QATAR UNIVERSITY
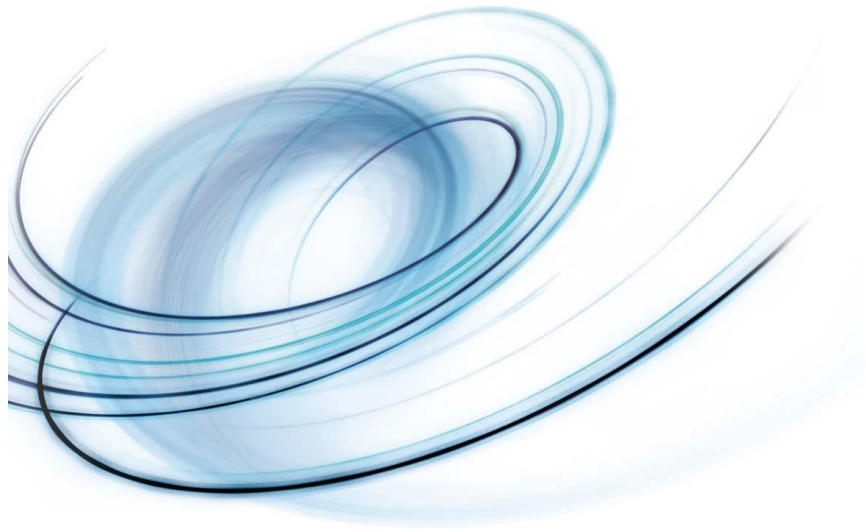جامعة قطر

ONLINE ASSESSMENT SYSTEM
USER MANUAL V2.0

OAS - for Faculty member

Academic Planning & Quality Assurance Office

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Document:		**User Manual OAS-Instructor role**	
Description:		This user manual is intended to give assistance for faculty member (instructor/ assessor and analyst roles) using OAS system.	
Author:	Hamza MBAREK	*Creation date:*	20/07/2022

Version(s):

| Author	Description	Date	Version
Mohammad Sabbagh	Document creation (instructor and assessor roles)	20/11/2016	1.0
Hamza MBAREK	- Fusion Instructor & Assessor user manuals. - Add Analyst role user manual - OAS v3.2 evolutions - Update document template	20/07/2022	2.0

Contents

I. Introduction

1. Software overview

The purpose of the OAS software is to provide faculty member 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 Qatar University.

2. Starting OAS application and logging in
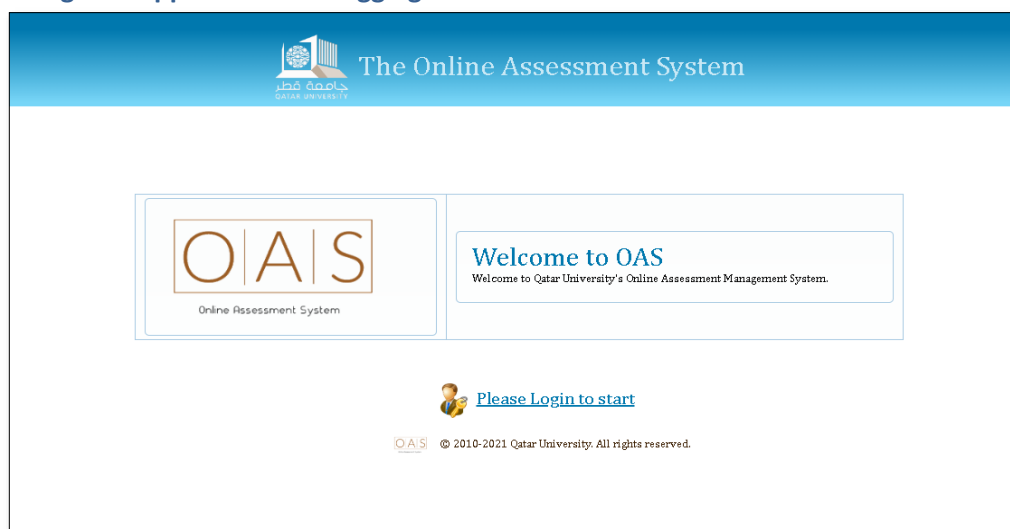
The Online Assessment System is a web-based application that can be accessed on & off campus on the following link:

- On / Off campus: https://oas.qu.edu.qa
- Click on "**Please login to start**"
- Login credentials:
  - Username: your QU username
  - Password: your QU password
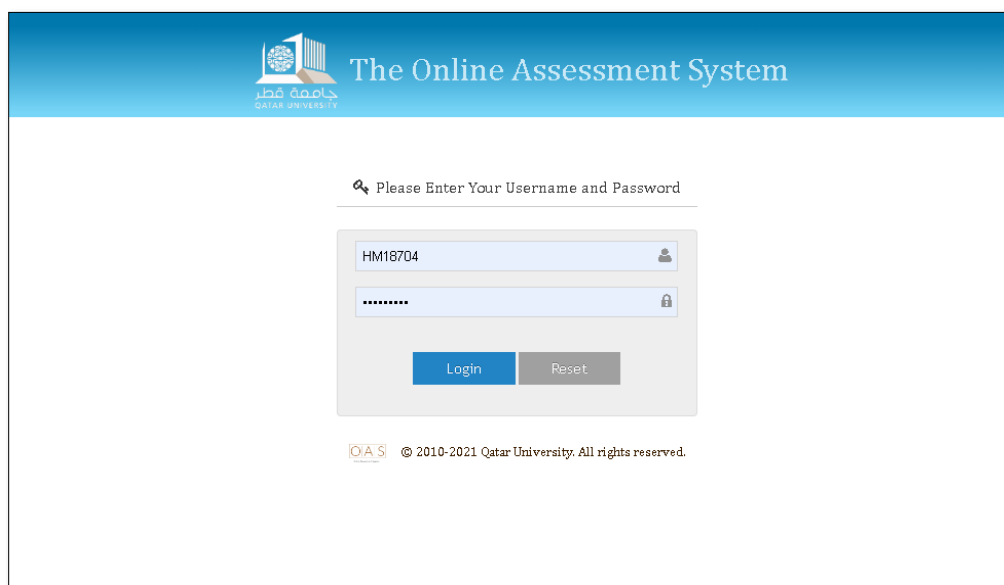
3. OAS Assessment Flowcharts

a. Activity setup (instructor role) and scoring (Assessor role)
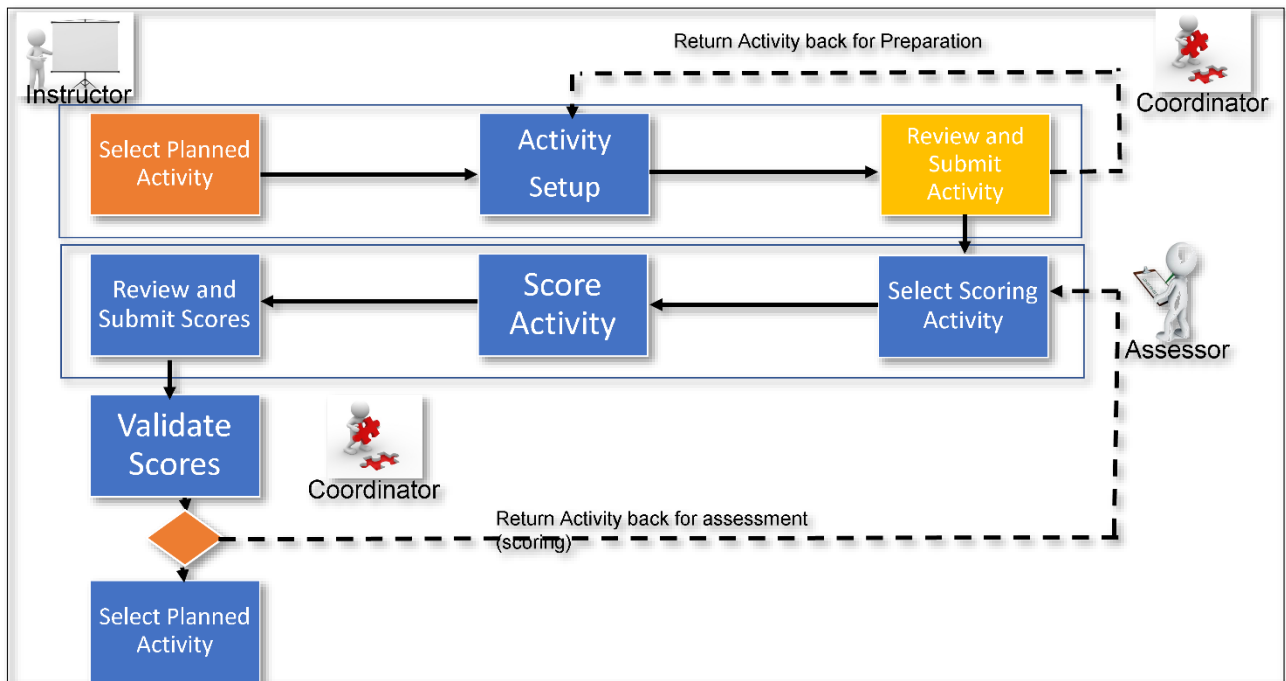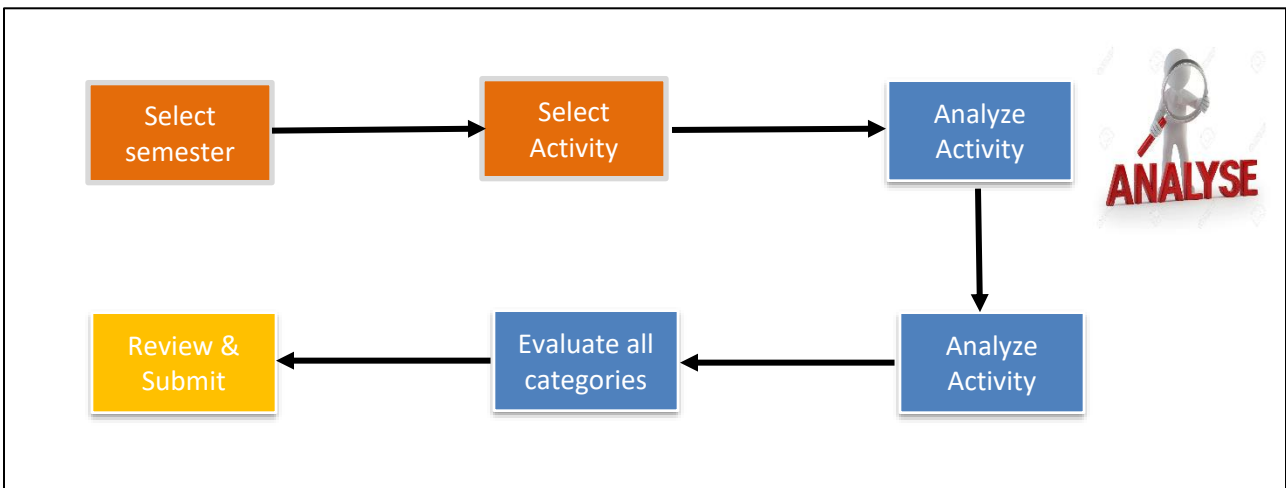

b. Activity analysis (Analyst role)

II. General Functionalities

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

OAS offers to QU faculty member the possibility to consult reports of the academic program he is assigned to.

- Program information reports: program specification (mission, objectives, and PLOs), Assessment rubrics, Required and elective courses…

- Mapping reports: Objective to PLOs map, Curriculum Map and Assessment Map.

- Assessment Planning report.

Some other general features are offered for faculty members, such as:

- Feedback & Suggestions: provide your feedback and suggestions related to the Assessment Process, the OAS system, Support and Professional Development Services.

- Tutorial videos: short videos describing all the OAS features step by step.

1. Accessing faculty member Functionalities: Reporting menu

In this section, the faculty member can generate predesigned reports from the OAS system:

- Program Information Reports
- Mapping Reports
- Assessment Planning Reports
- From the menu bar, go to Reports > Program Information
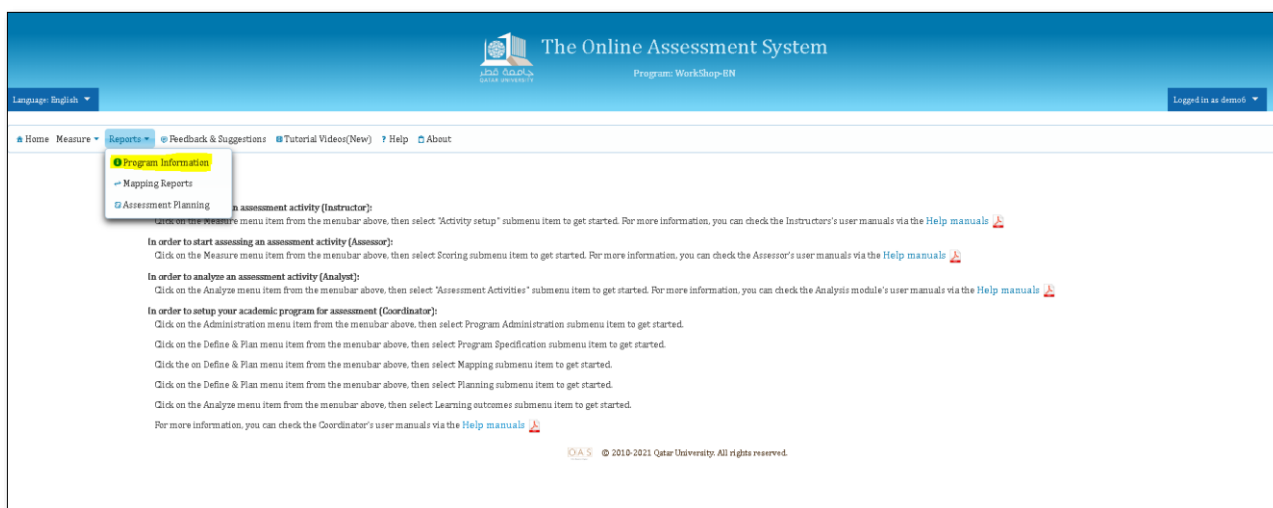
In the "Program Information" section, the faculty member can consult, for the academic program he is assigned to: the program specification (Mission, Objectives and PLOs), the assessment coordinator list, the required/ elective courses, and the assessment rubrics.
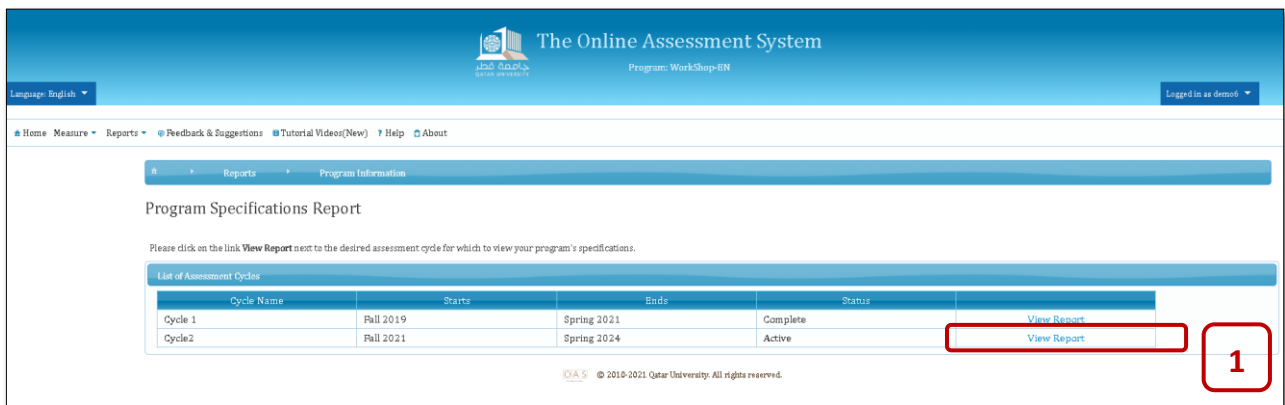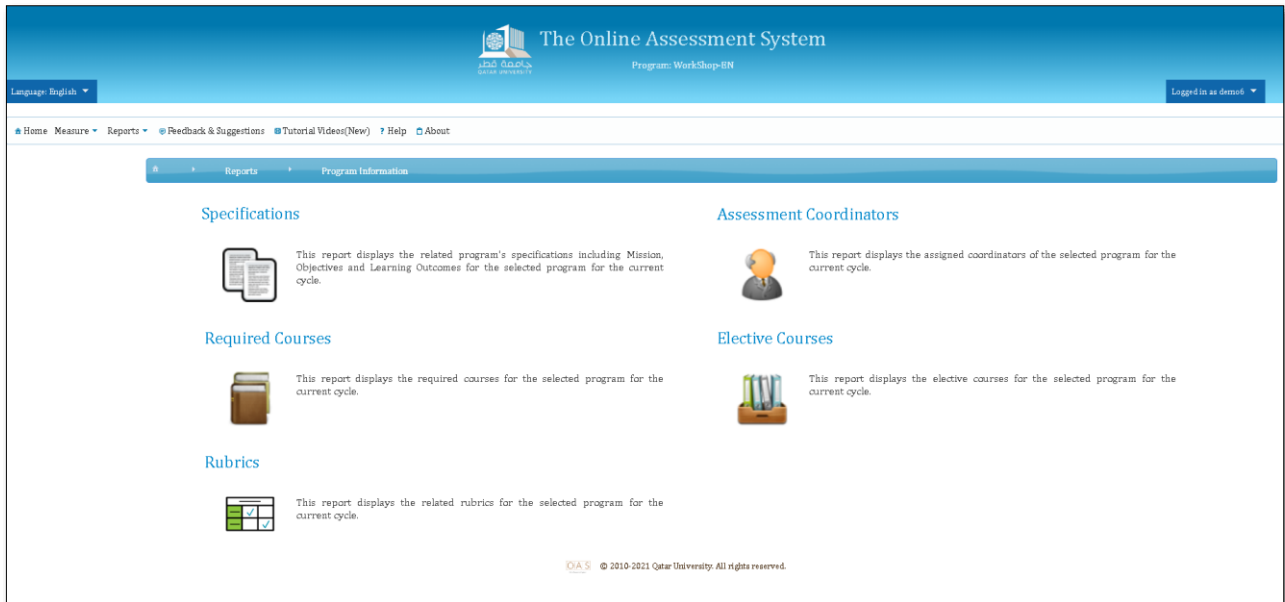
1- Click on **"View Report"** link next to the assessment cycle, to consult the program information. This valid for all reports.

- From the menu bar, go to Reports > Mapping Reports

In the "Mapping Reports" section, the instructor can consult, for the academic program he is assigned to: Objectives to PLOs Mapping, Curriculum Mapping, and Assessment Mapping.

- From the menu bar, go to Reports > Assessment Planning
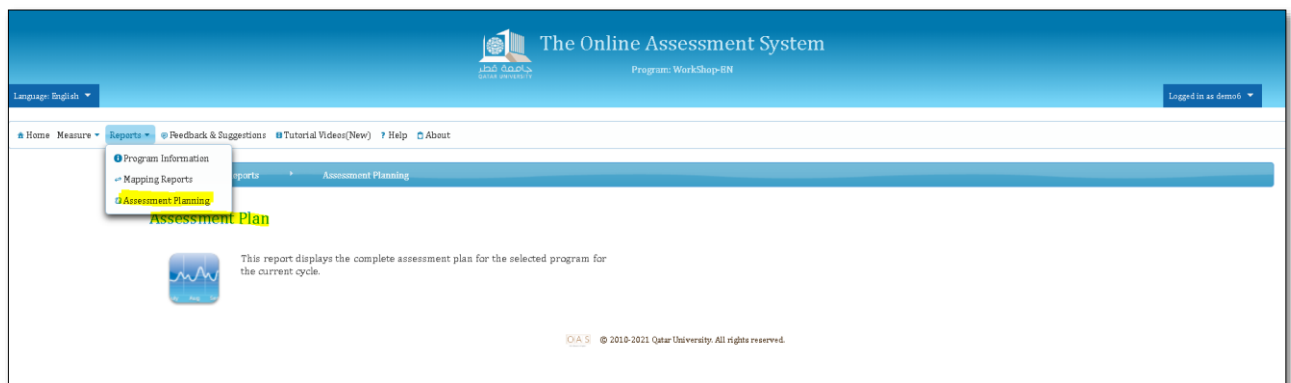
In the "Assessment Planning" section, the instructor can consult the planning for the current assessment cycle.

2. Accessing faculty member Functionalities: General features

- From the menu bar, go to "Feedback & Suggestions"

The instructor 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.

1- The instructor needs to select his feedback category from the dropdown list (Technical support, improvement suggestion, OAS issue, …).

2- "Feedback message" is a required field. The instructor explains the purpose of his feedback or suggestion.

3- For more explanation, the instructor can upload a file by clicking on the "Browse" button.

4- Once done, do not forget to click on the "Submit" button to send your feedback.

- From the menu bar, go to "Tutorial Videos"

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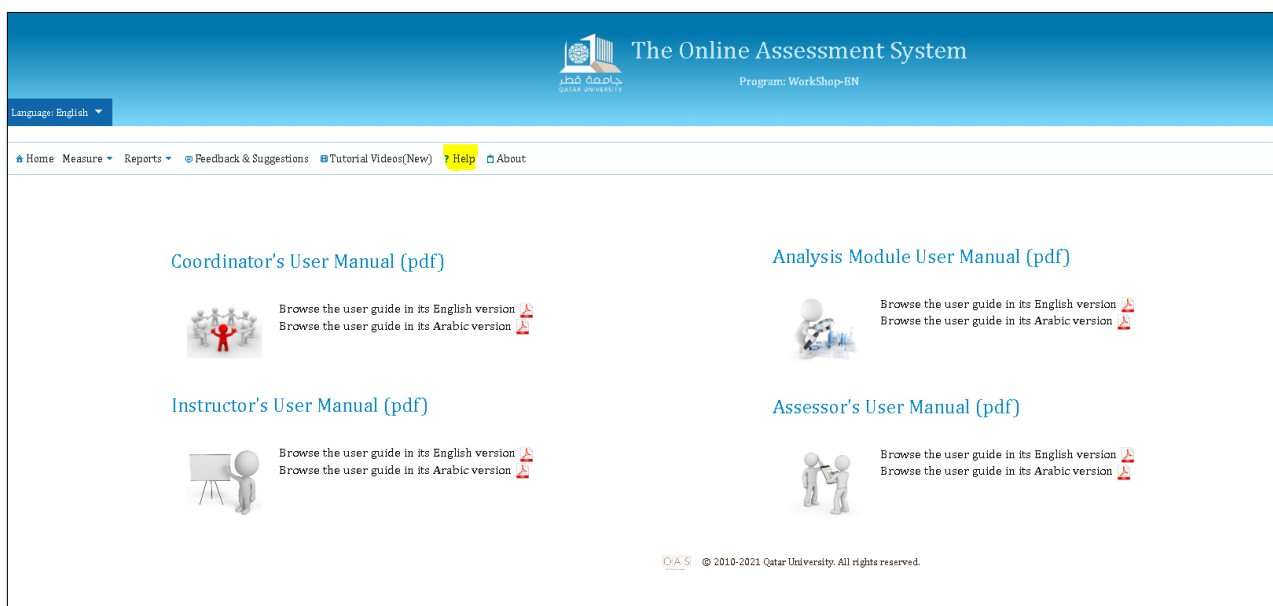
OAS user can download the User Manuals for different OAS roles in both English and Arabic language in pdf format, by clicking on the associated link.

III. Instructor's Functionalities

1. Functionalities overview

An instructor is ought to:

- Set up an assessment activity, planned by the assessment coordinator, for a particular semester and prepare it for scoring step to be conducted by the Assessor(s).

    Setting up an activity requires entering the activity details by completing the following information:

    - Select an Assessment Activity from the assigned activity list.

    - Select the assessment tool from a list if it is not specified by the assessment coordinator.

    - Define the rubric to be used if it is not specified by the assessment coordinator.

    - Determine the student sample from the defined student section.

    - Upload students' work into the system: manual upload or upload from the Blackboard system.

- Review and submit the assessment activity details to enable scoring by Assessor(s).
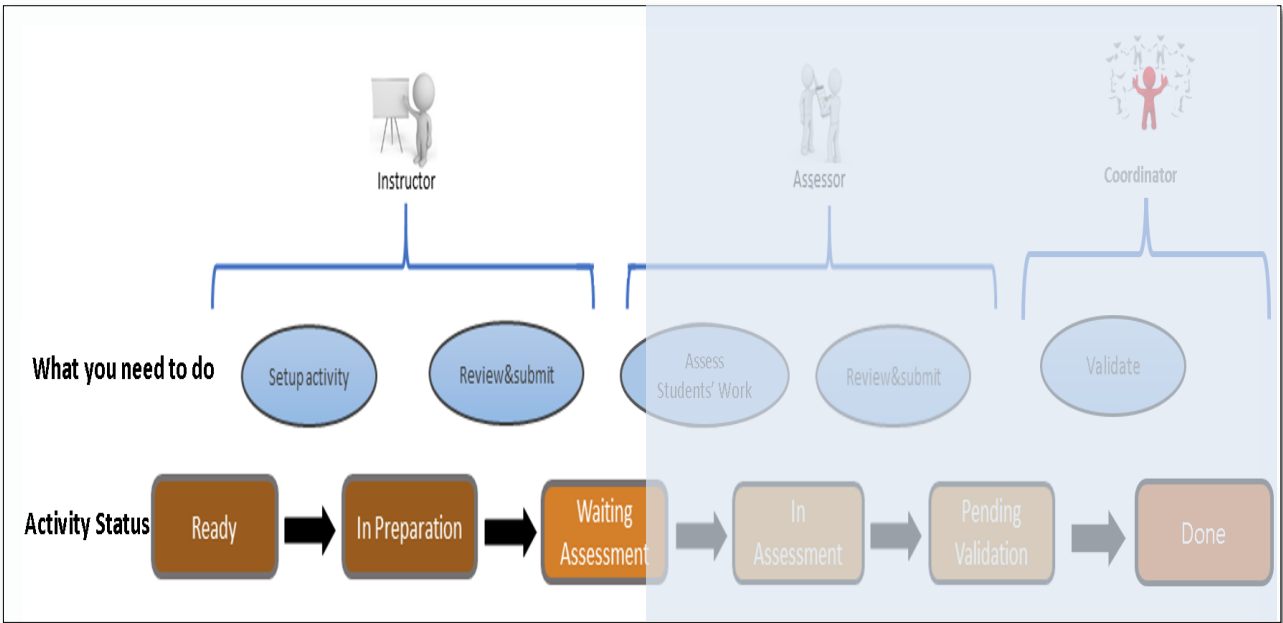
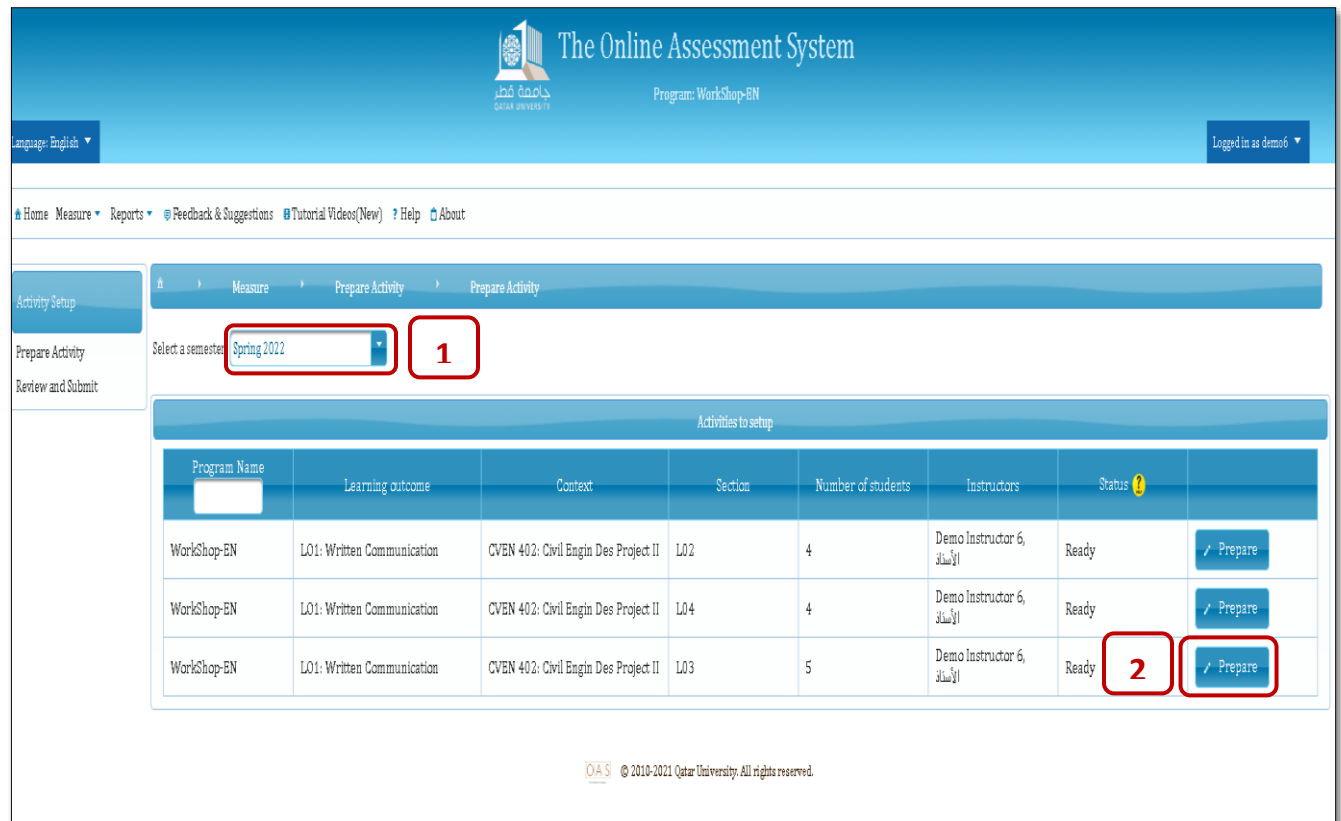## 2. Accessing Instructor Functionalities: The "Activity Setup" Menu

- Log into the OAS system as shown above. The instructor will be redirect to the "Home" page.

- From the menu bar under "Measure", click on the menu item "Activity Setup".

1- Semesters' Dropdown List: the current semester is selected by default. Select the semester to display a list of preassigned and planned assessment activities.

2- Upon selecting a specific semester, a table containing a list of assessment activities planned for that semester is displayed as shown. "Prepare" button, enables the "Instructor" to start with the preparation of the assessment activity displayed in the same table's row.

- By default, the "Prepare" button, once clicked, takes you to the "Setup Activity" page.

1- A pane that displays information about the selected assessment activity: Assessment of the **PLO x,** using the **Required Course Y,** during the **Semester Z** and with the student Sample from the **Section T.**

2- The tab menu that allows the instructor to navigate through the required steps of the activity preparation process. It's recommended that steps, enumerated from 1 to 4, will be completed in this sequence but it can be completed randomly. All required fields are to ought be complete for the assessment activity to be submitted.

   a.   this icon indicates that not all required fields are filled for this particular step.

   b.   this icon indicates that all required fields are filled for this particular step.

- By default, the "Assessment Tool" tab is selected.

1- Select the assessment tool to be used from the dropdown list. The "Instructor" can use the filter, as shown above.

2- The "Instructor" is called to provide a brief description of the assessment activity. The description may help the assessor(s) when they evaluate (score) student's work. This description should identify the question(s)/section(s) addressing the assessed Learning outcome.

3- It is also recommended to upload into the OAS system a document related to the selected assessment tool. For example, it can be a copy of an exam, or a handout given to students.

The uploaded document can be of any file type, for instance: MS Word, PDF, MS Power Point, MS Excel, etc... Maximum file size should not exceed **20 MB**.

4- Once done, do not forget to click on the "Save" button to confirm your changes.

- By clicking on the "Rubric" tab, OAS displays the page shown below:

1- The "Instructor" selects an already predefined Rubric by the Assessment Coordinator from the drop-down list.

2- "View" Button allows the "Instructor" to display details of the selected rubric, as shown in the screenshot below.

3- After choosing the Rubric to be used for the assessment activity, do not forget to click on the "Save" button to confirm.

- In order to select the sample of students whose work is to be assessed, click on "Sample Students" tab to access the page shown below:
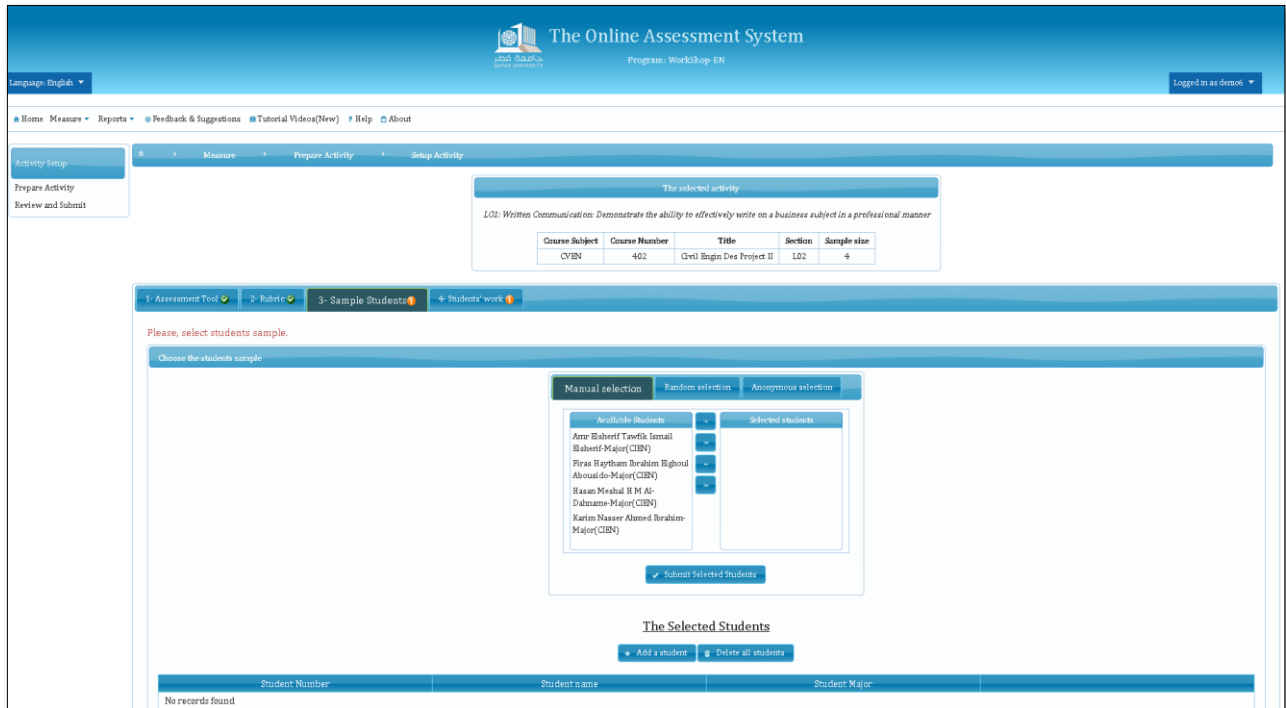
- You can either select the sample of students from (a) a list, (b) randomly, or (c) anonymously as shown in the figures below:
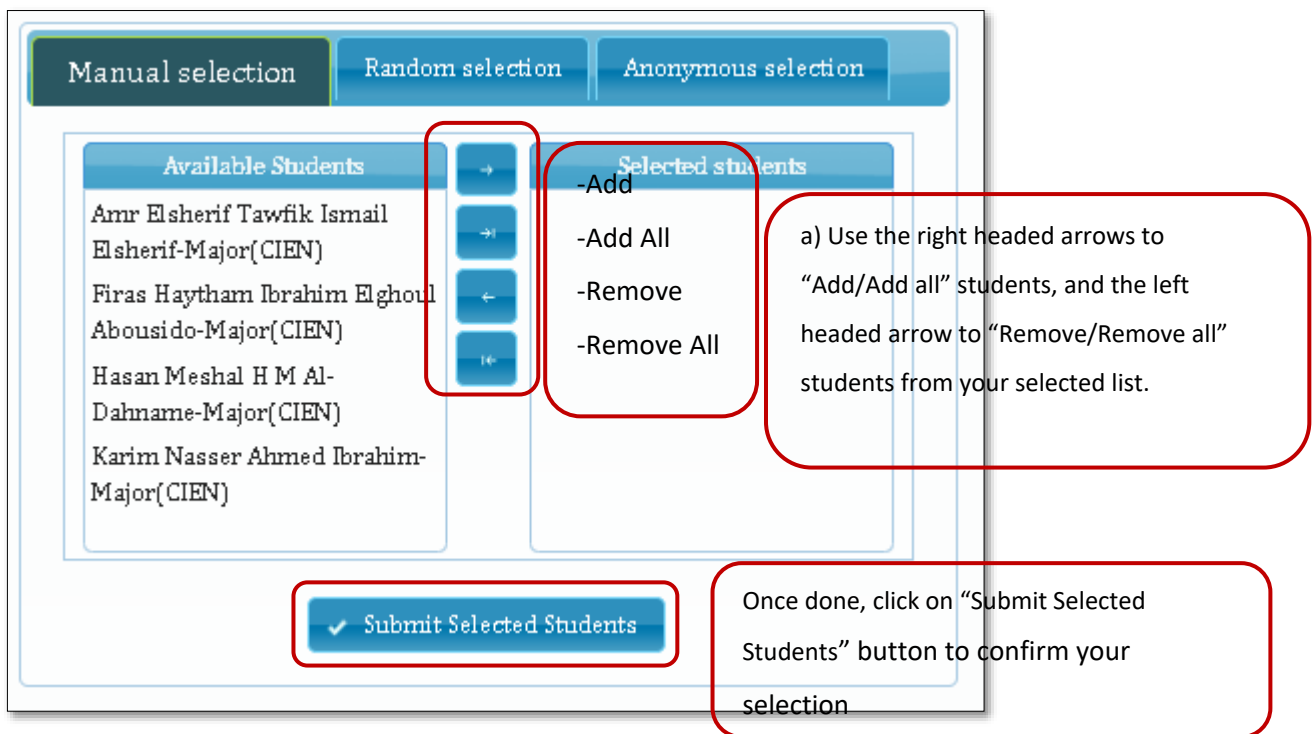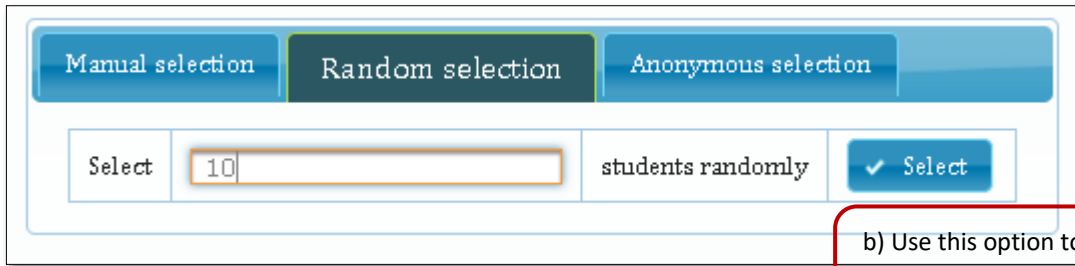
b) Use this option to add a specified number of students randomly.
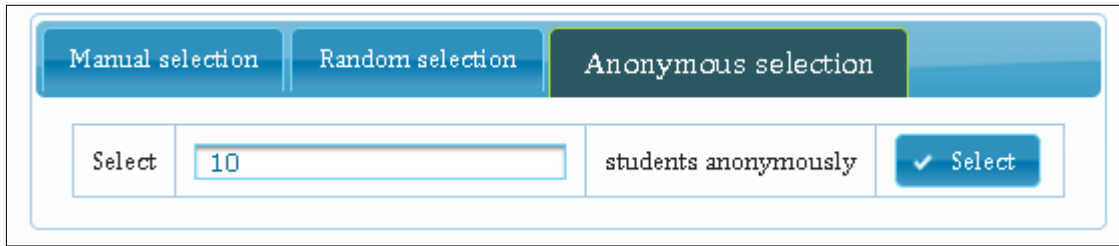
c) Use this option to add a specified number of students anonymously.

- After submission of selected list of students, a table gets displayed showing your selection list as shown in figure below:
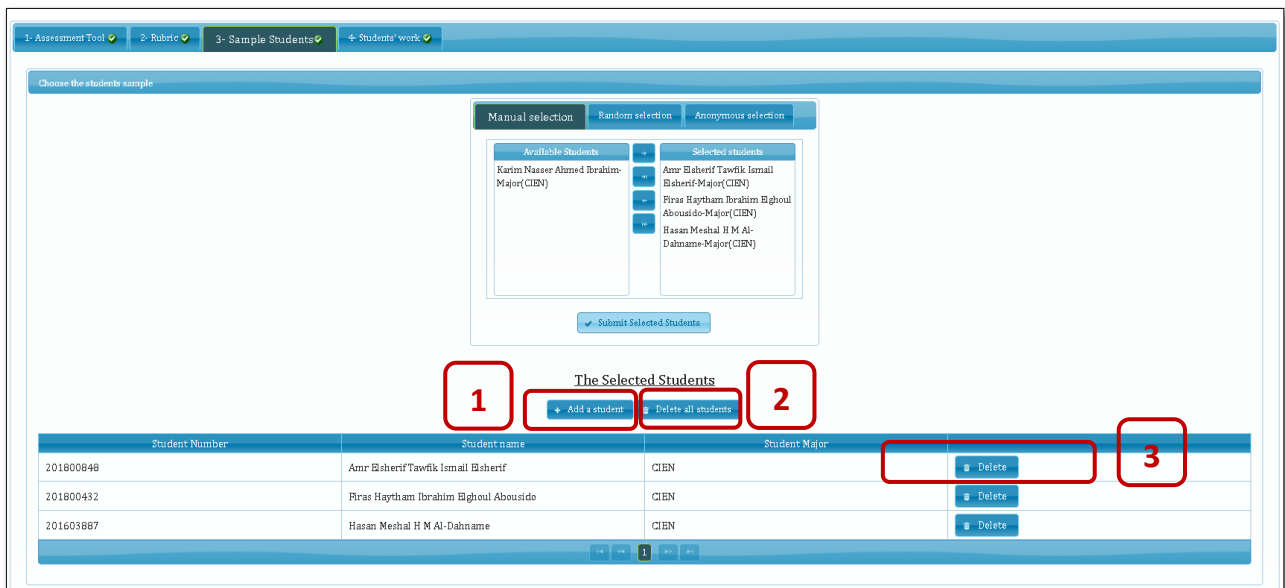
1- Use this option to add student(s) from a popup window that displays a list of remaining unselected students. (Please see the screenshot below).

2- Use this option to delete all students from the sample at once.

3- Removes the student from the sample. In case, the "Delete" button does not appear next to student's name, this indicates that the student is already assessed.

1- Click on "Add" button next to a specified student name to add him/her to the list of selected students.

- click on "Students' work" tab which enables you to upload the work of selected students (soft copy or scanned copy of actual work) and move to the next step of "Reviewing the activity setup and submit".

1- OAS offers 2 options to upload the students work: **Manual upload** (tab selected by default) or the integration with **QU Blackboard system (batch upload: all students work at once)**.

2- In the **"Manual Upload"** tab, click on "Browse" button next to the student name, to browse through files, saved in your desktop computer, and choose the one to be uploaded.

3- After uploading all the students' work, and after finishing setup all the activity details (assessment tool, rubric, sample): In order to finish with the activity setup step, click on **"Review and Submit"** button, to be redirect to the review activity setup page.
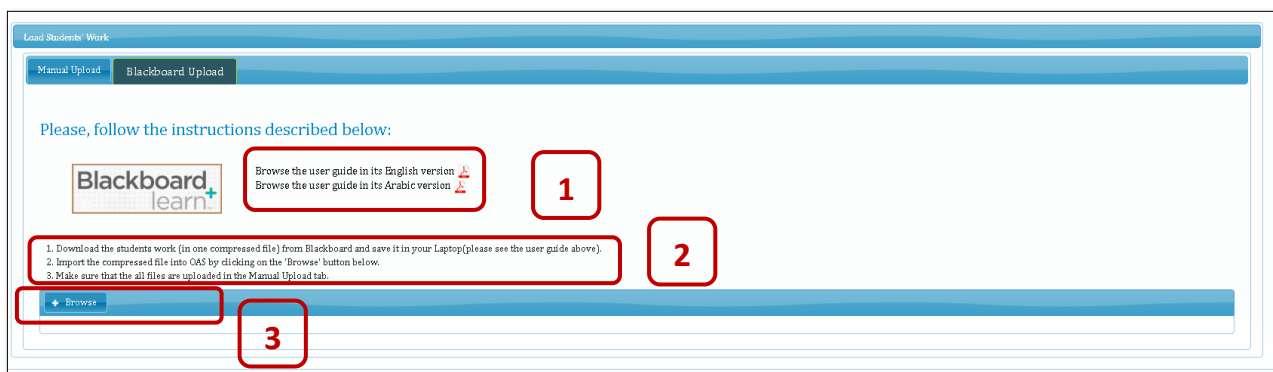
1- The integration with Blackboard system is detailed in the user guide, downloadable in pdf format (English and Arabic versions are available).

2- Three steps to upload in batch the students' work are described in this paragraph.

3- In the **"Blackboard Upload"** tab, click on "**Browse**" button to browse through files, saved in your desktop computer, and choose the one to be uploaded (already downloaded from Blackboard system).

- After uploading all the students' work, and after finishing setup all the activity details (assessment tool, rubric, sample): In order to finish with the activity setup step, click on **"Review and Submit"** button, to be redirect to the review activity setup page shown in screenshot below:
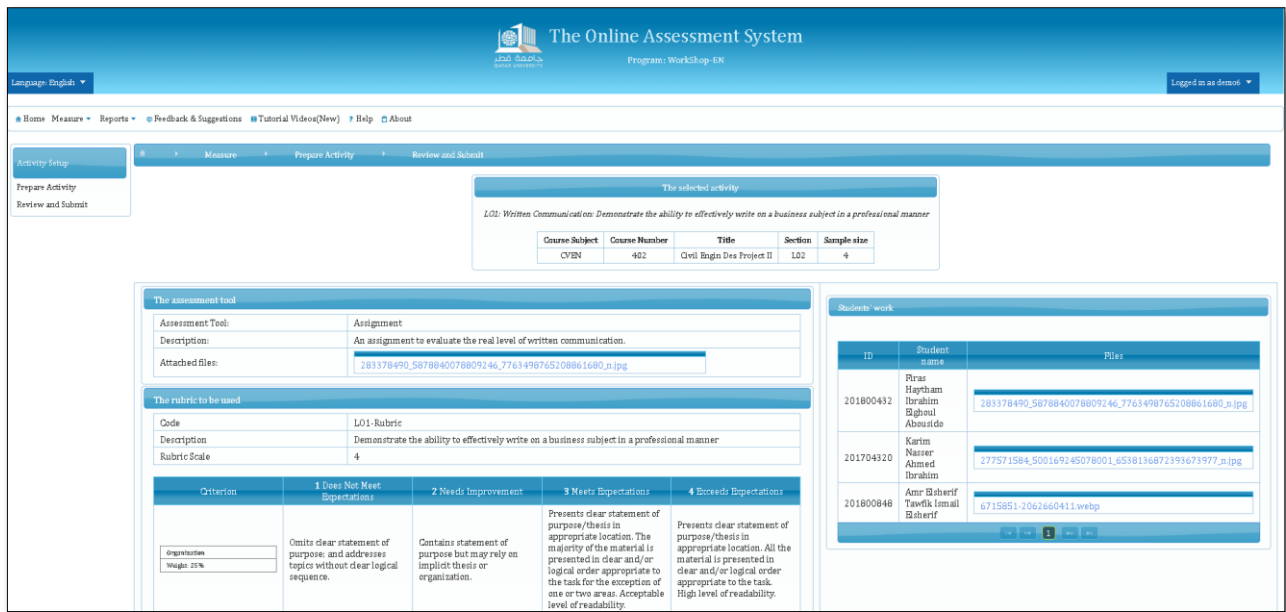
A new page is displayed which allows you to review the assessment activity details including:

- The selected assessment tool,
- The rubric to be used in assessing (scoring) student work,
- The selected sample of students with their uploaded work.

After making sure that you have entered all required data, you may type any necessary comments and click on the **"Submit"** button as shown in the figure below:
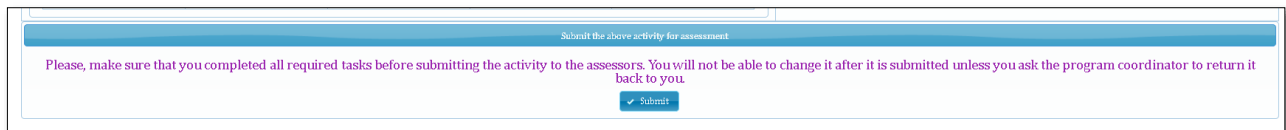
Clicking on the "**Submit**" button allows the assessment activity data to be accessible by the assigned Assessor. Please note, that the assessment coordinator has the possibility to assign an assessor different from the instructor.

After clicking on the "Submit" button, and in the case of the connected instructor is also assigned as an assessor for the same assessment activity, the OAS system proposes to the user to be redirected to the **Scoring step** as shown in the screenshot below:
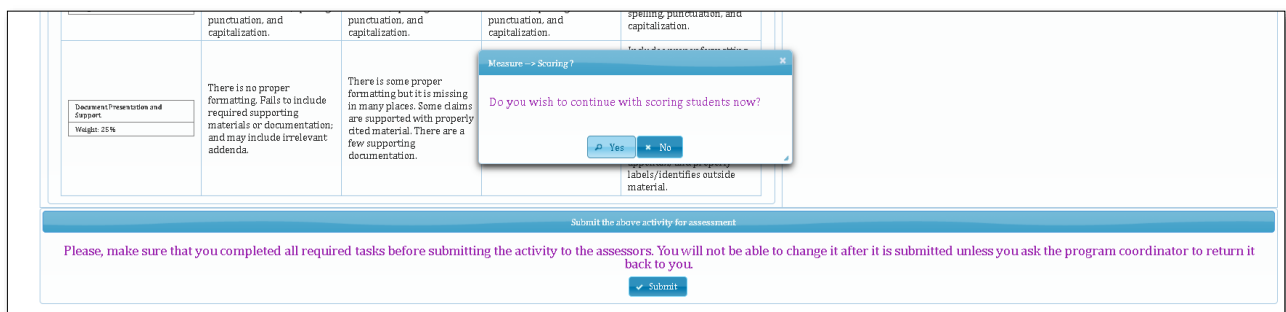
In case there is a need to make any modifications to an already submitted assessment activity, it is recommended to contact your academic program's OAS Coordinator.

If needed, the OAS coordinator may return back the assessment activity to the preparation phase in order to apply your changes.

IV. Assessor's Functionalities

1. Functionalities overview

An assessor is ought to:

- Access a list of assessment activities pre-assigned for scoring.

   - Select an activity to view its details: assessment tool, rubric, student work, ….

   - Review students' work.

   - Score all student's work using the instructor's selected rubric.

- Review and submit the assessment activity given scores for validation by the coordinator.
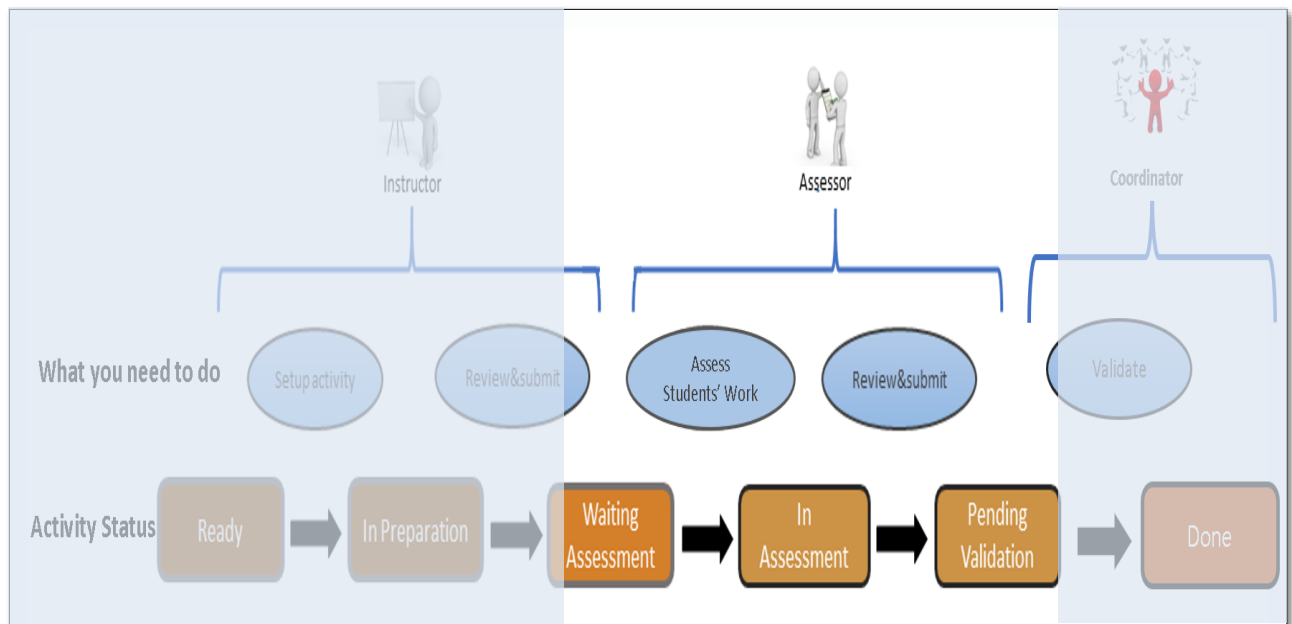
2. Accessing Assessor Functionalities: The "Scoring" Menu

From the menu bar under "Measure", click on the menu item "Scoring".
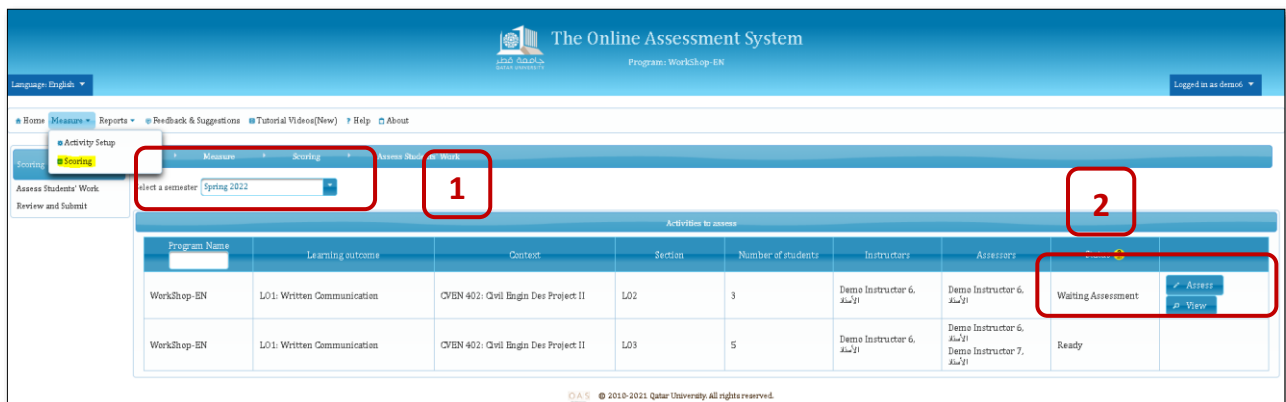
1- in order to access the list of all assessment activities assigned for scoring in a particular semester, select a semester from the dropdown list (current semester is selected by default).

2- Upon selecting a specific semester, a table containing a list of assessment pre-assigned activities gets displayed as shown.

Click on the "**Assess**" button to start scoring student work for your assessment activity.

Note: The "Assess" button is displayed, only in the activity row with status "Waiting Assessment" or "In Assessment".

The main section of the scoring page will display the list of students (one by one) to be assigned scores using the preconfigured rubric.

1- The first bloc indicates the selected student rank in the total number of the student sample, with the possibility to navigate to the previous or next student scoring information.

Note: the "previous" and "next" buttons don't save the current scoring.

2- Information of the student selected for scoring: Student number, Student Name and the student' work that can be downloaded.

3- Action to do: to **Rate** the student' work by selecting stars in the "Dimension Score" column for each rubric dimension. Highlight a number of stars. i.e. 1 star stands for score 1 by 4 and 2 stars stands for score 2 by 4 and so on.

4- The OAS system calculates the average score at the rubric level. To finish scoring for the selected student, the assessor needs to rate all the displayed rubric dimensions.

5- Click on "**Save & Next**" to save score for the current student and navigate to the next student in the sample.

In the same screen, the assessor can consult (if needed) the activity preparation details (the assessment tool and the rubric details) by un-collapsing the "**The selected activity details**" pane. Click on (**+**) button on the pane header right side.

Finally, after completing the assignment of scores to all students by clicking on the "**Save & Next**" button, OAS redirects the assessor to the "**Review & Submit**" screen.

The screen allows the assessor to review all students' work and scores as shown in the screenshot below.

After making sure that you have entered all required scores (1), you may type any necessary preliminary analysis of the obtained results (3) based on the statistics figured in the review screen (2).

1- A score of "zero" indicates that the student has been not scored yet. The assessment activity is considered incomplete as some students are not given yet a valid score. Make sure to enter scores for all

students before clicking the "Submit" button. OAS does not allow the scores to be submitted if at least one student is not given a valid score.

4- Click on "**Save and Submit Later**" button, to only save the preliminary analysis. Click on "**Submit**" button to save the preliminary analysis and send the activity to the coordinator for validation.

V. Analyst's Functionalities

The Analysis module was integrated officially during the academic year 2022-2023. The main goal is to provide faculty 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 has the possibility to assign activities to a faculty who has the Analyst role in order to analyze and evaluate each activity according 5 categories (Assessment context, Student sample, Assessment tool, Rubric and Students performance).
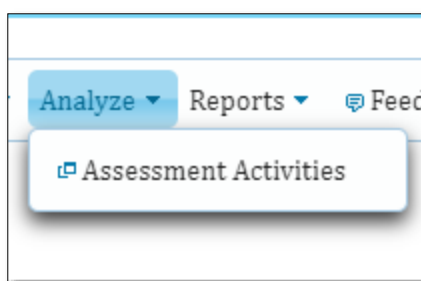
By default, every faculty member has access to the sub-menu (Assessment activities) for eventually activities assignment for analysis.

Assigned assessment activities will be displayed (if any) if and only if the assessment coordinator launches the analysis initiation before, from his Analysis dashboard (Learning Outcome submenu).

In order to access to the assigned assessment activities for analysis, faculty member needs to click on the menu Analyze>> Assessment Activities.

Once done, the assigned activities for analysis will be displayed after selecting a semester from the list.
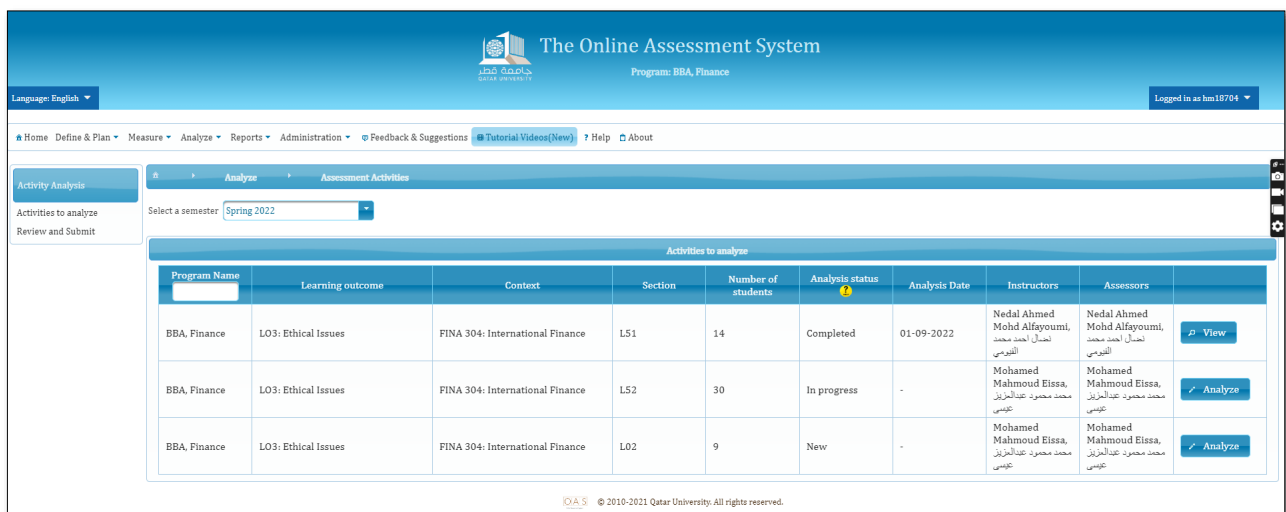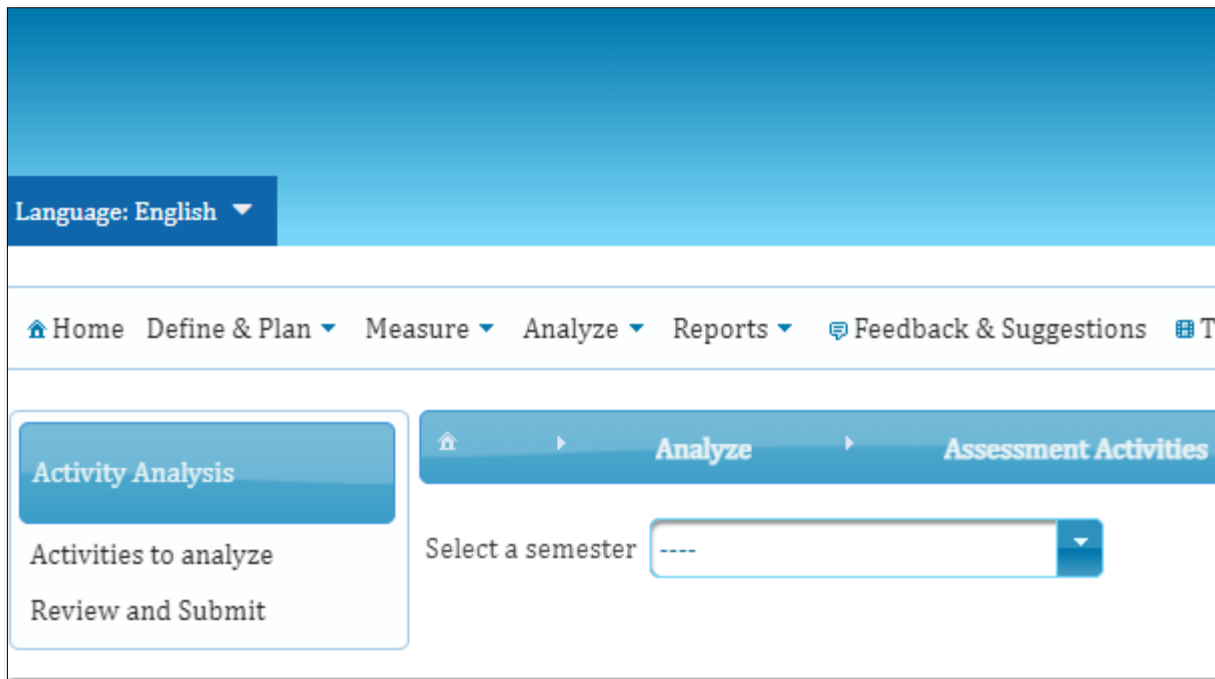
In the example above, faculty has 3 activities for analysis with status "New", "In Progress" and "Completed". For further information about the analysis activity statuses, click on the help button on the analysis status column 🔵 .

In order to start analyzing the assigned activity, faculty member needs to click on the "**Analyze**" button. The analysis for the selected activity will be constructed according to 5 categories (The context used, the students sample selected, the assessment tool used, the rubric used and the students' performance). Context tab is selected by default:

In order to make the screen user-friendly, all the analysis tabs are designed with the same logic (context, Students' Sample, Assessment tools, Rubrics and Performance) as shown in the screenshot below:

1- **Right panel**: contains information that may help faculty member in analyzing the activity according to the selected analysis axe.

2- **Left panel**: contains actions that faculty member is asked to do.

    a. Findings (Optional): displays the faculty's findings table. If the faculty member has a note, a remark or a displayed results analysis regarding the analysis selected axe, just click on "**+ Add finding**" button to add new one.

    b. Evaluation (Required): for each category, the analyst gives his evaluation (select "Needing improvement", "Satisfactory" or "Exemplary" value and click "**Save**" button).

Analysis Context Description Title: LO3: Ethical Issues

📕 Learning Outcomes Statements

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

| Context ⓘ | Students' Sample ⓘ | Assessment Tools ⓘ | Rubrics ⓘ | Performance ✓ |

🖥 Context Description

Course Subject:	FINA
Course Number:	304
Title:	International Finance

🔖 Assessment Tool

Assessment Tool: Case Study

Description: Many Multinational Enterprises (MNEs) have recently incorporated the ethical dimension in their investment and business model and strategy. Ethics in MNEs is gaining ground and becoming increasingly important, and managers have to strike a delicate balance between value maximization and ethics.

Name	
Attached files: Ethics case study_English FINA 304 Spring 2022 English Blackboard.docx	⬇ View

⊞ Rubric Description

Code	LO3. Ethical Decision Making
Description	Identify ethical implications in a business situation, analyze alternatives and recommend appropriate action.
Rubric Scale	4

🔍 View Rubric

🔍 Findings:

+ Add finding

Finding	Actions
Minor revision is scheduled during the next semester.	✏ Update 🗑 Delete

👁 Context Evaluation:

In general the context of the assessment activity is:
- 🔵 Needing Improvement
- 🔵 Satisfactory
- 🔵 Exemplary

💾 Save

1

2

1. **Analyze used course: Context Tab**

Analysis Context Description Title: LO3: Ethical Issues

📖 Learning Outcomes Statements

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

| Context ❶ | Students' Sample ❶ | Assessment Tools ❶ | Rubrics ❶ | Performance ✅ |

🖥 Context Description

1

Course Subject:	FINA
Course Number:	304
Title:	International Finance

🔖 Assessment Tool

2

Assessment Tool: Case Study

Description: Many Multinational Enterprises (MNEs) have recently incorporated the ethical dimension in their investment and business model and strategy. Ethics in MNEs is gaining ground and becoming increasingly important, and managers have to strike a delicate balance between value maximization and ethics.

Name	
Ethics case study_English FINA 304 Spring 2022 English Blackboard.docx	⬇ **View**

🔲 Rubric Description

3

Code	LO3. Ethical Decision Making
Description	Identify ethical implications in a business situation, analyze alternatives and recommend appropriate action.
Rubric Scale	4

🔍 **View Rubric**

🔍 Findings:

4

➕ **Add finding**

Finding	Actions
Minor revision is scheduled during the next semester.	✏ **Update** 🗑 **Delete**

👁 Context Evaluation:

5

In general the context of the assessment activity is:
- 🔵 Needing Improvement
- 🔵 Satisfactory
- 🔵 Exemplary

💾 **Save**

Analysis Context Description Title: LO3: Ethical Issues   ⊟

📖 Learning Outcomes Statements

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

| Context ❶ | Students' Sample ❶ | Assessment Tools ❶ | Rubrics ❶ | Performance ✓ |

🖥 Context Description   🔍 Findings:

Course Subject:	FINA
Course Number:	304
Title:	International Finance

＋ Add finding

Finding	Actions
Minor revision is scheduled during the next semester.	✎ Update 🗑 Delete

🔖 Assessment Tool

Assessment Tool: Case Study

Description: Many Multinational Enterprises (MNE... investment and business model and st... important, and managers have to strik...

Name
Ethics case study_English FINA 304 Spring 2022 English Blackboard.docx

Attached files: ⊥ View...

Add or Update Finding

Minor revision is scheduled during the next semester.

4

context of the assessment activity is: ● Needing Improvement
                                            ● Satisfactory
                                            ● Exemplary

🖫 Update   ⊘ Cancel

🖫 Save

⊞ Rubric Description

Code	LO3 Ethical D...
Description	Identify ethical... recommend appropriate action.
Rubric Scale	4

🔍 View Rubric

This is the first axe in the analysis procedure of the selected activity.

The screenshot above displays the different sections of this tab:

1- Context description: a description of the context (course) used in the assessment activity.

2- Assessment tool: the assessment tool used in assessing students (final exam, presentation, capstone…).

3- Rubric description: rubric used in scoring students' sample in the selected activity.

Note: on click on the "**View Rubric**" button, the rubric dimensions' details will be displayed.

4- Findings: displays the analyst findings table with an **"+ Add finding"** button to create a new finding regarding context analysis.

5- Context evaluation: the analyst context evaluation (select "Needing improvement", "Satisfactory" or "Exemplary" value and click **"Save"** button).

2. Analyze students' sample: Students' sample Tab

Analysis Context Description Title: LO3: Ethical Issues

📖 Learning Outcomes Statements

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

| Context ❶ | **Students' Sample ❶** | Assessment Tools ❶ | Rubrics ❶ | Performance ✅ |

📊 Students' Sample

Section Male Students:	Section Female Students:	Assessed Male Students:	Assessed Female Students:
0	32	0	30

📊 Students' Sample per Major and Gender

Major	Number
FINC	17
ACCT	8
MIS	3
MGMT	2
(1 of 1) ⏮ ◀◀ **1** ▶▶ ⏭	

👥 Detailed Students' Sample

Student Number	Student name	Student Major	Final Score
201805494	Faiza null Haneef	ACCT	3
201904209	Fatima abdulhadi M M Alkurbi	ACCT	2
201901668	Haya Ahmed M A Al-abdulla	ACCT	2
201802942	Nada Mohd Th J Al-Maadead	ACCT	3
201806414	Najla Mohammed A K Al-Khalifa	ACCT	4
(1 of 6) ⏮ ◀◀ **1** 2 3 4 5 6 ▶▶ ⏭			

🔍 Findings:

+ Add finding

Finding	Actions
No Findings Found	

👁 Students Sample Evaluation:

In general the students sample of the assessment activity is:
- ⬤ Needing Improvement
- ⬤ Satisfactory
- ⬤ Exemplary

💾 Save

This is the second axe of the analysis procedure.

The screenshot above displays the different sections of this tab:

1- Students' sample: displays the total students 'number and the assessed students 'number grouped by gender (Male, Female) in the selected assessment activity.

2- Students' sample by Major and Gender: the repartition of the students' sample by Gender and Major.

Note1: In the example above, all students are females, so no repartition by Gender is displayed.

3- Detailed students' sample: the selected students list with Major and score columns.

Note2: Analyst has the possibility to filter the list by Major or final score.

4- Findings: displays the analyst findings table with an **"+ Add finding"** button to create a new finding regarding students' sample analysis.

5- Students' sample evaluation: the analyst students' sample evaluation (select "Needing improvement", "Satisfactory" or "Exemplary" value and click "**Save**" button).

3. Analyze the assessment tool: Assessment tools Tab

Analysis Context Description Title: LO3: Ethical Issues

📘 Learning Outcomes Statements

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

Context ❶	Students' Sample ❶	Assessment Tools ❶	Rubrics ❶	Performance ✔

🔖 Assessment Tool   🔍 Findings:

Assessment Tool:	Case Study
Description:	Many Multinational Enterprises (MNEs) have recently incorporated the ethical dimension in their investment and business model and strategy. Ethics in MNEs is gaining ground and becoming increasingly important, and managers have to strike a delicate balance between value maximization and ethics.

[+ Add finding]

Finding	Actions
No Findings Found	

Name	
Ethics case study_English FINA 304 Spring 2022 English Blackboard.docx	⬇ View

Attached files:

⊞ Rubric Description

Code	LO3. Ethical Decision Making
Description	Identify ethical implications in a business situation, analyze alternatives and recommend appropriate action.
Rubric Scale	4

👁 Assessment Tool Evaluation:

[⌕ View Rubric]

In general the assessment tool of the assessment activity is:
- 🔵 Needing Improvement
- 🔵 Satisfactory
- 🔵 Exemplary

[💾 Save]

This is the third axe in the analysis procedure of the selected activity.

The screenshot above displays the different sections of this tab:

1- Assessment tool: the assessment tool with its description used in assessing students (final exam, presentation, capstone…).

Note 1: if the instructor was uploaded an assessment tool file, it appears here for download.

2- Rubric description: rubric used in scoring students' sample in the selected activity.

Note 2: on click on the "**View Rubric**" button, the rubric dimensions' details will be displayed.

3- Findings: displays the analyst findings table with an **"+ Add finding"** button to create a new finding regarding the assessment tool analysis.

4- Assessment tool evaluation: the analyst assessment tool evaluation (select "Needing improvement", "Satisfactory" or "Exemplary" value and click **Save** button).

4.   Analyze used rubric: Rubrics Tab

Analysis Context Description Title: LO3: Ethical Issues

📖 Learning Outcomes Statements

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

| Context ❶ | Students' Sample ❶ | Assessment Tools ❶ | Rubrics ❶ | Performance ✅ |

⊞ Rubric Description

Code	LO3. Ethical Decision Making
Description	Identify ethical implications in a business situation, analyze alternatives and recommend appropriate action.
Rubric Scale	4

🔍 View Rubric

🔍 Findings:

➕ Add finding

Finding	Actions
No Findings Found	

👁 Rubric Evaluation:

In general the rubric of the assessment activity is:
🔵 Needing Improvement
🔵 Satisfactory
🔵 Exemplary

💾 Save

This is the fourth axe in the analysis procedure of the selected activity.

The screenshot above displays the different sections of this tab:

1- Rubric description: rubric used in scoring students' sample in the selected activity.

   Note: on click on the "View Rubric" button, the rubric dimensions' details will be displayed.

2- Findings: displays the analyst findings table with an **"+ Add finding"** button to create a new finding regarding the rubric analysis.

3- Rubrics evaluation: the analyst rubric evaluation (select "Needing improvement", "Satisfactory" or "Exemplary" value and click **"Save"** button).

5. Analyze students' performance: Performance Tab

Analysis Context Description Title: LO3: Ethical Issues

📖 Learning Outcomes Statements

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

| Context ❶ | Students' Sample ❶ | Assessment Tools ❶ | Rubrics ❶ | Performance ✓ |

🔖 Students' scores

Rubric	Number of Students Scoring 1	Number of Students Scoring 2	Number of Students Scoring 3	Number of Students Scoring 4
LO3. Ethical Decision Making	0	3	21	6

🔍 Findings:

+ Add finding

Finding	Actions
No Findings Found	

☰ Rubric Dimensions

Dimension (Weight)	Mohamed Mahmoud Eissa, محمد محمود عبدالعزيز عيسى	
Identifies Dilemma (25%)	Nb of students score =1	Nb of students score >=3
	0	27
Considers Stakeholders (25%)	Nb of students score =1	Nb of students score >=3
	0	27
Analyzes Alternatives and Consequences (25%)	Nb of students score =1	Nb of students score >=3
	0	26
Chooses an Action (25%)	Nb of students score =1	Nb of students score >=3
	0	26

👁 Performance Evaluation:

In general the performance of the assessment activity is:
- 🔵 Needing Improvement
- 🟢 Satisfactory
- 🔵 Exemplary

💾 **Save**

Analysis Context Description Title: LO3: Ethical Issues   ▬

📕 Learning Outcomes Statements

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

☑ You completed the evaluation of all categories, please review and submit the analysis activity to finish.

↑ Review and Submit Analysis Activity

5

| Context ✔ | Students' Sample ✔ | Assessment Tools ✔ | Rubrics ✔ | Performance ✔ |

🔖 Students' scores

Rubric	Number of Students Scoring 1	Number of Students Scoring 2	Number of Students Scoring 3	Number of Students Scoring 4
LO3. Ethical Decision Making	0	3	21	6

🔍 Findings:

+ Add finding

Finding	Actions
No Findings Found	

☰ Rubric Dimensions

Dimension (Weight)	Mohamed Mahmoud Eissa, محمد محمود عبدالعزيز عيسى	
Identifies Dilemma (25%)	Nb of students score =1	Nb of students score >=3
	0	27
Considers Stakeholders (25%)	Nb of students score =1	Nb of students score >=3
	0	27
Analyzes Alternatives and Consequences (25%)	Nb of students score =1	Nb of students score >=3
	0	26
Chooses an Action (25%)	Nb of students score =1	Nb of students score >=3
	0	26

👁 Performance Evaluation:

In general the performance of the assessment activity is:

◯ Needing Improvement
◉ Satisfactory
◯ Exemplary

💾 Save

This is the last axe in the analysis procedure of the selected activity.

OAS gives a default evaluation ("Needing Improvement", "Satisfactory" or "Exemplary") based on scoring results collected in the selected activity.

The Analyst still has the possibility to revise and modify the performance evaluation.

The screenshot above displays the different sections of this tab:

1- Students' scores: displays the total students 'number scoring 1, 2, 3 and 4 in the selected assessment activity.

2- Rubric dimensions: displays the total students 'number scoring 1, 2, 3 and 4 for each rubric dimension.

3- Findings: displays the analyst findings table with an **"+ Add finding"** button to create a new finding regarding students' performance analysis.

4- Students' performance evaluation: the analyst students' performance evaluation (select "Needing improvement", "Satisfactory" or "Exemplary" value and click "**Save**" button).

5- By saving the last category's evaluation (Performance), OAS displays the message **"**You completed the evaluation of all categories. Please review and submit the analysis activity to finish**"**.

   When the Analyst click on **"Review & Submit Analysis Activity"** button, the analyst will be redirected to the screen **"Review and submit"** below.

6- If the analysis has additional findings or needs to change any category evaluation, he clicks on "Back to edit activity".

7- The analyst revises all findings and evaluations. If he hasn't any additional remark, he clicks on **"Submit your analysis"** button to finish analyzing activity. The analysis status of the selected activity will be changed to the last process value "Completed" as shown in the analysis activities list below.

8- If the analysis has additional findings or needs to change any category evaluation, he clicks on **"Back to edit activity"** as shown in the screenshot below.

9- The analysis activity status is "Completed", the analyst has only **view** access. No modifications will be tolerated anymore.

Based on analysts' evaluations and findings, the assessment coordinator has the possibility to evaluate the related learning outcome and close the analysis loop.

Analysis Context Description Title: LO3: Ethical Issues

📖 Learning Outcomes Statements

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

✏️ If you miss any analysis information (add findings, change evaluation,...), please go back to edit analysis activity.

↑ **Back to edit activity**

8

| Context ✓ | Students' Sample ✓ | Assessment Tools ✓ | Rubrics ✓ | Performance ✓ |

🖥 Context Description

Course Subject:	FINA
Course Number:	304
Title:	International Finance

🔖 Assessment Tool

Assessment Tool: Case Study

Description: Many Multinational Enterprises (MNEs) have recently incorporated the ethical dimension in their investment and business model and strategy. Ethics in MNEs is gaining ground and becoming increasingly important, and managers have to strike a delicate balance between value maximization and ethics.

Name	
Ethics case study_English FINA 304 Spring 2022 English Blackboard.docx	± View

Attached files:

🔲 Rubric Description

Code	LO3. Ethical Decision Making
Description	Identify ethical implications in a business situation, analyze alternatives and recommend appropriate action.
Rubric Scale	4

↗ **View Rubric**

🔍 Findings:

Finding
Minor revision is scheduled during the next semester.

👁 Context Evaluation:

In general the context of the assessment activity is:
- ○ Needing Improvement
- ○ Satisfactory
- ○ Exemplary

Submit your analysis

Please, make sure that you completed all required dimensions analysis before submitting the activity to the assessment coordinator. You will not be able to change it after it is submitted.

✓ **Submit your analysis**

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The Online Assessment System

Program: BBA, Finance

Language: English ▼

Logged in as hm18704 ▼

⌂ Home   Define & Plan ▼   Measure ▼   Analyze ▼   Reports ▼   Administration ▼   🗩 Feedback & Suggestions   🎞 Tutorial Videos(New)   ? Help   🗋 About

Activity Analysis

⌂   ▸   Analyze   ▸   Assessment Activities

Activities to analyze

Review and Submit

Select a semester   Spring 2022 ▼

Activities to analyze

Program Name	Learning outcome	Context	Section	Number of students	Analysis status 😔	Analysis Date	Instructors	Assessors	
BBA, Finance	LO3: Ethical Issues	FINA 304: International Finance	L51	14	Completed	01-09-2022	Nedal Ahmed Mohd Alfayoumi, نضال احمد محمد الفيومي	Nedal Ahmed Mohd Alfayoumi, نضال احمد محمد الفيومي	🔍 View
BBA, Finance	LO3: Ethical Issues	FINA 304: International Finance	L52	30	In progress	-	Mohamed Mahmoud Eissa, محمد محمود عبدالعزيز عيسى	Mohamed Mahmoud Eissa, محمد محمود عبدالعزيز عيسى	✎ Analyze
BBA, Finance	LO3: Ethical Issues	FINA 304: International Finance	L02	9	New	-	Mohamed Mahmoud Eissa, محمد محمود عبدالعزيز عيسى	Mohamed Mahmoud Eissa, محمد محمود عبدالعزيز عيسى	✎ Analyze

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VI. Contact Details

You can contact the OAS support team on the following:

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• Phone: 4403 6315