

Entrada de datos en OLAS (secuencia de pasos)

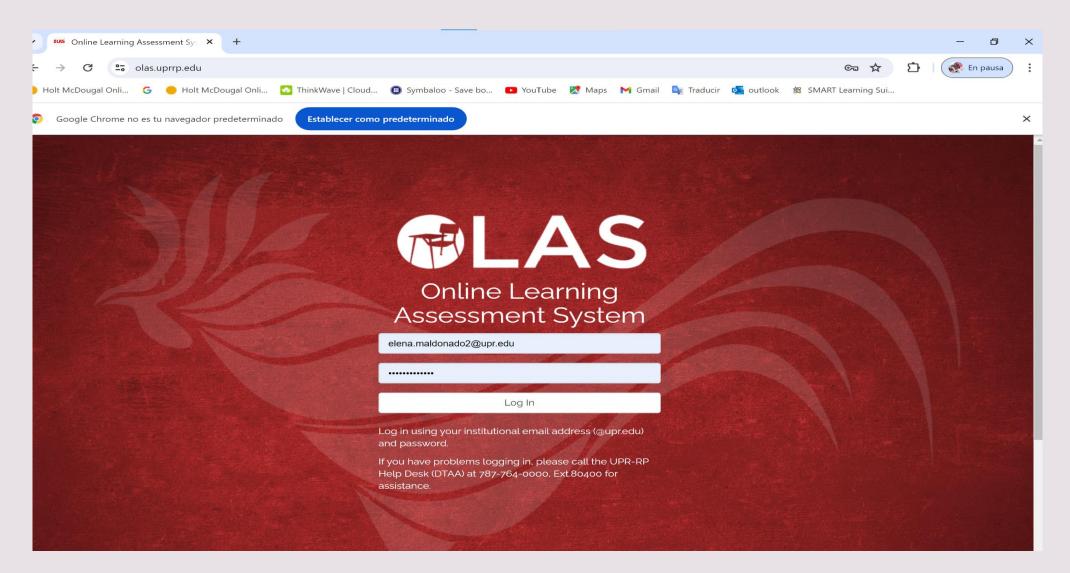
Preparado por:

Dra. Elena Maldonado Vargas Coordinadora de Avalúo del Aprendizaje Estudiantil -Nivel Graduado División de Investigación Institucional y Avalúo (DiiA)

Decanato de Asuntos Académicos

17/abril/2024

ENTRADA A LA PLATAFORMA. Utilice sus credenciales.



Marque en la parte de abajo que está de acuerdo (*Agree*) para proseguir





Agreement

The Family Educational Rights and Privacy Act of 1974 (FERPA) establishes parameters for the protection of the confidentiality of student academic information, recognizing their right to inspect and review their academic records. In 2012, an amendment was approved, which extended access conditions to any designated third party to private information of personal identification and to that found in academic records, including grades, with the purpose of academic progress evaluation. Consequently, seeking to improve, among many things, the effectiveness of said academic program.

Student learning assessment is an activity mandated by the institutional rules, and a practice tied to the teaching process which seeks to measure the effectiveness and promote transformation aimed at excellence. OLAS, an online platform created on Campus, compiles information about the performance of students through assessment rubrics developed and used by its users (assessment coordinators of both the Division of Institutional Research and Assessment and of the faculties, as well as professors) who compile and receive data.

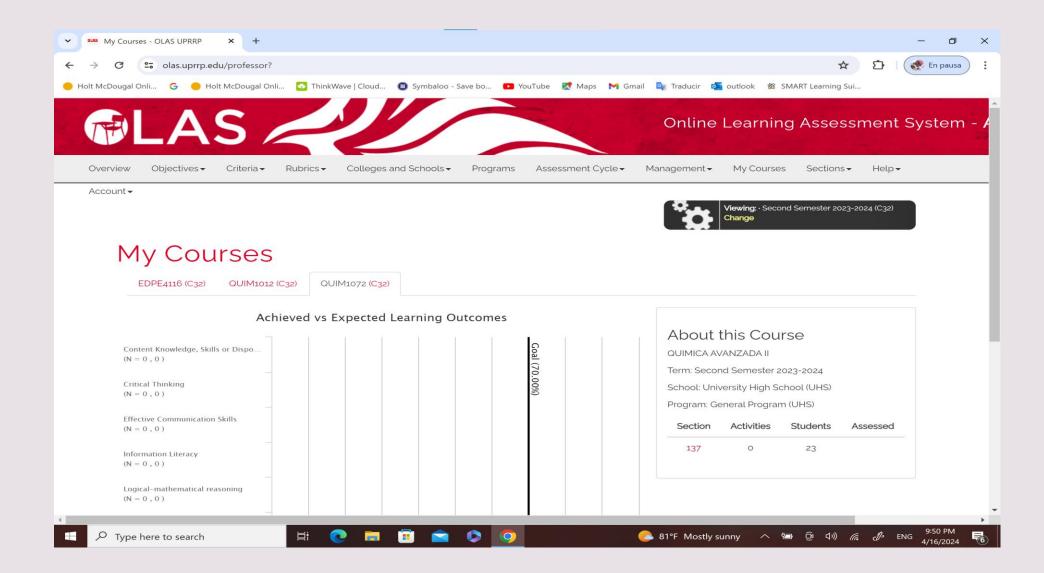
FERPA defines an authorized representative as any entity or designated individual by a state or local authority, who conducts any audit or evaluation or any compliance activity in connection with federal legal requirements related to the programs. It could be any officer or university official that has a legitimate academic interest as part of his/her professional-administrative responsibilities, academic supervision, research, or support under the duties he/she carries.

The Division of Institutional Research and Assessment (DIIA for its Spanish acronym) during the process of receiving, analyzing, and disseminating information contained in learning assessment reports generated by each faculty uses reasonable methods like the constant monitoring of the online platform, controlled access to the program, among other measures, to ensure that it keeps the identity of the student protected.

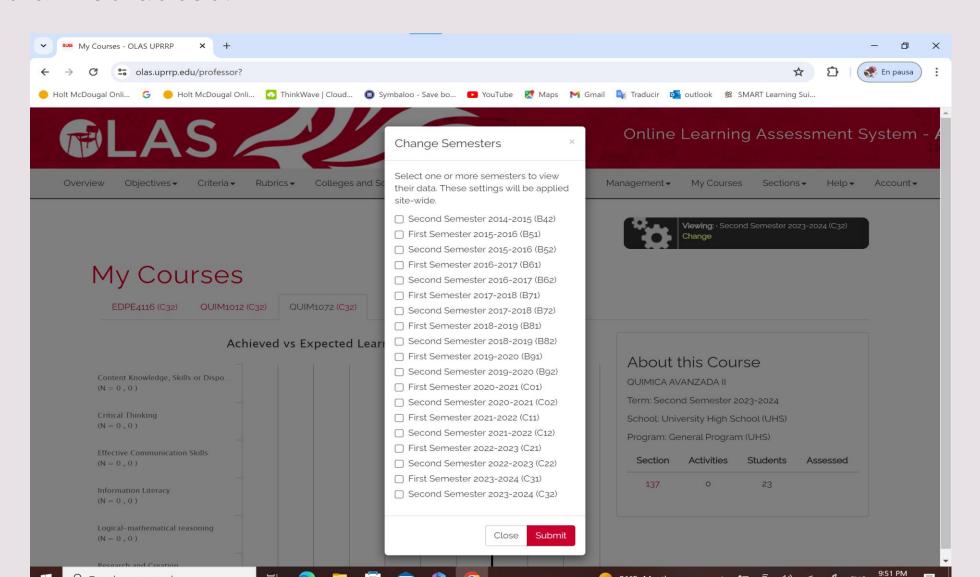
Your login to this platform and the reading of the information related to the management of the student's file, exposed above, implies that:

- · you agree that the data located on and extracted from the platform is for educational purposes
- you act within the framework of its role as coordinator of the learning assessment and/or professor and
- you are committed to safeguarding the principle of privacy and confidentiality of the student.

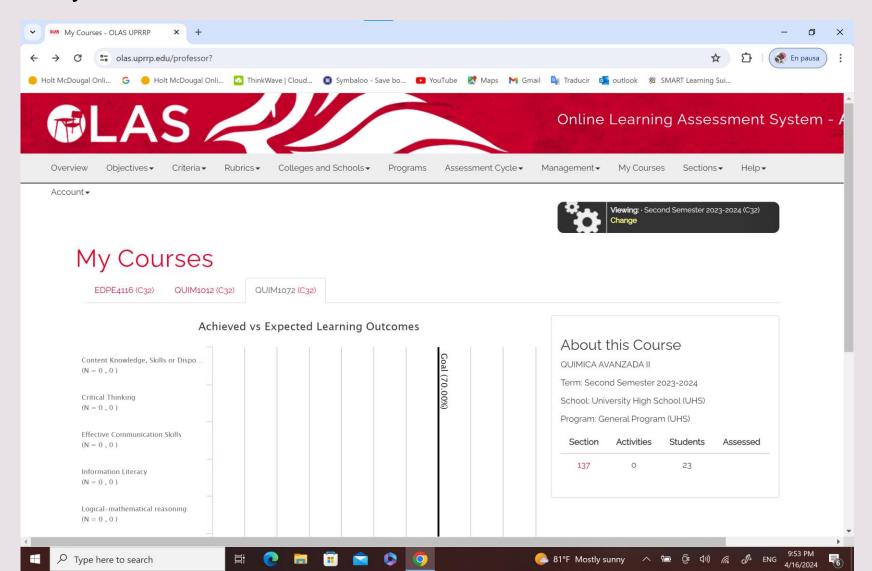
Seleccione My Courses.



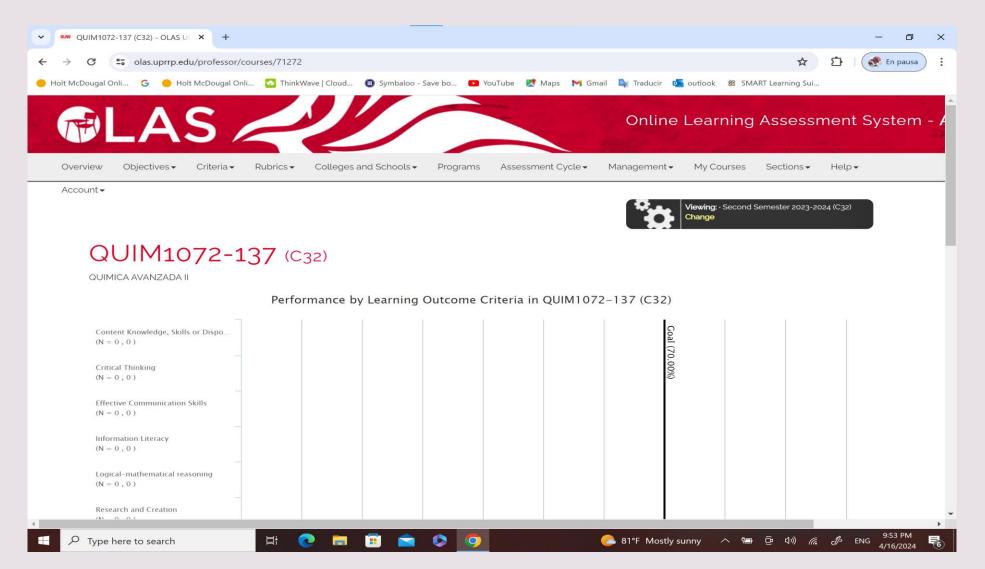
En la rueda (*Change*) seleccione el semestre en el que va a entrar los datos.



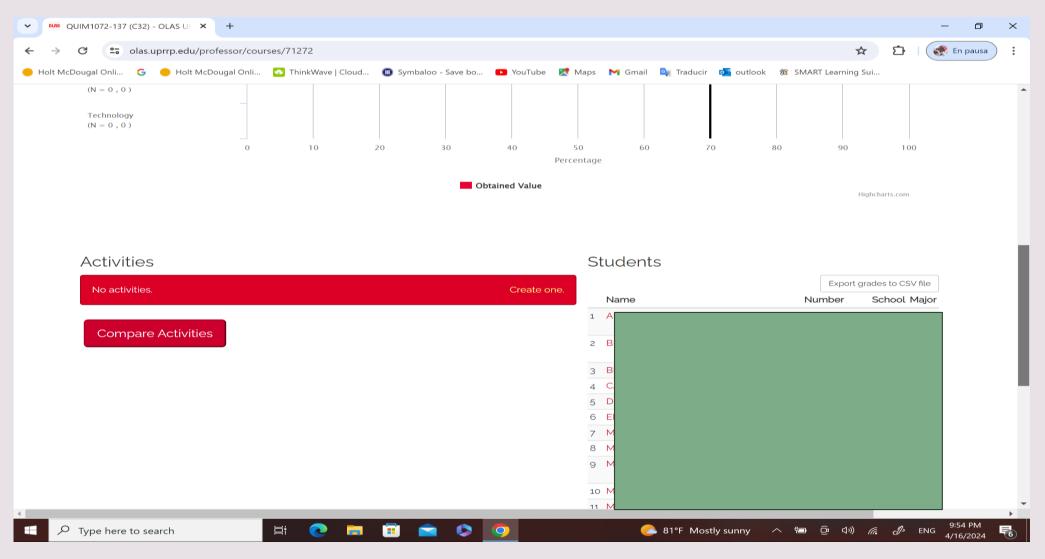
Seleccione un curso (ej. QUIM 1072) y luego seleccione la sección (ej.137)



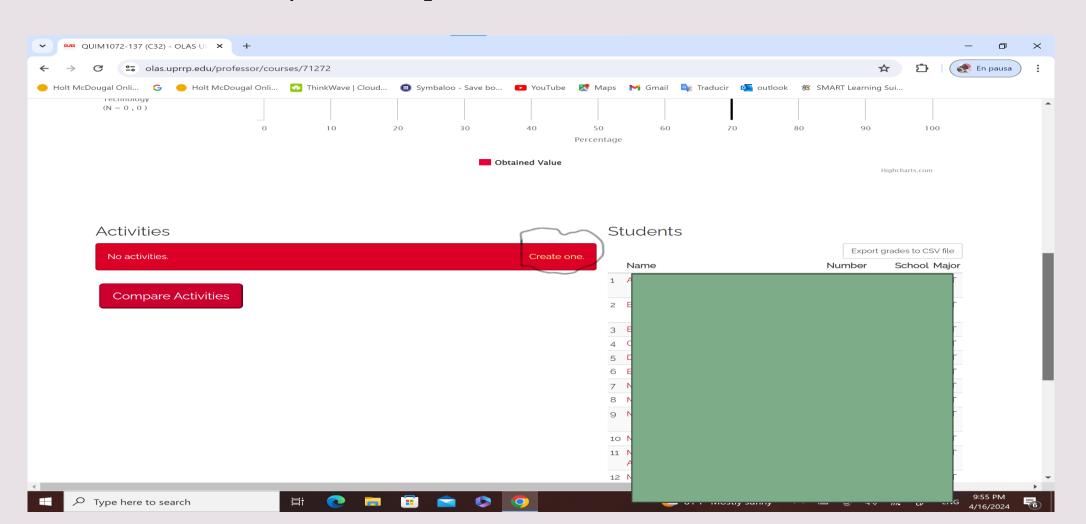
En la pantalla aparecerá el Código del curso y la sección. Luego mueva el cursor hasta el final de esa pantalla.



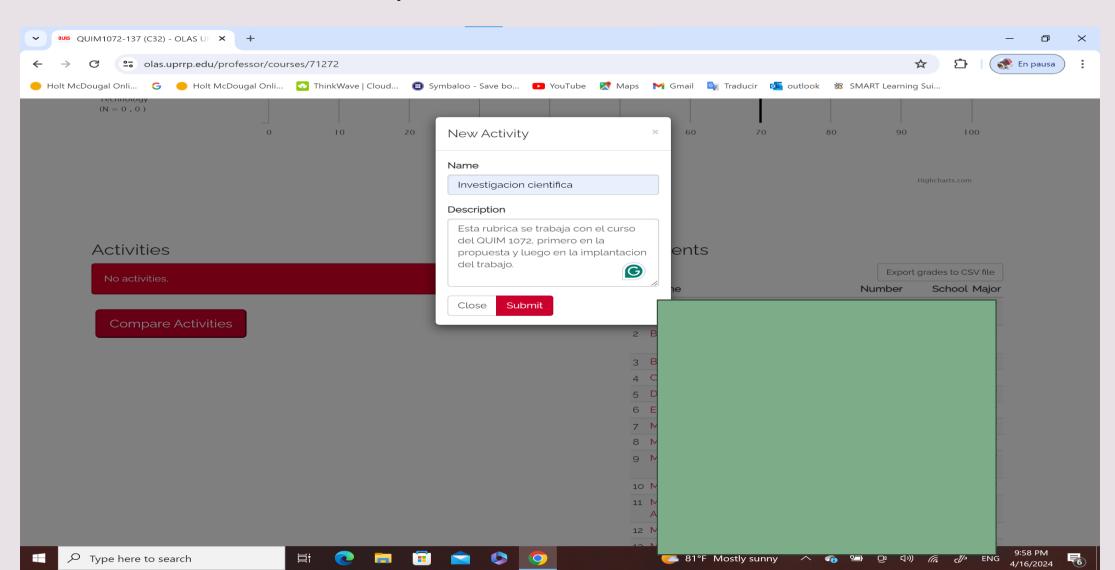
En la parte de abajo de esa pantalla podrá observar a los estudiantes matriculados en la parte derecha



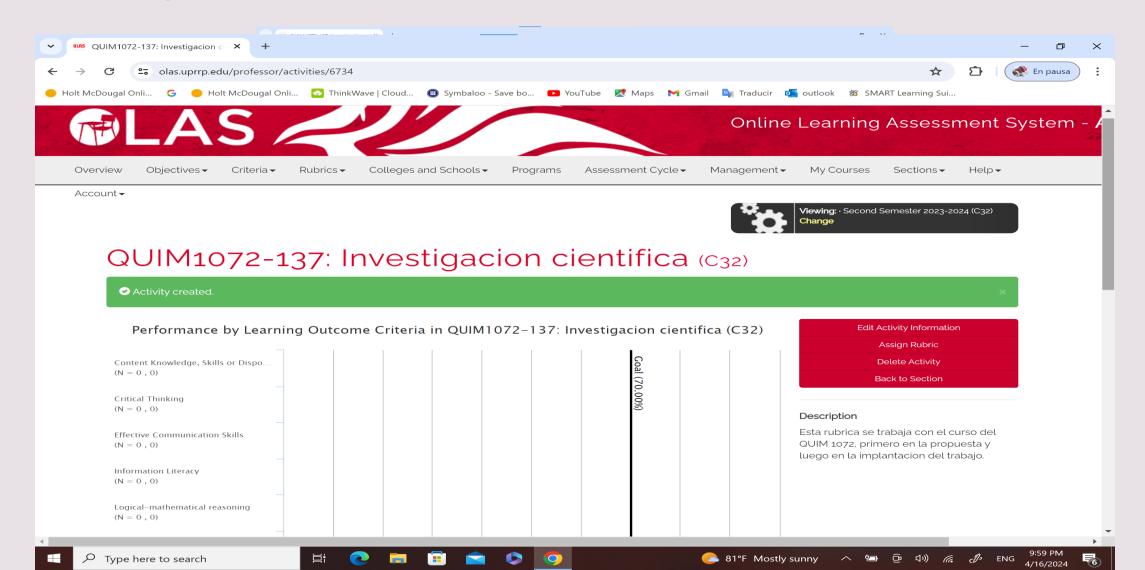
Comenzamos a trabajar con el assessment de esta sección. En *Activities* seleccione *Create one*. El procedimiento que realice con esta sección debe repetirlo con las otras secciones en las que utilice este assessment y deba reportar datos.



Al oprimir *Create one*, abrirá un recuadro en el que debe nombrar la actividad y describirla.



El cintillo verde le indica que creó la actividad: ej. *Investigación científica*



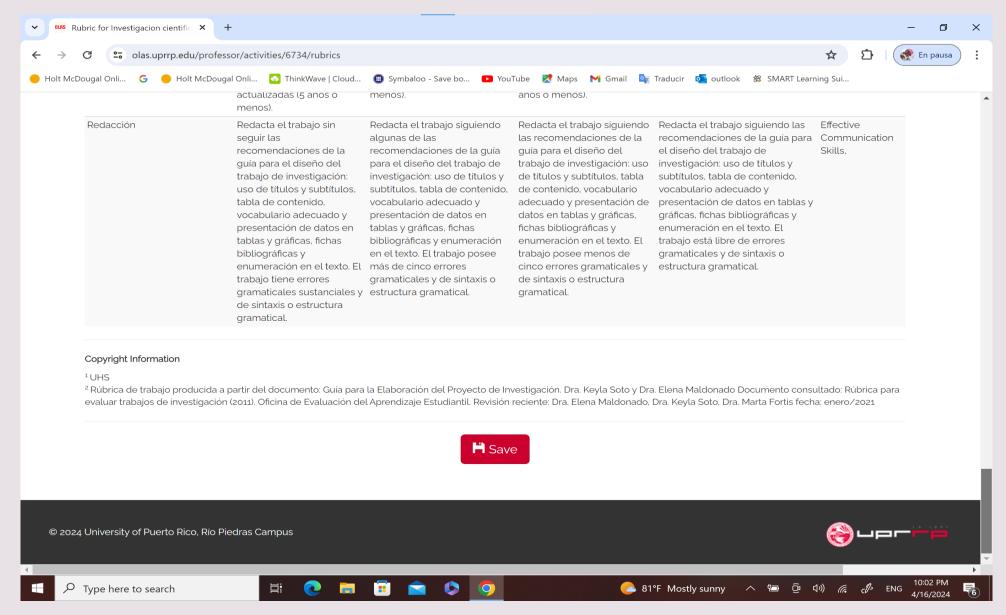
En el recuadro rojo seleccione Assign Rubric



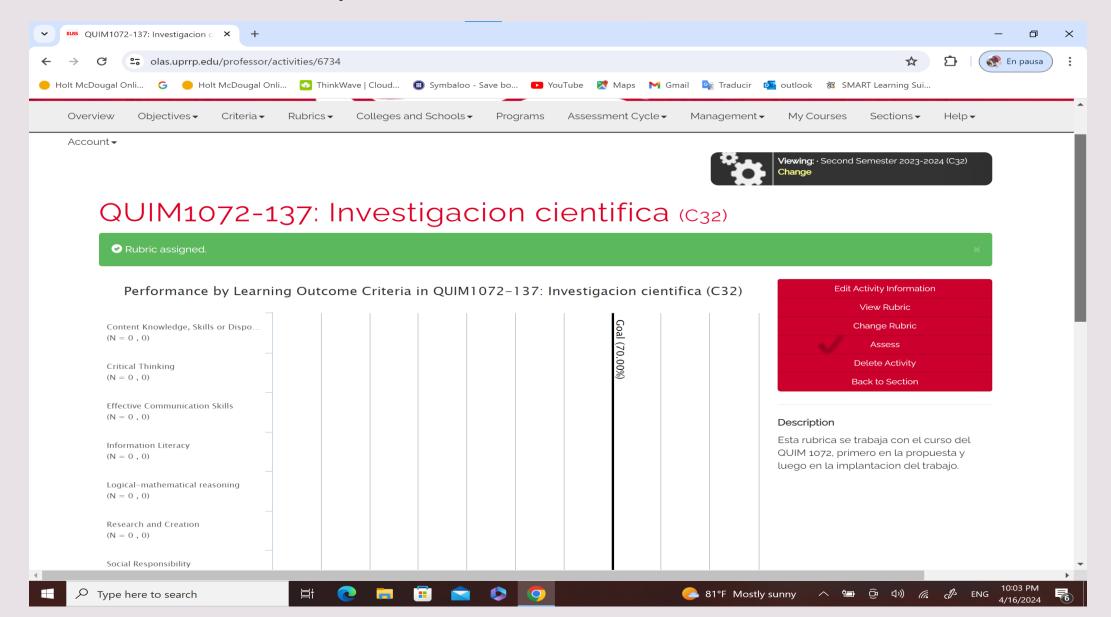
Busque la rúbrica correspondiente a su curso. Si hay varias versiones de una misma rúbrica asegúrese de seleccionar la última versión.



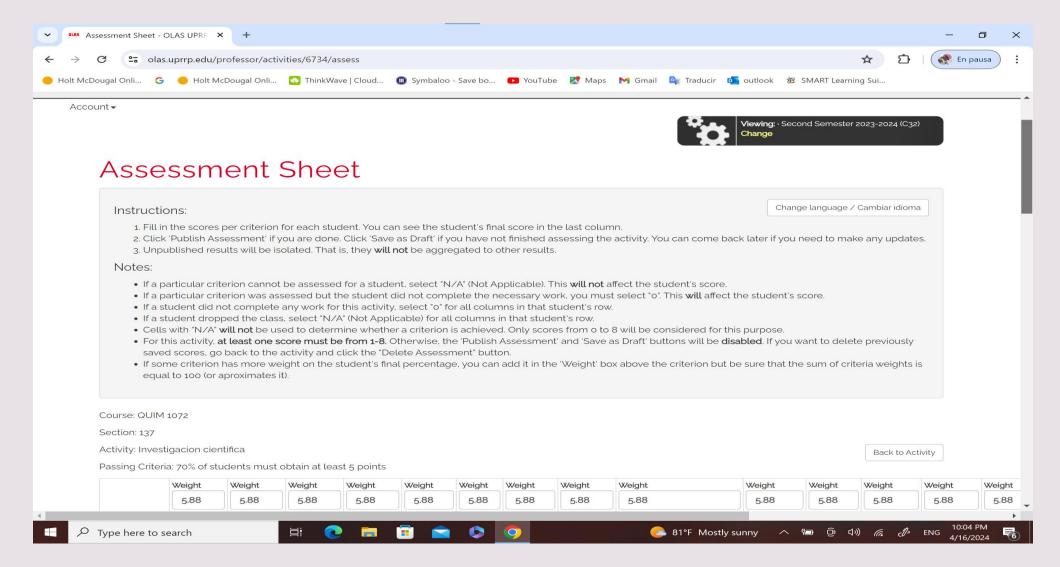
Al final de esa página oprima Save



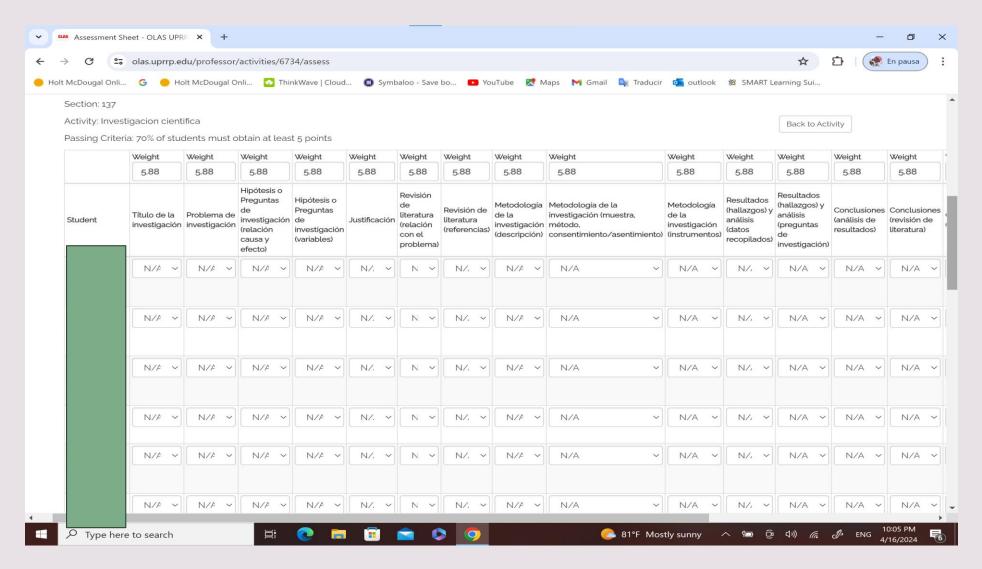
En el recuadro rojo seleccione Assess



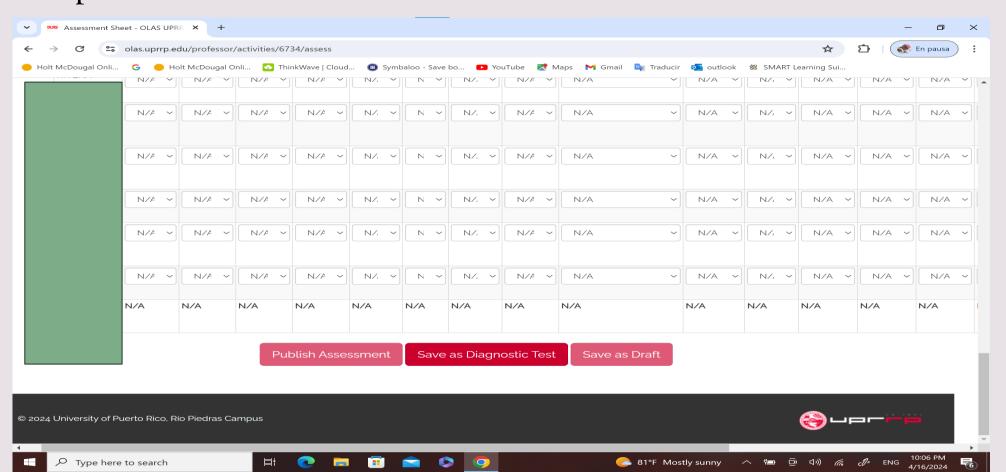
Aparecerá esta hoja, luego de oprimir Assess



Al mover el cursor hacia abajo aparecen todos los estudiantes y espacios para comenzar a otorgar puntuación por criterio.



Una vez entre todos los datos, seleccione *Publish Assessment* o si lo desea puede seleccionar *Save as Draft* en caso de que tuviera que editar más adelante. No obstante, es fundamental que seleccione al final del proceso *Publish Assessment* para que pueda concluir con los pasos.



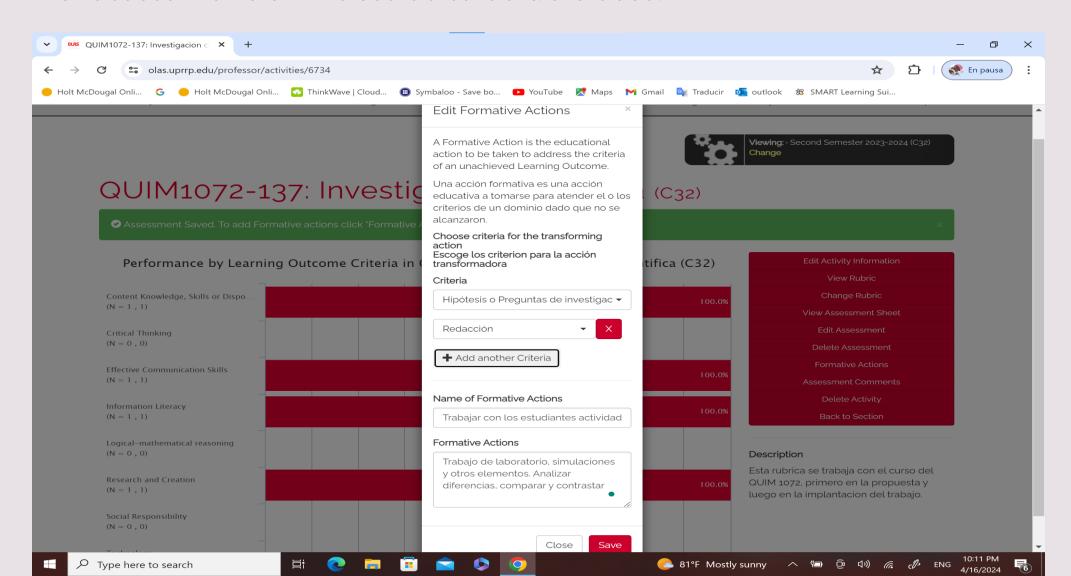
Luego de publicar el assessment, aparecerá esta pantalla con la gráfica de ejecución de todos los estudiantes.



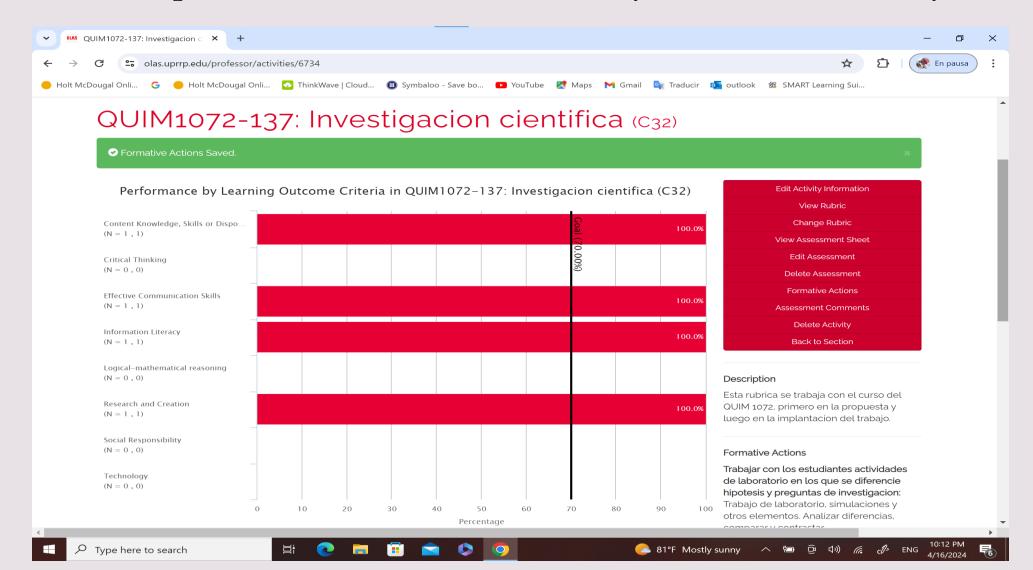
En el recuadro rojo seleccione Formative Actions.



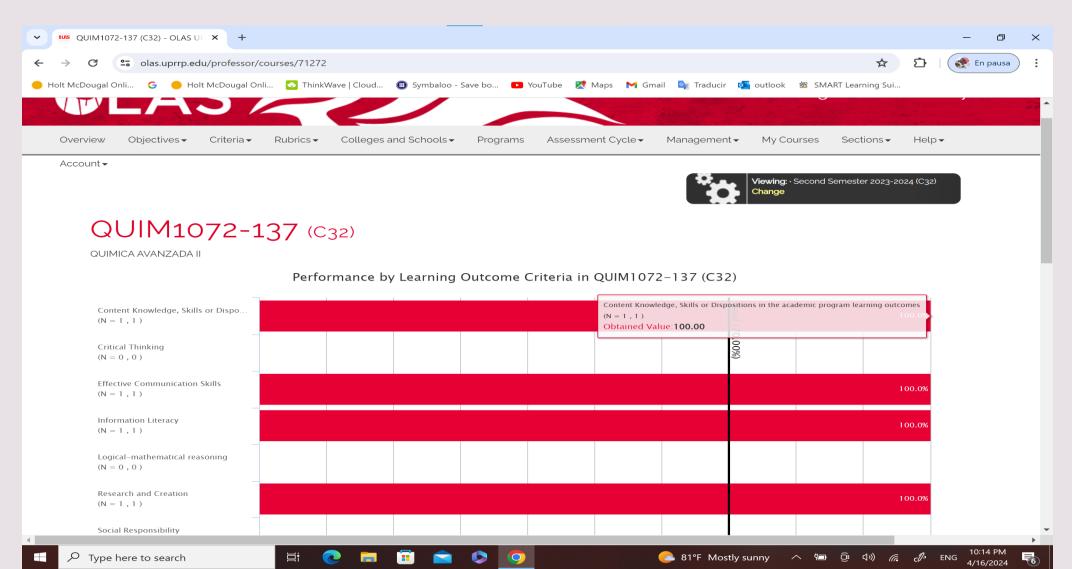
Es fundamental que establezca las acciones transformadoras. Estas son la base del assessment y lo que da sentido a lo que hacemos con el assessment en nuestras salas de clases.



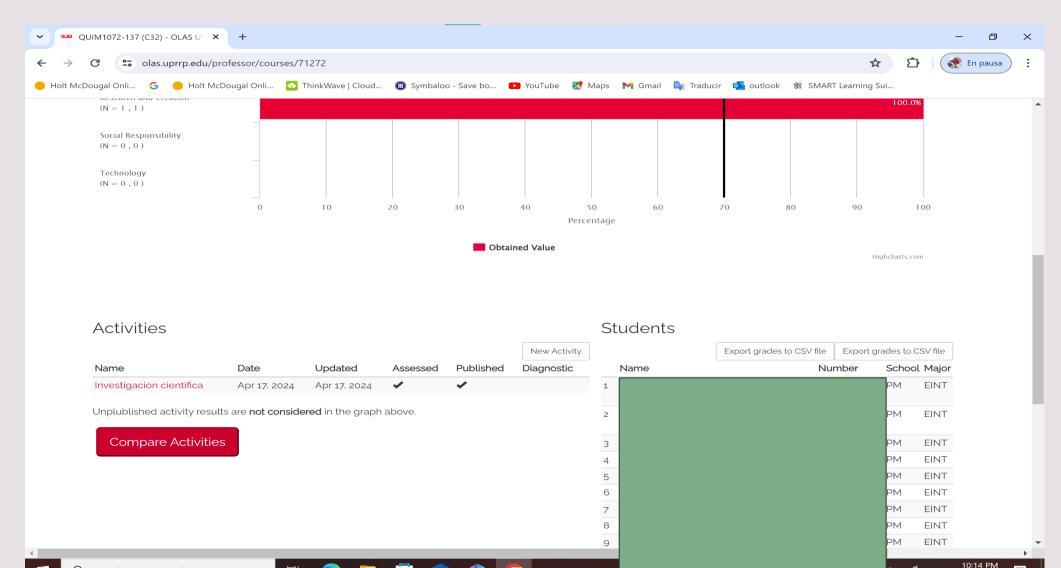
Una vez usted haya colocado las acciones transformadoras, las mismas aparecerán a la derecha debajo del recuadro rojo.



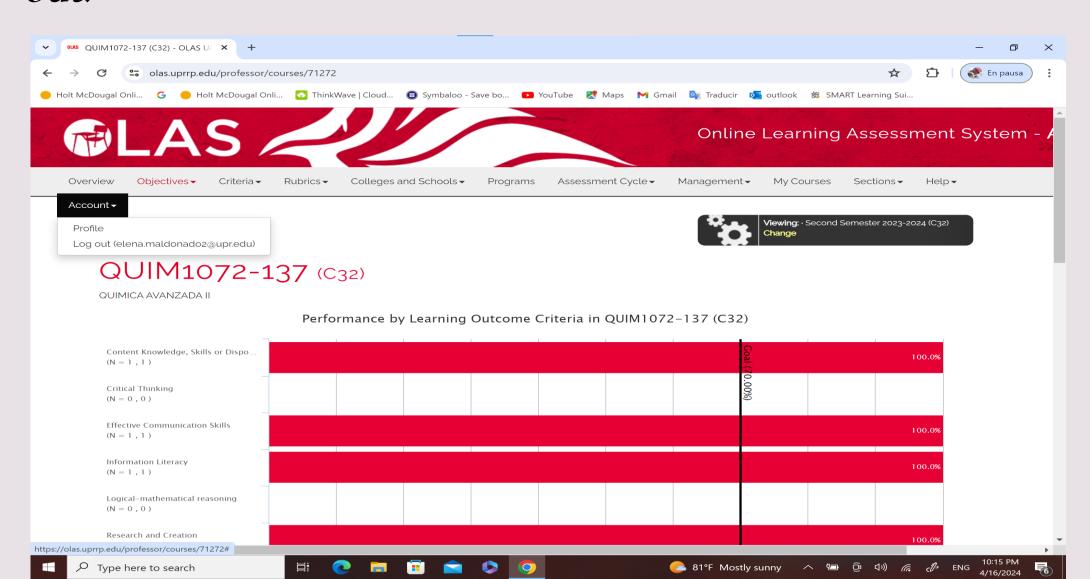
Puede verificar que todo esté incorporado si activa nuevamente *My* courses y selecciona su curso y sección nuevamente.



Y en la parte de abajo de esa pantalla, le dice el nombre de la actividad, la fecha, que hizo el assessment y lo publicó



Finalmente seleccione la pestaña de *Account* y oprima *Log out*.





vacias