DOME - Dean

Dynamic Online Mark Entry
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SECTION 1
NAVIGATION

DOME is the application used to enter final marks and replaces the current Web Mark Entry system. Marks for all courses managed by the Banner system will be entered through DOME. DOME is to be used by instructors, department heads and deans from all faculties, federated colleges, La Cité universitaire francophone, CCE (credit courses) and remote sites such as Saskatoon and Prince Albert (e.g. community education centres and FN Univ campuses).

A. The Dynamic Online Mark Entry (DOME) Functions

- View courses assigned to you and your faculty
- View your class rosters
- Enter and approve grades
- Submit grades for approval
- Download your class roster to Excel
- Upload grades from Excel

B. Advantages of a Web Based Approach

- DOME will be available globally over the Internet
- A powerful PC is not required
- Banner is not required
- Centralized maintenance of the DOME application
- DOME is available 24 hours per day, 7 days a week (except for maintenance periods)

C. The DOME Process

- Your password is the same as your UR Self Service password
- Instructors enter grades
- Grades are viewed and approved at the Department Head level (when applicable)
- Grades are viewed and approved at the Dean level
- After the Deans approval the grades may be viewed by the students online the following day
- If the Department Head or Dean rejects the grades, they are returned to the instructor for adjustment

D. Logging in

To access DOME:

1. Open a browser (FireFox, Internet Explorer and Google Chrome have been tested)
2. Access the DOME webpage: https://............

OR

a. Access the main U of R page at http://www.uregina.ca
b. Click “Faculty and Staff” at the bottom of the page
c. On the ‘Quicklinks Navigation’ menu choose “DOME”

3. Enter your User ID (9 digit Employee ID number) and Password (same as UR Self Service)
4. Click ‘Login’
E. **Logging out**
   1. Click the ‘Logout’ button in the top right corner to exit.

F. **DOME Help**
   The Help screens in DOME are page specific. Anytime you click the Help tab, it will contain help information for the page you are viewing.

   **Ex. The Menu Help Screen**
G. **Tabs**

Users can navigate through screens by clicking on the different tabs.

![DOME Interface](image)

I. **The Menu Tab**

On the menu tab, users select the term for which they are entering grades. Users also select their role (ex. Instructor, Department Head or Dean) in this tab. The ‘Select this Role’ button changes to ‘Selected’ when chosen.

![Menu Tab Interface](image)

II. **The Administration Tab**

On the Administration tab, users can access a variety of different reports that provide information on courses as well as individuals. Reports include:

- Course Reports
- Role Reports

III. **The Classes Tab**

The Classes tab shows the classes available for the chosen term in the Menu tab. Courses are sorted alphabetically by default but this can be adjusted by clicking on the appropriate header (ex. Dept or CRN).

![Classes Tab Interface](image)
EXAMPLE: CRNs 31103 and 31386 – Grades have been entered but not yet submitted. They are still in the Instructor’s queue. CRN 30851 – Waiting for grades to be entered. CRN 31106 – Grades have been entered and submitted. It is in the Department Head’s queue.

IV. The Grades Tab
The Grades tab is where grade rosters can be downloaded and uploaded and grades can be entered. You can navigate to the Menu or Classes tab by clicking on the appropriate tab.

1. Menu Tab – open the menu tab to change the year, term or your role.
2. Classes Tab – open the classes tab to view all your classes for the chosen term.
3. View Routing – shows where a course is within the approval queue.
4. Download Roster – download the class roster to a spreadsheet to create your marking spreadsheet.
5. Upload Grades – upload grades from a spreadsheet directly into DOME.
6. Details – course details.
7. Stats – statistics on how many students per grade range. Also calculates the class average and standard deviation.
8. Final Exam – identifies the time and location of the final exam.

V. The Proxies Tab
The Proxies tab is where proxy can be enabled for one individual to act on behalf of another. This function allows you to select the person to be granted proxy and which sections of that account can be accessed.

Currently Has Proxy Authority: Yes
Individuals in this list have proxy access for one or more individuals. To view the access, find the individual and select “View/Edit”.

Currently Has Proxy Authority: No
Individuals in this list do not have proxy access for any other individual.
SECTION 2
APPROVING GRADES

A. Approving Grades

To approve grades:

1. Press ‘Select this Role’ in the DEAN row.
2. Open the Classes tab.
3. Classes waiting to be approved are in black at the top of the list. Courses not yet ready for approval will be in brown.

4. Change the sort order by clicking on any of the headers (i.e. Instructor, or Dept).
5. Find the class that you would like to approve and press ‘View/Enter Grades.’
6. Review the submitted grades. If the grades are acceptable, press the ‘Approve’ button. OR
   If the grades are unacceptable, press the ‘Reject’ button.
B. **Routing**

On the Grades tab you are able to view the routing table, which identifies the approval path for the selected course and where a course currently is in the approval queue.

**To view routing:**
1. In the Grades tab, select the ‘View Routing’ button.
2. The approval level that is checked and highlighted is the current approval level.
3. To return, click the ‘View Grades’ button.

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>INST Instructor Nursing Test (200358937)</td>
</tr>
<tr>
<td>✔</td>
<td>DPHO Department Head Nursing Test (200358838)</td>
</tr>
<tr>
<td>-</td>
<td>DEAN David Gregory (200246766), Dean Nursing Test (200358839)</td>
</tr>
<tr>
<td>-</td>
<td>BANNER -</td>
</tr>
</tbody>
</table>

C. **Comments**

Comments may be added to a student record by the Instructor. Department Heads and Deans can view comments but may not edit or delete comments.

**To view comments:**
1. When a student has a comment entered by the instructor, a ‘View’ button will appear in the Comments column.
2. Click the ‘View’ button to view the comment.
3. Click the ‘Close Comment’ button to exit the pop up window.

D. **Downloading the Class Roster**

To keep an Excel file that contains the class roster with the grades, simply click the Download Roster button. You may choose to either open or save the file.
SECTION 3
PROXY ACCESS

A. Proxy Access

1. On the Menu tab, choose the term.
2. In the DEAN row, press ‘Select this Role.’
3. Open the Proxies tab.
4. In the ‘Currently Has Proxy Authority: No’ list, find the individual who is being granted proxy authority and click “View/Edit.” The editing block will open and the selected individual will be highlighted.

<table>
<thead>
<tr>
<th>Action</th>
<th>Name</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>View/Edit</td>
<td>Abramyk, Finan</td>
<td>115054706</td>
</tr>
<tr>
<td>View/Edit</td>
<td>Abusha, Hansjoachim</td>
<td>115207192</td>
</tr>
<tr>
<td>View/Edit</td>
<td>Addicarm, Abbeygail</td>
<td>115284653</td>
</tr>
<tr>
<td>View/Edit</td>
<td>Adegoke, Domenico</td>
<td>115117874</td>
</tr>
</tbody>
</table>

5. In the ‘Faculty Members’ block, find the individual for whom proxy will be granted and click “Grant Proxy For.”

6. In the Granting block, choose the position for which proxy is being granted by changing the ‘Status’ from “Inactive” to “Active.” Choose the semester when proxy authority ends by changing the ‘To Term.’ The ‘From Term’ may be adjusted if needed.

<table>
<thead>
<tr>
<th>Campus</th>
<th>College</th>
<th>Department</th>
<th>Position</th>
<th>Status</th>
<th>From Term</th>
<th>To Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>U</td>
<td>AR</td>
<td>ECON</td>
<td>INST</td>
<td>Active</td>
<td>201530</td>
<td>201610</td>
</tr>
<tr>
<td>U</td>
<td>AR</td>
<td>ECON</td>
<td>DPHD</td>
<td>Inactive</td>
<td>201530</td>
<td>9999999</td>
</tr>
</tbody>
</table>

Note: In this example, proxy authority is only being granted for the Instructor role NOT the Department Head role. This proxy authority will expire in 201610.
7. Press “Confirm.” A ‘Success’ message should appear at the top of the page (under the Proxy tab) if the proxy access has been successfully granted.
8. Press “Back” to return to the Editing block. The proxy authority that has been granted should be visible.
9. Press “Back” again to close the Editing block.
10. The Instructor will now be listed in the ‘Currently Has Proxy Authority: Yes’ list.

B. Edit Proxy Access

1. On the Menu tab, choose the term.
2. In the Dean row, press ‘Select this Role.’
3. Open the Proxies tab.
4. In the ‘Currently Has Proxy Authority: Yes’ list, find the individual who has been granted proxy authority and click “View/Edit.”
5. In the ‘Editing’ block, choose “Edit Details” next to the individual whose proxy needs to be adjusted.

6. Change the position or the time frame for which proxy authority has been granted by editing the ‘Status’ and ‘To Term’ or ‘From Term’ fields.

Note: In this example, proxy authority for the Instructor position has changed from 201610 to 201630. Additional proxy authority was granted for the Department Head position from 201530 to 201630.

7. Press “Confirm.” A ‘Success’ message should appear at the top of the page (under the Proxy tab) if the proxy authority has been successfully granted.
8. Press “Back” to return to the Editing block. The proxy authority that has been granted should be visible.
9. Press “Back” again to close the Editing block.
C. **Remove Proxy Access**

1. On the Menu tab, choose the term.
2. In the Dean row, press ‘Select this Role.’
3. Open the Proxies tab.
4. In the ‘Currently Has Proxy Authority: Yes’ list, find the Instructor who is being granted proxy authority and click “View/Edit.”
5. In the ‘Editing’ block, choose “Edit Details” next to the individual whose proxy needs to be removed.
6. Change the ‘Status’ to “Inactive.”
7. Press “Confirm.” A ‘Success’ message should appear at the top of the page (under the Proxy tab) if the proxy authority has been successfully revoked.
8. Press “Back” to return to the Editing block.
9. Press “Back” again to close the Editing block.
10. The Instructor will be removed from the ‘Currently Has Proxy Authority: Yes’ list.
SECTION 4
ADMINISTRATION

In DOME, reports can be generated that provide information on courses (ex. late grade submission, etc) as well as information on individuals in the system (ex. courses assigned to a specific person).

1. Course Status – reports on courses
2. People & Positions – reports on individuals

Note: The button that is underlined is the currently selected section.

A. Course Status Reports

The course status reports provide information on individual courses, as well as on all courses offered institution wide.

I. Individual Course Report

The Individual Course Report identifies the routing queue for a course.

To access the Individual Course Report:

1. On the Menu tab, choose the term.
2. In the Dean row, press ‘Select this Role’.
3. Open the Administration tab.
4. Click on the ‘Course Status’ button.
5. Enter the CRN and click ‘View Stages For This Course.’
6. The routing queue for the course will be visible. By selecting ‘View Grades’ the grades for the course will be visible. The current stage is indicated by both a checkmark and by highlighting.
II. Overall Course Reports

To access the View Stages For All Courses Report:
1. On the Menu tab, choose the term.
2. In the Dean row, press ‘Select this Role’.
3. Open the Administration tab.
4. Click on the ‘Course Status’ button.
5. Click on the ‘View Stages For All Courses’ button.

Note: This report shows all courses at the University. To narrow your search, apply filters to the report (see Section 5, A: Filter Options).
The Stages column identifies where the course is in the routing queue. 10 – Instructor, 20 – Department Head, 50 – Dean, 99 – Banner.

To access the View Late Stages For Role Report:
1. On the Menu tab, choose the term.
2. In the Dean row, press ‘Select this Role’.
3. Open the Administration tab.
4. Click on the ‘Course Status’ button.
5. Select the role you want to view.
6. Click on the ‘View Late Stages For Role’ button.

Note: This report shows all courses at the University. To narrow your search, apply filters to the report (see Section 5, A: Filter Options).
The Due Date column identifies when the courses were due. Please refer to the Current Grading Deadlines and Instructions document provided by the Registrar’s Office.
The Progress column identifies where the course is in the routing queue. 10 – Instructor, 20 – Department Head, 50 – Dean, 99 – Banner.
B. People & Position Reports

I. Role Report

This report lists all the active instructors, department heads, deans and viewes. This report allows the user to find people by Campus, College, Position, Department, etc.

**To access the Role Report:**
1. On the Menu tab, choose the term.
2. In the Dean row, press ‘Select this Role’.
3. Open the Administration tab.
4. Click on the ‘People & Positions’ button.
5. Click on the ‘View Role Report’ button.
6. Find the individual you would like to view.

![Role Report](image)

**Notes:**
By default, the Role Report lists 15 individuals per screen. To show more individuals per screen, click on the ‘Actions’ button and hover your mouse over ‘Rows Per Page’. Change the rows setting from 15 to however many rows you would like to see.

Filter the Role Report results to see the information you want. For example, filter the report by Department to see only individuals from CCE, ENGL, etc. See Section 5, A: Filter Options.

II. Person Administration

The Person Administration report allows you to view DOME as the selected individual or see the courses for which the individual is the primary instructor.

1. On the Menu tab, choose the term.
2. In the Dean row, press ‘Select this Role’.
3. Open the Administration tab.
4. Click on the ‘People & Positions’ button.
5. Click on the ‘Person Search by Name/ID’ button.
6. The ‘Find Person’ block will appear on the right side of the page. In the ‘Find Person’ block enter search criteria for the individual you want to see and press ‘Update Matches’. Use wildcards (%) in your search if you are unsure of the spelling.
7. In the ‘Matching Results’ block, find the individual and press ‘Select’. Note that only 10 rows appear on each screen. Use the ‘Previous’ and ‘Next’ buttons to advance to the next 10 results.

8. Once you have selected the individual, you will be returned to the main ‘People & Positions’ screen. However, now the chosen individual will appear. You can choose which report you would like to view.

Note: The screen background will change to pink when you have accessed DOME as another individual and the name of the individual appears in the top right hand corner in red.

**View as Selected Person**
This option allows you to see DOME as the chosen individual would view DOME. You will be able to view different roles and semesters, view grades and download class rosters. You will be unable to change or submit grades.

**Course Assigned for Selected Person**
This option will identify the courses for which the individual is the instructor. To see the routing activity, click on the CRN. From the routing activity screen, click the 'View Grades' button to see the course grades.
SECTION 5
ADVANCED OPTIONS

In DOME, the user has much more control over how information is displayed than in previous grade entry software.

A. Filter Options

The filter options dialogue box shows what search criteria has currently been entered. If a course you are teaching is not displaying, a filter or search criteria may have been entered that is preventing it from displaying.

Example: A search criterion of ENGL has been entered. Only courses that contain the criteria of ENGL will display.

To access filter options:

1. On the Classes tab, find ‘Advanced Options’ and click “Show.”
2. Click on the “Actions” button and from the drop down menu choose ‘Filter.’
3. In the ‘Column’ menu, choose the column you want to filter by.
4. In the ‘Operator’ menu, choose how you want the filter to operate.
5. In the ‘Expression’ menu, enter the filter criteria.
6. Press “Apply.”

Example: In the above example, this filter is set to filter by the Course Name column. The operator is = which means only courses with the exact expression of ENGL should be included. Only courses with the exact course name of ENGL should be included when this filter runs.

To remove a search criterion:

1. Find the criterion to be removed.
2. Press the button to remove the criterion.
Sometimes you may find it necessary to deactivate a search criterion so that you can access it again later.

**To deactivate a search criterion:**
1. Find the criterion to be deactivated.
2. Uncheck the checkbox in line with the criterion.

**To reactive a search criterion:**
1. Find the criterion to be activated.
2. Check the checkbox in line with the criterion.

**To restore to the default settings:**
1. Click on the “Actions” menu and select “Reset.”
2. When the Reset dialogue box opens, press “Apply.”

**To save the filter as a local report:**
1. Click on the “Actions” menu and select “Save Report.”
2. Name the report. Enter a description, if necessary, and press “Apply.”

**To open a local report:**
1. Click on the “Actions” menu and select “Save Report.”
2. Name the report. Enter a description, if necessary, and press “Apply.”
I. **Search Function**

The search function searches and filters courses based upon designated search criteria. The default setting is to search all columns but specific columns can be identified by clicking on the Search dropdown button.

To search:
1. Click the Advanced Options ‘Show’ button.
2. Enter the search criteria into the search field.
3. To enter a specific search column, click on the “Search” menu and choose the column.
4. Press ‘Go.’
5. Only courses that contain your search criteria will display.

II. **Reports**

**Default Reports**

1. **Primary** - lists all courses alphabetically.
2. **By Approval Level** - sorts courses by approval stage (INST, DPHD, DEAN) (see image below).
3. **By Campus, College, etc** - sorts courses by campus then by level.
4. **Statistics** - sorts courses by approval stage and shows the grades in each grade range (ex. 0-49, 50-59, etc).

**Private Reports**: These reports are reports that you save from the different filters that you implement. In this example, English and History Department reports have been created.

III. **Actions Menu**

The actions menu provides more options for sorting and filtering.

A. **Select Columns**: Choose the columns to be displayed in reports. The default view displays the Approval Stage, Dept, CRN, Course Name, Enrl, Avg and Grades columns.

To add columns:
1. In the “Do Not Display” box, click on the column to be added.
2. Click on the button and press ‘Apply.’
To remove columns:
1. In the “Display in Report” box, click on the column to be removed.
2. Click on the button.
3. Press ‘Apply’.

NOTE: To add or remove all column options, click on either the or button.

To reset columns to the default settings:
1. Click the button.
2. Press ‘Apply’.

To reorder columns:
1. In the “Display in Report” box, click on the column to be moved.
2. Click on the up and down arrow buttons to move the column.
3. Press ‘Apply’.

- Move to the top
- Move up one column
- Move down one column
- Move to the bottom

B. Flashback: Displays grade entry information as it was at a previous point in time. The user chooses the point in time to view.
1. Enter the time you want to view.
2. Press ‘Apply’.