



Course File Instructions

The content of the Course File is described in the following table:

Items	✓	Comments
Binder 1 (Folder)		
Assessment Plan	✓	Separated File. File Name: AssPlan.xlsx (exp. is attached)
Teaching strategies	✓	Separated File. File Name: TeachStrg.Doc
Attendance Sheet	✓	For each Section, include the last attendance excel sheet using the File Name: Attend-SectionID.xlsx <ul style="list-style-type: none"> • Example: <ul style="list-style-type: none"> ○ Attend-13136.xlsx ○ Attend-11808.xlsx
Binder 2 (Folder)		
Weekly Notes (Slides, ...)	<input checked="" type="checkbox"/>	Not Requested (uploaded on the QAAU Web Site)
Binder 3 (Folder)		
Weekly Tutorials (If available)	✓	For each Section: <ul style="list-style-type: none"> • Create a sub-Folder named: WT-SectionID • In each section folder include: <ul style="list-style-type: none"> ○ Document related for each Tutorials ○ Extra Document related to Tutorials ○ Etc.
Binder 4 (Folder)		
Weekly Lab Activities Marks	✓	For each Section, include the detailed labs marks excel sheet using the File Name: Lab-marks-SectionID.xlsx
Binder 5 (Folder)		
Quizzes	✓	For each Section, include the detailed Quizzes marks excel sheet. Use the following file name QZ-marks-SectionID.xlsx



Binder 6 (Folder)		
Assignments	✓	For each Section, include the Detailed Assignment marks excel sheet. Use the following file name Assg-marks-SectionID.xlsx
Binder 7 (Folder)		
Mid & Final Exams	✓	<p>Create 2 sub-folders:</p> <ul style="list-style-type: none"> • <i>Sub-Folder 1</i> for Miterm Exam named MidTerm. In this sub-folder and for each Section, include the detailed midterm marks excel sheet. Name this file as Mid-marks-SectionID.xlsx • <i>Sub-Folder 2</i> for final exam named Final. In this sub-folder and for each Section: <ul style="list-style-type: none"> ○ Create a sub-Folder named: Final-SectionID ○ In each section folder include: <ul style="list-style-type: none"> ✓ Detailed final marks excel sheet. Name this file as Final-marks-SectionID.xlsx ✓ Three samples of students answer sheets (Low-Medium-High)
Binder 8 (Folder)		
CLOs Assessments	✓	Complete the attached excel file “CLO-Ass.xlsx” and name it, for each section, CLO-Ass-SectionID.xlsx
Binder 9 (Folder)		
Course Survey	✓	<p>Required if your course participate in the assessment of SO(e) or SO(g) You must add:</p> <ul style="list-style-type: none"> • The survey (Set of Questions) • The Solution of the survey • Three samples of students answer sheets (Low-Medium-High)
Binder 10 (Folder)		
Assessment Summary	✓	<ul style="list-style-type: none"> • Complete the attached excel file “Ass-Sum.xlsx” and name it for each section Ass-Sum-SectionID.xlsx • Only coordinator Prepare the SOs Assessment summary for all sections an example of excel file is attached “SO-Ass.xlsx”. Name the file SO-Ass-courseCode.xlsx

You can download from the QAAU website (Menu “**Forms**”, Categories “**Course**”) a course file example.

General Instructions:

- All instructors of all opened sections of a selected course, need to coordinate to prepare the following:
 1. The *course assessment plan* file “**AssPlan.xlsx**” to be included in the Binder 1.
 2. The *teaching strategies* file “**TeachStrg.docx**” to be included in the Binder 1.
- Kindly collect the assessment data for all students registered in a given section (do not collect for a sample of students).
- In Binders 8 and 10, kindly include the assessment of only the CLOs mapped with the targeted SOs in the current semester.
- For each section, it’s required to prepare a Course File. The **course coordinator** has to merge all sections Courses Files in one Course File. The merged Course file need to be **sent by the coordinator** to the respective Head of Department.

Special Instructions about the assessment of SO(e) and SO(g):

The assessment of the SO(e) and SO(g) must be implemented *using a survey* (Questions SubSet).

- You can download an example of **Questions SubSet** for each case from **QAAU Website**, Menu “**Forms**”, Category “**Course**”.
- To assess the SO(e), use the following assessment templates:
 - *SectionID-courseCode-SO-e-Ass .xlsx* : to be used by the instructor of each section (*to be included in Binder 10*)



- *courseCode-SO-e-Ass.xlsx*: to be used by the coordinator of each course. (*to be included in Binder 10*)
- To assess the **SO(g)**, use the following assessment templates:
 - *SectionID-courseCode-SO-g-Ass .xlsx* : to be used by the instructor of each section (*to be included in Binder 10*)
 - *courseCode-SO-g-Ass.xlsx*: to be used by the coordinator of each course. (*to be included in Binder 10*)
- Add the folder “**Binder 9**” and include the following files:
 - The survey (Questions SubSet)
 - The Solution of the survey
 - Three samples of students answer sheets (*Low-Medium-High*)
- **Only Binders 9 and 10** are required