FACULTY OAS FREQUENTLY ASKED QUESTIONS

Introduction

The OAS is a web-based tool launched in 2011 to facilitate the assessment of learning outcomes. It is accessible both on and off campus through the link https://oas.qu.edu.qa. Faculty members log in with their QU username and password.

General Functionalities

OAS supports both English and Arabic languages. It offers faculty members the ability to consult reports related to their academic programs, including program specifications, mapping reports, and assessment planning reports. Additionally, faculty can provide feedback, access tutorial videos, and download user manuals.

Instructor's Functionalities

Instructors are responsible for setting up assessment activities, which involves selecting activities, defining rubrics, determining student samples, and uploading student work. They can access these functionalities through the "Activity Setup" menu after logging into OAS. The setup process includes selecting the assessment tool, describing the activity, choosing a rubric, and selecting students either from a list, randomly, or anonymously. Uploaded student work can be added manually or through integration with the QU Blackboard system. Instructors review and submit these details to enable scoring by assessors.

Assessor's Functionalities

Assessors score student work based on the setup prepared by instructors. They access a list of pre-assigned activities for scoring via the "Scoring" menu. Scoring involves reviewing student work, applying the selected rubric, and submitting the scores for validation by the coordinator. The process requires assessors to navigate through each student's work, rate it using the rubric, and save their scores.

Analyst's Functionalities

The Analyst role involves evaluating assessment activities based on five categories: context, student sample, assessment tool, rubric, and student performance. Analysts can access assigned activities for analysis, examine each aspect, provide findings, and evaluate each category. The analysis helps in understanding the effectiveness of the assessment activities and identifying areas for improvement.

Contact Details

For assistance, faculty members can contact the OAS support team via email at hmbarek@qu.edu.qa or oas.support@qu.edu.qa, or by phone at 4403 6315.

This manual simplifies the process of using OAS for faculty members by providing step-by-step instructions and highlighting key functionalities necessary for conducting and analyzing learning outcome assessments.

Frequently Asked Questions

Q1: What is the Online Assessment System (OAS)?

A1: The OAS is a web-based application designed to facilitate the assessment of Program Learning Outcomes (PLOs) efficiently and effectively for faculty members at Qatar University.

Q2: How can I access the OAS?

A2: The OAS can be accessed both on and off campus through the link: https://oas.qu.edu.qa. Use your QU username and password to log in. You can access and use the OAS from outside Qatar University but you should be inside Qatar. To access the OAS from outside Qatar, you need to use the GlobalProtect VPN.

Q3: In what languages is the OAS available?

A3: The OAS supports both English and Arabic languages, allowing users to switch between them as needed.

Q4: What reports can faculty members generate through the OAS?

A4: Faculty members can generate Program Information Reports, Mapping Reports, and Assessment Planning Reports detailing program specifications, assessment rubrics, and course mappings.

Q5: How can I provide feedback on the OAS?

A5: Feedback can be provided through the "Feedback & Suggestions" option in the menu bar, where faculty can share their experiences or suggestions for improvements.

Q6: Where can I find tutorials on how to use the OAS?

A6: Tutorial videos are available under the "Tutorial Videos" menu option, providing step-by-step guidance on using OAS features.

Q7: How do I set up an assessment activity as an instructor?

A7: Instructors can set up assessment activities through the "Activity Setup" menu. This involves selecting the assessment tool, defining the rubric, determining the student sample, and uploading student work.

Q8: How is student work scored in the OAS?

A8: Assessors score student work by accessing pre-assigned activities under the "Scoring" menu. They review and score each student's work based on the provided rubric and submit the scores for validation.

Q9: What does the analyst role entail in the OAS?

A9: Analysts evaluate assessment activities based on context, student sample, assessment tool, rubric, and student performance. They provide findings and evaluations for each category to analyze the effectiveness of the assessments.

Q10: Who do I contact for support or assistance with the OAS?

A10: For support, you can contact the OAS support team via email at hmbarek@qu.edu.qa or oas.support@qu.edu.qa, or by phone at 4403 6315.

Q11: Can the OAS be used for indirect assessment?

A11: Currently, the OAS allows for direct assessment only. Hopefully, indirect assessment will be also included in the near future.

Q12: How can I upload students work on the OAS?

A12: the 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)**.

1. 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. 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.

2. The integration with Blackboard system is detailed in the user guide, downloadable in pdf format (English and Arabic versions are available). Three steps to upload in batch the students' work are described in this paragraph. 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.

Q13: Can I access the OAS from any device?

A13: Yes, the OAS is a web-based application and can be accessed from any device with an internet connection, including desktop computers, laptops, tablets, and smartphones.

Q14: How do I change the language in the OAS?

A14: You can switch between English and Arabic by selecting the desired language option from the OAS header on any page within the system.

Q15: What kind of feedback can I submit through the OAS?

A15: You can submit any feedback related to the assessment process, system improvements, technical support, or professional development services through the "Feedback & Suggestions" option.

Q16: Are there any file size limitations when uploading student work?

A16: Yes, the uploaded document for student work should not exceed 20 MB. The system supports various file types, including MS Word, PDF, PowerPoint, and Excel.

Q17: How do I select a student sample for an assessment activity?

A17: You can select a student sample from a list, randomly, or anonymously. This can be done in the "Sample Students" tab during the activity setup process.

Q18: What happens after I submit an assessment activity for scoring?

A18: Once submitted, the activity details become accessible to the assigned assessor(s) for scoring. If the instructor is also the assessor, the system may direct them to begin the scoring process immediately.

Q19: Can I edit an assessment activity after submitting it?

A19: If you need to make modifications after submission, it is recommended to contact your academic program's OAS Coordinator, who may return the activity to the preparation phase for edits.

Q20: What actions should an assessor take if they find an issue with the student work or rubric during scoring?

A20: Assessors should contact the instructor or the OAS Coordinator to resolve any issues related to the student work or rubric before completing the scoring process.

Q21: How can I view the analysis results for an assessment activity?

A21: Analysis results can be viewed in the "Assessment Activities" section under the "Analyze" menu, where you can access detailed evaluations and findings for each assessed activity.

Q22: Who can I reach out to for a demonstration or training on using the OAS?

A22: For training sessions or demonstrations on using the OAS, you can contact the Academic Planning & Quality Assurance Office via the provided email addresses or phone number.

Q23: Can I use the OAS for collaborative assessments with other faculty members?

A23: Yes, the OAS allows for collaborative assessments. Instructors can work together in setting up activities, and assessors can score student work collaboratively, depending on the permissions and roles assigned by the OAS Coordinator.

Q24: Is there a way to track the progress of assessment activities within the OAS?

A24: Yes, the system provides a dashboard or specific reports that track the progress of assessment activities, including the stages of setup, scoring, and analysis.

Q25: How secure is the student information and assessment data within the OAS?

A23: The OAS adheres to strict data security and privacy protocols to ensure that all student information and assessment data are securely stored and accessed only by authorized personnel.

Q26: Are there any resources available within the OAS to help understand how to align assessment activities with Program Learning Outcomes (PLOs)?

A26: Yes, the OAS includes resources and guidelines on aligning assessment activities with PLOs, including mapping reports and program specification documents that provide detailed information on the connection between courses, activities, and PLOs.

Q27: How often is the OAS updated, and will faculty members be notified of these updates?

A27: The OAS is periodically updated to improve its features and usability. Faculty members are notified of significant updates through email or notifications within the system.

Q28: Can I export reports from the OAS for external review or accreditation purposes?

A28: Yes, reports generated within the OAS can be exported in various formats (e.g., PDF, Excel) for external review, accreditation documentation, or internal records.

Q29: How does the OAS handle changes in course assessments or rubrics after an activity has already been set up?

A29: Changes to course assessments or rubrics after the setup phase require coordination with the OAS Coordinator to ensure that the modifications are reflected and do not impact the integrity of the assessment process.

Q30: What support is available if I encounter technical issues while using the OAS?

A30: For technical support, faculty members can contact the OAS support team via the provided email addresses or phone number. Assistance is available for troubleshooting and resolving any system-related issues.

Q31: How can I suggest new features or improvements for the OAS?

A31: New feature suggestions or improvements can be submitted through the "Feedback & Suggestions" option within the OAS. These contributions are valuable for enhancing the system's effectiveness and user experience.

Q32: Are there guidelines within the OAS for assessing student performance using the selected rubrics?

A32: Yes, the OAS includes guidelines and resources for using rubrics to assess student performance effectively. These resources help ensure that assessments are consistent, fair, and aligned with the intended learning outcomes.