



Staff guide to OASIS Management - 2008

Welcome to OASIS, Charles Sturt University's *Online Assessment Submission Information System*. OASIS is a user-friendly system that enables CSU staff to create online multiple choice tests to enhance their particular subject, course or service.

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Educational guidelines - How to use OASIS

The CSU Learning and Teaching website has extensive guidelines for using OASIS in assessment in your subjects.

<http://www.csu.edu.au/division/landt/resources/oasis.htm>

Support for students

The Student Services website at

<http://www.csu.edu.au/division/studserv/online/interact/oasis.htm> has OASIS information for students.

How to access OASIS

- Try a test online at the OASIS Test site <https://online.csu.edu.au/oasis>
- For trial OASIS Manager Access put in an IT Service Desk request to ask for Manager rights to the OASIS Test site.
- Once the Subject Coordinator has selected OASIS as a tool in the subject's *CSU Interact* site, an OASIS button will be listed in the subject's *Interact* site tools.
- Lecturers can also access OASIS Manager through my.csu > Lecturers Office or <https://online.csu.edu.au/oasis/mgt/>
- Students can access OASIS directly via my.csu > IT Services quicklink > OASIS

User guidelines - How to use OASIS



Groups

The **Groups** tab displays the subjects that you manage.

- **You MUST Select a group before proceeding to create/edit test, access results etc.** (The default Group access is the first group on your list)
- Once a group is selected all functions accessed are for that group.
- To access a new group use the Groups tab to display your groups. Select a new group

Note

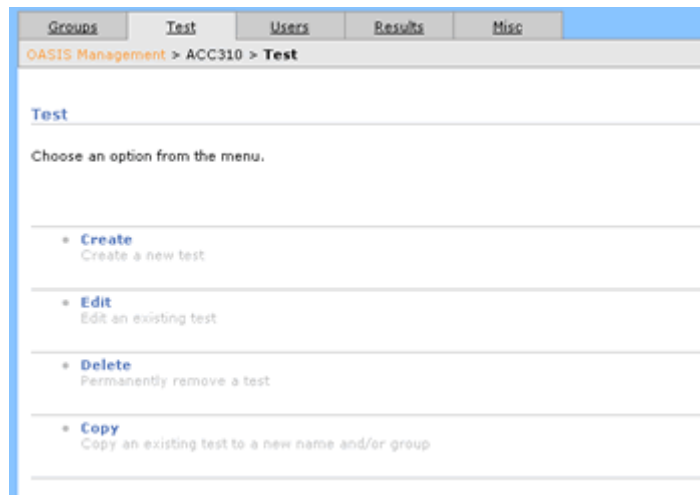
In Interact a Group is given the name of the subject for which it is created and **student cohorts are automatically linked when the OASIS tool is selected**. Standalone groups created (via IT Service Desk request) for specific purposes will not have automatic users access.

Managers of such groups must add the relevant cohorts to the test through the Users > Add Student Cohort function .

Test

Options under the Test function include:

- [Create test](#)
- [Edit test](#)
- [Delete test](#)
- [Copy test](#)



Create test

The Create Test function is the core utility of OASIS for the lecturer. It is here that tests are authored for use by students.

The screen below shows the Create Test screen.

 A screenshot of the 'Create Test' screen in the OASIS Management application. The breadcrumb path is 'OASIS Management > BIO100 > Create Test'. The page is titled 'Test' and contains the instruction 'Create a new test.' The form fields are as follows:

- Group:** BIO100
- Test Name:** (empty text input field)
- Number of questions:** 20 (dropdown menu)
- Number of responses per question:** 4 (dropdown menu)
- Maximum number of submissions:** Unlimited (dropdown menu)
- Start Date:** 26 September 2005 10 am 15 (date and time dropdowns)
- End Date:** 26 September 2005 10 am 15 (date and time dropdowns)
- Created by:** jbuchan (text input field)
- Display Results:** Yes (dropdown menu)
- Display test when complete?:** Yes (dropdown menu)
- Anonymous:** No (dropdown menu)

 At the bottom of the form are 'Next >' and 'Cancel' buttons. A note at the bottom states: 'Note: **Bold** fields must be completed'.

To create a test

1. Select the TEST tab.
2. Select CREATE TEST from the menu
3. Complete all details on test specifications
4. Use NEXT to navigate to the questions
5. Input information for each question
6. After completing a question, use NEXT to **save the question** and navigate to the next question
7. Use the GO TO QUESTION function to navigate to specific questions.
8. Complete all questions and responses.
9. On the final question NEXT takes you to the Preview page.
10. Save the completed test using the SUBMIT button at the bottom of the Preview Test page.

Note

Saving and activating a test is a multi-step process.

If you **Preview** a page before you select **NEXT**, some changes may be lost. The **NEXT** button effectively saves all information on a screen.

When you reach the final question **NEXT** automatically takes you to a Preview screen. Scroll down this to select the **SUBMIT** button to activate the test.

Test specifications - How to choose your options:

- **Test Name field.** The test name is unique within a group. The system cannot support two tests with the same name in the same group. If a test has been deleted from a subject group its name is still retained in the system, even if it does not appear onscreen.
- **Number of questions** – Select the number of questions you wish to include. You can add or remove questions at a later stage by using the **Edit function** but it is important to plan ahead. There is a maximum of 50 questions.
- **Maximum number of submissions** – select the maximum number of submissions for the test. Choice of 'unlimited' allows multiple submissions. If a student makes a mistake on a test and wishes to re-submit, they will be unable to do so if there is a limit on the number of submissions (e.g. 1 only). However, if a test is to be used for assessment purposes you may be required to limit the number of times a student can access and submit the test.

NB: A single access and view of a test without answering questions and submitting is counted as a full submission.

- **Start date** – Select the **date** and **time** for access. This is the date from which a test will be available online for students to access. It can be chosen to coincide with the start of a subject or topic in a subject. **If the Start date is set in advance of the creation date, the test will not appear on OASIS until the Start date.** You are still able to Edit the test in advance of the Start date.
- **End date** – Select the **date** and **time** to terminate access. This is the last date and time when a test is available online for students.
- **Created by** – Fill in the name of the person responsible for the test. Usually the subject coordinator.
- **Display Results** – selecting **YES** here means the test results will be made available to the student at the end of the test, and the student will be able to review their test results. Selecting **NO** means that the student will be unable to access their marks unless they contact the subject coordinator directly. This function could potentially be used if the test is for assessment or evaluation purposes. It is possible to Edit the test to change this option at any stage during the semester to give students feedback on their progress in an assessment task.
- **Display test when complete?** – select **YES** to make the completed test available on the specified date and time, for student access. Choose **NO** to prevent student access to the test until the **YES** option is enabled (through the Edit function). However, you can still edit the test even when it is not displayed. The advantage of this function is to allow advance preparation of the test, and to make it available only when the test manager chooses.
- **Anonymous** – the **YES** option allows students to remain anonymous when they complete the test (e.g. if used for evaluation purposes, to encourage students to access and use OASIS as a learning tool, i.e. not tied to assessment). The **NO** option will display Student details in the Results for purposes of tracking individual student

progress. Anonymous submission also allows for OASIS to be used to create an evaluation tool.

If you choose the Anonymous YES option, the lecturer cannot access individual student results, only group Statistics.

Note

The Take Test screen warns students about the maximum number of times they are able to access the test. Lecturers should also advise their students of any limits in the maximum number of submissions set on a test prior to publishing.

Note

Make sure you have completed all the selections BEFORE moving on to the Next screen. Your first choices are immediately recorded once you use the NEXT button to progress to the next screen. You can use the EDIT TEST function to make changes later.

After making your choices, select the **Next** button.

This will take you to Question one.

The screenshot shows the 'Question 1' editing screen in OASIS. At the top, there is a 'Navigation' section with a dropdown menu set to '1', and buttons for 'Go to Question' and 'Preview Test'. Below this, the 'Question 1' section contains the following fields:

- Group:** BMS121
- Test Name:** Janet Trial test
- Question:** 1 of 3
- Question Text:** A large text area with a toolbar above it containing icons for bold (B), italic (I), and underline (U).
- Marks:** A dropdown menu set to '1'.
- Hint:** A text input field with the label 'Select correct response' to its right.
- Answer:** Two radio button options, 'a' and 'b', each with a corresponding text input field.

1. Complete the fields in Question 1.
 - a. **Question text** – complete the question text (cut and paste from existing documents is recommended for ease of use) use **bold**, *italics* and underline if needed.
 - b. **Marks** – select the number of marks for the question
 - c. **Hint** – use for extra information or instructions
 - d. **Answer** – complete the options for the question. Note, a minimum of two options (choices of answer) must be given. Any extra blank options will automatically be dropped from the final test.
 - e. **Correct response** - Make sure the correct response is selected.
 - f. **Bold**, *italics*, underlining is supported in **html code**. Highlight the characters you want to format and select the button to format to bold, italics etc.

- Use the NEXT button to move to the next question.

B I U
 Question Text:
 Marks:
 Hint:
 Select correct response

Note
 If you **Preview** the page before you select **NEXT**, all question changes will be lost. The **NEXT** button effectively saves all information on a screen.

- Repeat steps 1 and 2 above to complete the input of all new questions. Note – each question is saved when the NEXT button is used to navigate to the following screen.
- Final question – on the final question the NEXT button takes you to a PREVIEW screen.
- Check the test for mistakes. Then use the SUBMIT button to save and activate the test.
- You can return to Edit the test at any time using the EDIT option.

Question 4

4 Turtles are amphibians
 (2 marks)
 a. True
 b. False

Total Marks: 9

Edit Test

The Edit test function allows you to make changes to a previously created test (complete and incomplete tests).

Note
 If you edit an existing test, change questions, marks etc. you will lose previous data. If you want to retain previous data and re-use a test for a new session with minor edits, **Copy** the test to the group, re-name it and edit the details as needed.

To edit a test

- Select your **Group**.
- Select the **Edit test** tab.
- Choose a test from the list displayed.
- Make changes to the Test Details and select NEXT to save changes to Test details and move to the screen below.
- IF there are **no changes to the questions** (i.e. only dates etc. in details) select PREVIEW > SUBMIT
- Make changes to the questions and use the NEXT button to save each question as you go. Use the NEXT > PREVIEW > SUBMIT sequence of buttons to save the edited test at any stage.
- On the final question the test will Preview automatically. **SUBMIT the test to save it.**

Note
 Always use the NEXT > PREVIEW > SUBMIT action to save an edited test.

Delete test

1. Select your group
2. Choose the DELETE TEST option from the TEST menu.
3. Select the test to delete.
4. The screen (below) will ask you to confirm that you want to delete the test.
5. Use the DELETE button to delete the test.

You will be given a warning before you delete a test.

Delete

Delete a test.

Group:	ACC310
Test Name:	new
Start Date:	Wed 21 Sep 2005 11:30 AM
End Date:	Thu 21 Sep 2006 11:30 AM
Created by:	jbuchan
Maximum number of submissions:	Unlimited
Display Results:	Yes
Display Test:	Yes
Anonymous:	No

Deleting this test means you'll never see it again!

Note

Deleting a test means it is no longer able to be viewed by staff or students. The test and its unique name is still stored in the 'background' database, thus the name of a test can only ever be used once.

Copy test

Copy Test

Copy **Plant anatomy (trial3)** to **BIO100_group**.

1. Select your group
2. Choose the COPY TEST option from the TEST menu
3. Select the test you want to copy
4. Choose a group to copy the test to and follow the prompts
5. Choose a new name for the test
6. Use the COPY button to save the new copy
7. **You will need to edit and save the new test before it will be active.**

Copy Test

Create a name for new test.

New Name:

Note

A test copy will not be active until it is edited and changes have been saved.

Rolling over tests to a new session

Note

If you make changes to test names and questions results from previous session cohorts will be lost.

Use the COPY TEST function if you want to modify an existing test while retaining the submission data from original cohorts.

To re-use a test from an existing OASIS group (e.g. from an old OASIS group into an *Interact* site group) for a new session, do the following 'housekeeping':

1. Use the Copy Test function to select the test to be copied from the original group.
2. Copy the test to the new *Interact* subject group.
3. Use the Edit Test function to check the following test specifications are correct:
 - a. Test name
 - b. Maximum number of submissions
 - c. Start and end dates and times
 - d. Display results (to students, yes or no?)
 - e. Display test when complete
 - f. Anonymous
4. Press Next
5. Edit any questions you need to edit.
6. Save any changes you have made by using the NEXT > PREVIEW > SUBMIT steps.

Note. Ongoing OASIS tests

If you have an OASIS test set up as an ongoing revision/self-assessment exercise you will need to copy these exercises into each new *Interact* subject group. Talk to your ED about ways to work around this.

Users

Add student cohort

NOTE: This function is not used by managers in *Interact* subject sites as this is now automatic when the site is created. It may be useful for project sites and special instances not related to individual subjects.

Add Cohort

Select a subject and session to search for a list of cohorts.

Subject:

Session:

Note: **Bold** fields must be completed

1. Select your group
2. Select ADD STUDENT COHORT from the **Users Menu**
3. Follow the prompts, 'Select a subject and session to search for a list of cohorts'
4. Select the cohort from the list displayed and press NEXT
5. **Confirm** the addition of the cohort with the ADD button.

Add cohort

Confirm the following addition.

Group: BMS121
Role: GEO360_200570
Description: Ok

Remove Student Cohort

1. Select your group
2. Select REMOVE STUDENT COHORT from the **Users Menu**
3. From the cohorts displayed, select which cohort to remove
4. **Confirm** the removal of the cohort with the REMOVE button.

Remove Cohort

Select which cohort to remove.

Cohort	Cohort Description
ACC310_group_M	ACC310_group_M
ACC310_group	ACC310_group
<input type="radio"/> ACC310_200570	Subject role
<input type="radio"/> GEO360_200570	Subject role

List Student Cohorts

This is a useful function to check the right cohorts are linked to an OASIS group.

1. Select your group
2. Select the LIST STUDENT COHORTS function from the **Users Menu**
3. The cohorts linked to this group will be displayed.

Bar Users

This function is sometimes used to provide limited access for some students in a cohort to access a test more than once. Talk to your ED about the application of this function before using it.

1. Select your group
2. Select the BAR USERS function from the **Users menu**
3. The list of all users will display. Select those users that you want to bar
4. Use the NEXT button at the bottom of the list to move to the next screen
5. Use the SUBMIT button to confirm that you want to bar the selected users.

Bar users

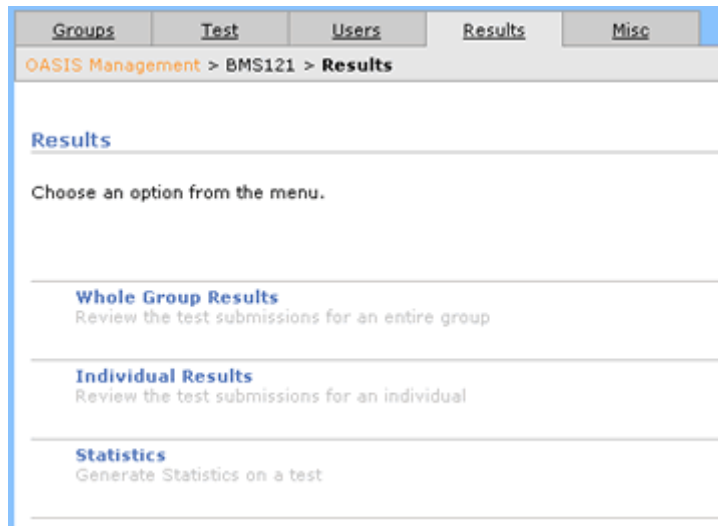
Select which student or students to bar.

Banner ID	Name
<input checked="" type="checkbox"/> 111 35	Abel, Chr
<input checked="" type="checkbox"/> 112 31	Akers, R
<input checked="" type="checkbox"/> 111 84	Alexande
<input type="checkbox"/> 112 12	Allen, Eli
<input type="checkbox"/> 112 63	Amer, Sa
<input type="checkbox"/> 112 18	Amos, K

Reinstate Users

1. Select your group
2. Select the REINSTATE USERS function from the **Users Menu**
3. From the list of users displayed, select those users to reinstate, press NEXT
4. Use the SUBMIT button to confirm the reinstating of users.

Results



The OASIS results reporting function allows staff to view results on-screen or to export to Excel format. It allows the viewing of results from a variety of combinations of different users and student cohorts. This provides versatility in assessing the results of tests with multiple submissions, comparing results from previous cohorts and viewing statistics on individual questions in tests.

Select the results presentation option.

Quicklinks

- [Whole group results](#)
- [Individual results](#)
- [Statistics](#)

Whole group results

This function allows you to view the test results of all students both currently and previously enrolled (if still linked).

You will have a choice of viewing the results on screen, or exporting to an Excel format through a CSV export function. The tips below will help you make a choice on the reporting of results.

Note
Anonymous submissions - if you have set the test to **Anonymous submissions** then you will not be able to access full test results but only **Test Statistics**.

Note
 Results of large cohorts may take some time to download, especially in the CSV (Excel) format.

Format:

- **Screen** – the results of the whole group will be reported on-screen with a summary of the test details as below
- **CSV (For Excel) Summary results** – the results will be exported to an Excel spreadsheet. You will need to save the Excel spreadsheet in the .xls format and edit as you need.
- **CSV (For Excel) - Full Group Responses.** This gives all responses, useful for statistical analysis.
- **Include:** (you can select any combination of users)
 - Submitting users - Currently enrolled
 - Submitting users – Previous sessions (if still linked). [Use if accessing old Interact subject sites from previous sessions]
 - Non-submitting users – Currently enrolled (this includes the group manager/lecturer etc.)
- **Including:**
 - All submissions (includes multiple submissions for each user)
 - Best submission per user (the single best submission will be used)

Test Details

Group: BMS121
 Test Name: Anatomical terminology and cells
 Number of questions: 15
 Start Date: Tue 01 Feb 2005 12:00 AM
 End Date: Fri 30 Jun 2006 12:00 AM
 Total test submissions: 34
 Distinct users submitting: 9
 Total Possible Marks: 15
 Group Av. Raw Mark: 11.7
 Standard Deviation: 3.5

Grade Distribution for Submissions

Based on the submissions above, the grade distribution is as follows

HD (85%-100%): 5
DI (75%-84%): 1
CR (65%-74%): 0
PS (50%-64%): 2
FL (0%-49%): 1

Test Results

Test submissions for users in the group.

Submissions are ordered by Last Name, First Name and then submission date and time.

ID No.	Name	Raw Mark	%	Submission No.	Submission Date
12345678	Brown, Joe	14	93	4	Mon 14 Jun 2004 12:00 AM
89898989	Bat, Ivan	9	60	1	Tue 11 May 2004 12:00 AM
28247345	Coop, Barry	15	100	10	Wed 02 Jun 2004 12:00 AM
17676253	Lean, Matt	12	80	3	Tue 15 Jun 2004 12:00 AM
98365481	Kerry, Les	14	93	1	Thu 03 Jun 2004 12:00 AM
12678933	Mont, Nick	15	100	6	Tue 15 Jun 2004 12:00 AM
98765434	Smith, Elvis	8	53	1	Thu 10 Jun 2004 12:00 AM
3456789	Topping, Sue	5	33	1	Fri 26 Mar 2004 12:00 AM
0987654	Venn, Brady	13	87	2	Tue 15 Jun 2004 12:00 AM

Individual results

This function allows you to search for individual results by Student ID or Student name. This is useful in managing the results of large cohorts.

Statistics

[Using the new function Results > Whole Group Results > Full Group Responses will give a more complete set of responses to each question.]

This function reports the statistics of the test details as below.

Test Details

Group: BMS121
Test Name: Anatomical terminology and cells
Number of questions: 15
Total possible marks: 15
Start Date: 2005-02-01 00:00:00.0
End Date: 2006-06-30 00:00:00.0
Total test submissions: 310
Distinct users submitting: 81

Question Results

Each question is analysed with total number and % of correct/incorrect submissions reported. This is useful in validating individual test questions.

Miscellaneous

Miscellaneous

Choose an option from the menu.

- **Upload Image**
Upload an image file for use in a test
- **List Images**
List images that have been uploaded for use in OASIS tests

Upload image

This function allows you to upload an image to use in a test. It allows you to upload an image to the OASIS server. This produces an **Insert code** (HTML tag) to paste into the required test question so that the image will display in the question.

Upload Image

Upload an image to be used in tests in this or other groups.

Images must be 600Kb or smaller. Images larger than 600 pixels wide may cause page formatting to be distorted.

Image Name:

Image:

Note: **Bold** fields must be completed

1. Select your group
2. Select the **Misc** (miscellaneous) button
3. Choose the **Upload image** function
4. Type in a name for the image (see naming conventions below)
5. Browse your drives for the required image
6. Use the NEXT button to load the image & display the screen below
7. Copy the code (Use your mouse to select the **Insert code** displayed)
8. Navigate to the question where the image is to be inserted
9. Paste the code directly into the Create Test question box.

Sample code

```

```

Note

Images must be 600Kb or smaller. Images larger than 600 pixels wide may cause page formatting to be distorted.

Note. Naming conventions.

Naming images. For ease of manipulation, name images according to **Subject code, Test, Question number** e.g.

BMS121_anat_Q2

Note – Don't change the Insert code

The Insert code must be copied exactly if the image is to display correctly.

List images

This function lists all images that have been uploaded to the OASIS server. The images are ordered according to date uploaded, so the most recently uploaded images will be at the end of the list.

Use the PAGE button at the bottom of the screen to navigate to a new page of images. (Where there are large numbers of images on the OASIS server they will be displayed on separate pages.)

Image Name: oasis_25
Date Uploaded: 2005-09-23
Uploaded by: jbuchan
Insert code:

Image: 

Page: 1 | 2 | 3

Help

Technical help

For technical help please contact the IT Service Desk on 84357 or 1300 653 088.

Quicklink to using [OASIS with Interact](#)

Educational issues

For issues concerning the educational application of OASIS contact your CELT educational designer or the CELT OASIS contact. The CSU learning & Teaching website has a large amount of resources on OASIS and online assessment.

<http://www.csu.edu.au/division/landt/resources/resources.htm> .

Troubleshooting

Quicklinks

- [Access problems](#)
- [Editing problems](#)
- [Disappearing tests](#)
- [Image problems](#)
- [Results problems](#)
- [Test names](#)
- [Adding student cohorts](#)
- [Student concerns](#)

Access problems

Staff member cannot access OASIS

- Check that you are using the correct URL. Access OASIS through the Interact Subject site (click on Management link) or directly through Lecturer's Office in my.csu.
- You may not have access to the Banner Student System Web Access. You need to apply for Banner student system Web Access approval. Use this link https://online.csu.edu.au/Web/Staff_access.html or access through my.csu.
- You may not have been given OASIS management rights. An IT Service desk request form is needed to give staff that are NOT subject coordinators access to Interact OASIS sites.

Students cannot access OASIS tests

- No access from online subject outline - Access is now via *Interact* subject site or directly from students' my.csu > IT Services quicklink > OASIS.
- No OASIS link in Interact? - Check that the OASIS tool has been selected. See <http://www.csu.edu.au/division/landt/interact/help/oasis.htm#staff> for assistance with turning the OASIS tool on.
- Subject coordinator to check the dates that tests are made available (only tests with current dates can be accessed)
- Subject coordinator - check that the DISPLAY TEST WHEN COMPLETE option (Edit test) is YES.
- Check the correct student cohorts have been linked (use the Users > List Student cohort function)

Editing problems

- Adding more questions to the test
When you create a test you need to specify the number of test questions in the Create Test menu options. It is possible to add questions once you have begun creating the test. Questions are added to the end of the test. See Edit Test function.
- Can I remove questions from the test?
You can only remove questions from the end of the test. See Edit test **How to remove questions**.

Note

If there are results for an existing test i.e. students have taken the test, adding and deleting questions will cause the existing results to be lost. If you wish to add or delete questions and retain existing results you need to COPY the test, rename it and edit.

- *Can I edit a test which was cancelled halfway through its creation?*
Yes. Questions saved prior to cancelling the creation of the test will be saved. You will be able to complete the test creation through the Edit function. [see Edit Test information]
- *My editing changes disappeared*
In the Edit function you need to use the NEXT button to save changes to each individual question. If you Preview the test prior to using the NEXT button you will lose changes. When you see the test PREVIEW screen you need to SUBMIT the test to save changes.

Disappearing tests

- *I lost a test half way through creation*
You should be able to complete creation of the test through the Edit Test function
- *I cannot find the test I created when I want to try out the Take Test option in the Student OASIS test site.*
There can be a number of reasons for this:
 - If the **Start date** is in advance of the current date, the test will not appear.
 - If you selected **NO** in the **Display Test when Complete** option when creating the test, the test will not appear on the student Oasis screen, only in the OASIS Management function. To solve this problem, go to the Edit test function and select **YES** in the display test when complete option.
 - If a test is deleted it will disappear from the OASIS Management and student systems. The actual test (and its unique name) will be stored in a central database and be inaccessible to staff and students.

Image problems

- *How to insert images?*
Use the **Misc (Miscellaneous)** function to upload an image. See Help above [[hyperlink to Misc. image section above](#)] Read the Help section on Creating tests, as copied below.
- *The image does not appear in the test?*
 - Have you followed the steps described?
 - Use the **List images** function to carefully check the **Insert Code** is correct
 - Try copying the code again & re-inserting into the question in Edit test.

Results

I cannot view individual student results through Review Test Results

- If the **anonymous** option was selected as **YES** in the Create Test functions you will be unable to access individual student test results. To change this, go to the Edit Test function and change the anonymous option to **NO**. You can still use the Statistics function to access group results when retaining the anonymous function.
- If students have not accessed and submitted the test, no results will have been generated.

Absence of results for student

A student will not be able to Review test results if the **Display marks** option was selected as **NO** in the Create Test function. You can use the Edit function to display marks.

Whole group/cohort results

To access whole group results, select the **Review Test Results** function, and choose the **All** option to give a list of the whole class. This is listed alphabetically according to Student name.

Incorrect results

Student results appear to be incorrect.

- The system only records information as input into the system. If a test is edited (questions added or deleted) after a student takes the test, results obtained before any changes were made will be lost.

Test names

When I tried to create a test the program told me there was already a test with this name, but it does not appear on the Edit test list.

- The test may have been created and then deleted from the group. It does not appear on the screen lists but is stored in the main database. You will have to choose a new name for the test.

Adding student cohorts

I cannot find the student cohort I want to add to my test.

- *This may be because the incorrect subject or possibly session has been selected.*
- *Check the codes for the different campuses and subject offerings carefully to find the relevant student cohort.*
- *If no students have been enrolled in a subject yet, this cohort will not appear on the system.*

Student concerns

The Student Services website has information on OASIS in the *CSU Interact* section.

<http://www.csu.edu.au/division/studserv/online/> and
<http://www.csu.edu.au/division/studserv/online/interact/oasis.htm>

The Student page of OASIS has a link to Help information for students using OASIS. It is useful for staff to be familiar with the functioning of the student system so that they can answer any student queries. Subject coordinators can refer students to Help information in the first instance for technical difficulties.

The CSU Learning & Teaching website has information for staff that is also useful for students. <http://www.csu.edu.au/division/landt/resources/resources.htm>