COORDINATOR OAS FREQUENTLY ASKED QUESTIONS

Frequently Asked Questions

Q1: What is the purpose of the OAS for Coordinators?

A1: The OAS provides coordinators at Qatar University with comprehensive tools to manage Program Learning Outcomes (PLO) assessments, from defining program specifications to analyzing and reporting assessment results efficiently.

Q2: How can coordinators access the OAS?

A2: Coordinators can access the OAS via https://oas.qu.edu.qa, using their QU username and password for both on and off-campus access.

Q3: Can the OAS interface be switched between languages?

A3: Yes, the OAS supports both English and Arabic, allowing users to switch languages from the header.

Q4: What functionalities are available to coordinators in the OAS?

A4: Coordinators have access to a range of functionalities including program administration, defining and planning assessment activities, validating assessments, reporting, and managing analyst assignments.

Q5: How do coordinators provide feedback or suggestions on the OAS?

A5: Feedback and suggestions can be submitted through the "Feedback & Suggestions" section, where coordinators can select a feedback category, provide details, and optionally upload a file.

Q6: Where can coordinators find tutorial videos for the OAS?

A6: Tutorial videos are available under "Tutorial Videos" in the menu bar, offering step-by-step guidance on using OAS features in both English and Arabic.

Q7: How do coordinators assign assessment activities to sections or instructors?

A7: Through the "Define & Plan" menu, coordinators can assign activities to sections under "Planning for the Semester" and assign instructors or assessors to specific assessment activities.

Q8: What is the process for coordinators to validate assessment activities?

A8: Coordinators can follow and validate pending assessment activities via the "Validation" menu, where they can oversee the progress, send notifications, and manage validations.

Q9: How do coordinators access and generate reports within the OAS?

A9: Reports can be generated from the "Reporting" menu, covering program information, mapping reports, assessment planning, results, and annual report tables, to support analysis and evaluation.

Q10: How are analysts assigned to assessment activities by coordinators?

A10: Analysts are assigned through the "Assign Analysts" submenu, where coordinators select a semester, a PLO, and then assign analysts to specific assessment activities for further analysis.

Q11: What is the role of coordinators in the analysis of learning outcomes?

A11: Coordinators initiate and manage the analysis of learning outcomes, utilizing statistical dashboards to evaluate outcomes based on assessment context, student sample, tools, rubrics, and performance.

Q12: How can coordinators contact the OAS support team?

A12: For assistance, coordinators can reach out to the OAS support team via email at hmbarek@qu.edu.qa or oas.support@qu.edu.qa, or by phone at 4403 6315.

Q13: How do coordinators import data from previous assessment cycles in the OAS?

A13: Coordinators can import data such as program missions, objectives, learning outcomes, and rubrics from previous cycles through the "Administration" menu, under "Program Administration" and then "Import Previous Cycle Data."

Q14: Can coordinators edit or delete assessment cycles in the OAS?

A14: Yes, coordinators have the capability to edit details of assessment cycles, activate or complete a cycle, and delete a cycle if it has not been implemented with any assessment activities.

Q15: How are program specifications defined within the OAS?

A15: Program specifications, including mission statements, objectives, and learning outcomes, are defined through the "Define & Plan" menu, under "Program's Specifications."

Q16: What steps are involved in mapping learning outcomes to program objectives in the OAS?

A16: Mapping involves specifying the relationship between program objectives and learning outcomes through the "Define & Plan" > "Mapping" > "Objectives to PLOs" section, where coordinators can add or delete correspondences.

Q17: How do coordinators manage rubrics within the OAS?

A17: Coordinators can add, update, view, and delete rubrics through the "Define & Plan" > "Rubrics" section, ensuring that assessment activities are aligned with the intended learning outcomes.

Q18: What is involved in the planning of assessment activities for a cycle or semester?

A18: Planning includes specifying which courses will be assessed for each learning outcome and scheduling these assessments through the "Define & Plan" > "Planning" section, for both the cycle and the semester.

Q19: How is the analysis of assessment results conducted in the OAS?

A19: Analysis is conducted through the "Analyst's Functionalities" section, where coordinators initiate the analysis process, assign analysts, and evaluate the results based on various categories like assessment context and student performance.

Q20: How can coordinators follow up on and validate assessment activities?

A20: Coordinators can follow up on and validate assessment activities via the "Validation" menu, which allows them to oversee the progress of assessments and validate activities as needed.

Q21: What support does the OAS offer for annual reporting?

A21: The OAS facilitates annual reporting by providing tables and reports through the "Reporting" > "Annual Report Tables" section, which helps coordinators compile necessary data for annual assessment reports.

Q22: How do coordinators manage user roles and permissions within the OAS?

A22: While specific details on managing user roles and permissions are not provided in the manual snippets, typically, coordinators manage roles and permissions through the "Administration" section, overseeing faculty assignments as instructors, assessors, or analysts.

Q23: Are there resources within the OAS to assist with the creation of assessment rubrics?

A23: Yes, the OAS includes resources like help icons and guidelines within the "Rubrics" section to assist coordinators in creating well-designed assessment rubrics.

Q24: How do coordinators update program specifications in the OAS?

A24: Coordinators can update program specifications, including mission statements, objectives, and learning outcomes, through the "Define & Plan" > "Program's Specifications" section, where each component can be edited or updated as necessary.

Q25: What procedure should be followed to add or modify curriculum mappings in the OAS?

A25: Curriculum mappings are added or modified in the "Define & Plan" > "Mapping" > "Curriculum Mapping" section. Coordinators can select learning outcomes and assign required or elective courses, specifying their relevancy levels (Introduced, Developed, Mastered).

Q26: Can coordinators view and analyze assessment results for specific sections or courses?

A26: Yes, coordinators can view and analyze assessment results at the section or course level through the "Reporting" > "Assessment Results" section, where detailed reports on section-level and course-level outcomes are available.

Q27: How do coordinators initiate the analysis phase for learning outcomes?

A27: The analysis phase is initiated in the "Analyst's Functionalities" section by selecting the "Learning Outcome" submenu and then clicking on "Start Analysis" for the chosen Program Learning Outcome (PLO). This process generates an analysis dashboard for in-depth evaluation.

Q28: How are assessment cycles created and managed in the OAS?

A28: Assessment cycles are created and managed through the "Administration" menu, under "Program Administration" > "Assessment Cycles," where coordinators can add, activate, complete, or delete cycles based on the program's assessment timeline.

Q29: What is the process for assiging activities to analysts for further analysis?

A29: Activities are assigned to analysts through the "Assign Analysts" submenu, where coordinators select the semester, PLO, and specific assessment activities to be analyzed, and then assign them to the chosen faculty members.

Q30: How do coordinators ensure the alignment of assessment activities with PLOs?

A30: Alignment is ensured through detailed planning and mapping processes, where coordinators define the relationship between program objectives, learning outcomes, and the curriculum. This includes specifying which PLOs are to be assessed in which courses and through which activities.

Q31: What support is available for coordinators who need help using the OAS?

A31: Coordinators can access support by contacting the OAS support team via the provided email addresses (hmbarek@qu.edu.qa, oas.support@qu.edu.qa) or phone (4403 6315). Tutorial videos and downloadable user manuals are also available for additional guidance.

Q32: How does the OAS handle changes to assessment plans mid-cycle?

A32: Changes to assessment plans can be managed through the "Define & Plan" > "Planning" section, where coordinators can update the assessment plan for the cycle or semester, adjusting courses, assessment activities, and schedules as necessary.

Q33: Are there guidelines for writing effective Program Learning Outcomes (PLOs) in the OAS?

A33: While specific guidelines for writing PLOs are not detailed in the provided manual snippets, the "Define & Plan" > "Program's Specifications" section often includes resources or links to guidelines that help coordinators draft clear and measurable PLOs.