomes findings: displays coordinator findings table with an "Add finding" button to create a new finding regarding Students' performance analysis. The coordinator can adopt analysts' findings and/or suggest new findings to improve the students' performance in the selected PLO.
- 4- Students' performance evaluation: the perception of the coordinator about the students' performance (select "Needing improvement", "Satisfactory" or "Exemplary" value and click the "Save" button).

Analyse the learning outcome

Select an assessment cycle: Cycle 5 (Fall 2021 - Spring 2024)

Select a Learning Outcome: PLO 1

**PLO 1**  
PLO 2  
PLO 3  
PLO 4  
PLO 5

**Analysis Context Description Title: PLO 1**

**Learning Outcomes Statements:**

- PLO 1: Demonstrate the ability to read, communicate and write clearly in English.

**Analysis Statistics:**

Total No. of activities: 7	Activities to be Analyzed: 3	Assessment Rubrics: 1	Total number of students: 116	Valuated activities: 7
Assessment Contexts: 2	Assessment Tools: 2	Assessed Students: 58 (50%)		

**Assessment Activities Summary:**

Semester	Context	Section	Sample size	Number of Students Scoring 1	Percentage Students scoring 1	Number of Students Scoring >=3	Percentage Students scoring >=3	Number of assessors	Evaluation	Analysis status	Analysis Date	Analyst	Actions
Spring 2022	ENGL 230: Professional Writing	L51	4	0	0.0	4	100.0	2	Needing Improvement	-	-	Not assigned	<a href="#">View</a>
Spring 2022	ENGL 230: Professional Writing	L52	4	0	0.0	4	100.0	2	Satisfactory	-	*	Not assigned	<a href="#">View</a>
Spring 2022	ENGL 499: Capstone (Integrated Skills)	L51	10	0	0.0	10	100.0	2	Exemplary	New	*	Demo Instructor 1. <a href="#">View</a>	<a href="#">View</a>
Spring 2022	ENGL 499: Capstone (Integrated Skills)	L52	10	0	0.0	8	80.0	2	Needing Improvement	New	-	Demo Instructor 1. <a href="#">View</a>	<a href="#">View</a>
Spring 2022	ENGL 499: Capstone (Integrated Skills)	L53	10	2	20.0	5	50.0	2	Needing Improvement	Completed	09-11-2022	Demo Instructor 1. <a href="#">View</a>	<a href="#">View</a>

**Performance Summary:**

Sample size	Number	Total of Students scoring 1	Percentage(%)	Total of Students scoring >=3	Percentage(%)	Target(%)
116	2	1	2.6%	51	90.0	80

**Assessment Activities Findings:**

No Findings Found

**Learning Outcomes Findings:**

No Findings Found

**Performance Evaluation:**

In general the performance is:

- Needing Improvement
- Satisfactory
- Exemplary

[Save](#)

**1**

**2**

**3**

**4**

**5**

**vi. Overall tab:**

The last step to finalize the selected PLO analysis is to give an overall evaluation.

**Notes:**

- In some cases, the analysis initiation is launched before **completing** all the assessment activities (the activity status is “Pending Validation” or “Done”). Once an assessor submits his work (new assessment activities are validated), the OAS suggests to the coordinator to include data of the assessment activities newly completed in the analysis procedure as shown in the screenshot below.
- if the coordinator chooses to integrate the assessment activities newly added to his PLO analysis, just he needs to click on the “**Reload Analysis**” button.
- The coordinator, like the other assessment activities, needs to assign the assessment activities newly added to an analyst(s).
- It’s is very important that the coordinator reviews his analysis of the selected PLO following the new analyst(s) evaluations and findings.

The screenshot below displays the different sections of this tab:

- 1- Summary: in this section, OAS displays the evaluation completion and results for the different analysis categories.
- 2- Learning outcomes findings: displays all the findings added by the assessment coordinator sorted by the “Analysis categories”. The coordinator can add an overall finding by clicking on the “Add finding” button.
- 3- An overall evaluation regarding the selected PLO assessment. (select “Need improvement”, “Satisfactory” or “Exemplary” value and click the “Save” button).

**1**

Category	Analyzing Activities Progress	Evaluation completed	Evaluation Result	Evaluation Date	Actions
Context	No assessment activities	✓	Satisfactory	09-11-2022	<a href="#">Analyze</a>
Students' Sample	No assessment activities	✓	Exemplary	09-11-2022	<a href="#">Analyze</a>
Assessment Tool	No assessment activities	✓	Satisfactory	09-11-2022	<a href="#">Analyze</a>
Rubric	No assessment activities	✓	Needing Improvement	09-11-2022	<a href="#">Analyze</a>
Performance	No assessment activities	✓	Satisfactory	09-11-2022	<a href="#">Analyze</a>

**2**

Finding	Categories	Actions
All the selected students are from the major - Good choice.	Students' Sample	<a href="#">Update</a> <a href="#">Delete</a>
We will discuss in the curriculum committee later the idea to have a unique exam and also	Assessment Tool	<a href="#">Update</a> <a href="#">Delete</a>
In order to reach the target of 85% scoring of students, we suggest to	Performance	<a href="#">Update</a> <a href="#">Delete</a>
An alignment of the rubric dimension 2 verb with the expected level in the PLO will be implemented.	Rubric	<a href="#">Update</a> <a href="#">Delete</a>

**3**

In general the learning outcome / outcome element is:

- Needing Improvement
- Satisfactory
- Exemplary

[Save](#)

**Note**

**Analysis Context Description Title: PLO 1**

**Learning Outcomes Statements**

- PLO 1: Demonstrate the ability to read, communicate and write clearly in English.

There are 2 assessment activities newly completed (status: Pending validation or Done) that can be included in the analysis process. Please do review the evaluation for all categories while considering the new activities.

[Reload Analysis](#)

**Analysis Statistics**

Total No. of activities	Activities to be Analyzed	Assessment Rubrics	Total number of students	Validated activities
7	42% 3	1	116	100% 7
	Assessment Contents	Assessment Tools	58	Assessed Students

**Overall** [Context](#) [Students' Sample](#) [Assessment Tools](#) [Rubrics](#) [Performance](#)

**Summary**

Category	Analyzing Activities Progress	Evaluation completed	Evaluation Result	Evaluation Date	Actions
Context	No assessment activities	✓	Satisfactory	09-11-2022	<a href="#">Analyze</a>
Students' Sample	No assessment activities	✓	Exemplary	09-11-2022	<a href="#">Analyze</a>
Assessment Tool	No assessment activities	✓	Satisfactory	09-11-2022	<a href="#">Analyze</a>
Rubric	No assessment activities	✓	Needing Improvement	09-11-2022	<a href="#">Analyze</a>
Performance	No assessment activities	✓	Satisfactory	09-11-2022	<a href="#">Analyze</a>

**Learning Outcomes Findings**

[+ Add finding](#)

Finding	Categories	Actions
All the selected students are from the major - Good choice.	Students' Sample	<a href="#">Update</a> <a href="#">Delete</a>
We will discuss in the curriculum committee later the idea to have a unique exam and also	Assessment Tool	<a href="#">Update</a> <a href="#">Delete</a>
In order to reach the target of 85% scoring of students, we suggest to	Performance	<a href="#">Update</a> <a href="#">Delete</a>
An alignment of the rubric dimension 2 verb with the expected level in the PLO will be implemented.	Rubric	<a href="#">Update</a> <a href="#">Delete</a>

**Overall Evaluation**

In general the learning outcome / outcome element is:

- Needing Improvement
- Satisfactory
- Exemplary

[Save](#)

**b. Case of a QU-Program with multiple levels of Learning outcomes**

The dashboard for the outcome element (the second level of the outcome tree) is the same as described in paragraph “a. Case of a QU-Program with one level of Learning outcomes”.

One difference noted is in the level of the learning outcome (the first level of the tree). In the outcome level, OAS aggregate the statistical indicators of all outcome elements of the PLO (sum of the number of activities, students, and tools...).

In the example below, the learning outcome “PLO1-Design” has 2 outcome elements (04-A01 and 04-A03). After launching the analysis initiation for PLO4 and its outcome elements, the dashboard headers are as shown below:

In the dashboard of the PLO4, OAS displays the sum of the 4 outcome elements’ indicators (activities, contexts, assessment tools, students, and rubrics). OAS offers the coordinator an overview of the outcome elements of the selected PLO (**Summary > Outcome element tab**).

The assessment coordinator starts by analyzing each outcome element by clicking on the button “Analyze”. Once done, the assessment coordinator can jump to the outcome analysis level (click on the “Back to learning outcome level” Button).

On the dashboard of the outcome (First level), the coordinator needs to click on the “Dimension” tab as shown in the screenshot below (1). For further details about the analysis procedure for the outcome element, please refer to paragraph “a. Case of a QU-Program with one level of Learning outcomes”.

## Analyse the learning outcome

Select an assessment cycle **Assessment Cycle 3 (Fall 2020 - S)**

**Select a Learning Outcome**

- PLO1-Design
  - 01-A02-Design Thinking Skills
  - 01-A04-Architectural Design Skills
  - 01-A05-Ordering Systems
  - 01-B02-Site Design
  - 01-C02-Integrated Evaluations and Decision-Making Process
  - 01-C03-Integrative Design
- PLO2-People and Equity
- PLO3-Technology
- PLO4-Communication and CAD
- PLO5-Critical Thinking
- PLO6-Research
- PLO7-Collaboration

**Analysis Context Description Title: PLO1-Design**

**Learning Outcomes Statements**

- PLO1-Design:**Ability to conceptualize and coordinate designs, addressing social, cultural, environmental and technological aspects of architecture.
- Outcome Elements:**
- 01-A02-Design Thinking Skills:**Ability to raise clear and precise questions, use abstract ideas to interpret information, consider diverse points of view, reach well-reasoned conclusions, and test alternative outcomes against relevant criteria and standards.
- 01-A04-Architectural Design Skills:**Ability to effectively use basic formal, organizational and environmental principles and the capacity of each to inform two- and three-dimensional design.
- 01-A05-Ordering Systems:**Ability to apply the fundamentals of both natural and formal ordering systems and the capacity of each to inform two- and three-dimensional design.
- 01-B02-Site Design:**Ability to respond to site characteristics, including urban context and developmental patterning, historical fabric, soil, topography, ecology, climate, and building orientation, in the development of a project design.
- 01-C02-Integrated Evaluations and Decision-Making Process:**Ability to demonstrate the skills associated with making integrated decisions across multiple systems and variables in the completion of a design project. This demonstration includes problem identification, setting evaluative criteria, analyzing solutions, and predicting the effectiveness of implementation.
- 01-C03-Integrative Design:**Ability to make design decisions within a complex architecture project while demonstrating broad integration and consideration of environmental stewardship, technical documentation, accessibility, site conditions, life safety, environmental systems, structural systems, and building envelope systems and assemblies.

**Analysis Statistics**

23 Total no. of activities	8% Activities to be Analysed	3 Assessment Rubrics	162 Total number of students
9 Validated activities	3 Assessment Contexts	2 Assessment Tools	100% Assessed Students

**Overall** **Context** **Students' Sample** **Assessment Tools** **Rubrics** **Performance**

**Summary**

		Outcome Elements	Dimensions	
Learning outcome	Progress	Evaluation completed	Evaluation Result	Actions
01-A02-Design Thinking Skills	0.0%		Incomplete	
01-A04-Architectural Design Skills	0.0%		Incomplete	
01-A05-Ordering Systems	0.0%		Incomplete	
01-B02-Site Design	0.0%		Incomplete	
01-C02-Integrated Evaluations and Decision-Making Process	0.0%		Incomplete	
01-C03-Integrative Design	0.0%		Incomplete	

**Learning Outcomes Findings**

**+ Add finding**

Finding	Categories	Actions
No Findings Found		

## V. Contact Details

You can contact the OAS support team on the following:

- Emails: [hmbarek@qu.edu.qa](mailto:hmbarek@qu.edu.qa) ; [oas.support@qu.edu.qa](mailto:oas.support@qu.edu.qa)
- Phone: 4403 6315