

9/12/20118

# USING O.A.R.S. (ONLINE ASSESSEMENT REPORTING SYSTEM)

## IF YOU HAVE ACCESS TO OARS


IF YOU DO NOT AND BELIEVE THAT YOU ARE SUPPOSED TO HAVE ACCESS, CONTACT YOUR SUPERVISOR OR KELLY SCOTT, IN THE DEPARTMENT OF aaas AT SCOTTKS@WINTHROP.EDU.

## WHERE TO LOGIN:

Just 2 clicks from [Winthrop.edu](http://Winthrop.edu) home page. Click ACADEMICS, then ACCREDITATION, ACCOUNTABILITY & ACADEMIC SERVICES, and then look at QUICK LINKS on the far right side. Click on OARS 2.0 to find the login page.

### Logging in

- i. Use your Windows Username and Password
- ii. NOTE: This application times out after sitting idle for a while and sometimes will prevent you from logging in again after it times out. In order to log in again, you must clear your Browsing History to be able to log in again.

- (1) Steps are click on  at top right of screen.
- (2) Click History > History
- (3) On the left, click Clear browsing data. A box will appear.
- (4) From the drop-down menu, select how much history you want to delete. To clear everything, select All and click Clear data.

## MAIN MENU:

The main menu has buttons across the top to help you use the application.

### Home, Create, Edit, View, Archive and Logout

- i. **Create** allows you to create a brand new Assessment Report where you can enter completely new information or you can import last year's information and edit/update it. The option to Import Previous Assessment Plan is right after "Select Academic Term"

- ii. **Edit** allows you to edit an already entered plan and update or correct any information already entered.
- iii. **View** only allows you to view or print an Assessment Plan that has been entered into the system.
- iv. **Archive** is no longer active in this application.
- v. **Logout** is to logout of the system.

## EDIT TAB:

### **All reports start out with Program Info and Mission Statements:**

College

Dept

Acad Year

Dean

Program Coordinator (if you need a name added here, contact Kelly Scott)

UAC

Mission statements and Assessment Plan Comments

### **Program Outcomes w Assessment Results and Student Outcomes with Assessment Results**

Each outcome can also have Assessment Based Accomplishments and Improvements which can be summary or explanation of the academic year

## TO PRINT AN ASSESSMENT REPORT:

You can use the Edit or View button to print

Once you enter Edit or View Mode, at the top there should be a button labeled Print.

1. Click Print
2. AR opens as a Word Document.
3. Click Enable Editing
4. Click on File at the top and then click Print

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