

Decommission OASIS – Test Centre rollover procedures EDM

These are the suggested procedures for within EDM, however there will be some gaps and needs which have not been identified and those can be worked with at an individual level as they arise. Contact Janet Buchan in the first instance.

Timing – OASIS will no longer be available as an elective tool in Interact from **201190**. Academics will need to move across from OASIS to Test Centre for 2012 sessions. Staff who manage existing OASIS subject groups will be able to access these via the direct OASIS link (<https://online.csu.edu.au/oasis/mgt/>) until August 2012 in order to save any data.

How we will let people know –

- The OASIS – Test Centre team has identified all the subjects which have used OASIS in the last two years and will work with staff individually. EDs/MDCs will survey staff to find out exactly what support is needed.
- Information about the decommissioning of OASIS will be published on the [Interact OASIS Help page](#).
- **What's New** - The following information is being sent out to all subject coordinators who have used OASIS in the last two years & will also be advertised on What's New.

After the end of **201190** CSU's online multiple choice quiz tool OASIS will no longer be available for use with students as an elective tool in *Interact*. Staff will have Manager access to OASIS for purposes of saving tests and data until **August 2012**. OASIS users will need to ensure that they have saved any tests and submission data (student results) that they need prior to the decommission date of August 2012.

In 2009, OASIS was replaced by **Test Centre** which is integrated into *Interact* and provides a much wider range of functionality than OASIS. The majority of OASIS users have now moved from OASIS to Test Centre, which had a major upgrade in August 2011.

In order to facilitate the changeover process, LTS is offering the following support for users of OASIS and Test Centre:

- Assistance with moving OASIS data out of OASIS
- Assistance with saving OASIS tests to Word docs
- Formatting text files of questions for import into Test Centre
- Uploading formatted text files of questions into Test Centre
- Professional development in using Test Centre – general use of Test Centre, creating question pools, creating tests, designing online assessment tasks, importing questions from formatted text files, and working with the grading functions of the tool.(Educational designers)

More information available from the *Interact* OASIS support page.

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

To access this LTS assistance please contact your school educational designer [link] or media development coordinator, or contact Janet Buchan.

What EDs need to do

- Faculty Managers will coordinate their teams (EDs & MDCs) logistics in communicating with individual subject coordinators & schools.
- Online Assessment APF EDs will be available to assist faculty teams:
 - Arts – Janet Buchan
 - Business – Pauline Graf
 - Education – Janet Buchan
 - Science – Maryanne Mozer
- EDs inform targeted academics of the decommissioning of OASIS (information on [Interact OASIS Help](#) website). See What's New Announcement for detail to circulate.
- Circulate the Needs Analysis Survey to targeted staff. Use the OASIS subject lists from 2010-2011 – provided. (Copy of Needs Analysis survey available from the Interact OASIS Help)
- Act on the Needs Analysis with individual subject coordinators – *as needed*
 - Help academics to copy tests out of OASIS
 - Help academics to redesign assessment tasks & update Subject outlines
 - Organise for formatting of questions (MDC)
 - PD for Test Centre etc.
- EDs work with relevant staff to QA subject outlines for assessment detail relating to subjects which have used OASIS.

What MDCs need to do

- Liaise with EDs/academics
- Coordinate the input into the LTS system of requests for assistance for formatting/editing questions
- Keep track of online components

- Make question documents which have been worked by Media Services available to academics/MPOs

What help Media Services is offering

On a needs basis MPO services will be offered for:

- Assistance with saving OASIS tests to Word docs
- Formatting text files of questions for import into Test Centre
- Uploading formatted text files of questions into Test Centre
- QA of subject outlines and assessment task references to OASIS.

EDs/MDCs will survey staff to find out exactly what support is needed. MDCs will need to track online components through the system.

The list of tasks below summarises the variety of tasks in the process of OASIS-Test Centre changeover. Each situation may be different and EDs & Media Services are encouraged to work individually with subject coordinators to identify the most suitable solution.

Tasks	Who
1. Copy online OASIS tests into Word doc.-	Subject Coord./ or LTS on request (ED/MDC)
2. Rework questions into pools (optional)	Subject Coord . ED/MPO
3. Subject Coord provides OASIS tests to ED/MDC	Subject Coord
4. Format document for import into Test centre as text file	MPO/ Subject Coord
5. Keep track of online components	MDC
6. Make question docs. available to academics &/or MPOs for import into Test centre.	MD C
7. Import questions pools into Test Centre (on request)	MPO/ Subject Coord
8. Media Services store Word files from processed tests in backup area.	MPOs
9. QA subject outlines, Assessment information	Subject coord./ED