

Frequently Asked Questions

Unit Assessment System (UAS)

What Browser Should I use with UAS?

Internet Explorer is the browser UHCL Supports. UAS works best with Internet Explorer. If you do not have Internet Explorer it can be downloaded for free from:
<http://www.microsoft.com/windows/ie/downloads/default.mspx>

What is the URL?

From the School of Education web site, <http://soe.uhcl.edu> click the tab marked **UAS/PCT** or you can go directly to the tab by using <http://soe.uhcl.edu/uas>

What user ID and Password do I use and how can I find my user name?

1. You will be taken to a Sign-In page when you click the Student Login or Faculty Login button from School of Education web site. Enter your user ID (name) and password in the fields provided. Your user ID is the same name you would use to login to a campus computer or access your student e-mail account. By default, your password is a lowercase 'p' followed by your seven-digit student ID number.
2. If you don't know your user id, go to **Look up my user name** on School of Education web site <http://soe.uhcl.edu/uas>

Where can I find UAS instructions?

Go to the UAS/PCT tab on the School of Education web site, <http://soe.uhcl.edu/uas> in the left menu navigation click on "How to upload assessment products".

Why should I create a "Folder" in the File Manager?

1. You can Create a Folder to help keep your files organized in the file manager
2. Click on the "**Create a Folder**" button.
3. Type in the folder name and click save

Can I upload multiply files into the File Manager?

- You can upload a ZIP file or a single file.

Helpful Hint: When you upload a ZIP file this will automatically unzip the files and place them in the selected folder

What file type's can I upload?

- You can upload any file type however, your instructor must have a program that can open the file type for this reason we recommend that you upload only files that the University has site licenses for this would include any Microsoft products including Word, PowerPoint, Excel, you may also safely upload PDF's, HTML pages and images files.

Helpful Hint: Extremely large files should be converted to PDF files to reduce the file size and make the upload faster. The conversion can be done in any of the on-campus computer labs.

How do I know when my key assessment has been accessed?

Until a file has been assessed by your instructor, you will see the word **"Pending"** next to your key assessment product. As long as the products have not been assessed you may replace the file following the steps outlined above. Once your instructor has assessed your key assessment product, you will no longer see "Pending". Instead you will see a rating of Excellent, Acceptable, and Unacceptable and you will no longer be able to replace the files.

Important things to know about uploading assessments

1. The UAS application does accept Zip files.
2. Do not try to upload folders, upload only a single file at a time or a zip file containing multiple files for each Key Assessment Item

Helpful Hint: Extremely large files should be converted to PDF files to reduce the file size and make the upload faster. The conversion can be done in any of the on-campus computer labs.

How can I upload my Portfolio?

1. A John Hopkins portfolio can be zipped and uploaded into UAS File Manager.
Note: If you need assistance zipping your portfolio contact your instructor, UCT Support Center can help you upload your zip files into UAS.
2. You can use any ZIP software to zip your portfolio and uploaded into UAS File Manager

Helpful Hint: Create a folder for your portfolio by clicking on the Create a Folder button in the File Manager.

Help I can no longer access my artifacts

UAS is designed to allow students to access their courses during the current semester; once the semester has ended students will not be able to upload files to the courses. Please check with you with your instructor to find out the last day she/he will accept files.

How do I know what assessment to upload to what section?

Contact your instructor

When I tried uploading a file I couldn't find a submit button?

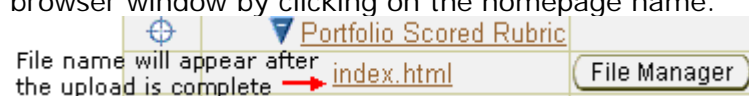
Click on the "Save" button

I have five word documents and I want to upload one file. How can I upload one file?

Convert your word documents into a PDF format. The conversion can be done in any of the on-campus computer labs.

What is "Mark as Homepage"?

If you are uploading your portfolio or a Website you can mark your homepage name (e.g. index.html). Now that the website's homepage is indicated the site can be opened in a new browser window by clicking on the homepage name.



I am an adjunct my login has expired

If you are an adjunct and have not renewed your university account for the current semester you will not be able to access UAS. You can email UCT Support Center at SupportCenter@uhcl.edu

What can I do if I receive an error message?

1. Don't panic. UAS is designed to display an error when something goes wrong. The text of the error message can help the Support Center or UAS Support discover and correct the source of the problem. You can email UCT Support Center at SupportCenter@uhcl.edu and copy and paste the error that you are getting into the text of the message. Be sure to include your name, email, phone number and course.
2. If you get a "You are not authorized to view this page" or "Internal Server Error" message you should email UCT Support Center at SupportCenter@uhcl.edu
3. If you get an OSS server error you should open Internet Explorer go to tools and down to internet options click the delete cookies button, click the delete files button, and click on the settings button, make sure every visit to the page is selected. Close the browser then open it and try to login again.
4. If you get a "this page cannot be displayed" when clicking on the Assessment Interface link you should open Internet Explorer go to tools and down to internet options click the delete cookies button, click the delete files button, and click on the settings button, make sure every visit to the page is selected. Close the browser then open it and try to login again.
5. If you logged into UAS and you cannot see your key assessment items you should email UCT Support Center at SupportCenter@uhcl.edu.

Focus	Name	Score
	▼ Azalea Boehm	

[Return to Parent Application](#)

If you are receiving any errors or have questions you should email UCT Support Center at SupportCenter@uhcl.edu or call 281/283-2828.