

Outcomes Assessment Projects (OAP) Training For PGBS Faculty

STEP 1: [login to OAP](#) using your Pepperdine ID & Password (it is a single sign-on system). Click on “Outcomes Assessment Projects.”

STEP 2: You will see your “Project Card,” which is your assessment. Click on your project card to begin. Make sure you are clicking on the correct term.



My Projects: Pepperdine Un

Click on your project card to begin

FULLY EMPLOYED MBA
PROJECT 2023

Published on 11/7/2023

2 Outcomes Measured:

FEMBA 2.2, FEMBA 5.2

Assignments

in Project:

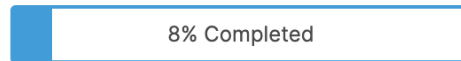
1

Published

0

Draft

Evaluation Progress:



1 Evaluated of 12 Submitted

My

Evaluations:

1

Complete

0

In Progress

STEP 3: Click “Score Student Work” on the left-hand side navigation

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Outcomes Assessment Projects | formerly Aqua

Pepperdine University

FULLY EMPLOYED MBA PROJECT 2023

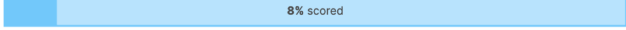
About This Project

Published on 11/07/2023 by Pardees Fassih | Evaluation Period is Open

Project Progress [Track Activity](#)

ASSIGNMENTS CREATED	STUDENT WORK	SCORING STATUS
0 Drafts	1 Published	12 Submissions

Scoring progress
(1 score required)

1st  8% scored 

1 scored 11 remaining Total: 12 submissions (100%)

[Show Details by Outcome](#)

Outcomes Measured

- FEMBA 2.2
[Show details](#) | [View rubric](#)
- FEMBA 5.2
[Show details](#) | [View rubric](#)

Target Courses
Applied to 1 course

EVALUATE

[Score Student Work](#)

Click “Score Student Work” on the left

STEP 4: When you see your course roster, select “Score” on the right in purple for the student you want to begin assessing.

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Score Student Work

1 Completed

Filter by **All Courses (1)** x Clear **All Assignments (1)** x Clear

Student 1 Name
STGY659-42HY | FEMBA (2.2, 5.2)

You will see your course roster. Click “Score” for the first student

SCORE

Student 2 Name
STGY659-42HY | FEMBA (2.2, 5.2)

SCORE

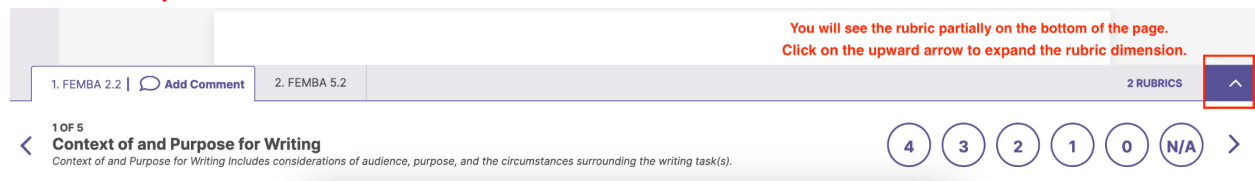
Student 3 Name
STGY659-42HY | FEMBA (2.2, 5.2)

SCORE

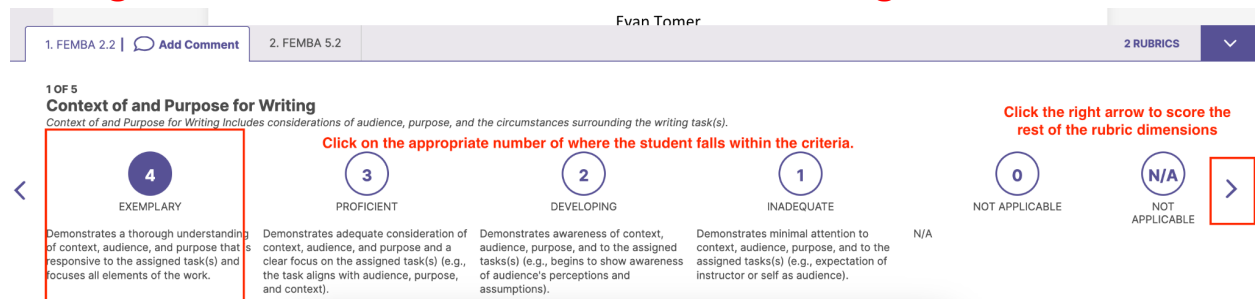
EVALUATE

[Score Student Work](#)

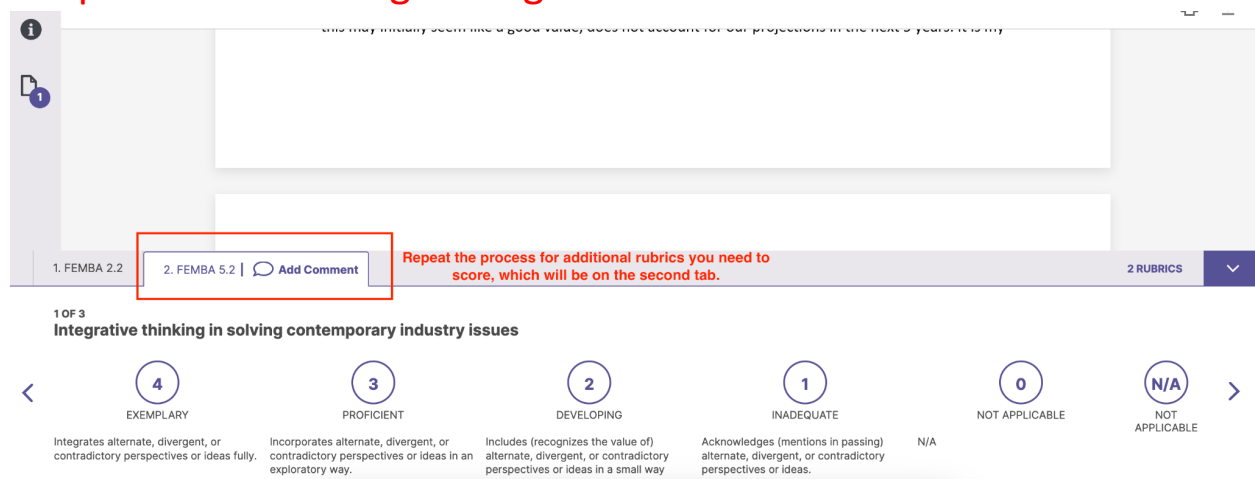
STEP 5: Expand the rubric on the bottom of the screen by clicking on the upward arrow.



STEP 6: Click on the appropriate number of where the student falls on the criteria of the rubric. Then click on the right arrow to shuffle through the rubric dimensions and finish scoring the student.



STEP 7: If you are assigned more than one learning outcome to assess, find your other rubrics on the subsequent tabs and repeat the process of clicking through the rubric.



STEP 8: Click “Review and Submit” on the top right hand corner when you are finished scoring the rubric.

The screenshot shows the top navigation bar with a 'Back' button, 'Student's Name', 'Last saved 12:40 PM', and an 'ACTIONS' dropdown menu. The 'REVIEW & SUBMIT' button is highlighted with a red box. Below the navigation bar, there is a large empty box for the student's work. A red text overlay says: 'Click “Review & Submit” when you are finished scoring the rubric for that particular student'. At the bottom, there is a rubric section for '1 OF 5 Context of and Purpose for Writing'. The rubric has six columns: 4 (EXEMPLARY), 3 (PROFICIENT), 2 (DEVELOPING), 1 (INADEQUATE), 0 (NOT APPLICABLE), and N/A (NOT APPLICABLE). Each column has a description of the performance level.

STEP 9: Click “Submit” after you are done reviewing your assessment scores. Repeat the process for each student.

The screenshot shows the top navigation bar with a 'Back' button, 'Student Name', 'Last saved 12:40 PM', and a 'SUBMIT' button highlighted with a red box. Below the navigation bar, there is a 'Summary View' and 'Detailed View' toggle. A red text overlay says: 'Review your scores and click “Submit” on the top right corner. Repeat this same process for every student.' The main content area shows three rubric sections: 'FEMBA 2.2', '1. Context of and Purpose for Writing', '2. Content Development', and '3. Genre and Disciplinary Conventions'. Each section has a row of six circular buttons with numbers 4, 3, 2, 1, 0, and N/A. The '4' button for '1. Context of and Purpose for Writing' is selected.