

# Optometry Self Assessment Tool - OSAT

## *Installation and user guide*

### Content

1. Introduction .....	2
2. Installation .....	3
Step 1: Add the Hebrew system language:.....	3
Step 2 Install software on C drive .....	3
3. Instructions for using OSAT .....	4
Login page: .....	4
Main menu .....	5
Data entry .....	6
Report generator .....	11
Send a PDF report by e-mail .....	14
Registration to the program Adobe Document Cloud.....	15
4. Often asked Questions (and answers).....	16

## 1. Introduction

OSAT is a tool to facilitate the assessment and comparison of the curricula of an Higher Education Institution (HEI) to the European Diploma in Optometry. The aim is to find duplications and identifying pedagogical resources needed to meet DipE criteria (gap analysis). The tool codifies the assessment, automates analysis and provides a report highlighting gaps between each curriculum and the DipE as well as identifying redundant content.

OSAT was developed by the Erasmus+ co-funded project **OCULUS** - *Optometry CURriculum for Lifelong Learning through ErasmUS*, see [www.oculuserasmus.org](http://www.oculuserasmus.org) for more information.

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- Adapt — remix, transform, and build upon the material

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## 2. Installation

### Recommendation

It is recommended to install the software on a separate computer or server in the test phase. After successful installation, it can be shared with others in the organization.

### Requirements for installing the OSAT :

- Windows 10 (with any language)
- Hebrew system language

### Step 1: Add the Hebrew system language:

- Click Windows Start, then Control Panel.
- Click Clock, Language and Region.
- Click Administration
- Under the Language for non-Unicode programs section, click Change system locale and select Hebrew (Israel).
- Click OK.

### Step 2 Install software on C drive

- Create a folder called OSAT on C-drive: c:\OSAT
- Copy the software files from [Dropbox folder<sup>1</sup>](https://www.dropbox.com/sh/gn06uff3mq4izzu/AADIGNT8F7fJU3hgjMgmlefka?dl=0) into the OSAT folder on C:
  - o OSATData.accdb (data file)
  - o OSATPROG.accdb (software file)
- Click and run the software file: OSATPROG.accdb
- Click and open the data file: OSATData.accdb

<sup>1</sup> <https://www.dropbox.com/sh/gn06uff3mq4izzu/AADIGNT8F7fJU3hgjMgmlefka?dl=0>

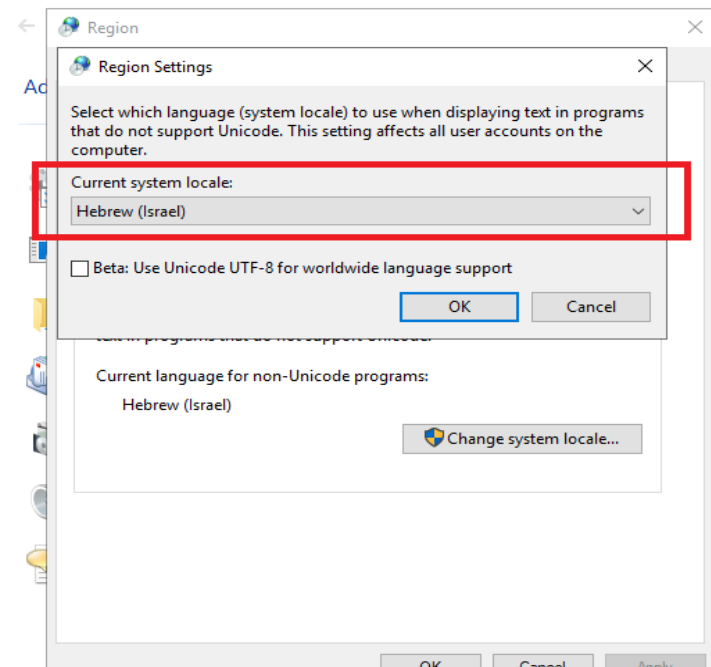


Figure 2 Screenshot: Add Hebrew system language

### 3. Instructions for using OSAT

#### Login page:

In the middle is the login field. Login:

- Username to log in: OSAT
- Password: 1234

On the top left is the Toolbar, with easy copy/paste functions and access to selecting a printer and printer preview.

On the top right is a menu for printing reports, to enter the menu and open full screen:

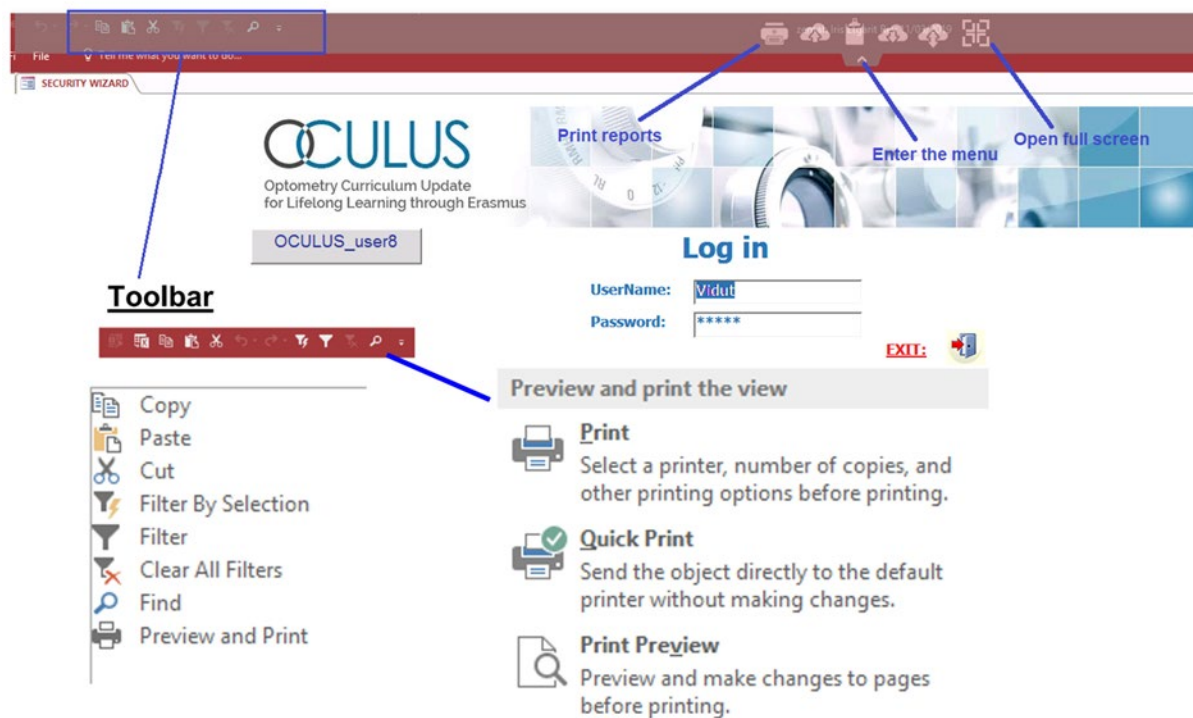


Figure 2 Screenshot: Overview of login page and menus

## Main menu

The main menu shows:

- Data entry: here all the data can be entered
- Master files: the files that master the document, should not be altered
- Reports: here you can select and print reports

The screenshot shows the OCULUS Main Menu interface. At the top, there is a header with the OCULUS logo, the text 'Optometry Curriculum Update for Lifelong Learning through Erasmus', and the European Union flag with the text 'Co-funded by the Erasmus+ Programme of the European Union'. Below the header, there is a navigation diagram with three main boxes: 'Data Entry', 'Master Files', and 'Reports'. Arrows indicate the flow between these boxes. A red arrow points from 'Data Entry' to 'Master Files', and another red arrow points from 'Master Files' to 'Reports'. A red arrow points from 'Data Entry' to a table of course data. A red arrow points from 'Reports' to a box labeled 'EXIT:'. A red arrow points from 'Master Files' to a box labeled 'European Diploma:'. The table of course data has columns for 'Part of European Diploma', 'Course Name', 'Course URL/Link', 'Learning Outcome', 'Practical Competencies', 'Institution', 'ECTS', 'Responsible lecturer', 'Minimum required credits', 'Number of credits', and 'Status'. The table contains data for '10001' and '10002'.

**MAIN MENU**

**Data Entry**

**Master Files**

**Reports**

**EXIT:**

**European Diploma:**

**Self assessment Knowledge based competencies**  
**Self assessment Clinical practical Draft**

Part of European Diploma	Course Name	Course URL/Link	Learning Outcome	Practical Competencies	Institution	ECTS	Responsible lecturer	Minimum required credits	Number of credits	Status
10001	10001	10001	10001	10001	10001	10001	10001	10001	10001	10001
10002	10002	10002	10002	10002	10002	10002	10002	10002	10002	10002

Figure 3 Screenshot of main menu

## Data entry

There are two options to enter data:

Data entry Option 1: Using the filters first and then add new row (see screenshot).

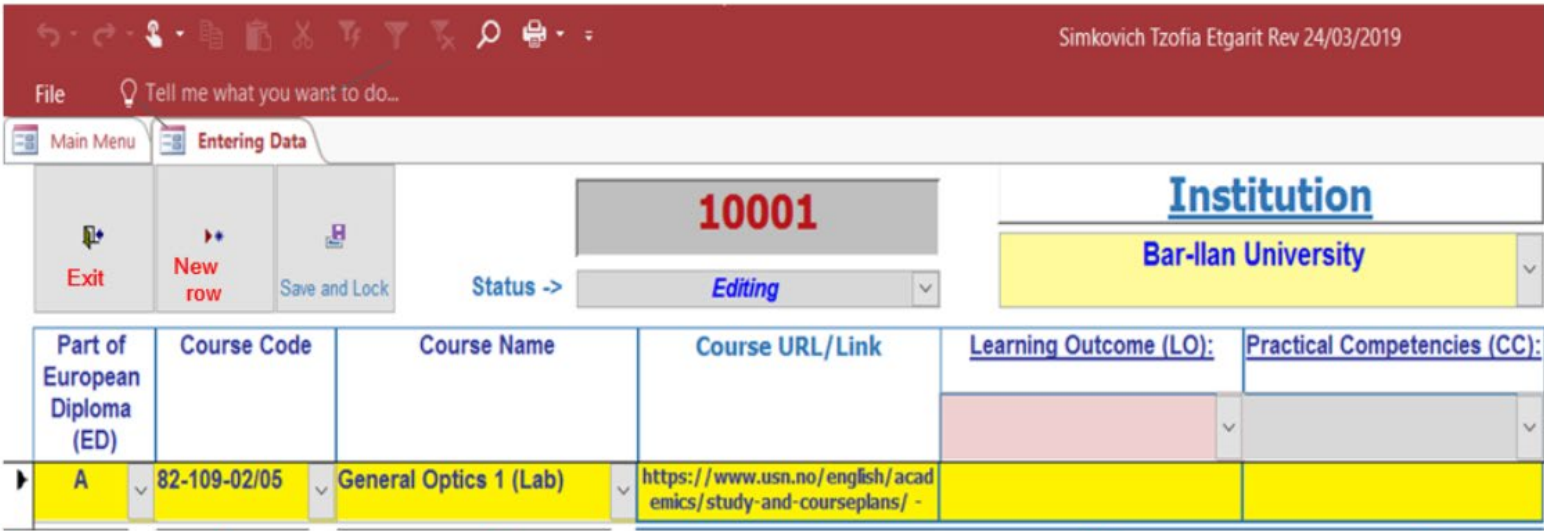
After choosing the right parts in the filter section press on the button for new row than enter data for course code, course name, link and choose Lo/ CC (that automatically filters according to part and subject you already chosen).

filter section: choose the part from ED, that will filter the subjects of that part. select the subjects code and automatically it will fill the subject name

		<b>10001</b>		<b>Bar-Ilan University</b>	
Status -> <b>Editing</b>		Filter by Part:	Filter LO/CC by Subject code:	Filter LO/CC by Subject Name:	
<b>Course Code</b>	<b>Course Name</b>	<b>Course URL/Link</b>	<b>Part of European Diploma (ED)</b>	<b>Learning Outcome (LO):</b>	<b>Practical Competencies (CC):</b>
82-109-02/05	General Optics 1 (Lab)	<a href="https://www.usn.no/english/academics/study-and-courseplans/">https://www.usn.no/english/academics/study-and-courseplans/</a>	A	refraction at single spherical or plane surfaces	

Figure 4 Screenshot Data entry and filter selection

Data entry Option 2: Add new row first without using the filters (see screenshot):



The screenshot shows the 'Entering Data' tab in the OCULUS application. At the top, there's a red header bar with a toolbar and the text 'Simkovich Tzofia Etgarit Rev 24/03/2019'. Below this is a navigation bar with 'Main Menu' and 'Entering Data' tabs. The 'Entering Data' tab contains several buttons: 'Exit', 'New row', and 'Save and Lock'. To the right of these buttons is a 'Status' dropdown menu set to 'Editing'. Further right is a large input field for '10001' and a dropdown menu for 'Institution' set to 'Bar-Ilan University'. Below these elements is a table with the following columns: 'Part of European Diploma (ED)', 'Course Code', 'Course Name', 'Course URL/Link', 'Learning Outcome (LO):', and 'Practical Competencies (CC):'. The table has one row of data: 'A', '82-109-02/05', 'General Optics 1 (Lab)', 'https://www.usn.no/english/academics/study-and-courseplans/-', and empty cells for 'Learning Outcome (LO):' and 'Practical Competencies (CC):'. Red arrows point from the text labels below to specific elements in the table: one to the 'A' dropdown, one to the '82-109-02/05' dropdown, one to the 'General Optics 1 (Lab)' dropdown, and two to the 'Learning Outcome (LO):' and 'Practical Competencies (CC):' dropdowns.

Selecting the right part from the ED (A,B,C,D)

Choosing course details ( the information is taken from the master files)

Either Choosing Lo (for the knowledge base part )  
or practical competencies (for the clinical part)  
from drop down list , you can't choose both

Figure 5 Screenshot of data entry without using filters



Detailed information on the fields for filling out data:

Calculator of the ects Lo in the course , if you exceed the total ects of the course a warning will appear

Simkovich Tzofia Etgarit Rev 07/10/2019

Tell me what you want to do...

Records: New, Save, Refresh, Filter, Delete, More, Totals, Spelling, Find, Replace, Go To, Select, Text Formatting

Created by: Simkovich Tzofia  
Last Modified Date:   
Last Modified by:   
Search For ->

Course ECTS	Minutes of LO	% of the LO in the course	How many ECTS is the LO	Method of Assessments	Clinical Assesment Reference (Link/URL)	Responsible lecturer	Responsible lecturer (Link/URL)	Minimum/required real #patients	# of Mock patients	Report Kept
	0.00			MCQ				0	0	NO
	0.00			Oral Assignment				0	0	NO
	0.00	0.00		Oral Exam				0	0	NO
	0.00	0.00		Other				0	0	NO
	0.00	0.00		practical Assignment				0	0	NO
	0.00	0.00		practical Exam				0	0	NO
	0.00	0.00		Written Assignment				0	0	NO
	0.00	0.00		Written Exam				0	0	NO

Exam paper (or the description of it) and the grading paper (or a description of it)

you can fill it or that it will calculate base on column "how many ECTS is the LO"

you can fill it or that it will calculate base on column "% of the LO in the course"

Choosing from drop down list . If none of the above is right, you have the option to choose "other"

Exam paper (or the description of it) Grading paper (or a description of it)

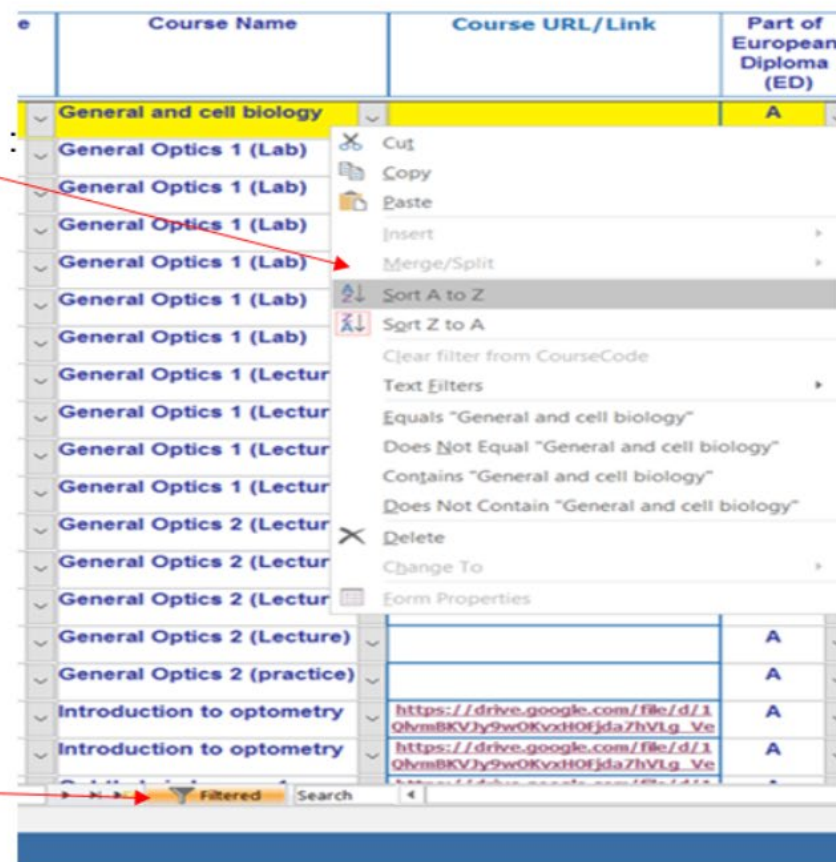
CV

Figure 6 Screenshot: Information on fields



Filter information on the data entering screen:

Press on the right mouse button to have filter options :



To stop filter press on the icon at the bottom of the screen

Figure 7 Screenshot: Filter information on the data entering screen

Additional options in the data entering screen:

- For help press 'double click' on the title you need help for
- To view the information as a datasheet (excel form) press at the right icon at the right bottom of the screen:

Part	CourseName	Duration	CourseCode	SyllabusLink	LearningOut	Competence	CourseCTE	ECTS	MethodAsses	Assessment	LecturerName
A	General opt	0.00	82-101		apertures		2	2			Dr Nativ Meras
A	General Optics	540.00	82-109-02-05	and-courseplan	thin lenses		2	2			Mr Ricardo Yor
A	General Optics	90.00	82-109-02-05	Abagil.RicardG	aberrations		2	3	Written Assign		Mr Ricardo Yor
A	General Optics	45.00	82-109-02-05	abSPK.042000	apertures		2	2	Written Assign		Mr Ricardo Yor
A	General Optics	405.00	82-109-02-05	Abagil.RicardG	prismatic effect		2	2	Written Assign		Mr Ricardo Yor
A	General Optics	90.00	82-109-02-05	KV.LytleO6xHt	thin prism		2	2	Written Assign		Mr Ricardo Yor
A	General Optics	405.00	82-109-01	Abagil.RicardG			2	14	Written Exam		Prof Khaykovic
A	General Optics	540.00	82-109-01	Abagil.RicardG	thin lenses		2	18	Written exam		Prof Khaykovic
A	General Optics	90.00	82-109-01	abSPK.042000	aberrations		2	3	Written Exam		Prof Khaykovic
A	General Optics	45.00	82-109-01	abSPK.042000	apertures		2	2	Written Exam		Prof Khaykovic
A	General Optics	0.00	82-110				2	2			Dr Shwartz She
A	General Optics		82-110		interaction of lg		2	2			Dr Shwartz She
A	General Optics		82-110		polarization		2	6			Dr Shwartz She
A	General Optics		82-110		wave optics and		2	2			Dr Shwartz She
A	General Optics	0.00	82-110-02-03				2	2			Ms Hochwald S
A	Introduction to c	90.00	82-125	KV.LytleO6xHt	sphero-cylindr		2	3	Written Exam		Dr Schrader St
A	Introduction to c	90.00	82-125	KV.LytleO6xHt	thin prism		2	3	Written Exam		Dr Schrader St
A	Ophthalmic Len	90.00	82-211-01	KV.LytleO6xHt			2	2	Written Exam		Mr Habesh Pet
A	Ophthalmic Len	68.00	82-211-01	abSPK.042000	thin lenses		2	2	Written Exam		Mr Habesh Pet
A	Ophthalmic Len	270.00	82-211-01	abSPK.042000	aberrations		2	9	Written Exam		Mr Habesh Pet
A	Ophthalmic Len	135.00	82-211-01	abSPK.042000	apertures		2	5	Written Assignm		Mr Habesh Pet
A	Ophthalmic Len	135.00	82-211-01	abSPK.042000	refraction at sin		2	5	Written Exam		Mr Habesh Pet
A	Ophthalmic Len	135.00	82-211-01	KV.LytleO6xHt	sphero-cylindr		2	5	Written Exam		Mr Habesh Pet
A	Ophthalmic Len	68.00	82-211-01	abSPK.042000	thick lenses		2	2	Written Exam		Mr Habesh Pet
A	Ophthalmic Len	112.00	82-213-01	GO-ePCRBGK	polarization		2	4			Mr Habesh Pet
A	Ophthalmic Len	112.00	82-213-01	GO-ePCRBGK	transmission the		2	4			Mr Habesh Pet

Figure 8 Screenshot: additional options in the data entering screen

## Report generator

Choose the type of report that is wanted on the right and click to 'view report' button.

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File Tell me what you want to do...

Main Menu Reports Generator

Exit View report

From Month: To Month:  
From Year: 2019 To Year: 2019  
From Date: To Date:

Institutions List: Bar-Ilan University  
Parts List:  
Subjects List:  
User List:  
Learning Outcomes List:  
Clinical Competencies List:  
Courses List:

Filter reports

To view the report you need to choose the type of report you want from the right, and then click on the "view report" button. You can also have to opportunity to use the filter for the reports .

Knowledge based report

Clinical based report

Self assessment Knowledge based competencies  
Self assessment Clinical practical Draft

Figure 9 Screenshot: Report generator

## Example report: Knowledge based report

Note: the LO (Learning Objectives) will appear in the report even if they were not filled out.

Simkovich Tzofia Etgarit Rev 24/03/2019

File Tell me what you want to do...

Main Menu Reports Generator Self assessment Knowledge based competencies

יום ראשון 14 אפריל 2019

## Self assessment Knowledge based competencies

### Bar-Ilan University

**PART:** A Optics

**Subject:** 1 A.1.1 Geometrical Optics

The candidates should demonstrate fundamental knowledge and insight into geometrical optics in order for the candidate to be able to understand, explain, and solve problems related to the eye and optical instruments/lenses, their function and correction. Knowledge and understanding should be demonstrated in the areas of: (1) refraction at single spherical or plane surfaces, (2) thin lenses, (3) thick lenses, (4) aberrations, (5) apertures, (6) spherocylindrical lenses, (7) thin prisms, (8) prismatic effect, and the manipulation of lens form and setting to obtain the desired control of prismatic effect, (9) mirrors, and (10) ophthalmic and optical instruments. The aim is to achieve knowledge of the fundamentals of geometrical optics and how they apply to the human eye.

	Learning outcome	Course Code	Name of Course	Course Reference	Responsible lecturer	ECTS of LO	Method of assessment?	Assesment Reference
1	refraction at single spherical or plane surfaces	82-211-01	Ophthalmic Lenses 1		Mr. Habash Peter	5	Written exam	
1	refraction at single spherical or plane surfaces	82-109-01	General Optics 1 (Lecture)		Prof.Khaykovich Lev	14	Written exam	
2	thin lenses	82-109-02/05	General Optics 1 (Lab)		Mr.Ricardo Yonatan / Saad Snir	18	Written Assignment	
2	thin lenses	82-109-01	General Optics 1 (Lecture)		Prof.Khaykovich Lev	18	Written Exam	

Figure 10 Screenshot: Knowledge based report screen

## Example report: Clinical based report

Simkovich Tzofia Etgarit Rev 24/03/2019

File Tell me what you want to do...

Main Menu Reports Generator Self assessment Knowledge based competencies Self assessment Clinical practical Draft 3 ECOO submission

יום שני 15 אפריל 2019

**Self assessment Clinical practical Draft 3 ECOO submission**

**Bar-Ilan University**

**PART: A Optics**

**Subject: 5 A.2.1 Occupational Optics**

The candidates should demonstrate knowledge and understanding and be able to discuss and test visual function in relation occupational optics. Knowledge, understanding and testing skills should be demonstrated in the areas of: (1) visual performance, (2) ocular injuries, (3) eye protection and its regulations, (4) lamps and lighting and regulations regarding lighting, (5) visual display units, and (6) regulations related to vision and driving.

	Clinical/practical competencies	Course Code	Name of Course	Course Reference	Responsible lecturer	# of Minimum patients	# of Mock patients	Method of Assessments	Record kept?	Assesment Reference
1	The ability to advise on and to dispense the most suitable form of optical correction taking into account visual performance and comfort, durability, comfort (anatomical), cosmetic appearance and lifestyle.								NO	
2	The ability to measure and verify optical appliances, taking into account relevant standards.								NO	

Figure 11 Screenshot: Clinical based report screen



## Send a PDF report by e-mail

Below instructions are given to send the report by e-mail (using Acrobat Reader, registration to Adobe Document Cloud might be necessary, see next page)

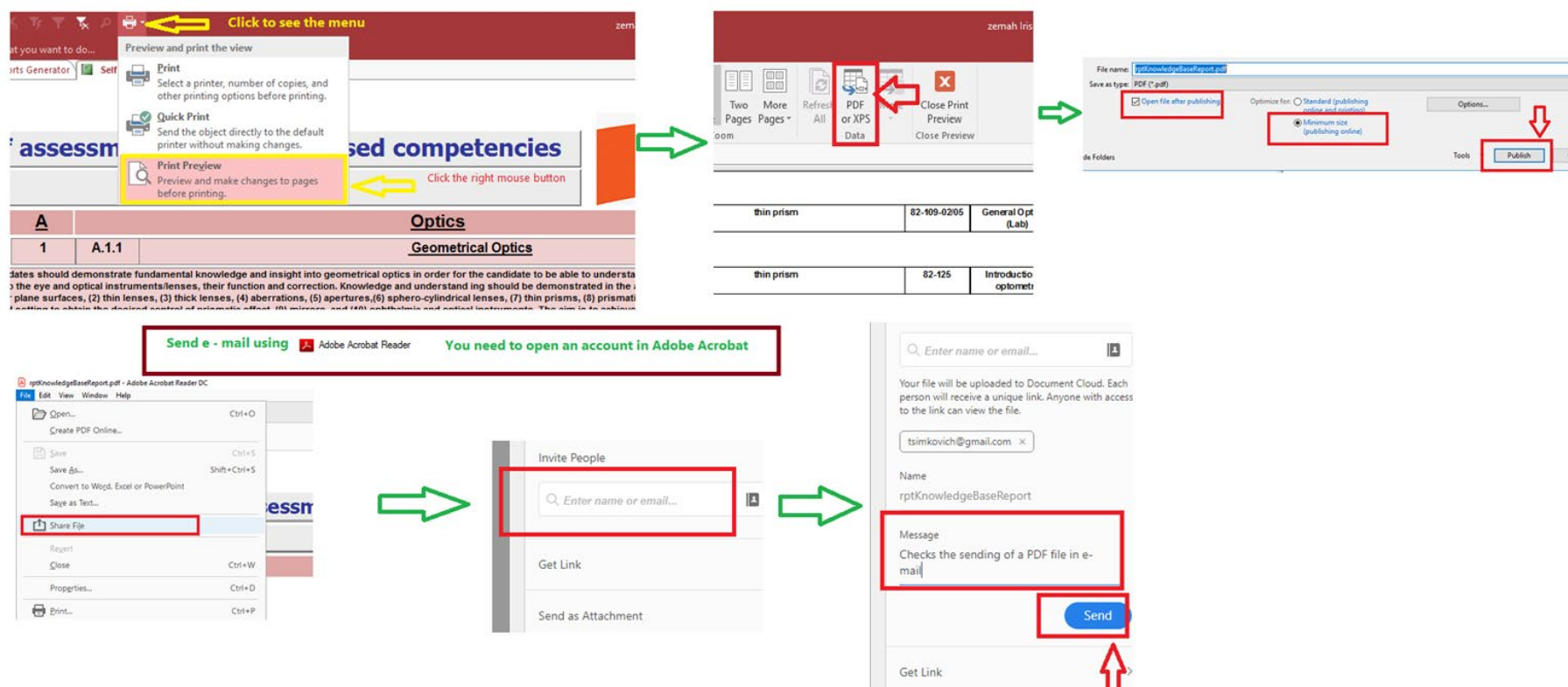
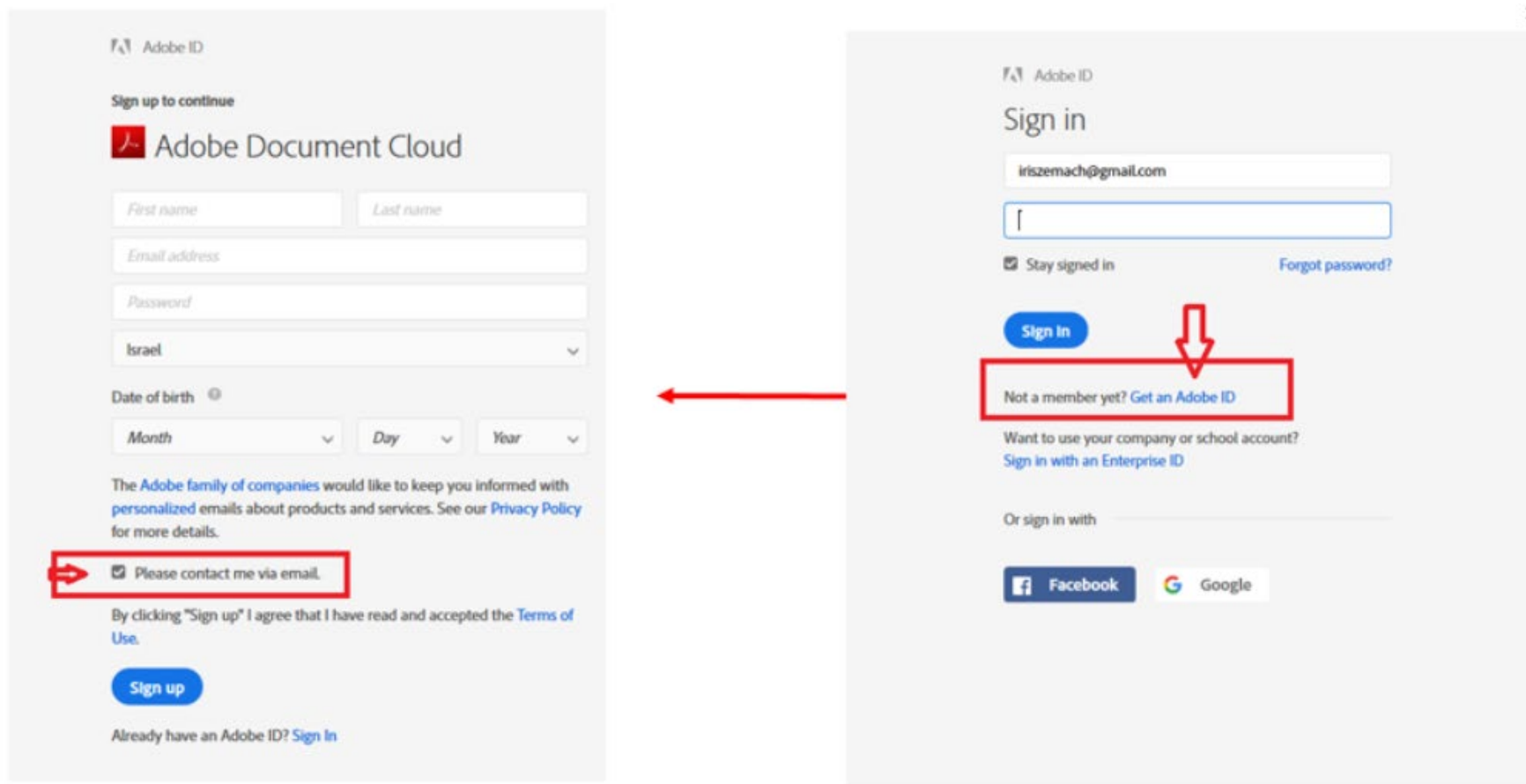


Figure 12 Screenshot: Send report by e-mail



## Registration to the program Adobe Document Cloud



Adobe ID

Sign up to continue

**Adobe Document Cloud**

First name Last name

Email address

Password

Israel

Date of birth

Month Day Year

The Adobe family of companies would like to keep you informed with personalized emails about products and services. See our [Privacy Policy](#) for more details.

☒ Please contact me via email.

By clicking "Sign up" I agree that I have read and accepted the [Terms of Use](#).

Sign up

Already have an Adobe ID? [Sign in](#)

Adobe ID

Sign in

iriszemach@gmail.com

Stay signed in [Forgot password?](#)

Sign in

Not a member yet? [Get an Adobe ID](#)

Want to use your company or school account?  
[Sign in with an Enterprise ID](#)

Or sign in with

Facebook Google

Figure 13 Screenshot: Registration Adobe Document Cloud

#### 4. Often asked Questions (and answers)

1) Can we edit the entry made earlier - edit by the same lecturer or by sub-admin: if yes, what is the procedure? (currently there is no edit option for rows already entered in OSAT)

Answer: Yes, you can edit the date, you just enter the form and continue entering data.

2) can we do data entry first and then upload the files / links after few days?

Answer: YES

3) the save button on top is disappeared. there is only save and lock option, which we don't want to use now

Answer: You don't need the save button, The data is automatically saved .

4) can we see data entered earlier, before we begin next session. OR data needs to be entered in parts. can we see earlier part, what we entered already?

Answer: YES, Until you do not make save and lock , you will see all the data you have entered.

5) Can we see if all LO are covered and fill?

Answer: Yes, in the "report screen" all the LO will appear in even if you didn't fill it .

6) When i log on the OSAT website i am not able to see the complete course name when i am trying to do data entry.

Answer: You didn't fill the column Course name, that's why you see empty lines,

but if you Scrolls down, you can see the course name you entered.

you have 2 options:

a. delete from the course list the empty rows.

b. you can fill the course name in this rows.

please check the empty rows, and tell us if we can delete them, and then you will not see empty lines any more