



Project File instructions

You can download from QAAU website (Menu **Forms** Categories→**Graduation project**) an example of project file for any program IS, CS or IT.

Each project file template includes 3 kinds of files. For each file, we describe the required actions to prepare your project file (*we do not have Binders from 1 to 10*).

1. syllabus.docx

- a. No action is required, just to include the Project Syllabus and to know the Project CLOs.

2. 'CLO-Assessment-SectionID.xlsx' file: for each section, the supervisor needs to do the following

- a. Rename the excel **CLO-Assessment-SectionID** file by replacing the text **SectionID** by the 5 digits' section id of your project.

b. In the first sheet: *Assessments*

- i. Enter the student ids of your project on the cells: **D5, E5, F5, G5 ...**
- ii. **Do not remove extra columns** reserved for student IDs
- iii. From the “**Supervisor Evaluation Form**” and the “**Cumulative Evaluation Form**”, copy criteria marks for all students (**blue area**)

- c. In each sheet named **CLO-i** where *i* in {1, 2, 3, ...}, remove the extra lines reserved for student ids (*example if you have*



3 students in the group you have to remove the line reserved for student 4, 5 and 6).

- d. In the sheet '**CLO-Summary**' add your *comment* related to each CLO based on the achievement level and propose an *action* if needed.
 - e. Send the '**CLO-Assessment-SectionID.xlsx**' file to the respective **coordinator**.
3. '**SO-Assessment.xlsx**' file: (**only Coordinators**) After receiving the previous file from every supervisor, the Coordinator need to do the following:
- a. In the first sheet '**CLO-Summary-AllSections**' and for each section (columns from **D** to **I**)
 - i. Enter the *number of student* in each section (cell **D3** for section 1, cell **E3** for section 2, ...)
 - ii. Enter the *section ID* for each section (cell D4 for section 1, cell E4 for section 2, ...)
 - iii. From previous file '**Assessment- SectionID**', From the sheet '**CLO-Summary**', copy the column '*Number of Students Who Achieved this CLO*' to the correspondent section column.
 - b. Send all received '**CLO-Assessment-SectionID.xlsx**' files and the created '**SO-Assessment.xlsx**' file in one zipped file to the respective Head of Department.