



## Student guide to using OASIS

Welcome to OASIS. OASIS is the Online Assessment Submission Information System available to staff and students at Charles Sturt University. OASIS is a user-friendly system that allows you to take **online multiple choice tests** for certain, nominated subjects.

### Quicklinks

- [Quick guide to OASIS functions](#)
- [How to take a test](#)
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### Warning

**Online risks** - please note that whenever you work in a live online environment there are risks of system failure (internet connections, logging out, user problems etc.). When doing work online this means there is always a risk of losing all your work in the event of a system failure. CSU systems provide a very secure online environment. In addition, OASIS has been designed to minimise risks associated with being online but you do need to take all precautions to ensure a successful online assessment experience.

- *familiarise yourself with the OASIS system prior to completing any major assessment task*

- *read your subject outline and test instructions carefully*

- *keep the security window open when doing a test. Close the window when you have completed the test to ensure your personal security within the CSU online system*

- when you open a test, give the browser time to respond and display the test. A single click is a single access to a test. Double clicking on a single submission test may limit your access.

- on a **time limited** test please submit the test a minute or two before the cut-off time to allow for the internet connections and University system to acknowledge the submission.

- *make sure you SUBMIT your completed test within the specified time on limited time tests*

- *For important assessment tests/exams familiarise yourself with any alternative plans your lecturer may have put in place in the event of system failure (i.e. additional test times, alternative assessment modes etc.)*

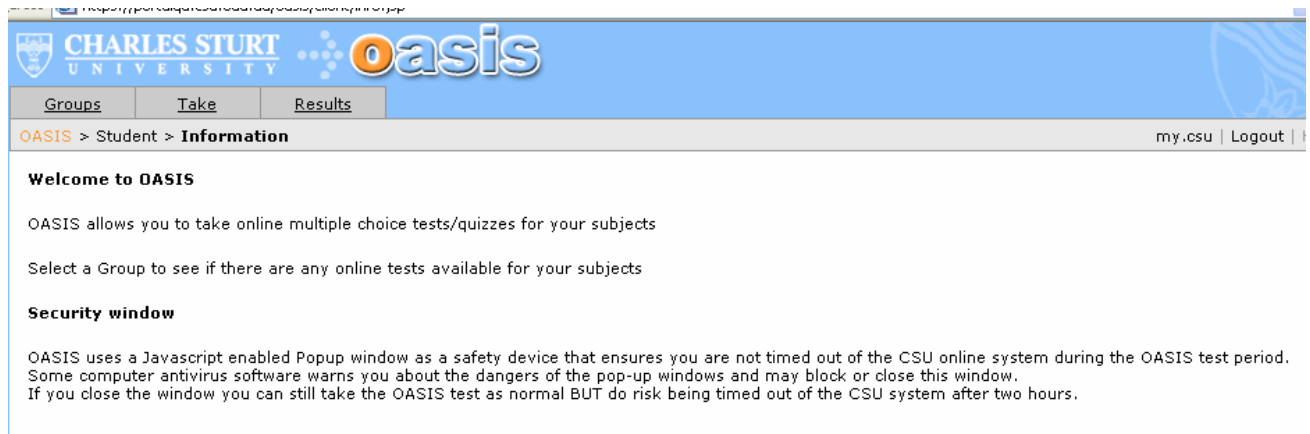
## Quick guide to OASIS functions

The Selection tabs display the following choices:

**Groups** - Lists the group/s i.e. subjects to which you have access. It may include groups from previous sessions. Select the appropriate group from the drop down menu.

**Take** - This allows you to take the test i.e. to complete and submit the test.

**Results** - This allows you to see the full test results for all your test submissions (if made available by your lecturer)



The screenshot shows the OASIS web interface. At the top, there is a blue header with the Charles Sturt University logo and the 'oasis' logo. Below the header, there are three tabs: 'Groups', 'Take', and 'Results'. The 'Groups' tab is selected. The main content area has a grey navigation bar with 'OASIS > Student > Information' and a 'Logout' link. The main content area is titled 'Welcome to OASIS' and contains the following text:

OASIS allows you to take online multiple choice tests/quizzes for your subjects

Select a Group to see if there are any online tests available for your subjects

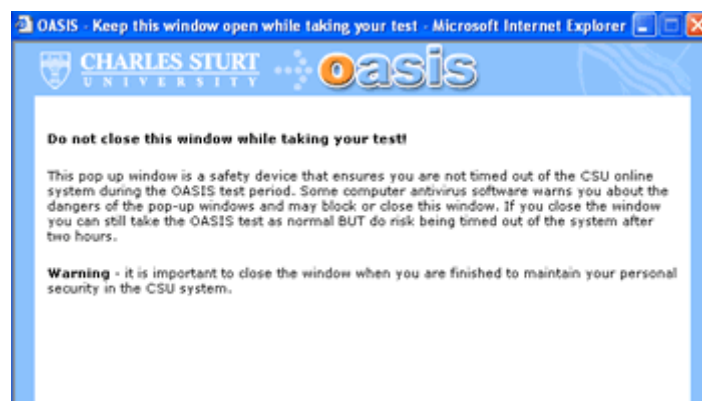
**Security window**

OASIS uses a Javascript enabled Popup window as a safety device that ensures you are not timed out of the CSU online system during the OASIS test period. Some computer antivirus software warns you about the dangers of the pop-up windows and may block or close this window. If you close the window you can still take the OASIS test as normal BUT do risk being timed out of the CSU system after two hours.

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Security window

## How to take a test

Once you have accessed OASIS:

1. Select your group (subject)
2. Select the test you want to take
3. **Read the instructions carefully** before you choose the test,
  - a. note the maximum number of submissions BEFORE you open the test
  - b. note the start and end date and TIME (for limited time tests)
4. Live tests will be in bold blue, greyed out tests are old or tests that have not yet come online
5. Read the questions carefully and select your answers
6. You must answer ALL questions
7. Use the SUBMIT button to submit and save your answers (you should receive a '*you have successfully submitted*' message).

### Changing your answers

If you make an error you can change your answer selection up until the time you press the SUBMIT button.

Note: You need to complete all questions in the test.

- **Saving an incomplete test** - you must complete the test and use the SUBMIT button to submit the test. *You are unable to save an incomplete test and to complete it later.*
- **Cancelling a test** - if you cancel a test before submitting it the single access will count as a full submission
- **Limited submissions** - please note the OASIS system logs all test activity. If you are permitted limited submissions, *a single access and viewing of a test without submitting counts as a full submission.*

## Review test Results

This function allows you to review your test results, if they have been made available by the lecturer (in some tests and exams test results may not be immediately available online).

1. Select your group (subject)
2. Use the **Results tab** to display the tests in the group
3. Select the test whose results you want to review
4. Results of the test will be reported as below
5. You will also receive a full breakdown of your success in each question (with an abbreviated version of the question given)

Your test results will be reported as below.

Group:	BMS121
Test Name:	Anatomical terminology and cells
Student ID:	9990000
Student Name:	Smith, Maggie
Date Submitted:	Fri 23 Sep 2007 02:58 PM
Number of questions:	15
Total possible marks:	15
User Marks:	7 out of 15
Percentage:	47%

## Troubleshooting

The following troubleshooting tips may help you resolve any difficulties you may have when using OASIS

### Quicklinks

- [Subject not listed](#)
- [No access to OASIS from online subject outline](#)
- [No results available](#)
- [Incorrect results](#)
- [Limited number of submissions](#)
- [Changing answers](#)
- [Deleting old tests](#)
- [Errors in tests](#)
- [Finding the correct answer](#)

### Subject not listed

- My subject is not listed in the OASIS Groups
  - *Your subject coordinator may not have enabled the OASIS tool in the subject site. (check with your subject coordinator)*

### No access to OASIS from online subject outline

- I cannot access OASIS from my online subject outline
  - Access is no longer from subject outlines. Access via your *Interact* subject site, OASIS link.
  - If an OASIS test has been created for a subject, it should have a link via your *Interact* subject site. Check with your subject coordinator about the availability of an OASIS test in your subject.
  - Your subject coordinator may post a URL link to OASIS on the subject forum.

### No results available

- When I tried to Review Results my test was not listed under the Review Results page. This may be due to a number of factors:
  - *If a test is changed (edited) by the lecturer after students have accessed it, results from initial attempts prior to the changing of the test will be deleted from the system.*
  - *You may not have taken the test for this subject/group. If you have attempted the test, it may not have been correctly submitted and you will need to take the test again. Contact your subject coordinator if you have any further problems.*
  - *Late submission of a test i.e. after the cut-off time will not be recorded.*

### Incorrect results

- My test results are not correct.
  - *OASIS is an automated system so any results generated are the outcome of information input into the system. Check the answers in the results against your selections.*
  - *Check with your subject coordinator if you query the accuracy of any questions*

## Limited number of submissions

- How many times can I take a test?
  - *This will depend on how the test was created by the lecturer. The **Take** test screen indicates the **maximum number of submissions** and **Remaining submissions** for a particular test.*
- I cannot get back into a test. I accessed a test and navigated out of the test without submitting it.
  - *NOTE – a single access of a test, even without submitting, counts as a full submission there are warnings to this effect in OASIS before you access any test. If you need to access a test again **contact your lecturer to make alternative arrangements** (the IT Service Desk cannot give access to tests as this is the responsibility of the lecturer).*
  - use the navigation buttons within OASIS and not the browser Back button.

## Changing answers

- How can I change my answers on a test once I have submitted it?
  - *You cannot change a test once it is submitted. If you want to change answers you will need to take the test again, and re-submit it (IF more than one submission has been allowed). All test submissions and results will be noted in the system*

## Deleting old test records

- Can I delete old test records?
  - *No. Only the lecturer or subject coordinator can delete old test records.*

## Errors in tests

- I think there is an error in the test
  - *If you think there may be an error in the test, contact your lecturer who should be able to make any necessary changes. Feedback from students is important.*
- There appears to be more than one correct answer but I can only select one answer
  - *The test is designed to support only one choice of answer. Select what you feel is the best answer. Discuss with your lecturer if you think there is an error in the test.*

## Finding the correct answer

- How can I find out the correct answer to a question?
  - *OASIS cannot give you a full copy of all correct answers in a test. You can use trial and error by submitting a test a number of times (if multiple submissions are allowed).*
  - *You can ask your lecturer for a copy of the correct answers to a test (post to the Forum).*

## Contacts

- **For technical problems**
  - Contact the IT Service Desk [http://www.csu.edu.au/division/dit/f\\_sdesk.html](http://www.csu.edu.au/division/dit/f_sdesk.html)
- For problems relating to the test content or subject material, contact your subject coordinator.