

DMIS

Department Mark Entry Information System

User Guide



Academic Systems Administration

April 2019

Version 1

Document Version Control

Version	Date	Author	Change Details
1	April 2019	Academic Systems Administration	Version 1

Document Scope

The scope of this document is limited to the **MARK ENTRY** Functionality of DMIS **only**.
The scope of this document **DOES NOT** cover the **Book of Modules** Functionality of DMIS.

Document Distribution List

This document is to be made available to ALL DMIS Users in UCC.

Acronyms / Abbreviations / Definitions

DMIS	D epartment M ark I nformation S ystem
ITS	I ntegrated T ertiary S oftware – This is the UCC Student Records System
BOM	B ook o f M odules
WR	W ritten Examination
CA	C ontinuous A ssessment
OL	O ral Examination
CL	C linical Examination
LOV	L ist o f V alues

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Introduction & Purpose

The DMIS application was developed to support the anonymous mark entry initiative undertaken in UCC.

DMIS (Department Mark-Entry Information System) provides each department with the facility to manage the entry of student marks and subsequently upload these marks to ITS (UCC Student Records System).

DMIS is a flexible application that allows each department to structure their modules in a format that suits the way they do business. Departments have the ability to setup very simple structures or very complex structures. In addition each department can manage centrally who has access to various modules.

The entry of student marks is also relatively simple. The application will identify those elements of the module that require anonymity and in these cases the user will only see a student exam number. In all other cases the user will see a student number and name.

Once all the marks have been entered the user has the facility to 'break the code'. This facility simply brings all the element marks together to generate an overall module mark for each student. Once the code has been broken the user has the facility to generate numerous reports that provide different views of the overall marks. In addition the user has the option to view an overall mark on-line.

The user also has the option to manually override the final mark that was generated for each student.

Finally once the user is satisfied with all the module marks there is a facility to upload the mark and judgement for each student to ITS.

In addition to providing a methodology to implement anonymous marking, the DMIS system also provides some very powerful reporting options. The user can easily generate class lists and also export data to 3rd party applications such as Excel.



DMIS

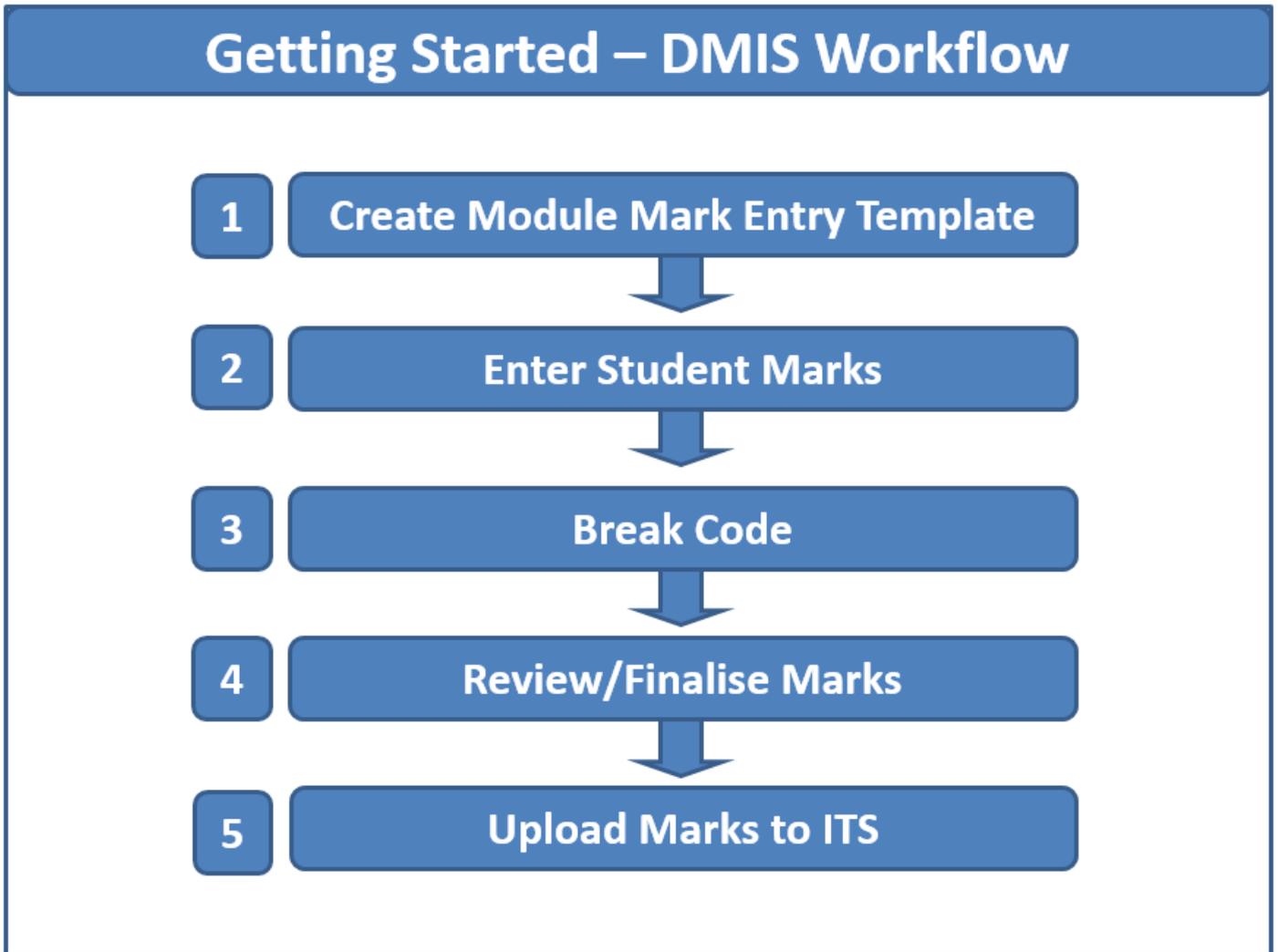
Departmental Mark Entry Information System

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1.1 DMIS Mark Entry – Cheat Sheet # 1

1.1.1 - The below image shows a high-level view of the **DMIS Workflow** that must be actioned for Marks to be successfully Uploaded to the ITS Student Records System:



DMIS MARK ENTRY – CHEAT SHEET

Module Marking Scheme

To create an appropriate mark entry template you must identify the assessment breakdown for the module as published in the official UCC Book of Modules. This module information is available in the DMIS Elements/Module screen.

To access: [Maintain](#) → [Modules](#)

Mark Entry Template

DMIS allows you to create a mark entry template for each element (i.e. written exam, continuous assessment, etc) in a given module. When a template is set up correctly the 'Structure Validity' field will be set to 'VALID'

To create template: [Maintain](#) → [Elements/Module Structure](#)

Enter Student Marks

You will now be able to enter marks for each of the template elements (e.g. written component; continuous assessment component; etc). You can record absents, non-submission of continuous assessment, etc at this time also.

To enter marks: [Enter Student Marks](#) → [By Student List/Element](#)

Review Marks

Once marks for each of the template elements have been inserted you can then review the marks by utilising DMIS reports. Here you will be able to find reports that you may generate for checking marks you have entered.

To access: [Reports](#) → [Generate Standard Report](#)

Remove Marking Anonymity

When mark entry has been completed for anonymous & non-anonymous module elements the final marks awarded to students may be generated by removing the anonymity of marks entered. This process is known as 'breaking the code'.

To access: [Maintain](#) → [Break Code](#)

Review Final Marks

Having removed the anonymity of marking an extended range of reporting (i.e. within 'Reports with Break Code set to Yes' section) is made available. These include reports commonly used for internal departmental board meetings.

To access: [Reports](#) → [Generate Standard Report](#)

Mark Override

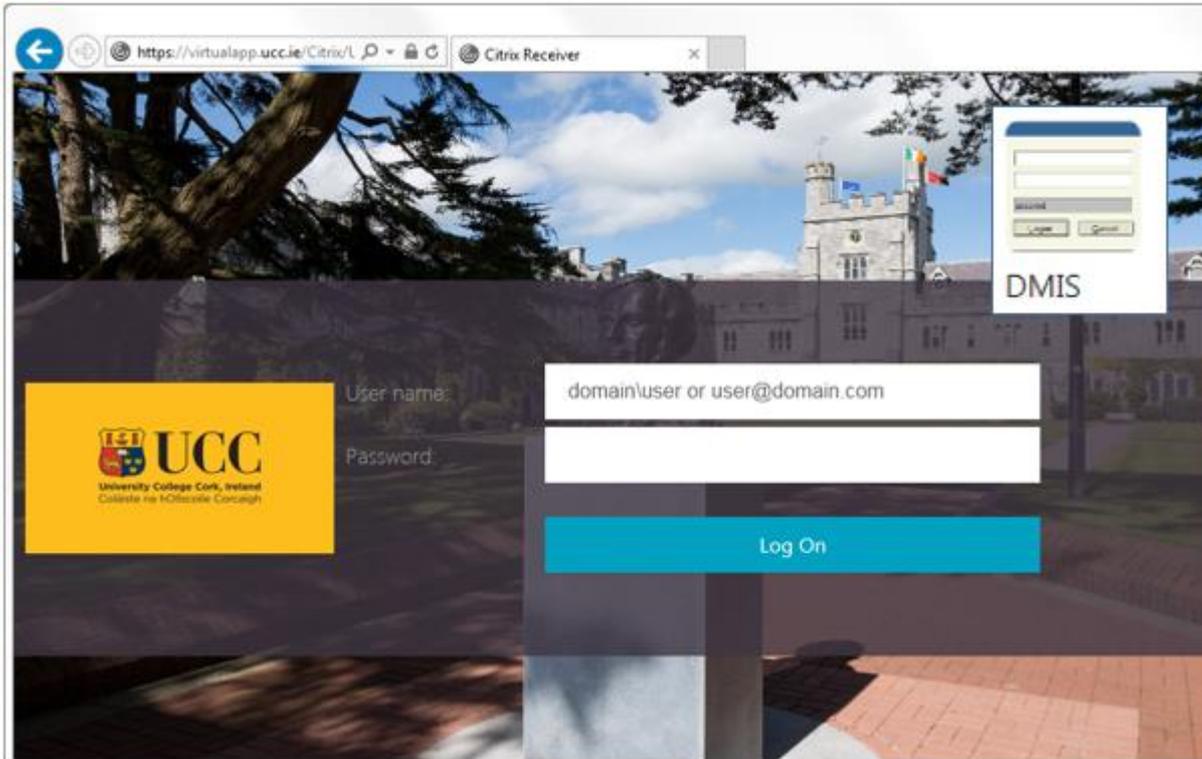
It is sometimes the case that marks awarded to a student may need to be adjusted. DMIS facilitates adjusting marks and maintains a detailed log of mark adjustments within the mark override section.

To access: [Enter Student Marks](#) → [Exam Board/Student Mark Override](#)

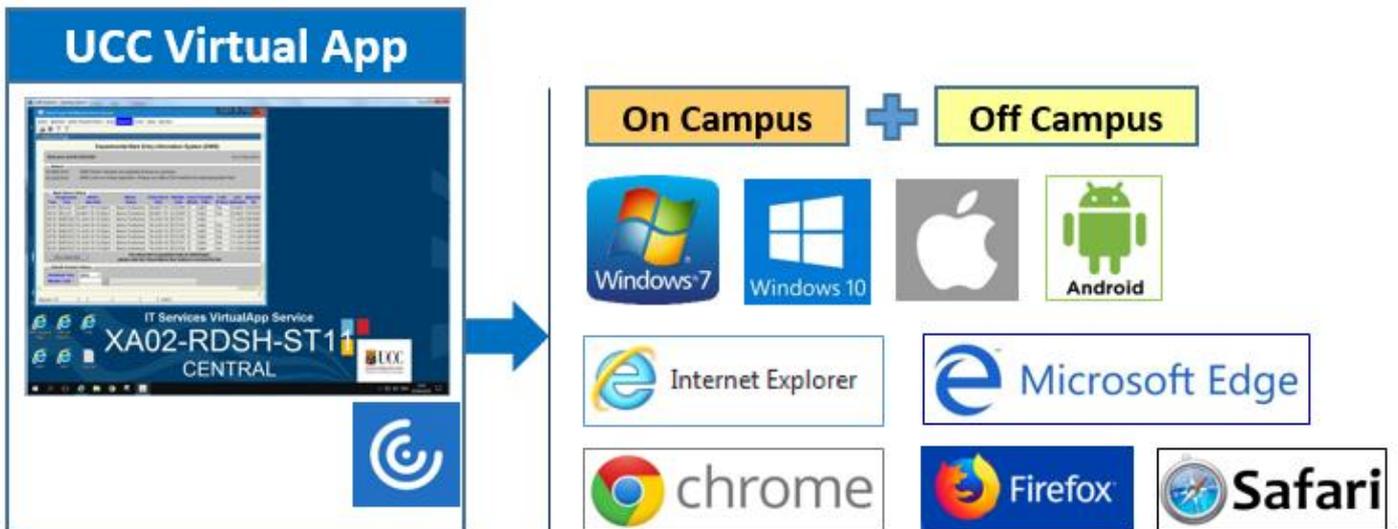
1.3 DMIS – Technical Requirements + How to launch DMIS

1.3.1 – DMIS is accessible only through the **UCC Virtual App**.

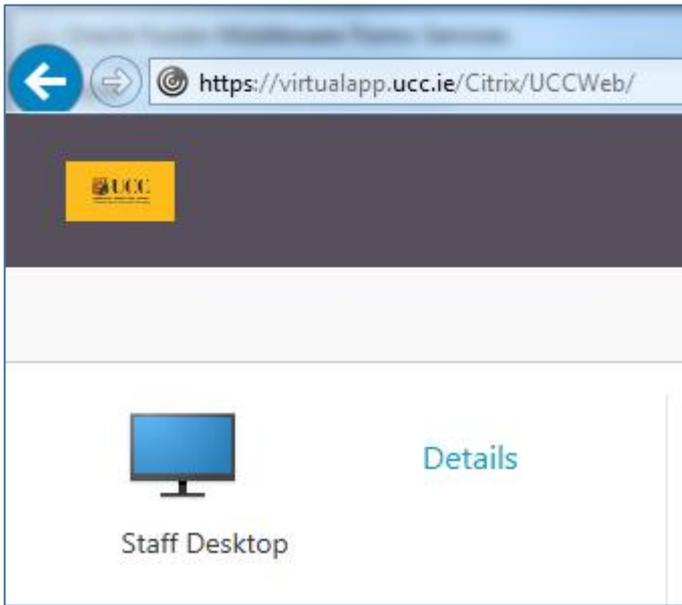
<https://virtualapp.ucc.ie>



1.3.2 – The Virtual App can be used both **On and Off Campus**, and can be used on the Operating Systems & Browsers that are outlined below.



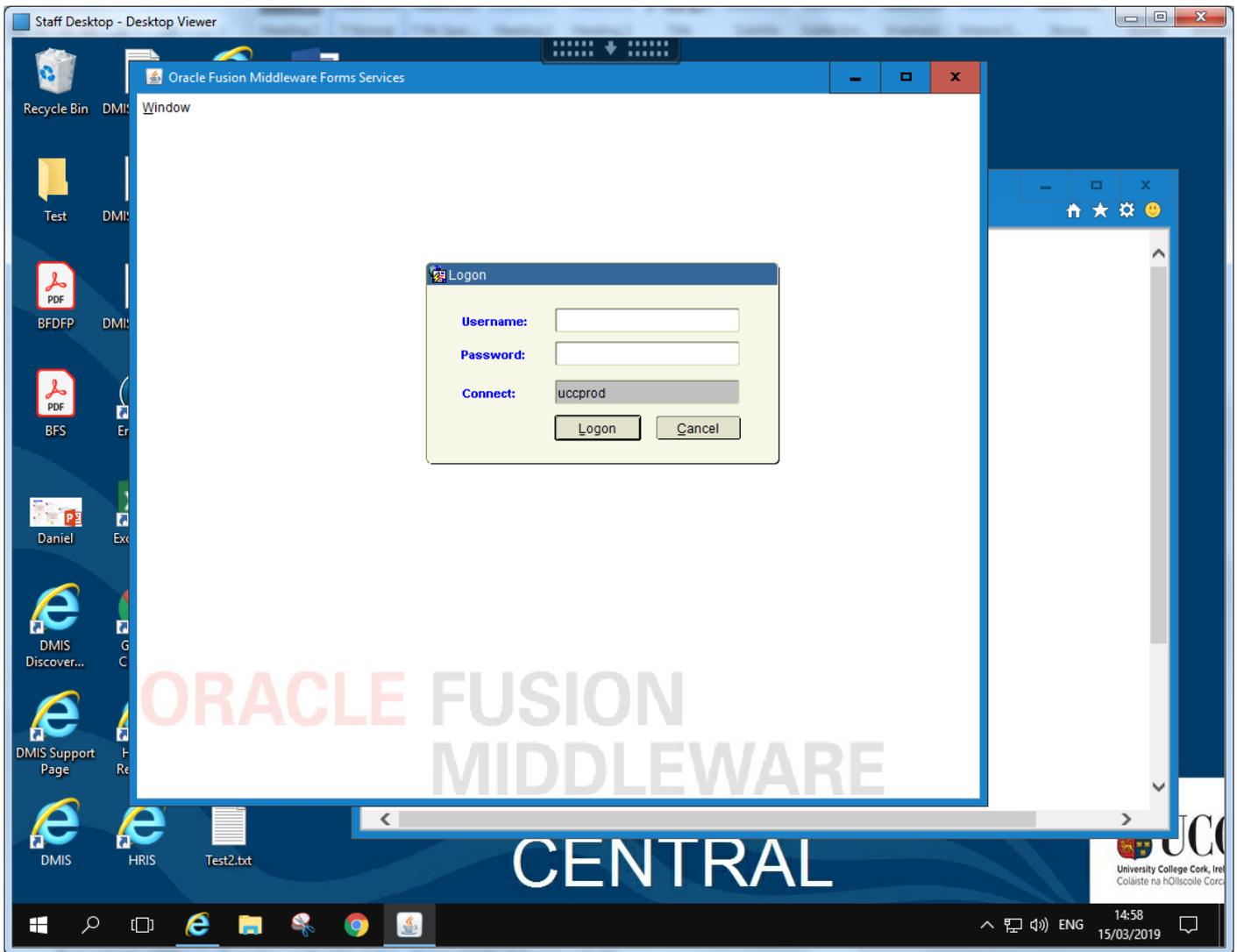
1.3.3 – A successful login to the UCC Virtual App, will present the user with a **Staff Desktop** icon. DMIS is accessed through the **Staff Desktop**.



1.3.4 – An Icon for DMIS will be present on the Virtual App Desktop.



1.3.5 – Double clicking on the DMIS Icon will launch the DMIS Application.



1.4.1 - The UCC Virtual App / Citrix is provided by the IT Services Department.

If you require additional information **or Technical Support** on the Virtual App, please visit the following website:

<https://www.ucc.ie/en/it/services/virtualappdesktop/>

Virtual App & Desktop



Virtual App

Summary: Virtual App is a device independent service which provides on and off campus access to UCC's applications and services.

Primary users of this service: Staff, Student

Who to contact to use this service: Helpdesk | E: helpdesk@ucc.ie | IT Services |

Description of the Service

Virtual App enables staff and students access to UCC's online services where the following conditions exist:

1. If a staff member wants to access services from off campus.
2. If a staff member has difficulty accessing services from a non-windows device (for example Apple Macs).
3. If a staff member cannot run the required version of browser or plugins on their device (e. g Java Runtime Environment).
4. If a student wants access to the Office suite, SPSS, EndNote, R Studio or other applications remotely or on a non Windows based device.
5. If a student wants to print from their own device to the SIT printing service.

In the above cases the user can simply access Virtual App using the web browser on any device by going to <https://virtualapp.ucc.ie> and authenticating with their UCC email address and password.

Please follow the instructions in the attached user guide:

[Virtual App Documentation](#)

1.4.2 - Virtual App Documentation:

<https://www.ucc.ie/en/it/services/virtualappdesktop/>

1.5 How to Request a DMIS User Account

1.5.1 - If you require a DMIS Account, please follow the instructions outlined below.

1.5.2 - Please pay attention to the instruction regarding your superior or head of function / department.

1. How to get access to DMIS

If you require access to DMIS, please submit the following information via email to regadmin@ucc.ie:

1. Your Name
2. Staff Number
3. Department

Please copy your superior or head of function/department when sending the email. The head of function/department will then need to respond to us to confirm the access request.

Once your request is approved, your account login information will be activated and you will be contacted with the details.

Please note: Your role in DMIS is assigned by your DMIS Department Administrator, the Systems Administration team do not assign any roles to staff in DMIS.



1.5.3 - Please note that the Systems Administration Team will setup your DMIS Account ONLY.

1.5.4 - A DMIS Department Admin user in your area will then need to assign the appropriate access to the Modules you require.

1.6

DMIS – Module Access Levels + How to Get Access

1.6.1 - There are **3 levels** of access in DMIS.

Level 1 – Department Administrator:

The Department Admin user has FULL Access to ALL Modules owned by the Department they work in.

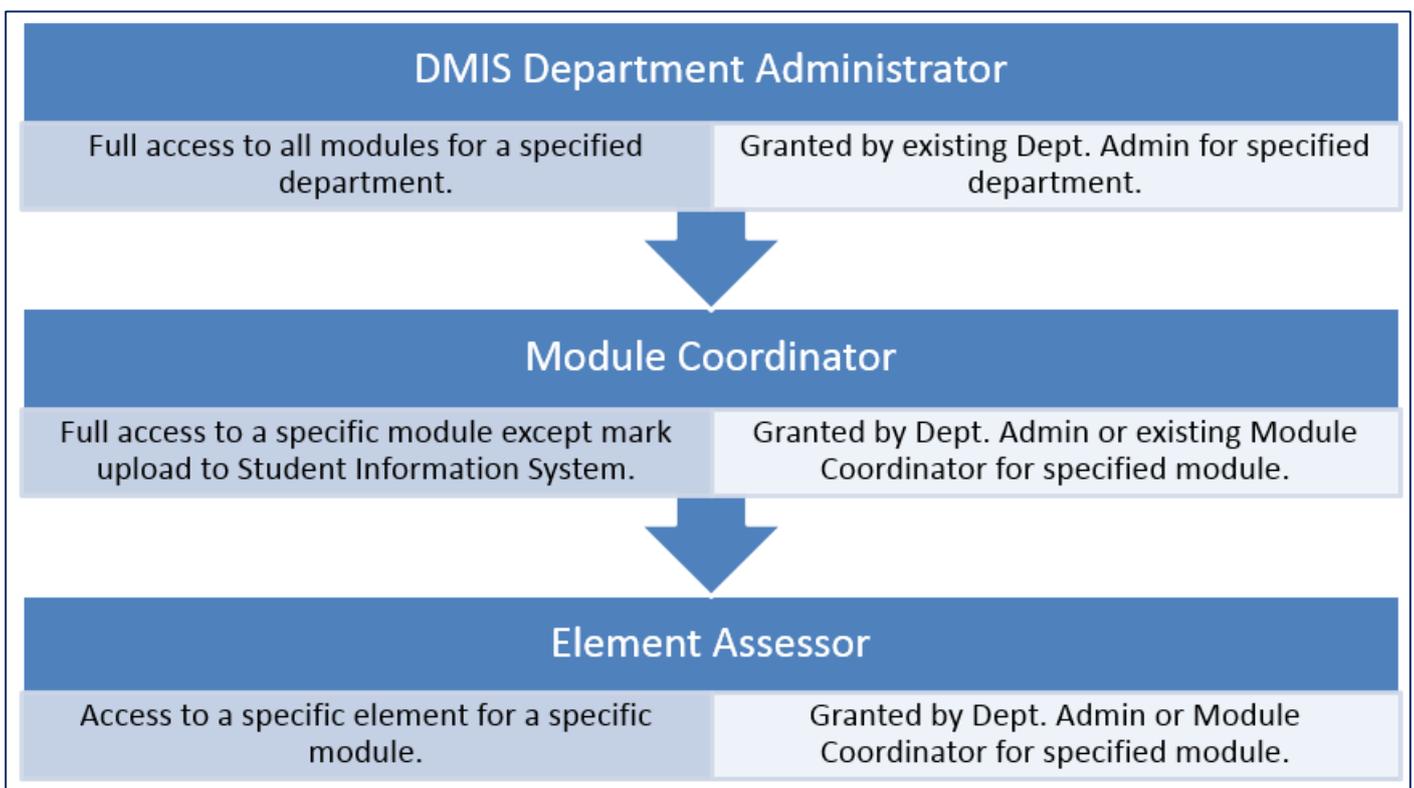
Level 2 – Module Coordinator

The Module Coordinator has Access to SPECIFIC modules ONLY that they have been assigned as a Module Coordinator on.

Level 3 – Element Assessor:

The Element Assessor has Access to a SPECIFIC Element ONLY within a Module.

Example – A specific Exam Question.





DMIS

Departmental Mark Entry Information System

Section 2 – Login

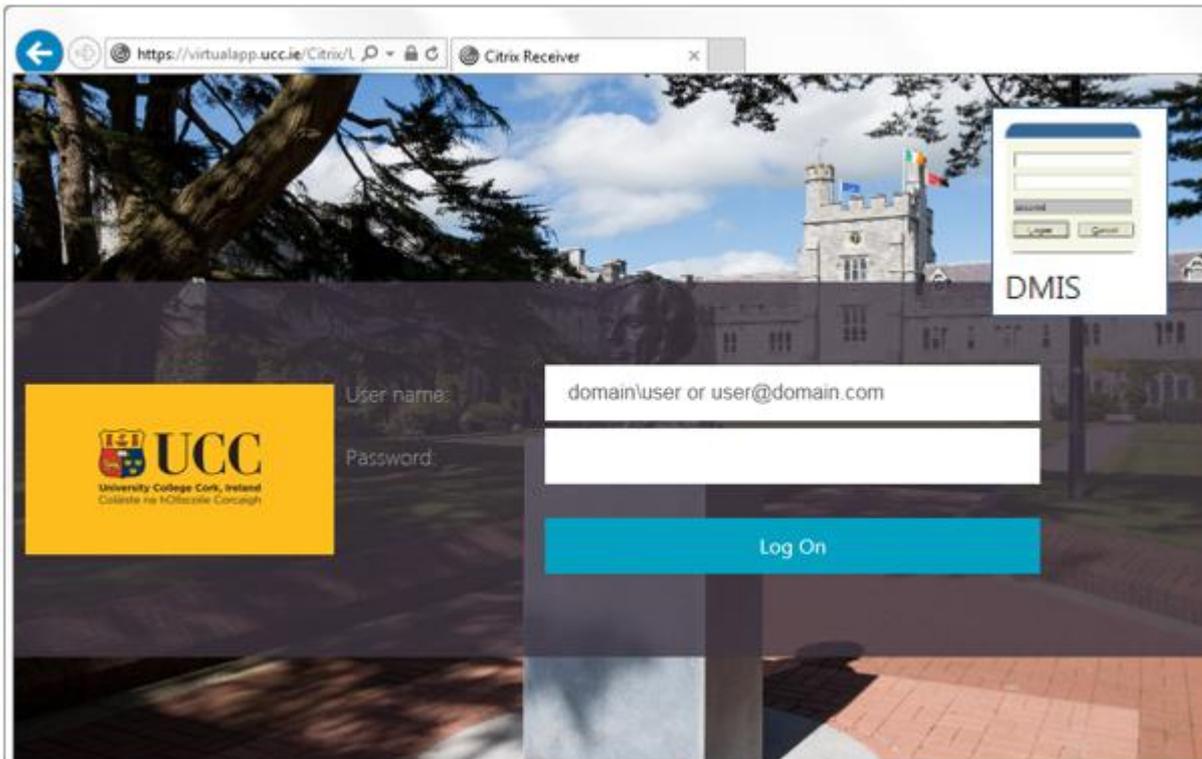
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2.1 DMIS – Login

2.1.1 - To Access DMIS, the user must follow the steps below:

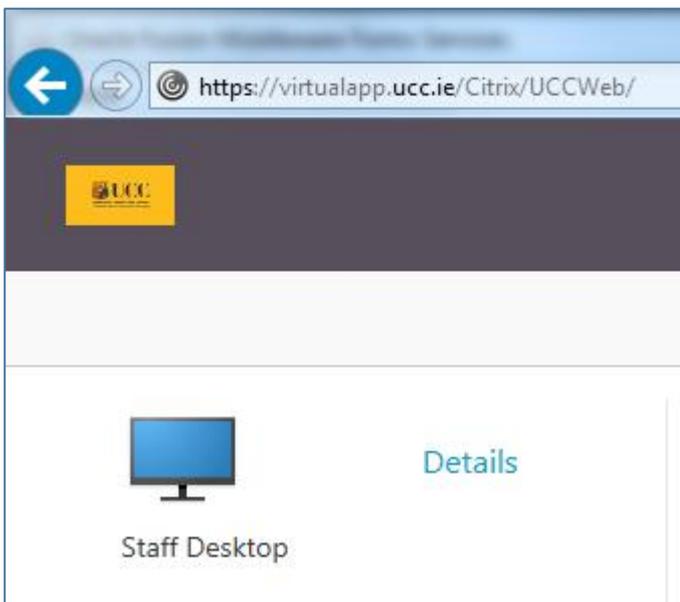
2.1.2 - Go to the UCC Virtual App and login with your UCC Email Account Details.

<https://virtualapp.ucc.ie>

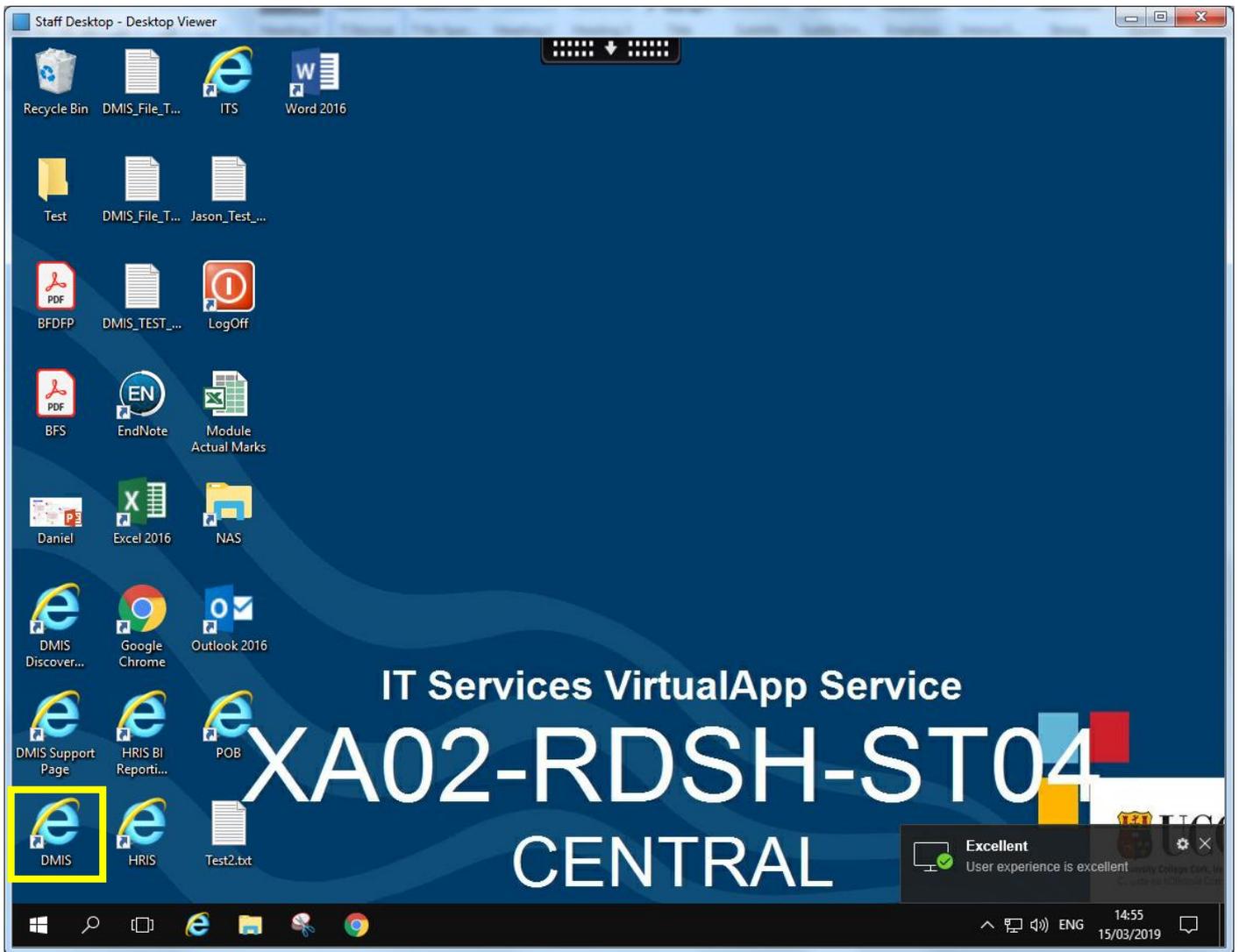


2.1.3 - A successful login to the UCC Virtual App, will present the user with a **Staff Desktop** icon.

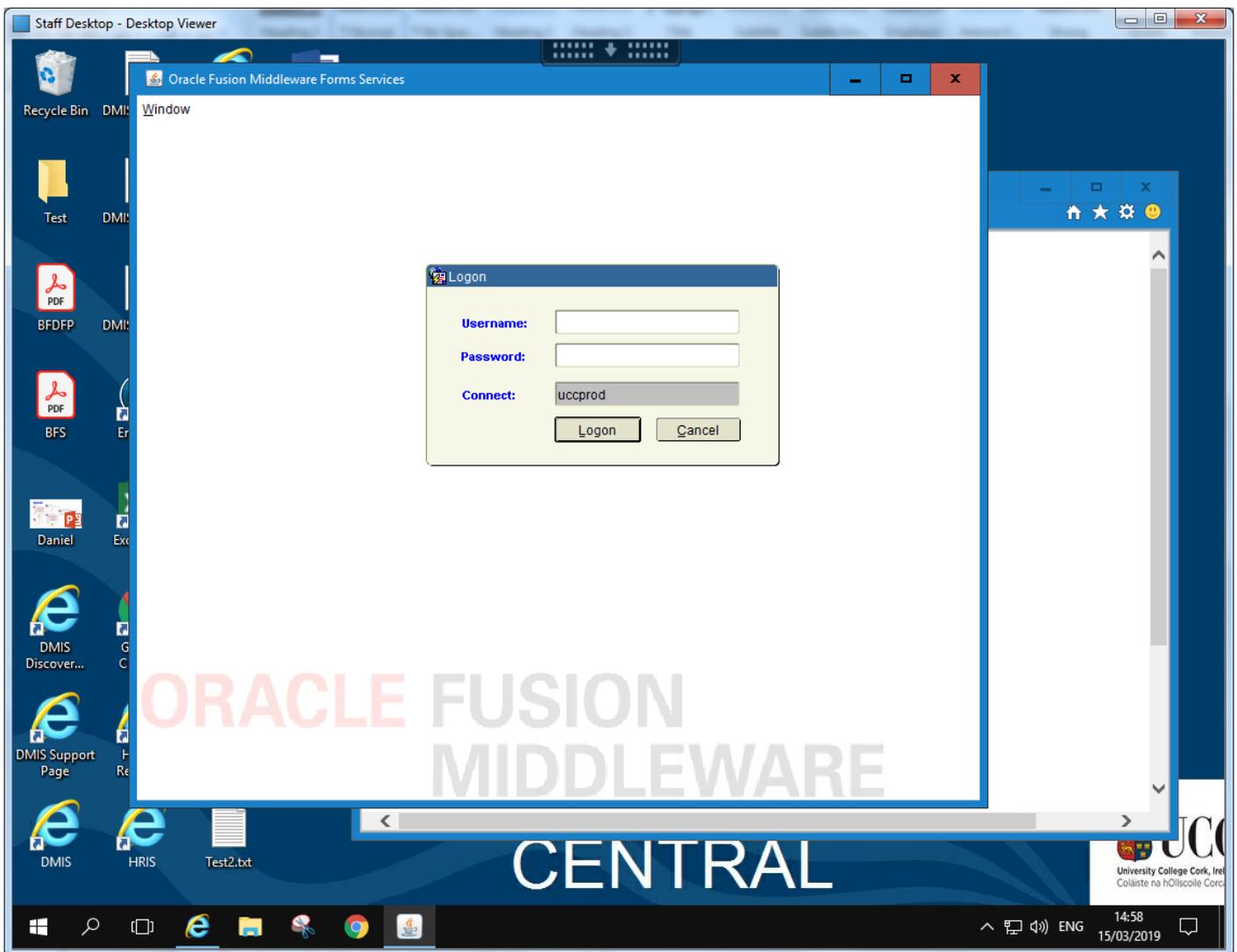
2.1.4 - DMIS is accessed through the **Staff Desktop**.



2.1.5 – An Icon for DMIS will be present on the Virtual App Desktop.



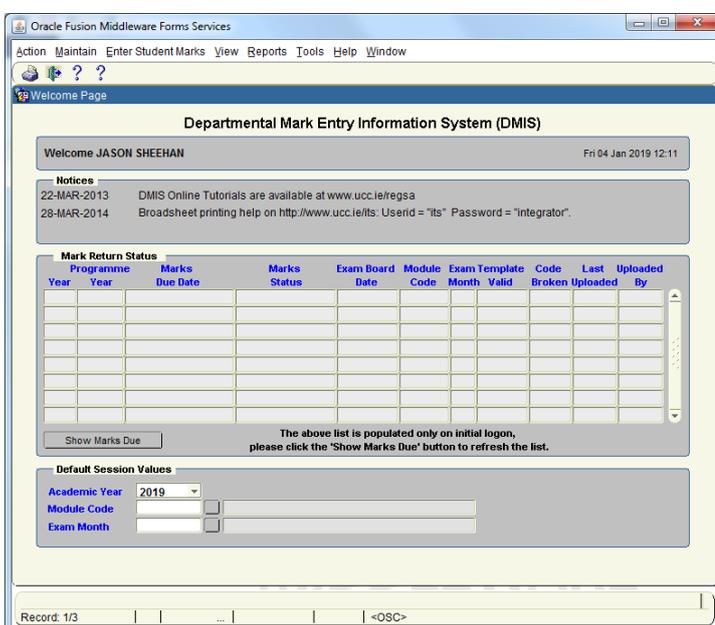
2.1.6 – Double clicking on the DMIS Icon will launch the DMIS Application.



2.1.7 - The Systems Administration Office supplies the usernames and passwords.

2.1.8 - The 'Connect' field can be ignored as this signifies the DMIS database that you are connecting to and always defaults to 'uccprod'.

2.1.9 - After successfully logging in the following Welcome Screen is displayed;



2.2 DMIS – General Functionality

2.2.1 - The general look and feel of the DMIS application is consistent across all screens.

2.2.2 - **Display** only fields have a **grey** background and black text.

2.2.3 - **Updateable** fields have a white **background** and black text.

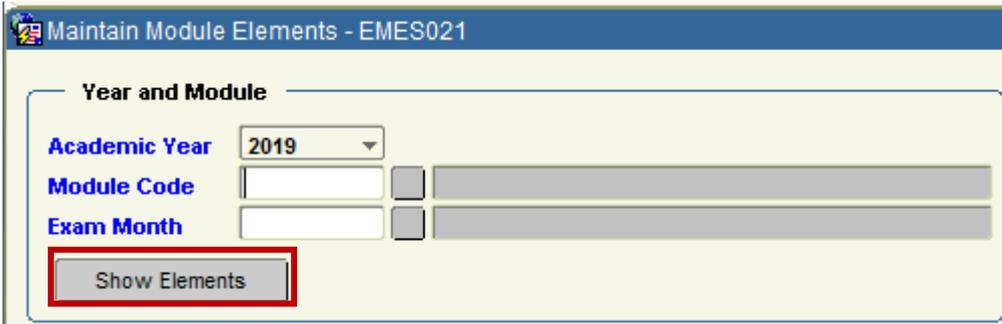
2.2.4 - Any field that has the following button/icon  beside it will have a **list of values** available by clicking on the button/icon.

2.2.5 - The Academic Year, Module Code and Exam Month parameters are used extensively in the DMIS system as criteria to be entered.

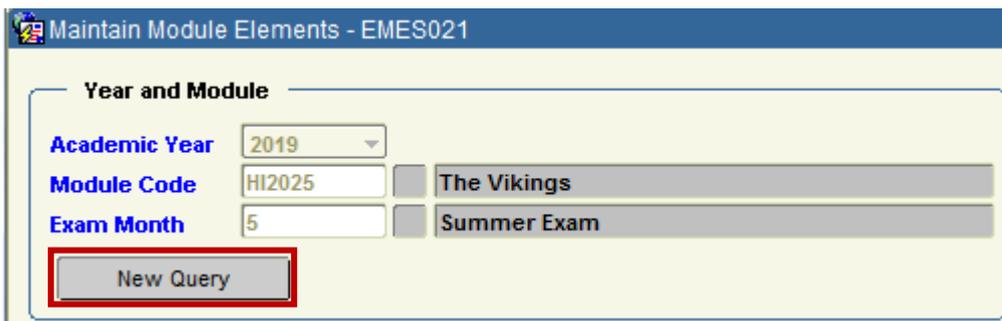
2.2.6 - In many screens there are buttons that have a **dual purpose**. They can be used to retrieve information and then to clear information for a new query. For example in the Maintain Elements/Module Structure screen there is a button labelled 'Show Elements'. As soon as the user enters the criteria (Academic Year, Module Code, and Exam Month) and selects this button the elements are retrieved but the button's properties also change – specifically the label changes to 'New Query' and when the user now selects the button it clears the previous data.

Example:

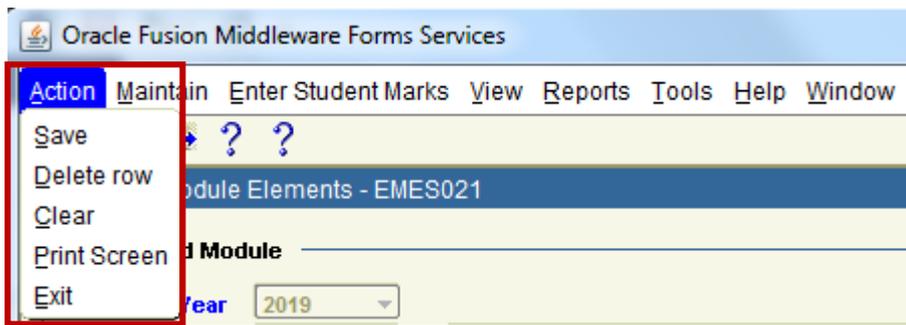
Before entering the Module Code and Month, and running the query, the button = **Show Elements**.



After running the query, the same button now = **New Query**



2.2.7 - The Action menu contains key functions for the user.



Save: Save will save any changes on the screen to the database.

Delete Row: This option is not always available but in some cases allows the user to delete a record. For example in the Maintain Department Preferences the department administrator can highlight a Department Administrator and then select Action> Delete Row to delete the administrator.

Clear: When available this allows the user to clear the screen for a new query.

Print Screen: This option allows the user to print the screen.

Exit: This option will return the user to the welcome screen (after checking if there are any changes to save). If the user is in the Welcome screen, selecting 'exit' will exit the application.

2.3 DMIS – Welcome Screen & Session Defaults

2.3.1 - The **welcome screen** is the first screen that the user sees after logging in successfully.

This screen simply displays the full user name and date.

Any system notifications that were generated by the Registrar's office are also displayed for information.

2.3.2 - In addition the user has the option of setting the **session defaults** from this screen.

The session defaults allow the user to set that Academic Year, Module Code, and Exam Month.

These values are then copied and used as the default selection values for subsequent screens. This just saves the user from retyping the session information.

Oracle Fusion Middleware Forms Services

Action Maintain Enter Student Marks View Reports Tools Help Window

Welcome Page

Departmental Mark Entry Information System (DMIS)

Welcome JASON SHEEHAN Fri 04 Jan 2019 12:23

Notices

22-MAR-2013 DMIS Online Tutorials are available at www.ucc.ie/regsa
28-MAR-2014 Broadsheet printing help on <http://www.ucc.ie/its>: Userid = "its" Password = "integrator".

Mark Return Status

Year	Programme Year	Marks Due Date	Marks Status	Exam Board Date	Module Code	Exam Template Month	Code Valid	Broken	Last Uploaded	Uploaded By
2018	BCLO3	24-MAY-18 12:00pm	Marks Published	29-MAY-19	LW3305	5	Valid	Yes	23-MAY-	O'DONO
2018	BCLO3	24-MAY-18 12:00pm	Marks Published	29-MAY-19	LW3405	5	Valid	Yes	23-MAY-	O'DONO
2018	MBA2	08-JUN-18 12:00pm	Accepting Marks	14-JAN-19	AC6504	11	Valid			
2018	MBA2	08-JUN-18 12:00pm	Accepting Marks	14-JAN-19	CO6507	11	Valid			
2018	MBA2	08-JUN-18 12:00pm	Accepting Marks	14-JAN-19	EC6504	11				
2018	MBA2	08-JUN-18 12:00pm	Accepting Marks	14-JAN-19	MG6504	11				
2018	MBA2	08-JUN-18 12:00pm	Accepting Marks	14-JAN-19	MG6507	11				
2018	BAECN3	12-JUN-18 12:00pm	Marks Published	18-JUN-19	EC3127	5	Valid		11-JUN-	GEANEY

Show Marks Due

The above list is populated only on initial logon, please click the 'Show Marks Due' button to refresh the list.

Default Session Values

Academic Year: 2019
Module Code:
Exam Month:

Record: 1/? <OSC>

2.3.3 – The Welcome Screen contains **important information** in the **Marks Due Date** field, regarding the **Date & Time** when your Module Exam Marks **must be recorded** in DMIS and **Uploaded** to the ITS Student Records System.

Example:

The screenshot displays the 'Departmental Mark Entry Information System (DMIS)' interface. At the top, it says 'Welcome JASON SHEEHAN' and 'Fri 04 Jan 2019 12:23'. Below this is a 'Notices' section with two entries: '22-MAR-2013 DMIS Online Tutorials are available at www.ucc.ie/regsa' and '28-MAR-2014 Broadband printing help on http://www.ucc.ie/its: Userid = "its" Password = "integrator"'. A yellow warning icon is positioned below the notices.

The main section is a table titled 'Mark Return Status'. A red box highlights the 'Mark Return Status' column. Below the table is a 'Show Marks Due' button and a note: 'The above list is populated only on initial logon, please click the 'Show Marks Due' button to refresh the list.'

At the bottom, there is a 'Default Session Values' section with fields for 'Academic Year' (set to 2019), 'Module Code', and 'Exam Month'.

Year	Programme	Marks Due Date	Marks Status	Exam Board Date	Module Code	Exam Template Month	Code Valid	Code Broken	Last Uploaded	Uploaded By
2018	BCLO3	24-MAY-18 12:00pm	Marks Published	29-MAY-19	LW3305	5	Valid	Yes	23-MAY-	O'DONO
2018	BCLO3	24-MAY-18 12:00pm	Marks Published	29-MAY-19	LW3405	5	Valid	Yes	23-MAY-	O'DONO
2018	MBA2	08-JUN-18 12:00pm	Accepting Marks	14-JAN-19	AC6504	11	Valid			
2018	MBA2	08-JUN-18 12:00pm	Accepting Marks	14-JAN-19	CO6507	11	Valid			
2018	MBA2	08-JUN-18 12:00pm	Accepting Marks	14-JAN-19	EC6504	11				
2018	MBA2	08-JUN-18 12:00pm	Accepting Marks	14-JAN-19	MG6504	11				
2018	MBA2	08-JUN-18 12:00pm	Accepting Marks	14-JAN-19	MG6507	11				
2018	BAECN3	12-JUN-18 12:00pm	Marks Published	18-JUN-19	EC3127	5	Valid		11-JUN-	GEANEY

Record: 1/?

2.4 DMIS – Menu Navigation & Functionality Map

2.4.1 - To access DMIS Screens, use the Menu options at the top of the screen:



2.4.2 - The **Functionality Map** outlined below gives an overview of where the different DMIS Screens are located, and which Menu needs to be selected in order to locate a specific screen:

Action	Maintain	Enter Student Marks
Save	Modules	By Individual Student
Delete Row	Elements / Module Structure	By Student List / Element
Clear	Element Types	Spreadsheet Format
Print Screen	System Notifications	Exam Board / Student Mark Override
Exit	Department Preferences	Enter Placement Judgement
	Break Code	Enter WR Absents
	Upload Module Marks to ITS	Import Marks
	Roll Forward Modules	
View	Reports	Tools
View ITS Student Marks	Generate Standard Report	Change Password
View Marks by Element	Generate Discoverer Report	Maintain Users
		Change Session Defaults
		Online Book of Modules



DMIS

Departmental Mark Entry Information System

Section 3 – Department & Module Information

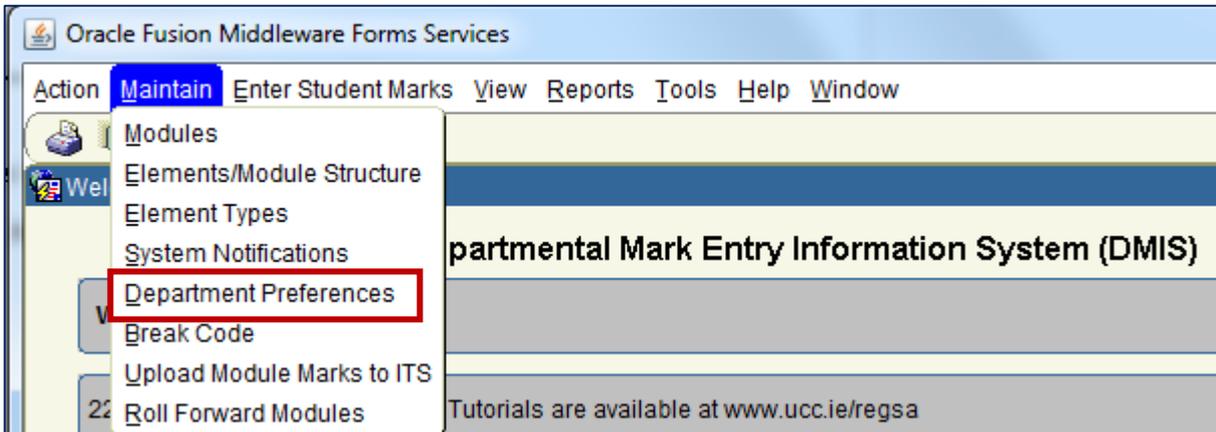
3.1 DMIS – Maintain Department Preferences Page 26

3.2 DMIS – Maintain & View Modules Page 31

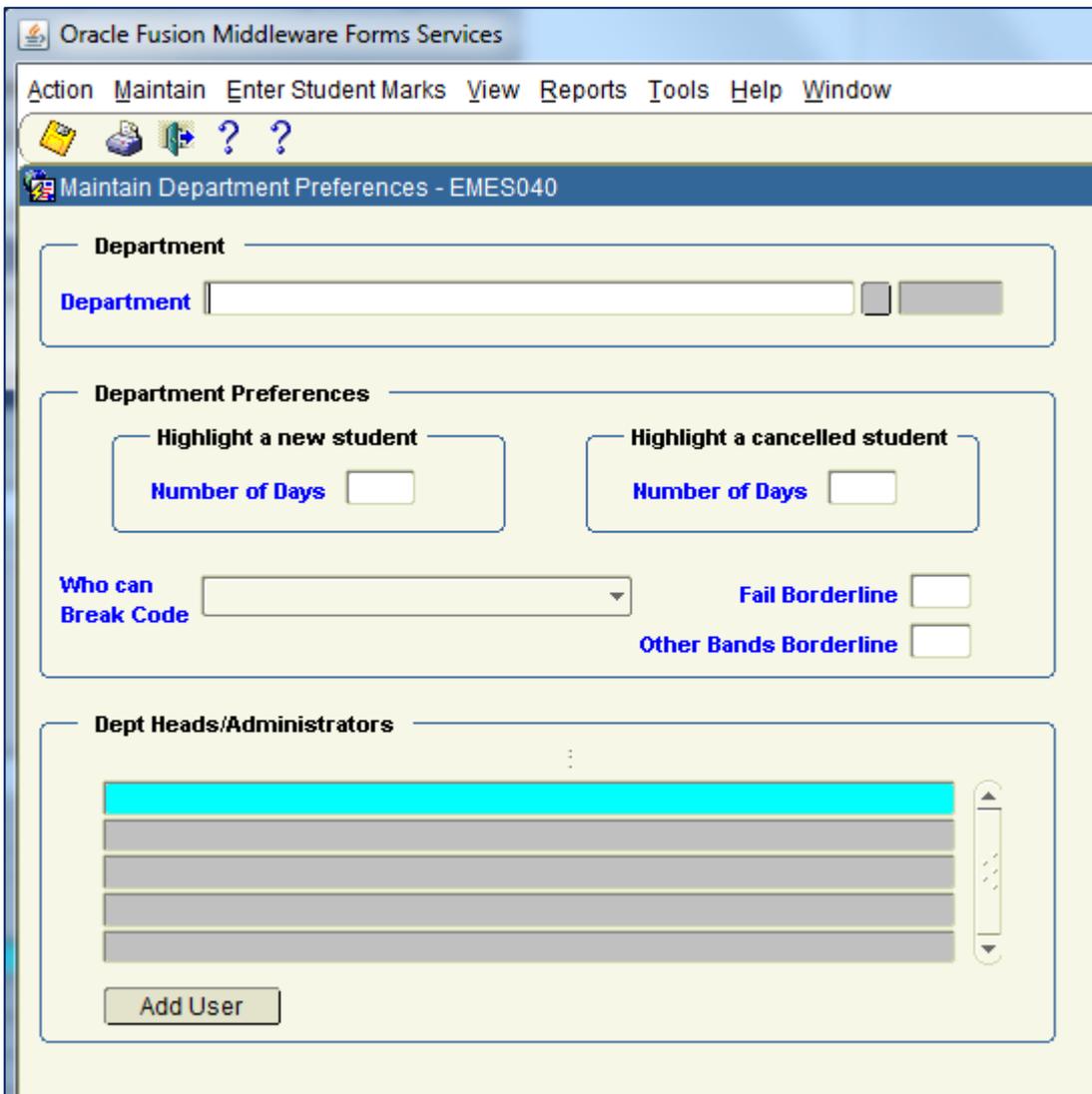
3.1 DMIS – Maintain Department Preferences

3.1.1 - This option allows the user to set **specific preferences** for their department.

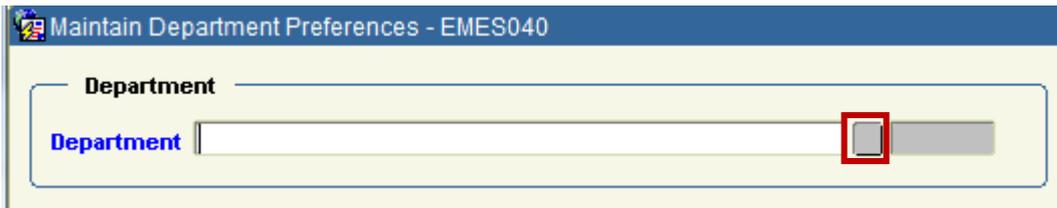
3.1.2 - This option is available under **Maintain>Department Preferences**.



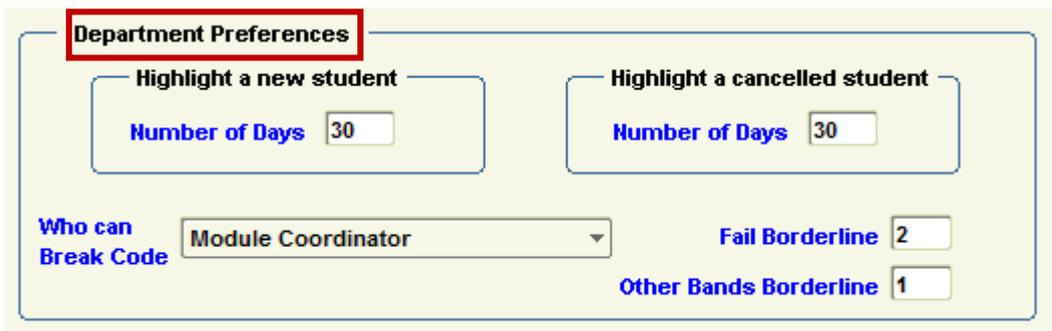
3.1.3 - The Department Preferences screen is displayed as follows:

A screenshot of the 'Maintain Department Preferences - EMES040' screen. The screen is divided into three main sections: 1. 'Department' section with a text input field for 'Department'. 2. 'Department Preferences' section containing: 'Highlight a new student' with a 'Number of Days' input field; 'Highlight a cancelled student' with a 'Number of Days' input field; 'Who can Break Code' dropdown menu; 'Fail Borderline' checkbox; and 'Other Bands Borderline' checkbox. 3. 'Dept Heads/Administrators' section with a list of users (one highlighted in cyan) and an 'Add User' button.

Step 1: The user must enter/select a valid department in the Department Name field. The user can select the department from the list of values button beside the Department Name field.



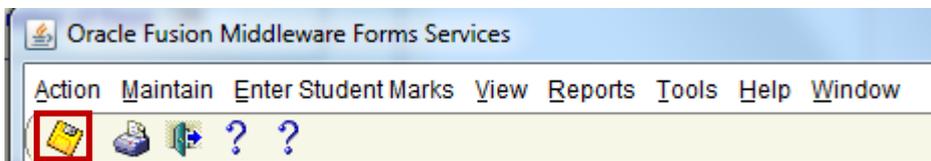
Step 2: The preferences for the selected department are automatically displayed.



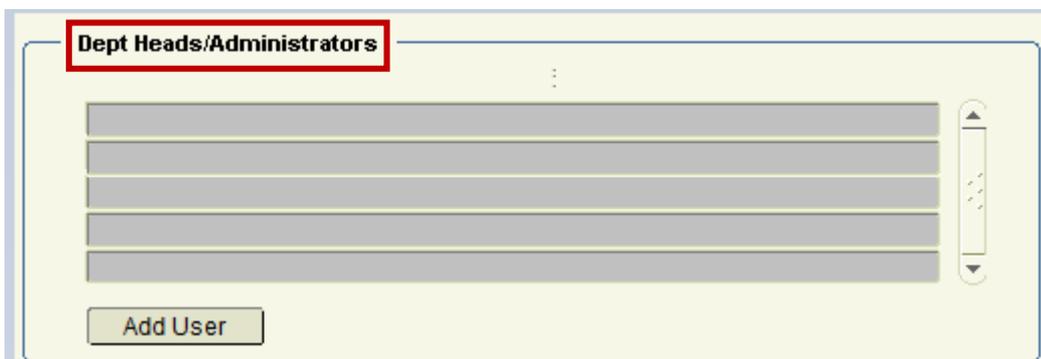
Step 3: The user can change the option values as required. See below for a detail description of each field.

Step 4: Save details. The user can save by selecting menu **Action > Save**

Or by clicking the **Save Button** from the toolbar menu.



Step 5: All DMIS Department Admin Users will be displayed in the following section of the screen.



3.1.4 - Department Preferences Screen - Field descriptions:

1/ Highlight a new student – Number of days:

Highlight a new student

Number of Days

3.1.5 - This option allows the department to specify the number of days after a student has been registered that they will be highlighted. This setting is used on the Enter Student Marks screen (By List / Element).

3.1.6 - Where a student is within the specified Number of Days, the **Enter Student Marks – By Student List / Element** screen will display the letter = N next to the student.

Enter Exam Marks

DSS	Student No
N	117000000
DSS	117000001
N	117000002
DSS	117000003

2/ Highlight a cancelled student – Number of days:

Highlight a cancelled student

Number of Days

3.1.7 - This option allows the department to specify the number of days after a student has been cancelled that they will remain on the class list. This setting is used on the Enter Student Marks screen (By element List).

3.1.8 - When running a Module Class List in DMIS Standard Reports, a student that has cancelled within the specified Number of Days will have a status value = C.

Example:

Generate Standard Report – Module Class List

Reports Tools Help Wind

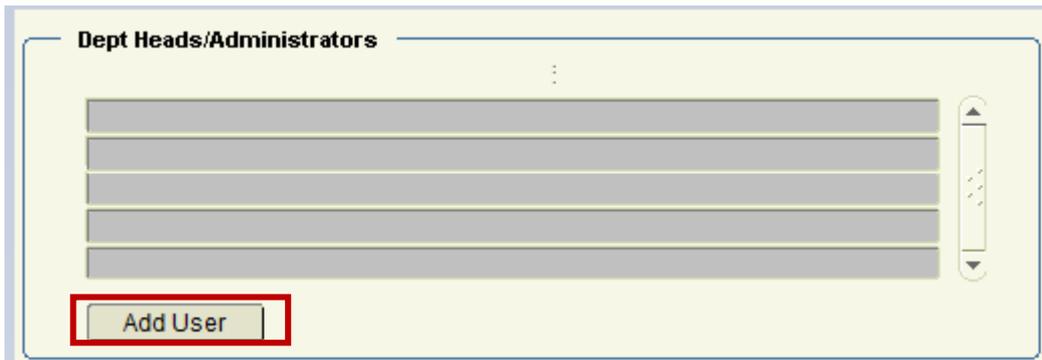
Generate Standard Report

Generate Discoverer Report

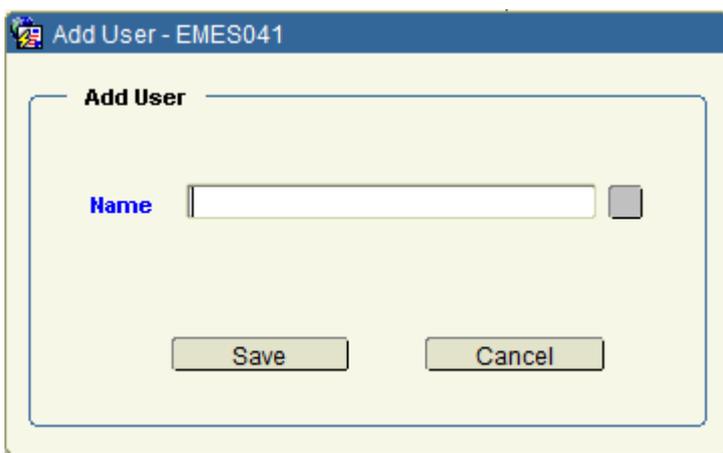
Student No	DSS	Student Name	Programme/Study Period	Status
117000001	DSS	Student # 1 Name	BAJ2	
117000002		Student # 2 Name	BAINTJ2	C
117000003	DSS	Student # 3 Name	BAM2	
117000004		Student # 4 Name	BAJ2	R E

E = Exempt R = Repeat **C = Cancel** DY = Dyslexia

7/ Add User:



3.1.13 - This option gives the department administrator the facility to add additional department administrators. A department administrator will then have full access to all modules within that department. When the user selects 'Add User' a popup window is displayed:

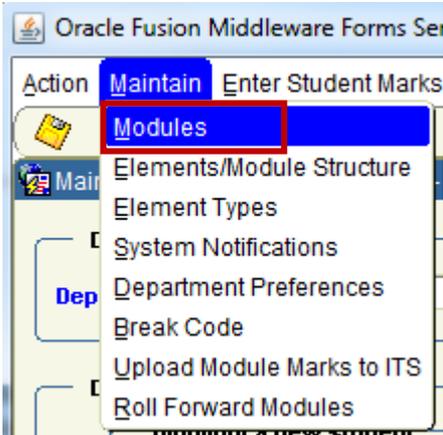


3.1.14 - The user must enter/select a valid user and click '**Save**'. '**Cancel**' will ignore the addition and return to the Department Preferences screen.

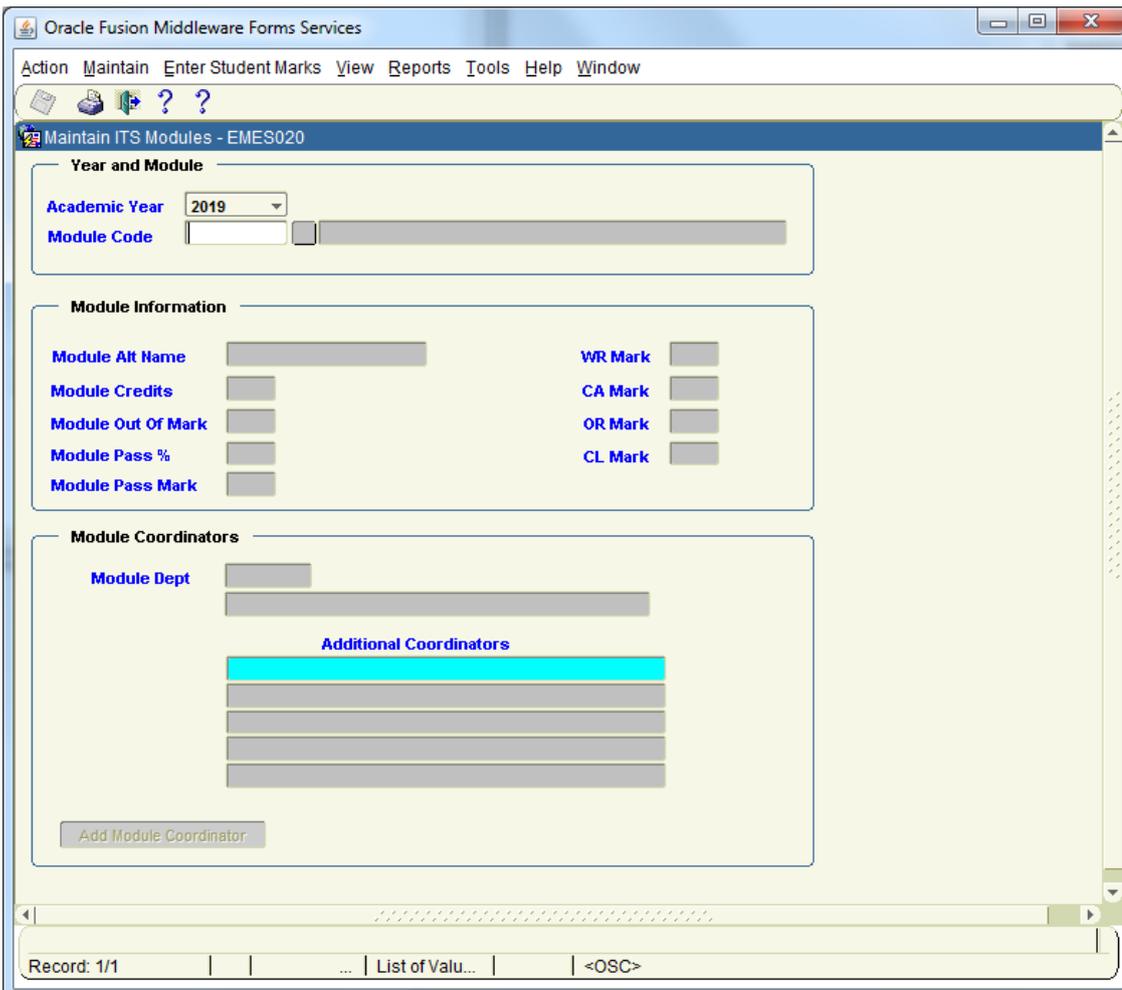
3.2 DMIS – Maintain & View Modules

3.2.1 - This option allows the user to review the module details as they were downloaded from ITS Student Records System. The module information is downloaded from 'ITS' to DMIS each night.

3.2.2 - This option is available under **Maintain > Modules**.



3.2.3 - The Maintain Module screen is displayed as follows:

A screenshot of the 'Maintain ITS Modules - EMES020' screen in Oracle Fusion Middleware Forms Services. The screen is divided into several sections:

- Year and Module:** Contains a dropdown for 'Academic Year' set to '2019' and a text field for 'Module Code'.
- Module Information:** A grid of fields for 'Module Alt Name', 'Module Credits', 'Module Out Of Mark', 'Module Pass %', 'Module Pass Mark', 'WR Mark', 'CA Mark', 'OR Mark', and 'CL Mark'.
- Module Coordinators:** A section for 'Module Dept' and 'Additional Coordinators' with a table of coordinator details and an 'Add Module Coordinator' button.

The bottom of the screen shows a status bar with 'Record: 1/1', a search field, and '<OSC>'.

Step 1: The user must select an academic year.

The academic year is in the format 2019 (= 2018 /2019).

If the user has set the academic year session default then this value will be automatically selected.

Step 2: Enter/Select a valid Module Code.

The user must enter a valid module code or select a module code from the list of values (LOV).

The user can only select module codes that they have the security setting to select. For example a department administrator will be able to select any module code that is delivered by their department (as defined by ITS).

Step 3: After selecting a module code the details for that module are automatically displayed. The user cannot change any items on this field (except module coordinator) as ITS is the master file for all the module details. If any information is incorrect then the Registrars Office needs to be informed and the details amended on ITS. Any changes will then be filtered down to DMIS the next night.

Example:

Oracle Fusion Middleware Forms Services

Action Maintain Enter Student Marks View Reports Tools Help Window

Maintain ITS Modules - EMES020

Year and Module

Academic Year 2019

Module Code HI2025 The Vikings

Module Information

Module Alt Name	HI2025	WR Mark	80
Module Credits	5	CA Mark	20
Module Out Of Mark	100	OR Mark	
Module Pass %	40	CL Mark	
Module Pass Mark	40		

Module Coordinators

Module Dept 114

Invalid Coordinator Code

Additional Coordinators

Add Module Coordinator

3.2.4 - Maintain Module Screen - Field descriptions:

1/ Academic Year:

The academic year to be selected by the user.

2/ Module Code:

The module code to be selected by the user.

3/Module Alt Name:

Alternative Module name in ITS.

4/Module Credits:

Number of credits for module.

5/Module Out of Mark:

Out of mark for module.

6/Module Pass Mark:

Pass Mark for the module.

7/Module Pass %:

Percent pass mark for module.

8/WR Mark:

The total number of marks given to Written for the module.

9/CA Mark:

The total number of marks given to Continuous Assessment for the module.

10/OR Mark:

The total number of marks given to Oral for the module.

11/CL Mark:

The total number of marks given to Clinic for the module.



NB: WR, CA, OR, CL Marks – it is very important that these are correct because the subsequent module structure setup in DMIS will refer back to these values.

I.e. – If they are incorrect, you will not be able to enter Marks for your Module.

12/Module Dept:

This is the primary department responsible for the module as defined in ITS.

13/Module Coordinator:

This is the module coordinator that has been setup on ITS.

14/Additional Coordinators:

These are the additional coordinators that have been setup on the DMIS system.

15/Add Module Coordinator:

This button allows a module coordinator or department administrator to setup additional module coordinators.



DMIS

Departmental Mark Entry Information System

Section 4 – Setting up Module Structure

4.1 Set up Module Structure – Options Page 35

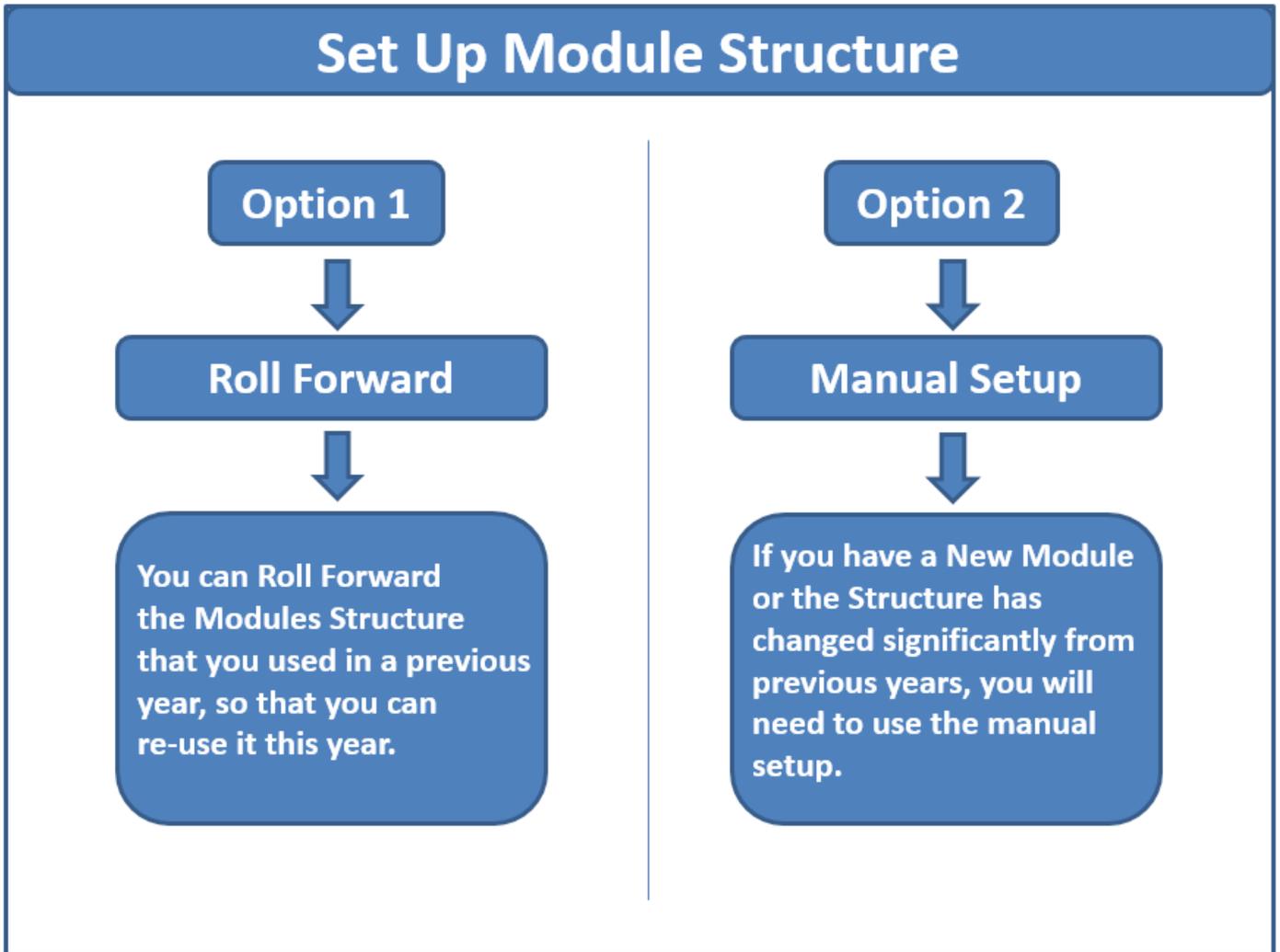
4.2 Set up Module Structure – Option 1 – Roll Forward Page 36

4.3 Set up Module Structure – Option 2 – Manual Setup Page 40

4.1 Set up Module Structure - Options

4.1.1 - There are 2 methods to set a Module Structure.

4.1.2 - If you can use option 1 as outlined below, this is a very straight forward option that is quick and easy to complete.



4.2 Set up Module Structure – Option1 – Roll Forward

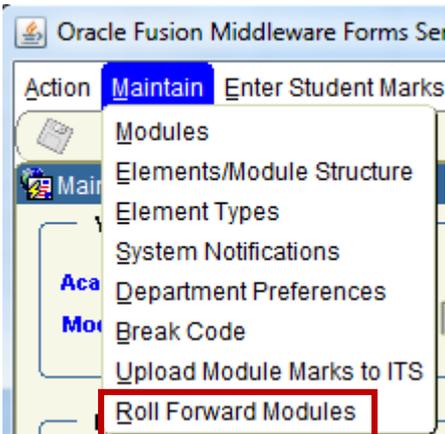
4.2.1 - This option allows the user to roll forward the module details from one exam period to another.

4.2.2 - All elements that are setup for the **source** academic year and the **source** exam month will be created for the new **target** academic year and **target** exam month.

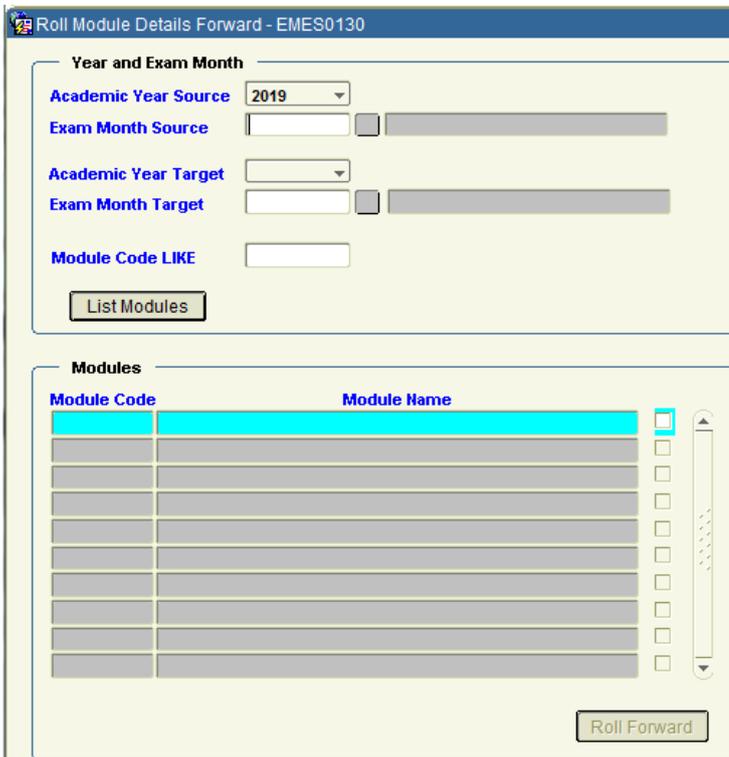
4.2.3 - A list of modules that are already created on ITS for the source and target academic year including exam month will be displayed if the academic structure has been setup on DMIS.

4.2.4 - The option is only available to Department Administrators OR Module Coordinators.

4.2.5 - This option is available under **Maintain>Roll Forward Modules**.



4.2.6 - When this option is selected the following window is displayed:

A screenshot of the 'Roll Module Details Forward - EMES0130' window. The window is divided into two main sections. The top section, titled 'Year and Exam Month', contains several input fields: 'Academic Year Source' (a dropdown menu with '2019' selected), 'Exam Month Source' (a text input field with a calendar icon), 'Academic Year Target' (a dropdown menu), 'Exam Month Target' (a text input field with a calendar icon), and 'Module Code LIKE' (a text input field). Below these fields is a 'List Modules' button. The bottom section, titled 'Modules', contains a table with two columns: 'Module Code' and 'Module Name'. The table has several rows, each with a checkbox in the right margin. Below the table is a 'Roll Forward' button.

Step 1: The user must select an Academic Year **Source**. This is the academic year that the module details are being **copied from**. The academic year is in the format 2019 (= 2018 /2019). If the user has set the academic year session default in the Welcome Screen then this value will be automatically populated.

Step 2: Enter/Select a valid Exam Month Source. This is the exam month that the module details are being **copied from**.

Step 3: The user must select an Academic Year **Target**. This is the academic year that the module details are being **copied to**. The academic year is in the format 2004 (= 03 /04).

Step 4: Enter/Select a valid Exam Month **Target**. This is the exam month that the module details are being **copied to**.

Step 5: Enter the full or part of the Module code and click on the **'List Modules'** button.

Roll Module Details Forward - EMES0130

Year and Exam Month

Academic Year Source: 2018

Exam Month Source: 5 Summer Exam

Academic Year Target: 2019

Exam Month Target: 5 Summer Exam

Module Code LIKE: HI2

List Modules

The list of modules is then displayed as follows;

Roll Module Details Forward - EMES0130

Year and Exam Month

Academic Year Source: 2018

Exam Month Source: 5 Summer Exam

Academic Year Target: 2019

Exam Month Target: 5 Summer Exam

Module Code LIKE: HI2

New Query

Modules

Module Code	Module Name	
HI2003	Culture and Power	<input checked="" type="checkbox"/>
HI2014	Women in Early Modern Europe 1500-1800	<input type="checkbox"/>
HI2017	Geography and Imagination in the Middle Ages	<input type="checkbox"/>
HI2022	The History of the Media in Ireland	<input type="checkbox"/>
HI2025	The Vikings	<input type="checkbox"/>
HI2036	Sport and Society in Modern Ireland	<input type="checkbox"/>
HI2038	The Tudors and Ireland	<input type="checkbox"/>
HI2043	Digital History	<input type="checkbox"/>
HI2044	Crime and Media in Ireland	<input type="checkbox"/>
HI2045	Crime, Violence, and Revolutionary Ireland, 1	<input type="checkbox"/>

Step 6: Click the check box to select which modules you wish to roll forward.

Roll Module Details Forward - EMES0130

Year and Exam Month

Academic Year Source: 2018
Exam Month Source: 5 Summer Exam

Academic Year Target: 2019
Exam Month Target: 5 Summer Exam

Module Code LIKE: HI2

New Query

Modules

Module Code	Module Name	
HI2003	Culture and Power	<input type="checkbox"/>
HI2014	Women in Early Modern Europe 1500-1800	<input type="checkbox"/>
HI2017	Geography and Imagination in the Middle Ages	<input type="checkbox"/>
HI2022	The History of the Media in Ireland	<input type="checkbox"/>
HI2025	The Vikings	<input checked="" type="checkbox"/>
HI2036	Sport and Society in Modern Ireland	<input type="checkbox"/>
HI2038	The Tudors and Ireland	<input type="checkbox"/>
HI2043	Digital History	<input type="checkbox"/>
HI2044	Crime and Media in Ireland	<input type="checkbox"/>
HI2045	Crime, Violence, and Revolutionary Ireland, 1	<input type="checkbox"/>

Roll Forward

Step 7: Click on the 'Roll Forward' button to roll forward the module details to the target academic year and target exam month.

On successful roll forward of the Module Structure, you will be presented with the following confirmation message:



4.2.7 - Roll Forward Modules Screen - Field descriptions:

1/ Academic Year Source:

The academic year to be selected where the module details will be copied from.

2/ Exam Month Source:

The exam month to be selected where the module details will be copied from.

3/ Academic Year Target:

The academic year to be selected where the module details will be copied to.

4/ Exam Month Target:

The exam month to be selected where the module details will be copied to.

5/Module Code LIKE:

The module code to be selected by the user.

Can be a Partial Code Module Code or a Complete Module Code.

6/ List Modules/New Query:

This button will toggle between List Modules when there are no modules displayed to New Query to allow the user to enter new criteria.

7/Module Code:

Displays the module code.

8/Module Name:

Displays the module name.

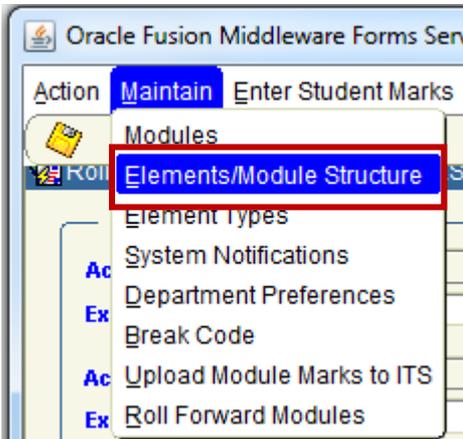
9/Check box:

Selecting the checkbox indicates that the user wishes to roll forward the details of the selected module.

4.3 Set up Module Structure – Option2 – Manual Setup

4.3.1 - This option allows the user to **create/update** the module structure.
The module structure refers to the various elements/papers that make up the module.

4.3.2 - This option is available under Maintain > **Elements/Module Structure**.



4.3.3 - The Maintain Elements/Module Structure screen is displayed as follows:

The screenshot displays the 'Maintain Module Elements - EMES021' screen. The interface includes a menu bar with 'Action', 'Maintain', 'Enter Student Marks', 'View', 'Reports', 'Tools', 'Help', and 'Window'. The main content area is divided into several sections:

- Year and Module:** Contains fields for 'Academic Year' (set to 2019), 'Module Code', and 'Exam Month', along with a 'Show Elements' button.
- Out of Mark:** Contains checkboxes for 'Module Credits', 'Module Out Of Mark', 'WR Mark', 'CA Mark', 'OR Mark', and 'CL Mark'.
- Structure Validity:** A checkbox for 'Structure Validity'.
- Element Information:** A table with columns: Type, Anonymous Y/N, Code, Description, Mark, Weight, Assessor, and Options?. The table is currently empty. To the right of the table are summary fields for 'WR Total', 'CA Total', 'OR Total', and 'CL Total'.
- Buttons:** 'Validate Items', 'Copy To ...', and 'Setup Options' are located below the table.
- Freeze module:** A checkbox labeled 'Freeze module (prevents insert/update of marks)'.

The status bar at the bottom shows 'Record: 1/1' and '<OSC>'.

Step 1:

The user must select an **Academic Year**. The academic year is in the format 2019 (= 2018 /2019). If the user has set the academic year session default on the Welcome Screen then this value will be automatically populated.

Step 2:

Enter/Select a valid **Module Code**. The user must enter a valid module code or select a module code from the list of values (LOV). The user can only select module codes that they have the security setting to select. For example a department administrator will be able to select any module code that is delivered by their department (as defined by ITS).

Step 3: Enter/Select a valid Exam Board Month.

Example of Steps 1, 2 & 3:

Maintain Module Elements - EMES021

Year and Module

Academic Year 2019

Module Code HI2025 The Vikings

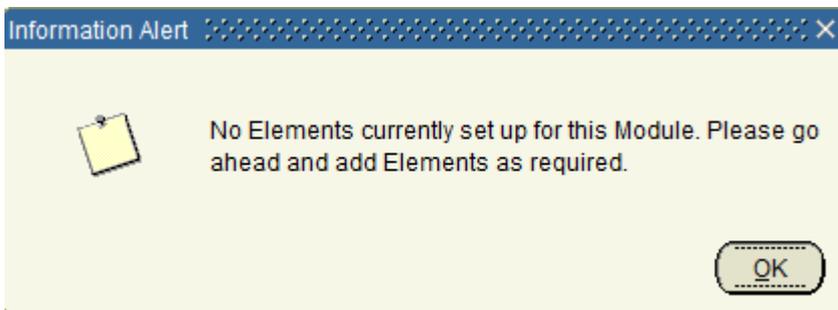
Exam Month 5 Summer Exam

Show Elements

Step 4:

Click 'Show Elements' Button.

If there are no elements currently setup for the combination selected then a message is displayed indicating that no elements exist and that the user can go ahead and setup elements.



To illustrate how a Module Structure is manually setup, I am going to use Module **HI2025** as per below screenshot.

Year and Module

Academic Year: 2019
 Module Code: HI2025 (The Vikings)
 Exam Month: 5 (Summer Exam)

Out of Mark

Module Credits: 5
 Module Out Of Mark: 100
 WR Mark: 80
 CA Mark: 20
 OR Mark:
 CL Mark:

Structure Validity: VALID

Type	Y/N	Code	Description	Mark	Weight	Assessor	Options?
E	N	E1	Essay	100	0.2000		<input type="checkbox"/>
Q	Y	EX	Exam	100	0.8000		<input type="checkbox"/>

WR Total: 80.00
 CA Total: 20.00

For demonstration purposes, I have removed the 2 Elements in the HI2025 Structure, and will rebuild then from the start.

Year and Module

Academic Year: 2019
 Module Code: HI2025 (The Vikings)
 Exam Month: 5 (Summer Exam)

Out of Mark

Module Credits: 5
 Module Out Of Mark: 100
 WR Mark: 80
 CA Mark: 20
 OR Mark:
 CL Mark:

Structure Validity: INVALID

Type	Y/N	Code	Description	Mark	Weight	Assessor	Options?

WR Total:
 CA Total:

Step 5:

Select the **Element Type** by clicking on the **small square box** to the right of the Type Field.

The Element Type value is very important, as it automatically populates if the element is WR, CA, OL or CL. The Element Type will also automatically populate the Anonymous Y/N flag on each Element entry.

Using the HI2025 example, I want to first of all re-create the **ESSAYS** Element.

Type	Anonymous	Y/N	Code	Description	Mark	Weight
<input checked="" type="checkbox"/> E	Essays	CA	N	E1	Essay	100 0.2000
<input type="checkbox"/> Q	Written Questions	WR	Y	EX	Exam	100 0.8000

Element Information

Type	Anonymous	Y/N	Code	Description	Mark	Weight	Assessor	Options?
<input checked="" type="checkbox"/> E	Essays	CA	N	E1	Essay	100	0.2000	
<input type="checkbox"/> Q	Written Questions	WR	Y	EX	Exam	100	0.8000	

Buttons: Validate Items, Copy To ..., Setup Options, Freeze module (prevents insert/update of marks)

Summary: WR Total, CA Total, OR Total, CL Total

When I click on the small square box as highlighted above, I get presented with a List of Valid Element Types. I scroll down the list where I locate and select **ESSAYS**.

Element Codes

Find %

Type	Description	Category	Anonymous Y/N
JL	Journal of Learning	CA	N
PF	Placement (Judgement...)	CA	Y
WA	CA Supplement Exam	CA	Y
QA	Wr. Questions (Autumn...)	CA	Y
AC	Aural (CA)	CA	N
E	Essays	CA	N
F	Field Course	CA	N
I	In Class Test	CA	N
L	Listening Test	CA	N
P	Project	CA	N
R	Lab Report/Practicals	CA	N
T	Tutorial	CA	N
M	MCQ as Continuous A...	CA	N
C	Continuous Assessme	CA	N

Buttons: Find, OK, Cancel

Note that the ESSAYS option is automatically classified as a CA (Continuous Assessment) and Anonymous = N.

Step 10:

Repeat Steps 5 – 9 for any additional Elements Structures in the Module.

Example:

I added in a second Element for the Written Exam.

Maintain Module Elements - EMES021

Year and Module

Academic Year: 2019
Module Code: HI2025 The Vikings
Exam Month: 5 Summer Exam

Out of Mark

Module Credits: 5 WR Mark: 80
Module Out Of Mark: 100 CA Mark: 20
OR Mark:
CL Mark:

Structure Validity: VALID

Element Information

Type	Anonymous	Y/N	Code	Description	Mark	Weight	Assessor	Options?
E	Essays	CA	N	E1	Essay	100	0.2000	
C	Written Questions	WR	Y	EX	Exam	100	0.8000	

Validate Items Copy To ... Setup Options Freeze module (prevents insert/update of marks)

WR Total: 80.00
CA Total: 20.00
OR Total: .00
CL Total: .00

The Exam Mark x Weight is $100 \times 0.8000 = 80$.

As the WR = 80 + the CA = 20, this is a Total = 100.

This 100 Total matches the value in the 'Module out Of Mark' field.

Out of Mark

Module Credits: 5 WR Mark: 80
Module Out Of Mark: 100 CA Mark: 20
OR Mark:
CL Mark:



DMIS

Departmental Mark Entry Information System

Section 5 – Module Structure - Examples

5.1	Module Structure – Example 1 – WR	Page 51
5.2	Module Structure – Example 2 – WR + CA	Page 52
5.3	Module Structure – Example 3 – WR + CA + OR	Page 53
5.4	Module Structure – Example 4 – CA – Placement Judgement	Page 55
5.5	Module Structure – Example 5 – Setup Option Elements	Page 56

5.2 Module Structure – Example 2 – WR + CA

Module Code	Module Title	Subject Area	Credit Weighting	More Information
CS1021	Relational Databases I	Computer Science	5	- Module Description

Credit Weighting: 5

Semester(s): Semester 1.

Assessment: Total Marks 100: Formal Written Examination 70 marks; Continuous Assessment 30 marks (In-class Tests).

Oracle Fusion Middleware Forms Services

Action Maintain Enter Student Marks View Reports Tools Help Window

Maintain Module Elements - EMES021

Year and Module

Academic Year: 2019
 Module Code: CS1021 Relational Databases I
 Exam Month: 1 Winter Exam

New Query

Out of Mark

Module Credits: 5 WR Mark: 70
 Module Out Of Mark: 100 CA Mark: 30
 OR Mark:
 CL Mark:

Structure Validity: VALID

Element Information

Type	Anonymous	Y/M	Code	Description	Mark	Weight	Assessor	Options?
<input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/>	CA N	CA	Continuous Assesme	30	1.0000		<input type="checkbox"/>
<input type="checkbox"/> W	<input type="checkbox"/>	WR Y	WR	Written Exam	70	1.0000		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>

Validate Items Copy To ... Setup Options Freeze module (prevents insert/update of marks)

WR Total: 70.00
 CA Total: 30.00
 OR Total: .00
 CL Total: .00

Record: 1/2 ... List of Valu... <OSC>

Module Out Of Mark	100
WR Mark	70
CA Mark	30
OR Mark	0
CL Mark	0

Element Record # 1	CA	Mark (30)	X	Weight (1.0000) =	30	<input checked="" type="checkbox"/>
Element Record # 2	WR	Mark (70)	X	Weight (1.0000) =	70	<input checked="" type="checkbox"/>
		TOTAL =			100	<input checked="" type="checkbox"/>

5.3 Module Structure – Example 3 – WR + CA + OR

Module Code	Module Title	Subject Area	Credit Weighting	More Information
IT1101	Introduction to Written and Spoken Italian	Italian	10	- Module Description

Credit Weighting: 10

Semester(s): Semesters 1 and 2.

Assessment: Total Marks 200: Formal Written Examination 100 marks; Continuous Assessment 50 marks (2 mid-term tests 10 marks each, 2 end-of-term tests 15 marks each including online component); Oral Assessment 50 marks (Oral Assessment [30 marks]; Aural Assessment (Listening comprehension test 20 marks).

Oracle Fusion Middleware Forms Services

Action Maintain Enter Student Marks View Reports Tools Help Window

Maintain Module Elements - EMES021

Year and Module

Academic Year: 2018
 Module Code: IT1101 Introduction to Written and Spoken Italian
 Exam Month: 5 Summer Exam

New Query

Out of Mark

Module Credits: 10 WR Mark: 100
 Module Out Of Mark: 200 CA Mark: 50
 OR Mark: 50
 CL Mark:

Structure Validity: VALID

Element Information

Type	Y	N	Code	Description	Mark	Weight	Assessor	Options?
<input checked="" type="checkbox"/> AU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	Aural Assessment	100	0.2000		<input type="checkbox"/>
<input type="checkbox"/> I	<input type="checkbox"/>	<input type="checkbox"/>	1	Mid-Term Test 1	100	0.1000		<input type="checkbox"/>
<input type="checkbox"/> I	<input type="checkbox"/>	<input type="checkbox"/>	2	End-of-Term Test 1	100	0.1500		<input type="checkbox"/>
<input type="checkbox"/> I	<input type="checkbox"/>	<input type="checkbox"/>	3	Mid-Term Test 2	100	0.1000		<input type="checkbox"/>
<input type="checkbox"/> I	<input type="checkbox"/>	<input type="checkbox"/>	4	End-of-Term Test 2	100	0.1500		<input type="checkbox"/>
<input type="checkbox"/> O	<input type="checkbox"/>	<input type="checkbox"/>	6	Oral Assessment	100	0.3000		<input type="checkbox"/>
<input type="checkbox"/> W	<input type="checkbox"/>	<input type="checkbox"/>	W	Written Exam	100	1.0000		<input type="checkbox"/>

Validate Items Copy To ... Setup Options Freeze module (prevents insert/update of marks)

WR Total: 100.00
 CA Total: 50.00
 OR Total: 50.00
 CL Total: .00

Record: 1/7 | ... | List of Valu... | <OSC>

Element Information

Type	Anonymous	Y/N	Code	Description	Mark	Weight	Assessor	Options?
AU	Aural	OR N	5	Aural Assessment	100	0.2000		
<input type="checkbox"/>	In Class Test	CA N	1	Mid-Term Test 1	100	0.1000		
<input type="checkbox"/>	In Class Test	CA N	2	End-of-Term Test 1	100	0.1500		
<input type="checkbox"/>	In Class Test	CA N	3	Mid-Term Test 2	100	0.1000		
<input type="checkbox"/>	In Class Test	CA N	4	End-of-Term Test 2	100	0.1500		
<input type="checkbox"/>	Oral	OR N	6	Oral Assessment	100	0.3000		
<input type="checkbox"/>	Written Total	WR Y	W	Written Exam	100	1.0000		
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

Freeze module (prevents insert/update of marks)

WR Total
100.00
CA Total
50.00
OR Total
50.00
CL Total
.00

Module Out Of Mark	200
WR Mark	100
CA Mark	50
OR Mark	50
CL Mark	0

Element Record # 1	OR	Mark (100)	X	Weight (0.2000) =	20	✓
Element Record # 2	CA	Mark (100)	X	Weight (0.1000) =	10	✓
Element Record # 3	CA	Mark (100)	X	Weight (0.1500) =	15	✓
Element Record # 4	CA	Mark (100)	X	Weight (0.1000) =	10	✓
Element Record # 5	CA	Mark (100)	X	Weight (0.1500) =	15	✓
Element Record # 6	OR	Mark (100)	X	Weight (0.3000) =	30	✓
Element Record # 7	WR	Mark (100)	X	Weight (1.0000) =	100	✓
				TOTAL =	200	✓

5.4 Module Structure – Example 4 – CA – Placement Judgement

Module Code	Module Title	Subject Area	Credit Weighting	More Information
FE3222	Transferable Skills - Food Business and Development - Work Placement (Last Updated 21/09/2018)	Food Business and Development	10	- Module Description

Last Updated: 21/09/2018

Credit Weighting: 10

Semester(s): Semesters 1 and 2 and 3.

Assessment: Placement Report to be submitted before the end of September which will be assessed on a Honours/Pass/Fail basis. (See Placement Handbook for exact date).

Pass Standard and any Special Requirements for Passing Module: A Pass judgement.

Module Out Of Mark	None
WR Mark	None
CA Mark	None
OR Mark	None
CL Mark	None

Element Record # 1	CA	Mark (0)	X	Weight (0.0000) =	0	✓
				TOTAL =	0	✓

When the user clicks the button the following popup is displayed.

Setup Element Options - EMES023

Academic Year: 2019
Module: HI2025 The Vikings
Exam Month: 5 Summer Exam
Parent Element: EX Exam
Out of Mark: 100

Element Options		
Code	Description	Assessor

Number of Options to Answer: Option Mark:

Save Delete Cancel

Example:

I record 4 Questions, but indicate that the Number of Options to Answer = 2

Setup Element Options - EMES023

Academic Year: 2019
Module: HI2025 The Vikings
Exam Month: 5 Summer Exam
Parent Element: EX Exam
Out of Mark: 100

Element Options		
Code	Description	Assessor
<input type="checkbox"/>	Q1 Question 1	
<input type="checkbox"/>	Q2 Question 2	
<input type="checkbox"/>	Q3 Question 3	
<input checked="" type="checkbox"/>	Q4 Question 4	
<input type="checkbox"/>		

Number of Options to Answer: 2 Option Mark: 50

Save Delete Cancel

Because I have specified that my WR Element Mark = **100**, DMIS will **automatically** set the **Option Mark** field to indicate that each of the 2 Questions carries **EQUAL** Marks = **50 Marks** Each.

I.e. – 100 Marks / 2 Questions = 50 Marks Each.

The screenshot displays two overlapping windows from the Oracle Fusion Middleware Forms Services interface. The background window is titled 'Maintain Module Elements - EMES021' and shows configuration for 'The Vikings' module in the year 2019. The 'Out of Mark' section indicates a total of 100 marks. The 'Element Information' table lists an 'Exam' element with a mark of 100. The foreground window is titled 'Setup Element Options - EMES023' and shows options for 'Question 1' with a mark of 50. The 'Number of Options to Answer' is set to 2.

Maintain Module Elements - EMES021

Year and Module

Academic Year: 2019
Module Code: HI2025 | The Vikings
Exam Month: 5 | Summer Exam

Out of Mark

Module Credits: 5 | WR Mark: 80
Module Out Of Mark: 100 | CA Mark: 20
OR Mark: []
CL Mark: []

Element Information

Type	Anonymous	Y/N	Code	Description	Mark	Weight
E	Essays	CA	N	E1	Essay	100 0.2000
Q	Written Questions	WR	Y	EX	Exam	100 0.8000

Setup Element Options - EMES023

Academic Year: 2019
Module: HI2025 | The Vikings
Exam Month: 5 | Summer Exam
Parent Element: EX | Exam
Out of Mark: 100

Element Options

Code	Description	Assessor
Q1	Question 1	
Q2	Question 2	
Q3	Question 3	
Q4	Question 4	

Number of Options to Answer: 2 | Option Mark: 50

Buttons: Save, Delete, Cancel

If I wanted the Student to **Answer 3 out of 4 Questions**, I when I set the **Number of Options to Answer Field = 3**, then DMIS will automatically set the **Option Mark Field = 33.3**

I.e. – 100 Marks / 3 Questions = 33.3 Marks Each.

The screenshot shows two overlapping windows from Oracle Fusion Middleware Forms Services. The top window, 'Maintain Module Elements - EMES021', displays 'Year and Module' information: Academic Year 2019, Module Code HI2025 (The Vikings), and Exam Month 5 (Summer Exam). It also shows 'Out of Mark' details: Module Credits 5, Module Out of Mark 100, WR Mark 80, CA Mark 20, OR Mark, and CL Mark. The 'Element Information' table lists 'Written Questions' (WR) and 'Exam' (EX) with a 'Mark' of 100 and 'Weight' of 0.8000. The bottom window, 'Setup Element Options - EMES023', shows 'Academic Year 2019', 'Module HI2025 (The Vikings)', 'Exam Month 5 (Summer Exam)', and 'Parent Element EX (Exam)'. The 'Element Options' table lists 'Q1 Question 1', 'Q2 Question 2', 'Q3 Question 3', and 'Q4 Question 4'. At the bottom, 'Number of Options to Answer' is set to 3, and 'Option Mark' is 33.3.

The Element Information Section will show a **Tick** in the **Options** Field if there are Options recorded against an Element.

Example:

The screenshot shows a close-up of the 'Element Information' table. The table has columns for Type, Anonymity (Y/N), Code, Description, Mark, Weight, Assessor, and Options?. The 'Exam' row (EX) has a tick in the 'Options?' column. To the right of the table, summary statistics are shown: WR Total 80.00, CA Total 20.00, OR Total .00, and CL Total .00. Buttons for 'Validate Items', 'Copy To ...', 'Setup Options', and a 'Freeze module' checkbox are visible at the bottom.

When you then move onto the **Entering of Marks**, an **Element with Options**, will **no longer** be presented as an Element Code to selected and enter marks against.

Instead the Option Records will be presented.

In the Example below, the Written Questions – EX – Exam is not presented to me when I am entering Marks.

Instead, the 4 Option Elements are presented:

- Question 1
- Question 2
- Question 3
- Question 4

These Element Options are flagged as OPTIONAL.

I.e. – You do not need to record Marks against all 4 Questions, just the number you specified in the Options setup.

Element Information

Type	Y/N	Code	Description	Mark	Weight	Assessor	Options?
<input type="checkbox"/> E	CA N	E1	Essay	100	0.2000		<input type="checkbox"/>
<input checked="" type="checkbox"/> Q	WR Y	EX	Exam	100	0.8000		<input checked="" type="checkbox"/>
<input type="checkbox"/>							<input type="checkbox"/>
<input type="checkbox"/>							<input type="checkbox"/>
<input type="checkbox"/>							<input type="checkbox"/>
<input type="checkbox"/>							<input type="checkbox"/>
<input type="checkbox"/>							<input type="checkbox"/>
<input type="checkbox"/>							<input type="checkbox"/>
<input type="checkbox"/>							<input type="checkbox"/>
<input type="checkbox"/>							<input type="checkbox"/>
<input type="checkbox"/>							<input type="checkbox"/>
<input type="checkbox"/>							<input type="checkbox"/>

Buttons: Validate Items, Copy To ..., Setup Options, Freeze module (prevents insert/update of marks)

Summary:

- WR Total: 80.00
- CA Total: 20.00
- OR Total: .00
- CL Total: .00

Oracle Fusion Middleware Forms Services

Action Maintain Enter Student Marks View Reports Tools Help Window

Enter Marks by Element - EMES050

Year and Module

Academic Year: 2019
 Module Code: HI2025 The Vikings
 Exam Month: 5 Summer Exam
 Element Code:
 Search Number (Optional):

Show Students

Find %

Element C...	Description	Element M...	Element V...	Element Opti...
E1	Essay	100	Y	C
Q1	Question 1	50	Y	O
Q2	Question 2	50	Y	O
Q3	Question 3	50	Y	O
Q4	Question 4	50	Y	O

Buttons: Find, OK, Cancel

In Summary, to setup Optional Elements, carry out the following actions:

Step 1: Create the parent element on the Maintain Element/module Structure screen.

Step 2: Highlight the parent element and click 'Setup Options' button.
This will display the element options screen.

Step 3: Enter the full set of optional elements.

Step 4: Enter the number of options which should be answered.

Step 5: Select Save.



DMIS

Departmental Mark Entry Information System

Section 6 – Module Structure – Mark X Weight

6.1 Module Structure – Mark X Weight - IMPORTANT

Page 63

6.3 – Both Options are Valid, as they both have the same CA + WR + Overall Total Values:

Option 1:

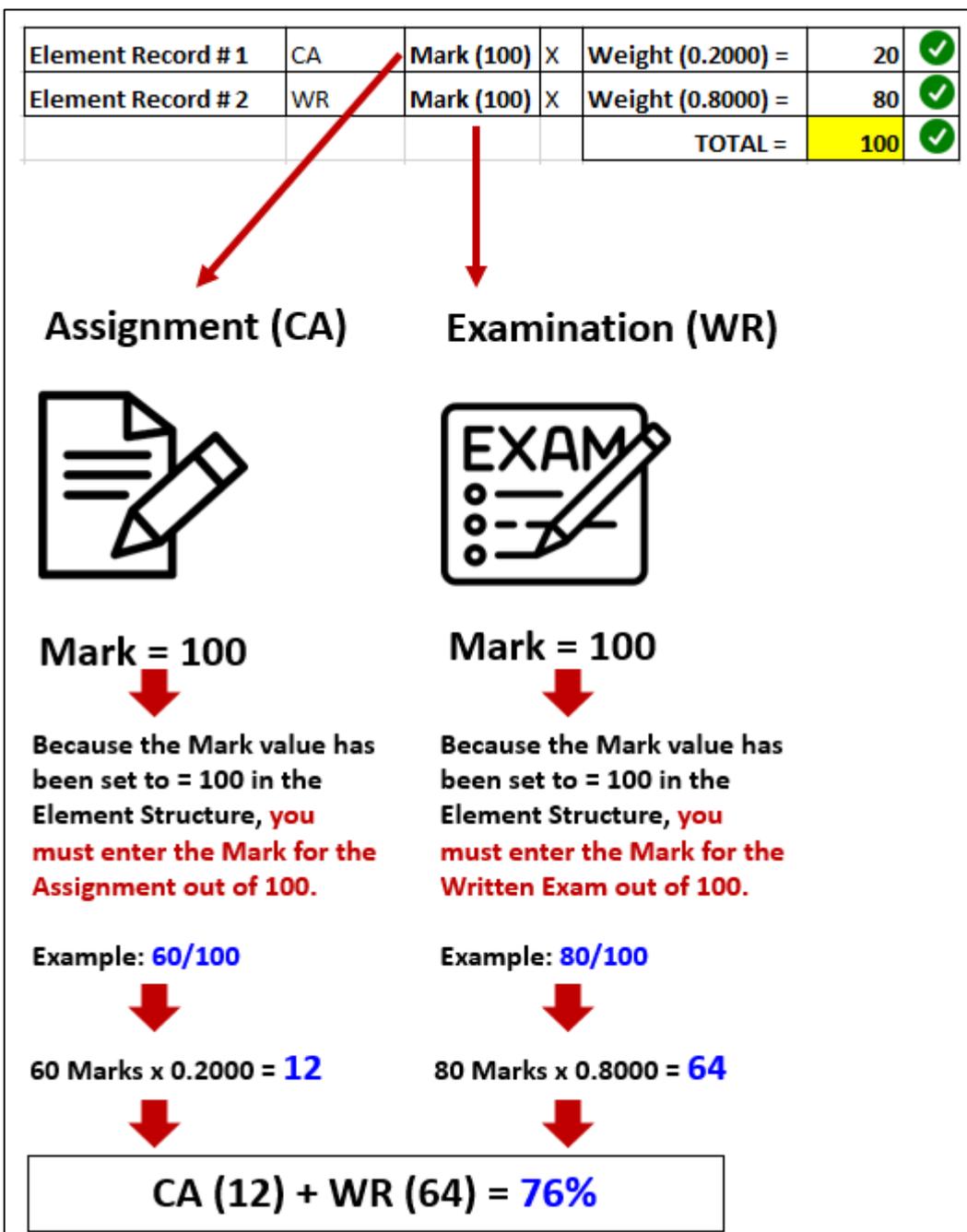
Element Record # 1	CA	Mark (100)	X	Weight (0.2000) =	20	✓
Element Record # 2	WR	Mark (100)	X	Weight (0.8000) =	80	✓
				TOTAL =	100	✓

Option 2:

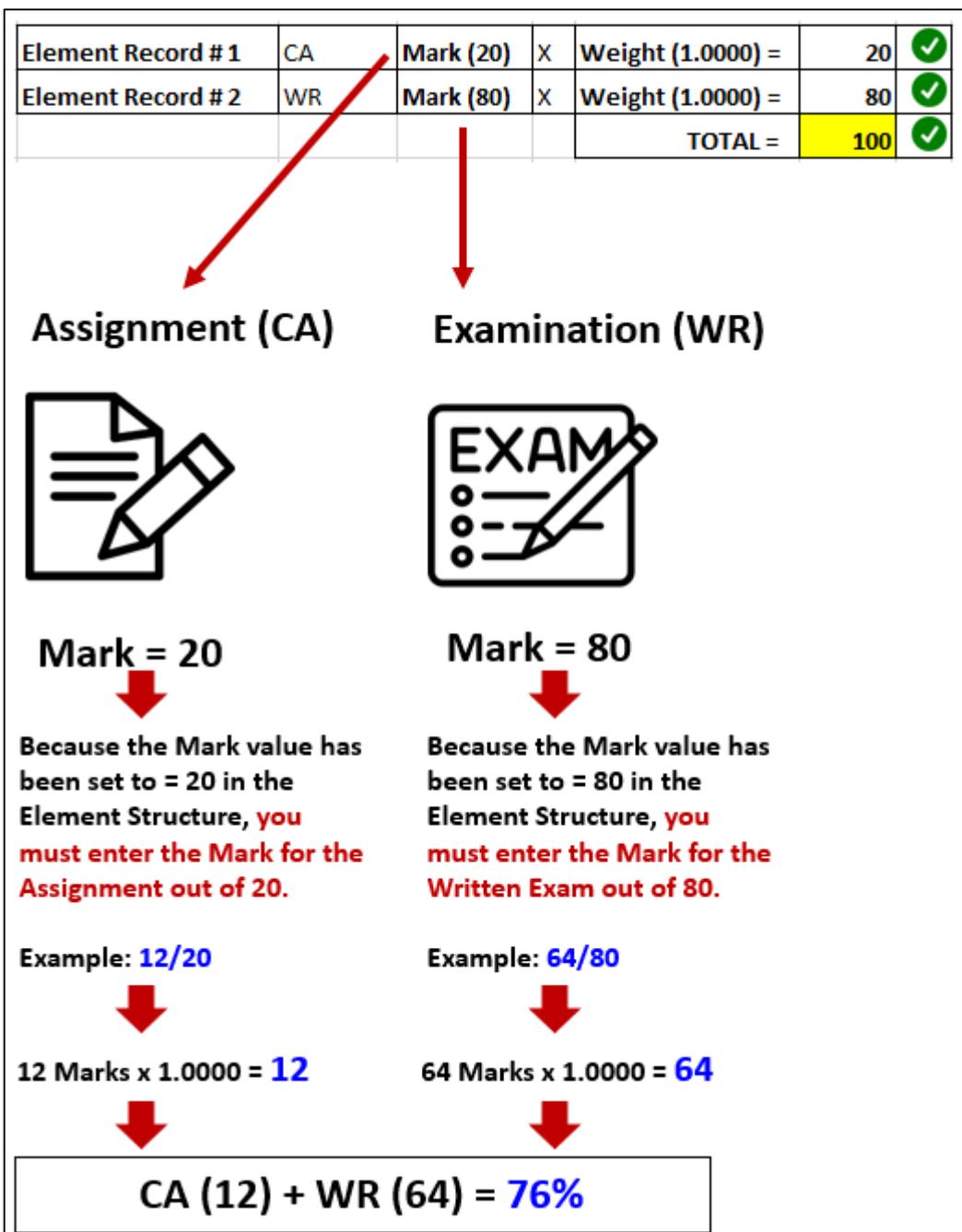
Element Record # 1	CA	Mark (20)	X	Weight (1.0000) =	20	✓
Element Record # 2	WR	Mark (80)	X	Weight (1.0000) =	80	✓
				TOTAL =	100	✓



OPTION 1 – When Mark Value of 100 is used – then the Mark MUST be recorded out of 100:



OPTION 2 – When Mark Values of 20 (CA) & 80 (WR) are used – then the Marks MUST be recorded out of 20 (CA) & 80 (WR).





DMIS

Departmental Mark Entry Information System

Section 7 – Entering Student Marks

7.1	Enter Student Marks – Options	Page 67
7.2	Enter Student Marks – By Individual Student	Page 68
7.3	Enter Student Marks – By Student List & Module Element	Page 71
7.4	Enter Student Marks – By Spreadsheet Format	Page 79

7.1 Enter Student Marks - Options

7.1.1 - Once your module structure is setup, the next step is to Enter Marks.

7.1.2 - There are 4 options for recording Student Marks.

DMIS – Entering Student Mark – Input Options

Option 1



By Individual Student

OR

Option 2



By Student List & Module Element

OR

Option 3



Spreadsheet Format

OR

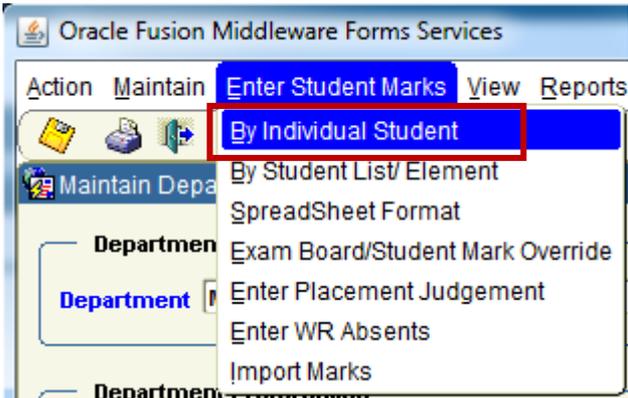
Option 4



Import Marks from a TEXT File

7.2 Entering Student Marks – By Individual Student

Step 1 - Select the Menu – **Enter Student Marks – By Individual Student**:



Step 2 - Enter the Academic Year, **Module Code** and **Exam Month**.

The screenshot shows the 'Enter Marks by Student - EMES055' form. The 'Year and Module' section contains the following fields:

- Academic Year:** 2019
- Module Code:** AC1101 (Accounting I)
- Exam Month:** 5
- Search Number (Optional):** (empty)

At the bottom, there is a 'Show Students' button and two radio buttons: 'By Student Number' (selected) and 'By Exam Number'.

Step 3 - 'By Student Number' is the auto-selected option.

If you are entering Marks by Exam Number, please select 'By Exam Number'

Step 4 – Click the **Show Students** Button.

All Students who are registered for the specified Year + Module + Exam Month, are presented on screen.

Example:

The screenshot shows the 'Enter Element Marks by Student Number' table. The table has the following columns: 'DSS', 'Student No', 'Student Name', and 'Enter Marks'. The first row is highlighted in cyan and contains the following data:

DSS	Student No	Student Name	Enter Marks
	11800000	User 1, Test	Enter Marks
			Enter Marks

Step 5 – Highlight the student that you want to enter marks for, and click the ‘Enter Marks’ button.

Oracle Fusion Middleware Forms Services

Action Maintain Enter Student Marks View Reports Tools Help Window

Enter Marks by Student - EMES055

Year and Module

Academic Year: 2019
 Module Code: AC1101 Accounting I
 Exam Month: 5 Summer Exam
 Search Number (Optional):

New Query By Student Number By Exam Number

Enter Element Marks by Student Number

DSS	Student No	Student Name	Enter Marks
	118000000	User 1, Test	Enter Marks
			Enter Marks

Each of the **Module Elements** that were setup in the Module Structure are now presented for the Student. Example – Essay and Written Exam.

Enter Detail Element Marks - EMES056

Student No: 118000000
 Student Name: User 1, Test

Absents for WR exams should be recorded in the new "Enter Student Marks/Enter Absents" menu option, selecting an ABSENT exam status for all WR elements will no longer give an Absent (FB) judgement for the module.

Element

Element Code	Description	Out of Mark	Mark	%
E1	Essay	40		
W1	Written	160		

Save Cancel Previous Next

Step 6 – In the **MARK** Field - Enter the Mark that the Student obtained in each of the Module Elements. Note that when you tab out of the MARK field, the **% values** to the right of the MARK field, will be automatically calculated and populated for you.

Student No: 118000000
Student Name: User 1, Test

Absents for WR exams should be recorded in the new "Enter Student Marks/Enter Absents" menu option, selecting an ABSENT exam status for all WR elements will no longer give an Absent (FB) judgement for the module.

Element Code	Description	Out of Mark	Mark	%
E1	Essay	40	30	75.00
W1	Written	160	100	62.50

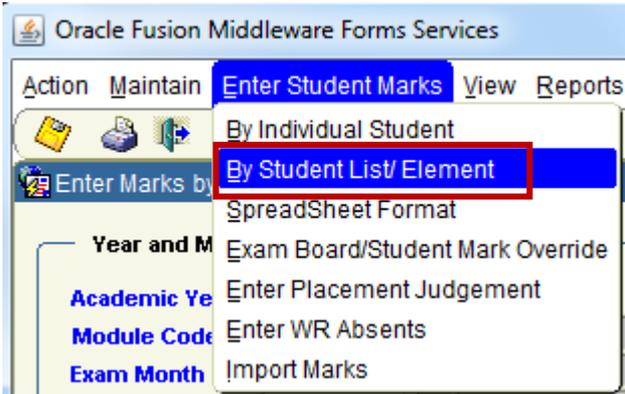
Buttons: Save, Cancel, Previous, Next

Step 7 – Click the SAVE Button to save the MARKS that have been entered.

7.3 Enter Student Marks – By Student List & Module Element

7.3.1 - This option allows the user to enter student marks for a **particular element** for the **whole class**.

Step 1 - Select the Menu – **Enter Student Marks – By Student List / Element**:



Step 2 - Enter the Academic Year, **Module Code** and **Exam Month**.

The screenshot shows the 'Enter Marks by Element - EMES050' form. The 'Year and Module' section is visible, with the following fields filled in: 'Academic Year' is 2019, 'Module Code' is AC1101, and 'Exam Month' is 5. The 'Element Code' field is empty. The 'Search Number (Optional)' field is also empty. The 'Show Students' button is visible. The 'Element Mark' and 'Element Option' fields are also visible.

Step 3 – Click on the Element Code button to the right of the Element Code field.

Step 4 - Select the Element that you want to enter Marks for, and click the **OK** Button.

The screenshot shows the 'Enter Marks by Element - EMES050' form with the 'Element Code' button highlighted by a red box. A search dialog box is open, displaying a table of elements. The 'Find %' field is empty. The table has the following data:

Element C...	Description	Element M...	Element V...	Element Opti...	
E1	Essay	40	Y	C	COMPULSORY
W1	Written	160	Y	C	COMPULSORY

The 'Find' button is highlighted in the dialog box.

7.3.2 - EXAM STATUS:

7.3.2.1 - The Exam Status field provides a dropdown list of values that can be recorded for a Mark Entry.

DSS	Student No	Mark	%	Student Name	Programme	Exam Status	Remarks
N	118000000	30	75.00	User 1, Test	BAO		

The list of options available are as follows:

- Absent
- Absent – Cert Pending
- Absent – Cert Provided
- Absent – No Cert
- Did Not Submit
- Extension Granted
- Late Submit
- Mark/Status Pending
- Present – Cert Provided

Example:

If an Essay was submitted late by a Student, this scenario can be recorded in DMIS.

Oracle Fusion Middleware Forms Services

Action Maintain Enter Student Marks View Reports Tools Help Window

Enter Marks by Element - EMES050

Year and Module

Academic Year: 2019
Module Code: AC1101 Accounting I
Exam Month: 5 Summer Exam
Element Code: E1 Essay
Search Number (Optional):
Element Mark: 40
Element Option: Com

Absents for WR exams should be recorded in the new "Enter Student Marks" form. Selecting an ABSENT exam status for all WR elements will no longer give an error message. For more information, see the documentation for the module.

Enter Exam Marks

DSS	Student No	Mark	%	Student Name	Programme	Exam Status	Remarks
N	118000000	30	75.00	User 1, Test	BAO		

- Absent-Cert Provided
- Absent-No Cert
- Did Not Submit
- Extension Granted
- Late Submit
- Mark/Status Pending
- Present-Cert Provided

7.3.3 - REMARKS:

7.3.3.1 - The **Remarks** Option provides the user with a Text Box where Remarks / Notes can be added for the Mark Entry on a student by student basis.

DSS	Student No	Mark	%	Student Name	Programme	Exam Status	Remarks
N	118000000	30	75.00	User 1, Test	BAO		<input type="checkbox"/>

7.3.3.2 - By clicking the small square button under Remarks, the **Add Remarks** Screen is presented. A Remark can be added to this Text Box.

Example:

Remarks

Add Remark

Late Submission of Essay.
Student was marks out of 35 and not 40.

OK Cancel

7.3.3.3 - Once you have saved your changes on Screen, there will be a **Tick** in the Remarks section for that Student.

Oracle Fusion Middleware Forms Services

Action Maintain Enter Student Marks View Reports Tools Help Window

Enter Marks by Element - EMES050

Year and Module

Academic Year: 2019
Module Code: AC1101 Accounting I
Exam Month: 5 Summer Exam
Element Code: E1 Essay
Search Number (Optional):
Element Mark: 40
Element Option: Compulsory
New Query Import Marks

Absents for WR exams should be recorded in the new "Enter Student Marks/Enter Absents" menu option, selecting an ABSENT exam status for all WR elements will no longer give an Absent (FB) judgement for the module.

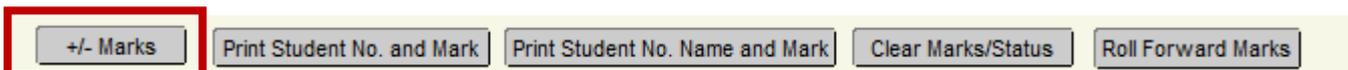
Enter Exam Marks

DSS	Student No	Mark	%	Student Name	Programme	Exam Status	Remarks
N	118000000	30	75.00	User 1, Test	BAO	Late Submit	<input checked="" type="checkbox"/>

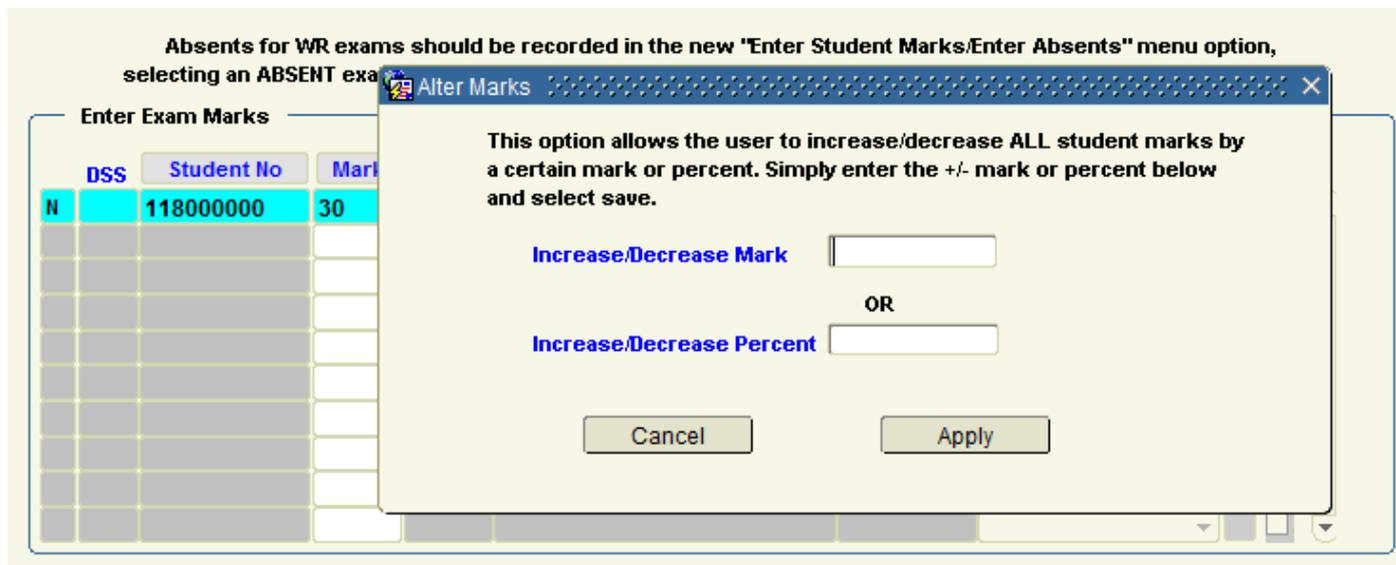
7.3.4 - PLUS / MINUS MARKS:

7.3.4.1 - At the end of the By Student List / Element Screen, there are a set of buttons.

7.3.4.2 - The 1st button is the + / - Marks:

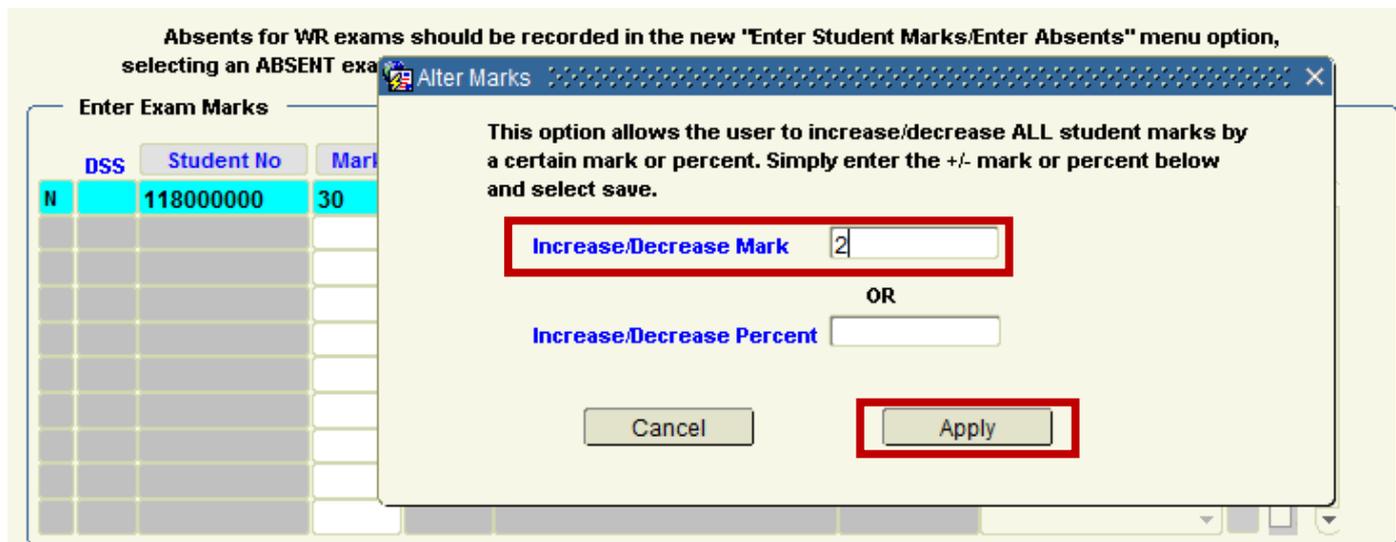


7.3.4.3 - This option lets the DMIS user **Increase or Decrease the Marks OR Percent** for **ALL THE STUDENTS** in the Module.



Example 1 – Increase Mark:

If I wanted to Increase the Mark of ALL STUDENTS in the Module by 2 Marks, I enter '2' and click **Apply**.



A Mark Increase of '2' gets applied to ALL STUDENTS in the Module.
The % value is also automatically increased accordingly.

FROM:

Enter Exam Marks							
DSS	Student No	Mark	%	Student Name	Programme	Exam Status	Remarks
N	118000000	30	75.00	User 1, Test	BAO		

TO:

Enter Exam Marks							
DSS	Student No	Mark	%	Student Name	Programme	Exam Status	Remarks
N	118000000	32	80.00	User 1, Test	BAO	Late Submit	

Example 2 – Decrease Mark:

If I wanted to Decrease the Mark of ALL STUDENTS in the Module by 2 Marks, I enter '-2' and click **Apply**.

Absents for WR exams should be recorded in the new "Enter Student Marks/Enter Absents" menu option, selecting an ABSENT exam

Enter Exam Marks		
DSS	Student No	Mark
N	118000000	30

Alter Marks

This option allows the user to increase/decrease ALL student marks by a certain mark or percent. Simply enter the +/- mark or percent below and select save.

Increase/Decrease Mark

OR

Increase/Decrease Percent

A Mark Decrease of '-2' gets applied to ALL STUDENTS in the Module.
The % value is also automatically decreased accordingly.

Example:

FROM:

Enter Exam Marks							
DSS	Student No	Mark	%	Student Name	Programme	Exam Status	Remarks
N	118000000	30	75.00	User 1, Test	BAO		

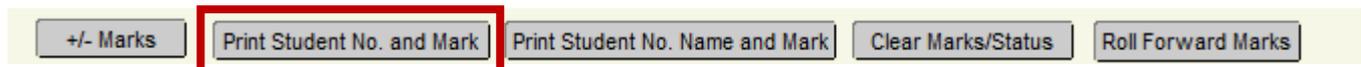
TO:

Enter Exam Marks							
DSS	Student No	Mark	%	Student Name	Programme	Exam Status	Remarks
N	118000000	28	70.00	User 1, Test	BAO	Late Submit	

7.3.5 – PRINT STUDENT NUMBER AND MARK:

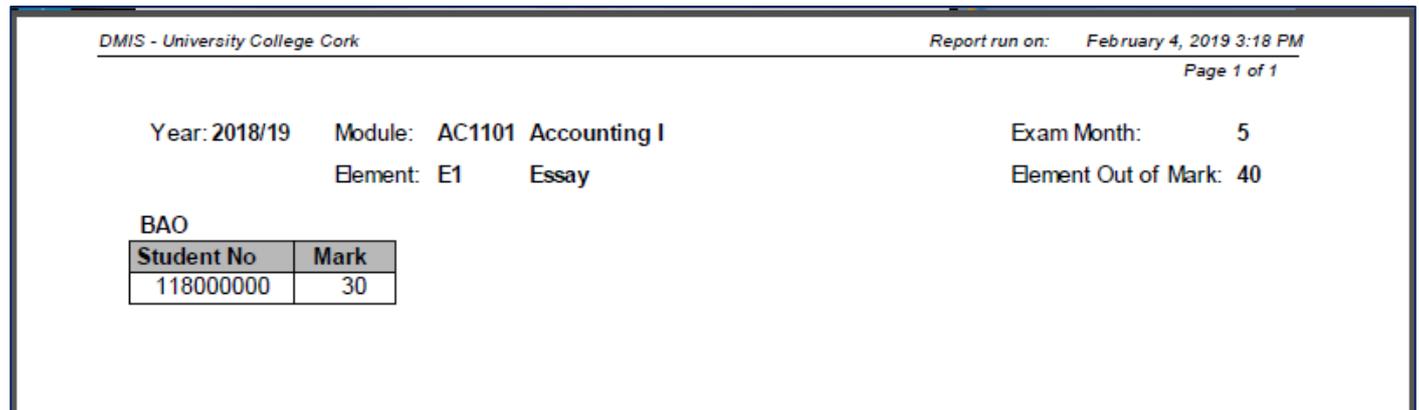
7.3.5.1 - At the end of the By Student List / Element Screen, there are a set of buttons.

7.3.5.2 - The 2nd button is the **Print Student No. and Mark**:



7.3.5.3 - This option allows the user to produce a report with **Student Number, Mark, Module and Element** Information:

Example:



DMIS - University College Cork Report run on: February 4, 2019 3:18 PM
Page 1 of 1

Year: 2018/19 Module: AC1101 Accounting I Exam Month: 5
Element: E1 Essay Element Out of Mark: 40

BAO

Student No	Mark
118000000	30

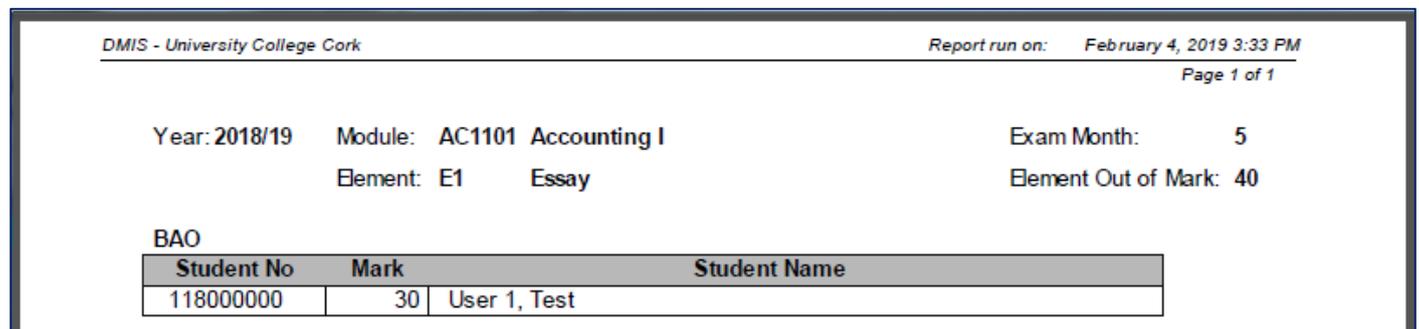
7.3.6 – PRINT STUDENT NUMBER AND MARK:

7.3.6.1 - At the end of the By Student List / Element Screen, there are a set of buttons.

7.3.6.2 - The 3rd button is the **Print Student No. and Mark**:



7.3.6.3 - This option allows the user to produce a report with **Student Number, Mark, Module and Element** Information:



DMIS - University College Cork Report run on: February 4, 2019 3:33 PM
Page 1 of 1

Year: 2018/19 Module: AC1101 Accounting I Exam Month: 5
Element: E1 Essay Element Out of Mark: 40

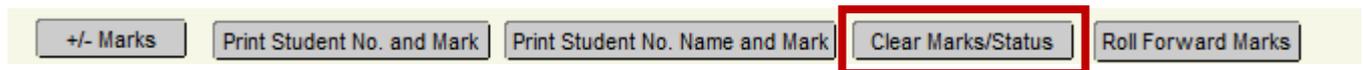
BAO

Student No	Mark	Student Name
118000000	30	User 1, Test

7.3.7 – CLEAR MARKS / STATUS:

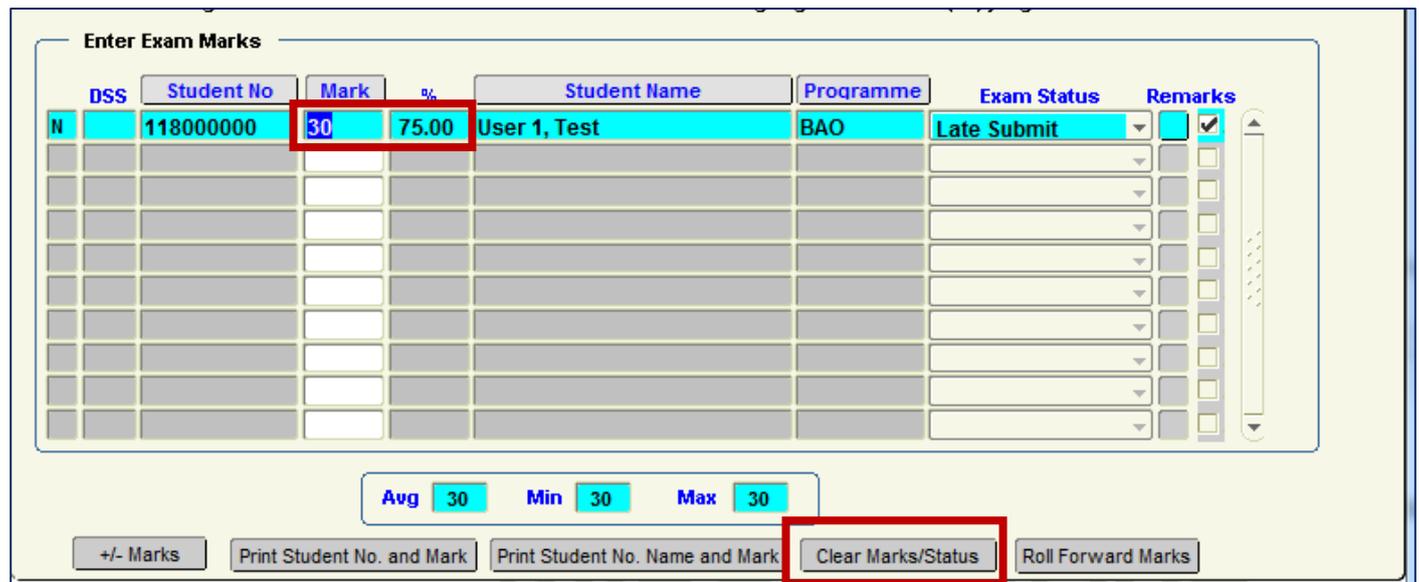
7.3.7.1 - At the end of the By Student List / Element Screen, there are a set of buttons.

7.3.7.2 - The 4th button is the **Clear Marks / Status**:



7.3.7.3 – In the event of an error with Mark Entry which impacts the entire Student List, you can use this button to Clear **ALL** the Marks that have been entered.

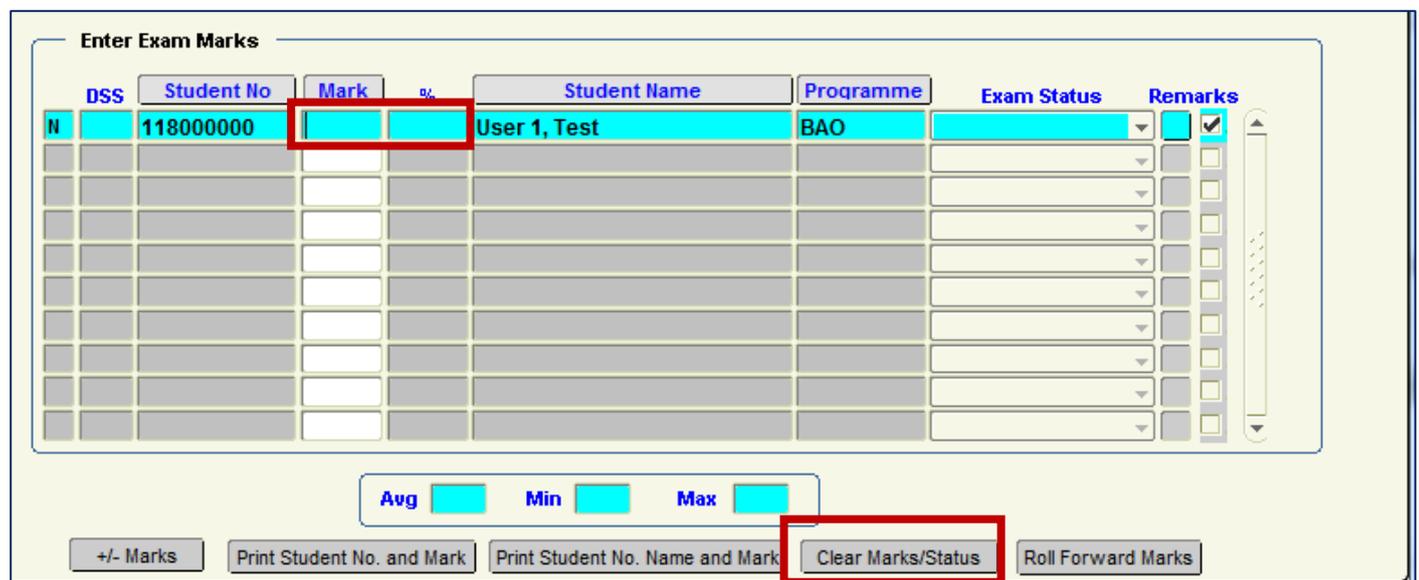
Example:



DSS	Student No	Mark	%	Student Name	Programme	Exam Status	Remarks
N	118000000	30	75.00	User 1, Test	BAO	Late Submit	<input checked="" type="checkbox"/>

Avg 30 Min 30 Max 30

+/- Marks Print Student No. and Mark Print Student No. Name and Mark **Clear Marks/Status** Roll Forward Marks



DSS	Student No	Mark	%	Student Name	Programme	Exam Status	Remarks
N	118000000			User 1, Test	BAO		<input checked="" type="checkbox"/>

Avg Min Max

+/- Marks Print Student No. and Mark Print Student No. Name and Mark **Clear Marks/Status** Roll Forward Marks

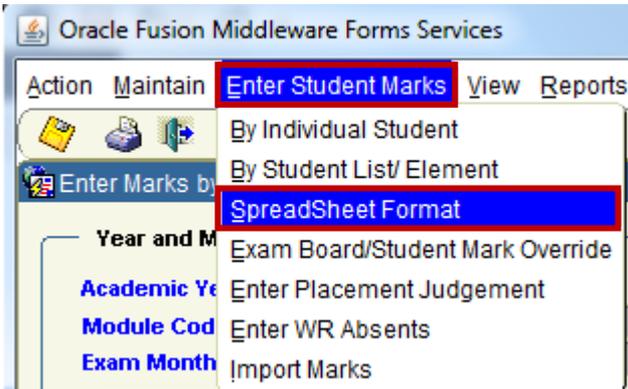
7.3.7.4 – Make sure you Save your Changes before leaving the screen.



7.4 Enter Student Marks – By Spreadsheet Format

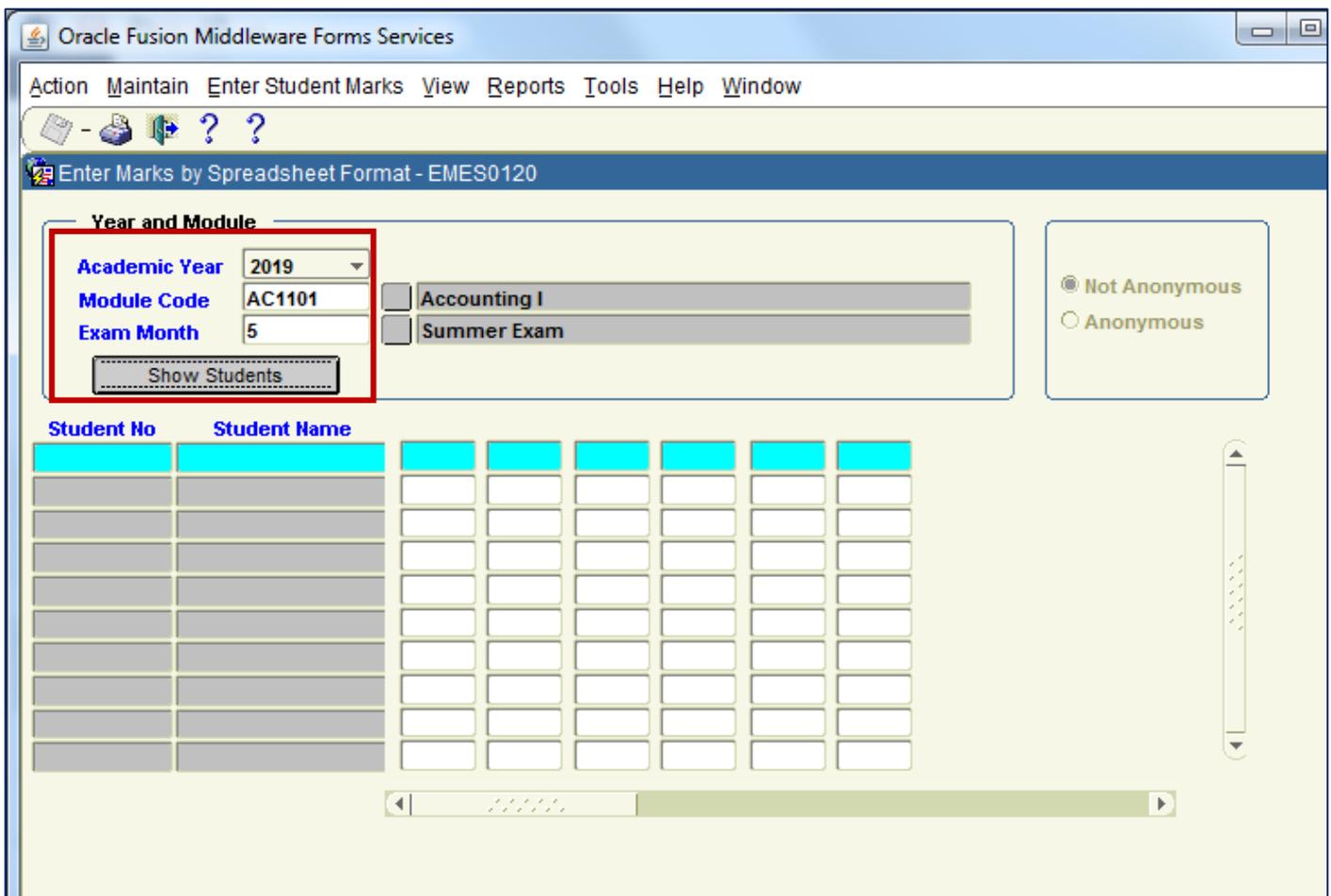
7.4.1 - This option allows the user to enter student marks for ALL module elements for the whole class.

Step 1- Select the Menu – Enter Student Marks – Spreadsheet Format:



Step 2- Enter the Academic Year + Module Code + Exam Month, and click Show Students.

Example:



Step 3 – The Format of the Screen will change, and you will be presented with the **Element Codes** that you setup in your **Module Element Structure**.

Example:

2019 – AC1101 – Month 5 – Has 2 Elements (1) **E1** – Essay (2) **W1** – Written.

Oracle Fusion Middleware Forms Services

Action Maintain Enter Student Marks View Reports Tools Help Window

Enter Marks by Spreadsheet Format - EMES0120

Year and Module

Academic Year: 2019
 Module Code: AC1101 Accounting I
 Exam Month: 5 Summer Exam

Not Anonymous
 Anonymous

New Query

Student No	Student Name	E1	W1
118000000	User 1, Test		

Element: Essay
 Element Out of Mark: 40

Oracle Fusion Middleware Forms Services

Action Maintain Enter Student Marks View Reports Tools Help Window

Maintain Module Elements - EMES021

Year and Module

Academic Year: 2019
 Module Code: AC1101 Accounting I
 Exam Month: 5 Summer Exam

New Query

Out of Mark

Module Credits: 10 WR Mark: 160
 Module Out Of Mark: 200 CA Mark: 40
 OR Mark:
 CL Mark:

Structure Validity: VALID

Element Information

Type	Anonymous	Y/N	Code	Description	Mark	Weight	Assessor	Options?
<input checked="" type="checkbox"/> E	<input checked="" type="checkbox"/>	CA N	E1	Essay	40	1.0000		<input type="checkbox"/>
<input type="checkbox"/> WQ	<input type="checkbox"/>	WR N	W1	Written	160	1.0000		<input type="checkbox"/>

WR Total: 160.00
 CA Total: 40.00

Step 4 – Enter the Student Mark Element results, and **Save** your changes.

Oracle Fusion Middleware Forms Services

Action Maintain Enter Student Marks View Reports Tools Help Window

Enter Marks by Spreadsheet Format - EMES0120

Year and Module

Academic Year: 2019
Module Code: AC1101 Accounting I
Exam Month: 5 Summer Exam

Not Anonymous
 Anonymous

Student No	Student Name	E1	W1
118000000	User 1, Test	32.00	124.00

Element: Written
Element Out of Mark: 160

Result - Your Marks are now saved on DMIS.

7.4.2 – NOT ANONYMOUS vs ANONYMOUS Elements:

7.4.2.1 - The **Not Anonymous** and **Anonymous** selection options in the top right hand corner of the screen are important.

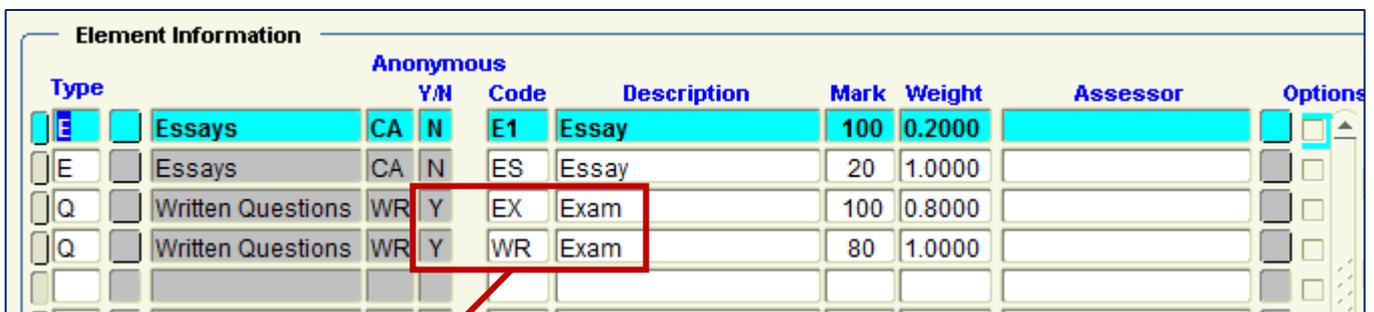


A screenshot of a selection box with two radio buttons. The first radio button is selected and is labeled "Not Anonymous". The second radio button is unselected and is labeled "Anonymous".

I.e. – If the Module Element Structure contains **Anonymous Elements**, then the option to enter the Marks for the Anonymous Elements will **only** be displayed once you click the **Anonymous option**.

Example:

The following module structure contains 2 Anonymous elements (1) **EX** – Exam (2) **WR** - Exam



A screenshot of a table titled "Element Information". The table has columns: Type, Y/M, Code, Description, Mark, Weight, Assessor, and Options. The "Anonymous" header is visible above the table. The first row is highlighted in cyan and has a red box around it. The second and third rows have a red box around them. A red arrow points from the red box on the second and third rows to the "EX" and "WR" columns in the table below.

Type	Y/M	Code	Description	Mark	Weight	Assessor	Options
<input checked="" type="checkbox"/> E	CA N	E1	Essay	100	0.2000		<input type="checkbox"/>
<input type="checkbox"/> E	CA N	ES	Essay	20	1.0000		<input type="checkbox"/>
<input type="checkbox"/> Q	WR Y	EX	Exam	100	0.8000		<input type="checkbox"/>
<input type="checkbox"/> Q	WR Y	WR	Exam	80	1.0000		<input type="checkbox"/>

The **EX** and **WR** Mark Input options will **ONLY** appear when the Anonymous option is selected.



A screenshot of a table with columns: Exam No, EX, and WR. The "EX" and "WR" columns are highlighted in cyan and have a red box around them. A red arrow points from the red box in the table above to the "EX" and "WR" columns in this table.

Exam No	EX	WR

7.4.2.2 – All **Anonymous** Module Elements will require the Marks to be Input against an **EXAM Number**.

7.4.2.3 – All **Non - Anonymous** Module Elements will require the Marks to be Input against a **Student Number**.



DMIS

Departmental Mark Entry Information System

Section 8 – Importing a Mark TEXT File

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8.2	Importing a TEXT File – Option 1 & 2	Page 88
8.3	Importing a TEXT File – Option 1 – With Element Code	Page 91
8.4	Importing a TEXT File – Option 2 – Without Element Code	Page 96

8.1 Import TEXT File – Discoverer Report Templates

8.1.1 – The Import Marks Screen in DMIS points users towards to location for generating Import Mark File Templates.

Year And Module

Academic Year: 2019

Module Code:

Exam Month:

Import

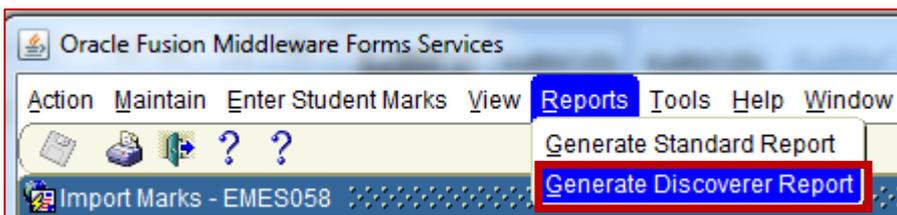
Importing Marks

- 1) File must be in Tab delimited format.
- 2) Anonymous & Non Anonymous Elements must be uploaded independently.
- 3) The following Student statuses can be used:
 - ABS = Absent,
 - ACP = Absent-Cert Pending,
 - AWC = Absent-Cert Provided,
 - ANC = Absent-No Cert,
 - DNS = Did Not Submit,
 - MSP = Mark/Status Pending.

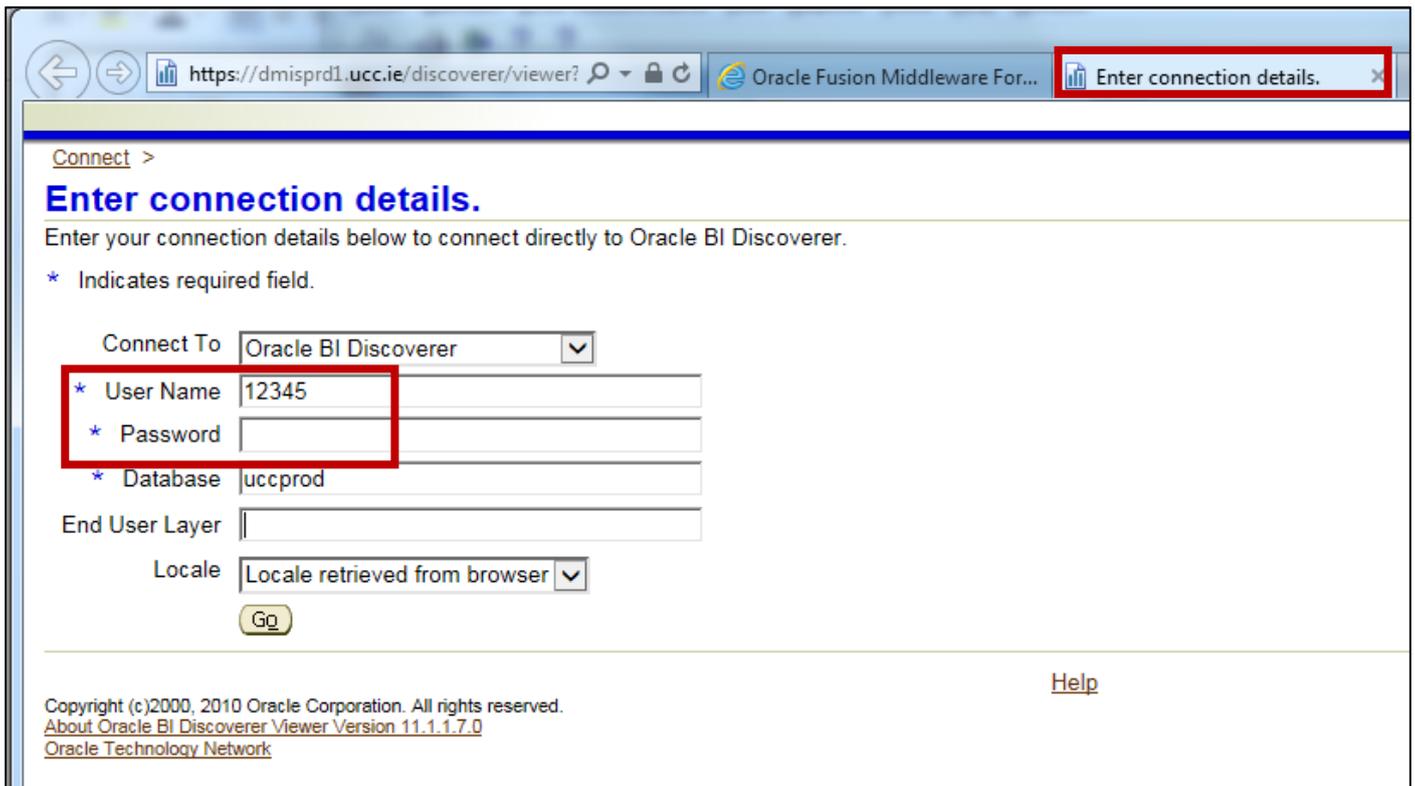
Excel Import Marks Template files can be generated from the discoverer reports workbook DMIS.MODULE_SETUP.

For help please read the user manual or view the tutorial at www.ucc.ie/regsa.

8.1.2 – To access the DMIS Discoverer Reports, select the option – **Reports – Generate Discoverer Report.**



8.1.3 – Selecting the **Generate Discoverer Report** menu option will produce a **New Internet Explorer Browser Tab Window** which is entitled – **Enter connection details.**



8.1.4 – Your DMIS User Id will be automatically populated for you. Your password is your DMIS password.

All other input fields on the login screen **do not** need to be modified.

8.1.5 – Once successfully logged into the Discoverer Report section of DMIS, locate the Report Section named – **IMPORT MARKS TEMPLATES:**

Focus Name	Description
IMPORT MARKS TEMPLATES	This workbook provides various views of the student Element marks. It allows the user to generate exam checklists and also to review student marks per module and element.

8.1.6 – Click the Plus Sign in the Blue Triangle to Expand out the list of available reports.

IMPORT MARKS TEMPLATES
By Student List/Element Template - Non Anonymous
By Student List/Element Template - Anonymous
Import Marks Template - Non Anonymous
Import Marks Template - Anonymous

8.1.6 – To generate an Import Marks Template, enter the **Academic Year**, **Module Code** and **Exam Month**.

8.1.7 – Pressing the **Go** button will produce a list of all students, by either Student Id or Exam Number, that are registered for the Module and Exam month.

8.1.8 – The list of Student Ids or Exam Numbers will relate to a specific Element Code that is setup in your Module Structure.

Example – The Template produced for HI2015 – Month 5 – is for the EX Element Code.

This matches the Element Code that has been specified in the Element Structure.

Connect > Workbooks >
IMPORT MARKS TEMPLATES - By Student List/Element Template - Anonymous
Last run Tuesday 16 April 2019 14:25:18 BST

Actions
Rerun query
Save as
Revert to saved
Printable page
Export
Send as e-mail
Worksheet options

Parameters
Select values for the following parameters.
* Indicates required field
* Enter Academic Year: '2019'
* Select Module Code: 'HI2025'
* Enter Exam Month: '5'
Go

Table
Tools: Layout, Format, Stoplight, Sort, Rows and Columns

Page 1 of 3
Page Items: Element Code [EX] (highlighted in red box)

Up 25 Rows Down Rows 1-25 of 53
590

Oracle Fusion Middleware Forms Services
Action Maintain Enter Student Marks View Reports Tools Help Window

Maintain Module Elements - EMES021

Year and Module

Academic Year: 2019
Module Code: HI2025 (The Vikings)
Exam Month: 5 (Summer Exam)
New Query

Element Information

Type	Anonymous	Y/N	Code	Description	Mark	Weight
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CA	N	E1 Essay	100	0.2000
<input type="checkbox"/>	<input type="checkbox"/>	WR	Y	EX Exam	100	0.8000
<input type="checkbox"/>	<input type="checkbox"/>					

8.1.9 – Import Marks Templates can be exported from the Discoverer Reports application to create TXT tab delimited files, which are used in the Mark Uploading.

Connect > Workbooks >

IMPORT MARKS TEMPLATES - By Student List/Element Template - Anonymous

Last run Tuesday 16 April 2019 14:25:18 BST

Actions

- Rerun query
- Save as
- Revert to saved
- Printable page
- Export**
- Send as e-mail
- Worksheet options

Parameters

Select values for the following parameters.

* Indicates required field

- * Enter Academic Year: '2019'
- * Select Module Code: 'HI2025'
- * Enter Exam Month: '5'

Go

Table

Tools: Layout, Format, Stoplight, Sort, Rows and Columns

Page 1 of 3

Page Items: Element Code EX

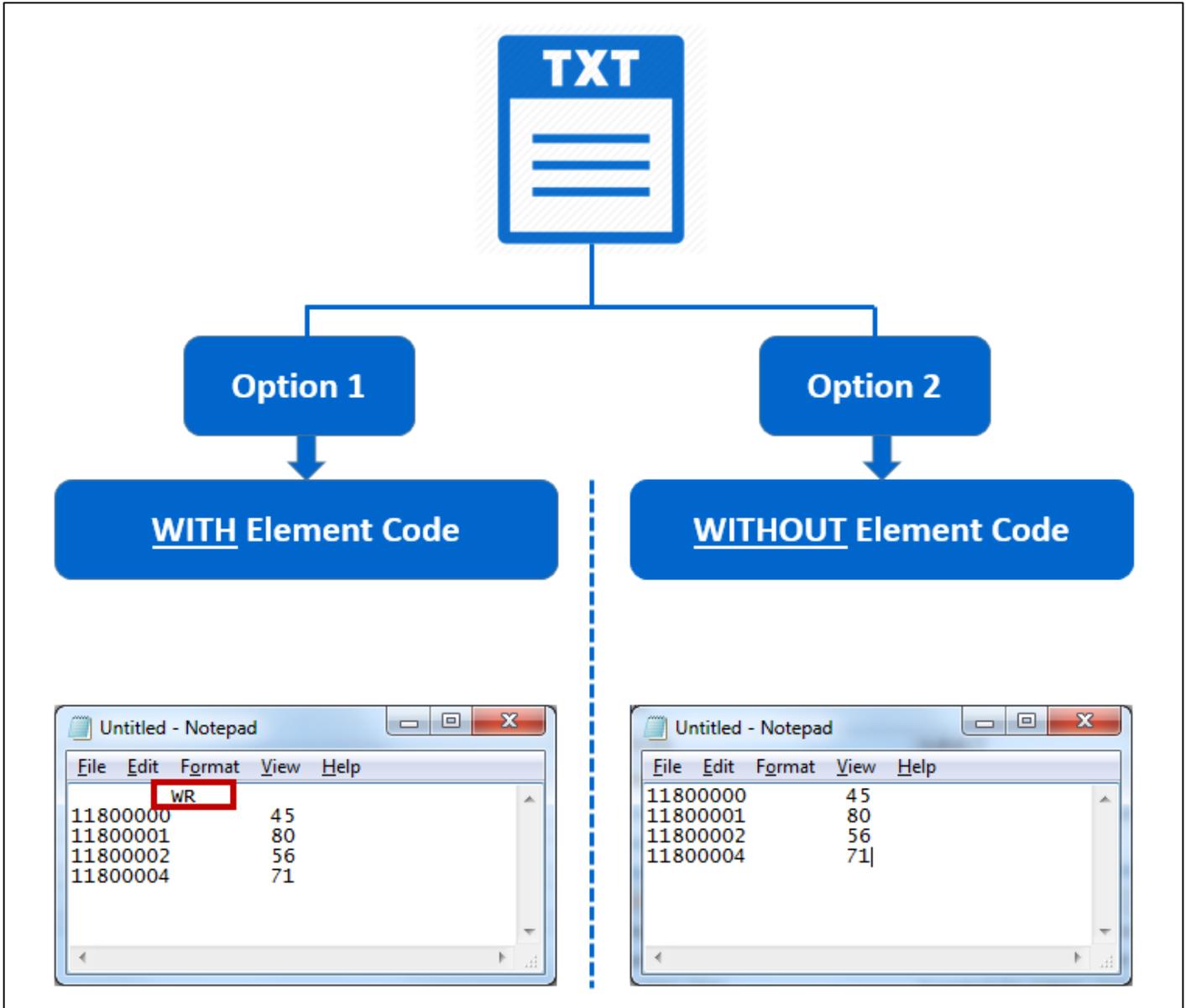
Up 25 Rows Down Rows 1-25 of 53

590

8.1.10 – See section 7.3.1 for a more detailed breakdown of the data formatting / structure of a file that is to be used to upload Marks to DMIS.

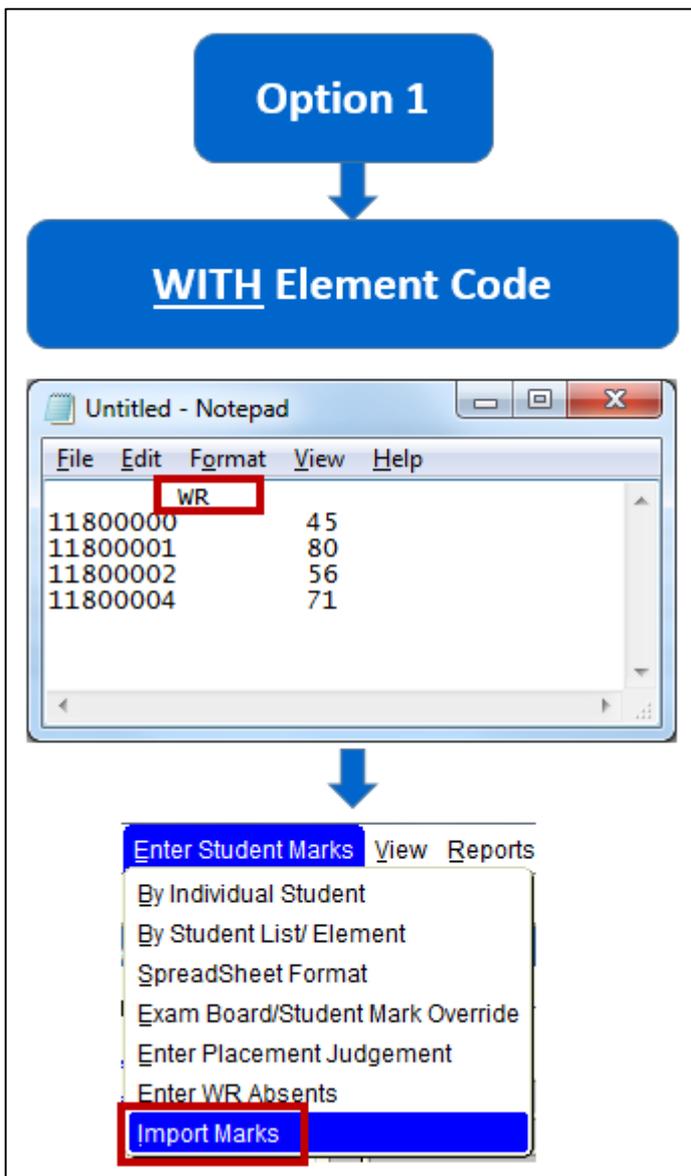
8.2 Import TEXT File – Options 1 & 2

8.2.1 – There are 2 options for how a Mark TEXT File is constructed:

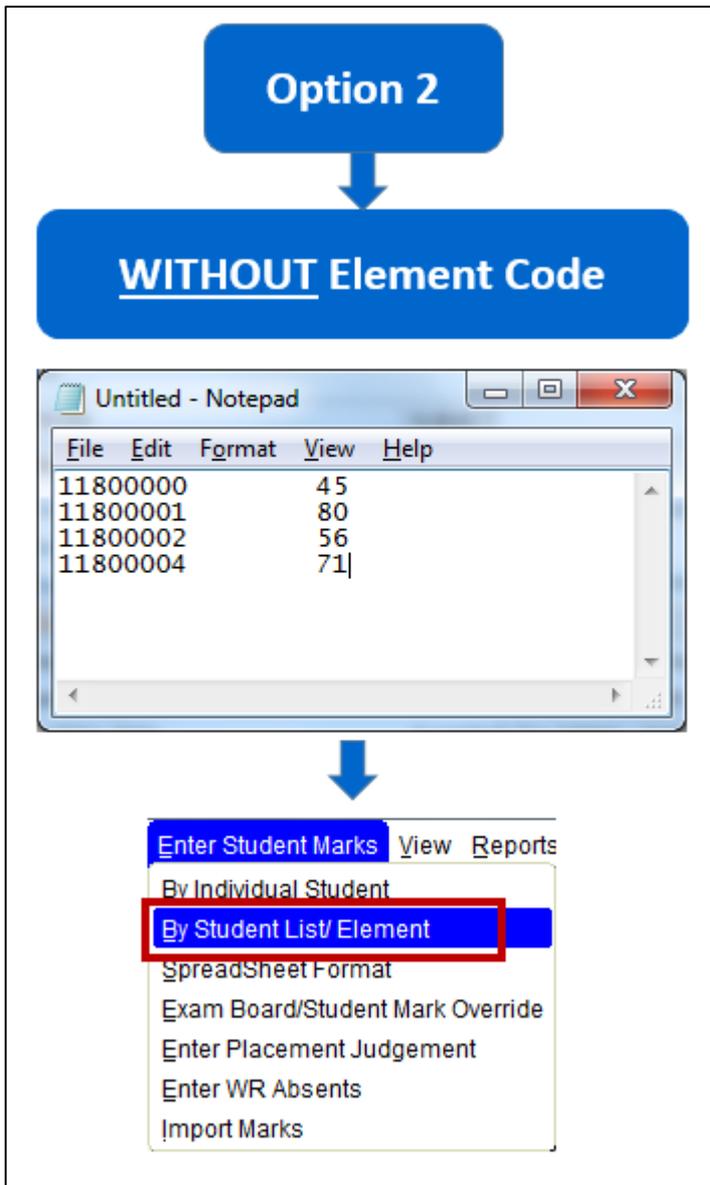


8.2.2 – Having The Element Code **IN** or **NOT IN** the Mark TEXT File is important, as it determines **which DMIS Screen** you must use for Uploading the File.

8.2.3 – Option 1 – WITH Element Code – Must use the **IMPORT MARKS** Screen.



8.2.4 – Option 2 – WITHOUT Element Code – Must use the **BY STUDENT LIST / ELEMENT** Screen

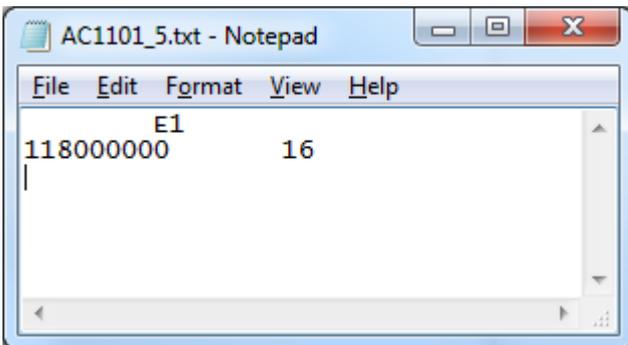


8.3 Import TEXT File – With Element Code

Option 1

WITH Element Code

8.3.1 – The structure of the Mark TEXT File is very straight forward.



```
AC1101_5.txt - Notepad
File Edit Format View Help
      E1
118000000      16
```

Format:

Line 1 – Tab in 1 Space.

Line 1 – Type the Element Code.

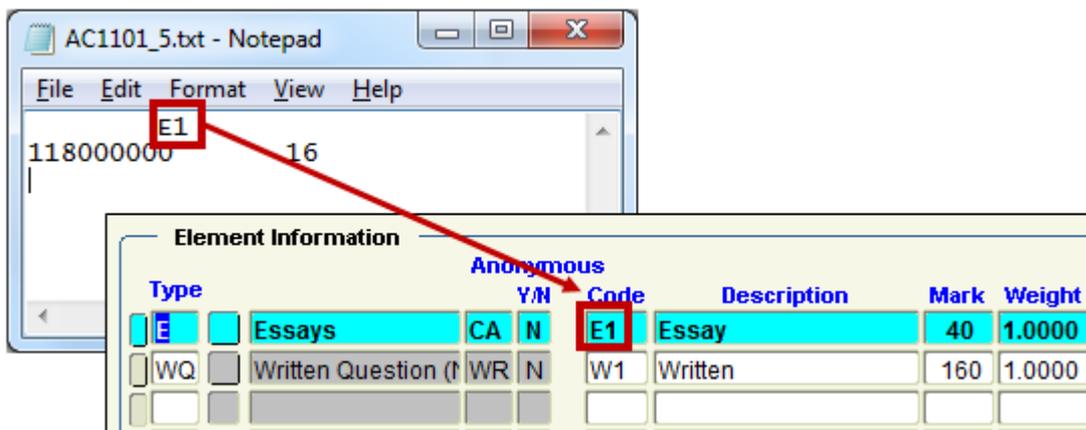
Line 2 – Type the Student Number

Line 2 – Tab in 1 Space.

Line 2 – Type the Result Value

NB - The Element Code must match the Element Code that is in the Module Element Structure.

Example:

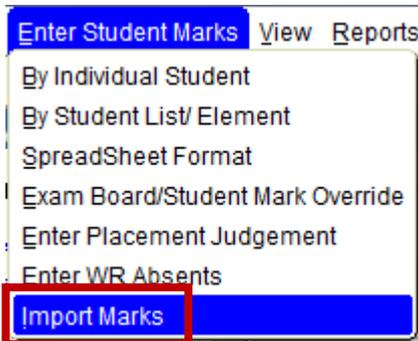


Type	Anonymous	Y/N	Code	Description	Mark	Weight	
<input checked="" type="checkbox"/> E	<input checked="" type="checkbox"/>	CA	N	E1	Essay	40	1.0000
<input type="checkbox"/> WQ	<input type="checkbox"/>	WR	N	W1	Written	160	1.0000
<input type="checkbox"/>	<input type="checkbox"/>						

8.3.2 – Save your file on **OneDrive** on **Office 365**.



8.3.3 – Once your file is created and ready to be Imported into DMIS, go to **Enter Student Marks – Import Marks**.



8.3.4 – Enter the **Academic Year + Module Code + Exam Month**, and click the **Import** Button.

Oracle Fusion Middleware Forms Services

Action Maintain Enter Student Marks View Reports Tools Help Window

Import Marks - EMES058

Year And Module

Academic Year: 2019

Module Code: AC1101 Accounting I

Exam Month: 5

Import

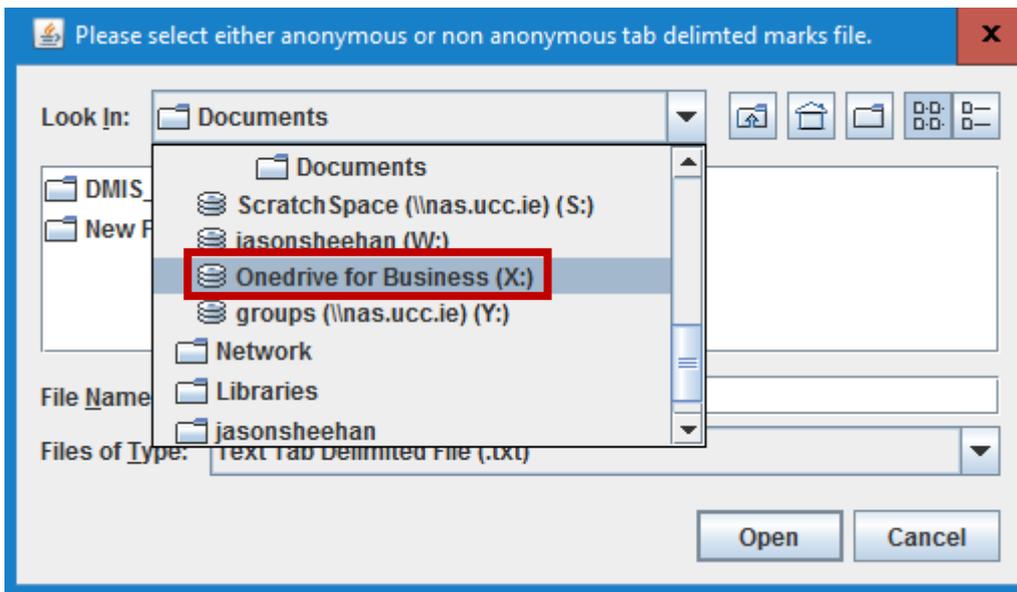
Importing Marks

- 1) File must be in Tab delimited format.
- 2) Anonymous & Non Anonymous Elements must be uploaded independently.
- 3) The following Student statuses can be used:
 - ABS = Absent,
 - ACP = Absent-Cert Pending,
 - AWC = Absent-Cert Provided,
 - ANC = Absent-No Cert,
 - DNS = Did Not Submit,
 - MSP = Mark/Status Pending.

Excel Import Marks Template files can be generated from the discoverer reports workbook DMIS.MODULE_SETUP.

For help please read the user manual or view the tutorial at www.ucc.ie/regsa.

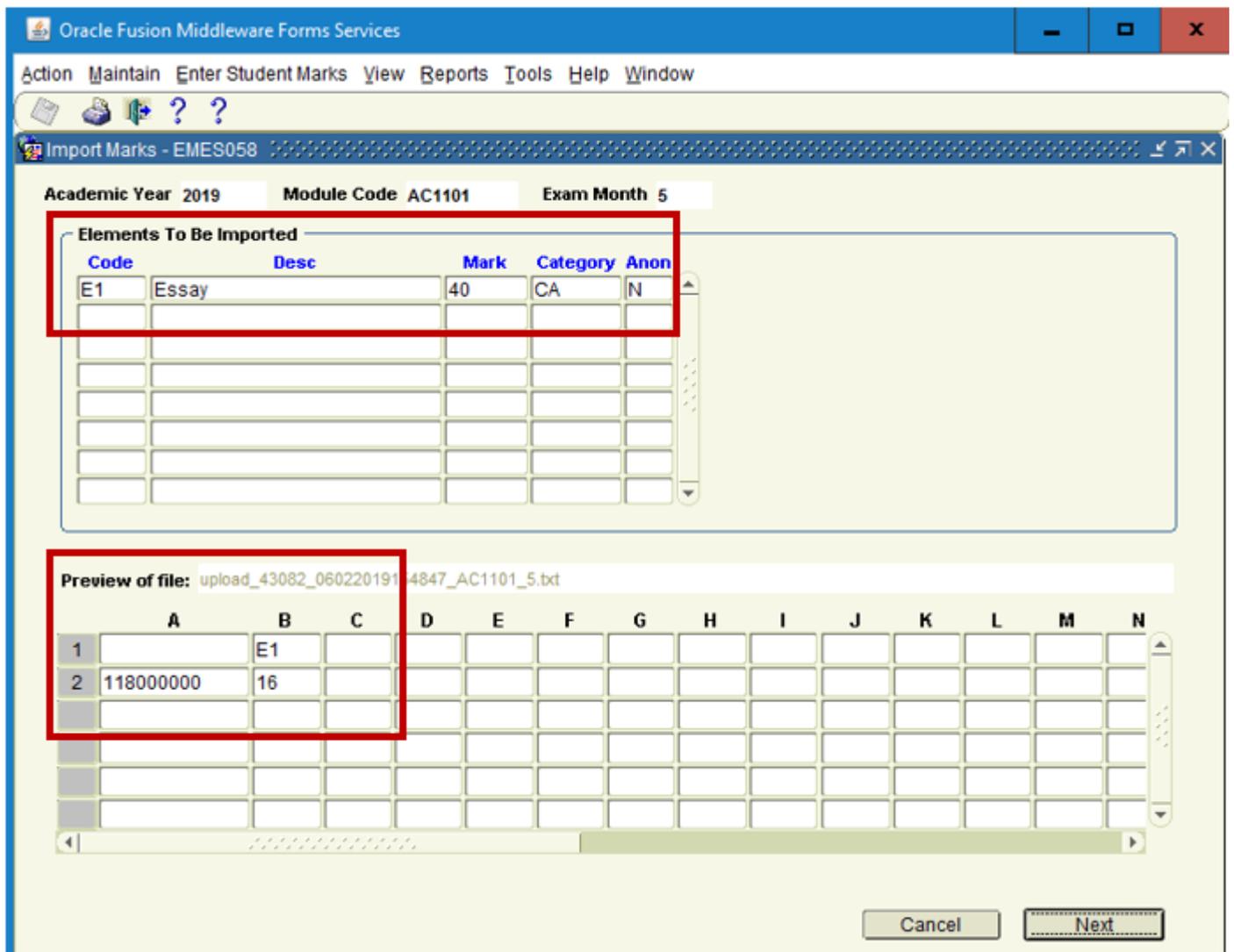
8.3.5 – Select **Onedrive for Business**, locate your file, and click **Open** to **Upload**.



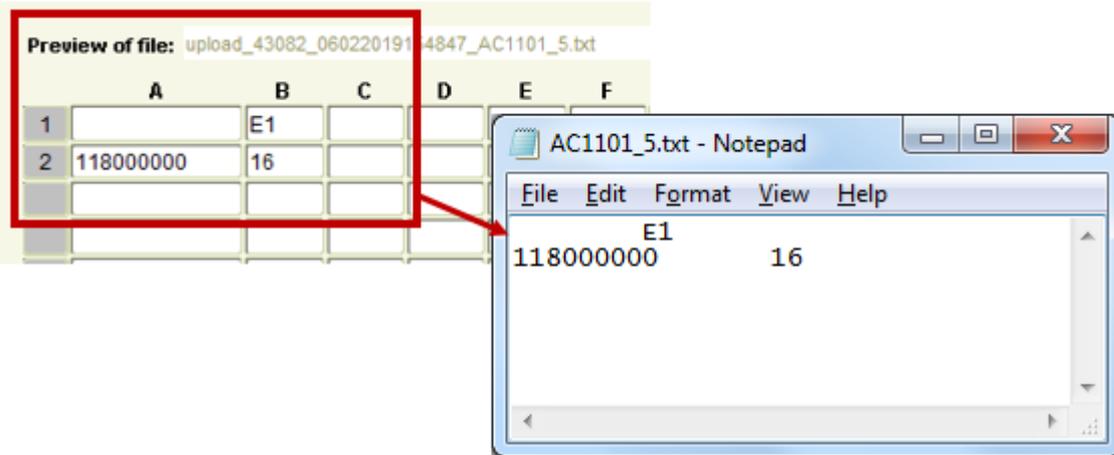
8.3.6 – Upon successful upload of the Mark File, the following DMIS Screen will be presented to you.

The top part of the screen provides a summary of the Elements to be imported.

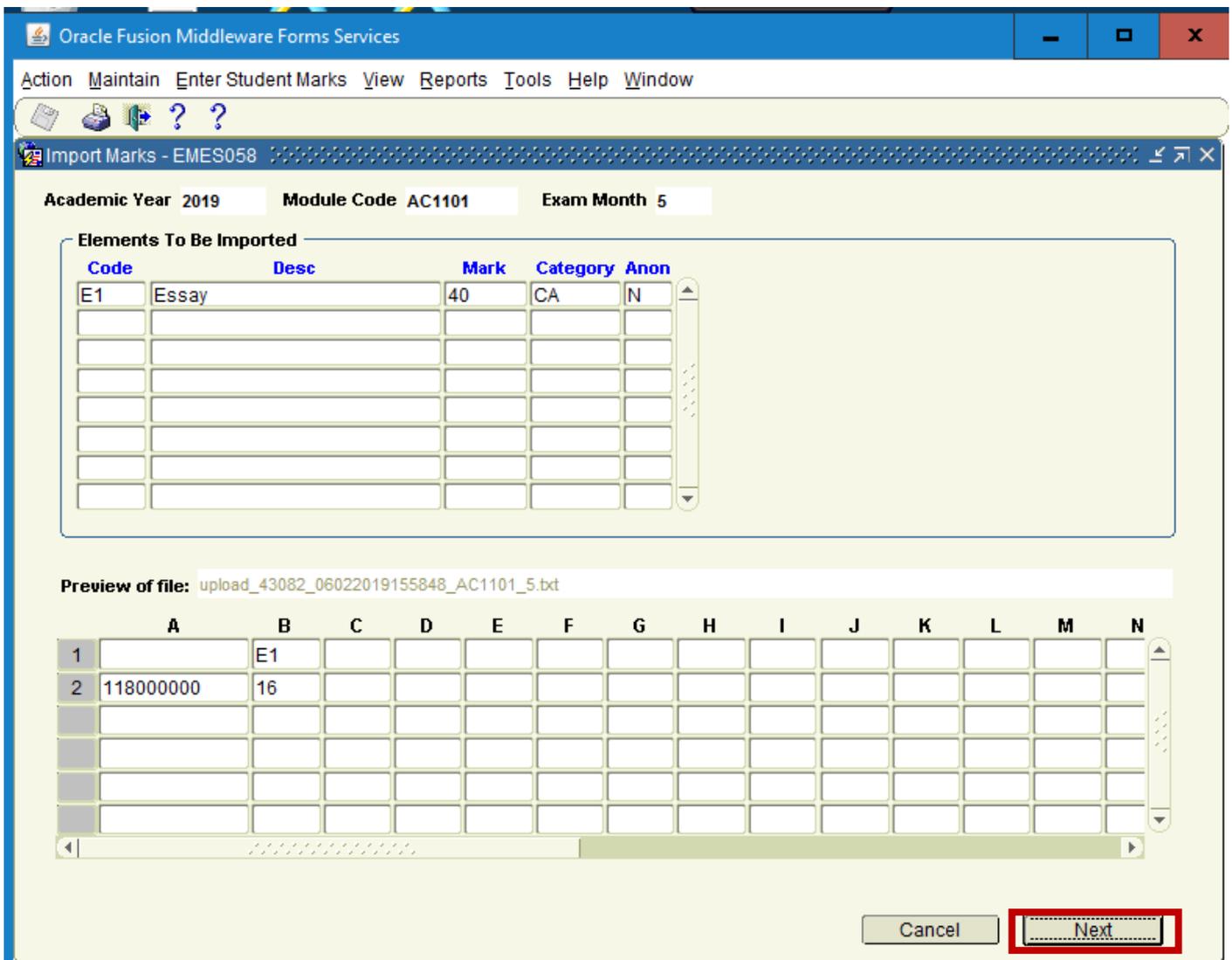
The bottom part of the screen provides a summary / preview of the file data that will be imported into ITS.



8.3.7 – The 'Preview of file' section would match exactly to the data in your Mark File:



8.3.8 – Click the NEXT Button.

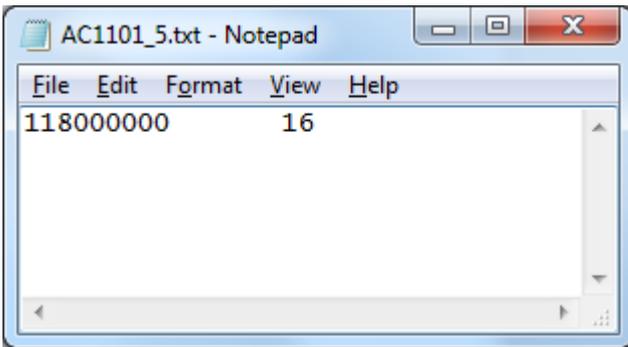


8.4 Import TEXT File – Without Element Code

Option 2

WITHOUT Element Code

8.4.1 – The structure of the Mark TEXT File is very straight forward.



Format:

Line 1 – Type the Student Number

Line 1 – Tab in 1 Space.

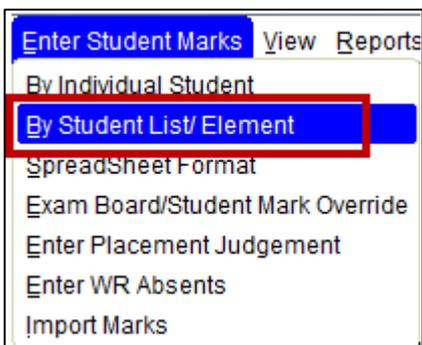
Line 1 – Type the Result Value

8.4.2 – Save your file on **OneDrive** on **Office 365**.

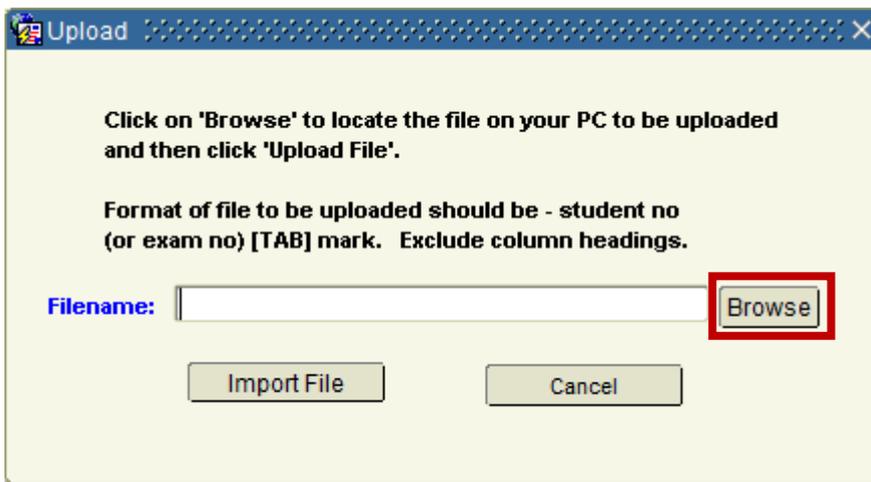


8.4.3 – Once your file is created and ready to be imported into DMIS, go to:

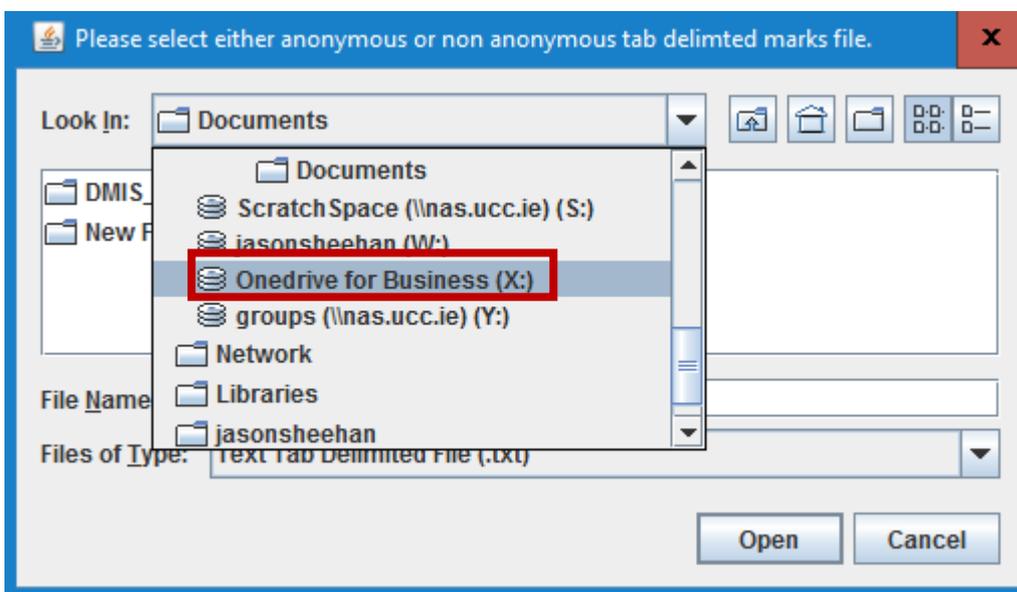
Enter Student Marks – By Student List / Element.



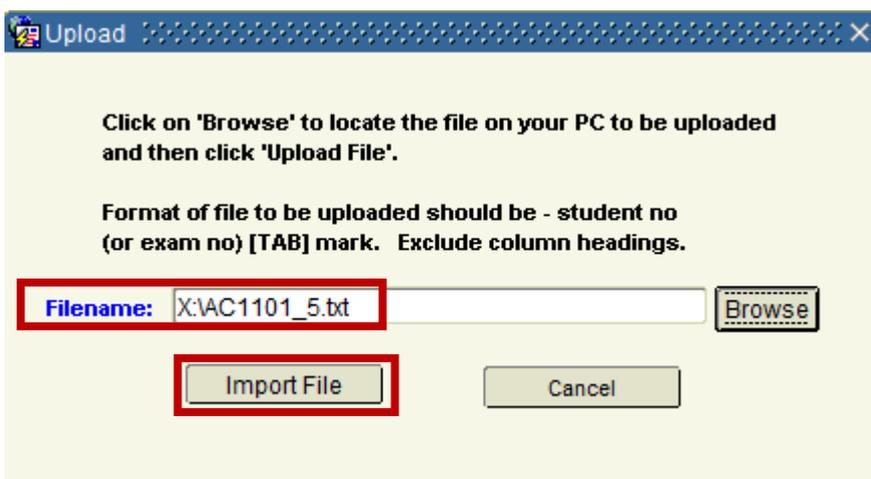
8.4.6 – Clicking the **Import Marks** button will present you with the **Upload / Browse** screen.



8.4.7 – Browse to **Onedrive for Business** to locate your file, and click **Open** to **Upload**.

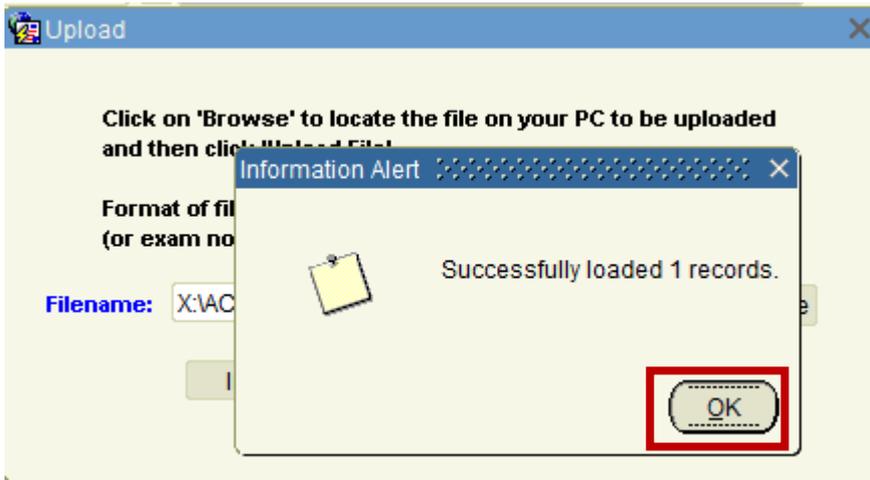


8.4.8 – Once the **File Name** is presented to you in the Filename field, click the **Import File** Button.



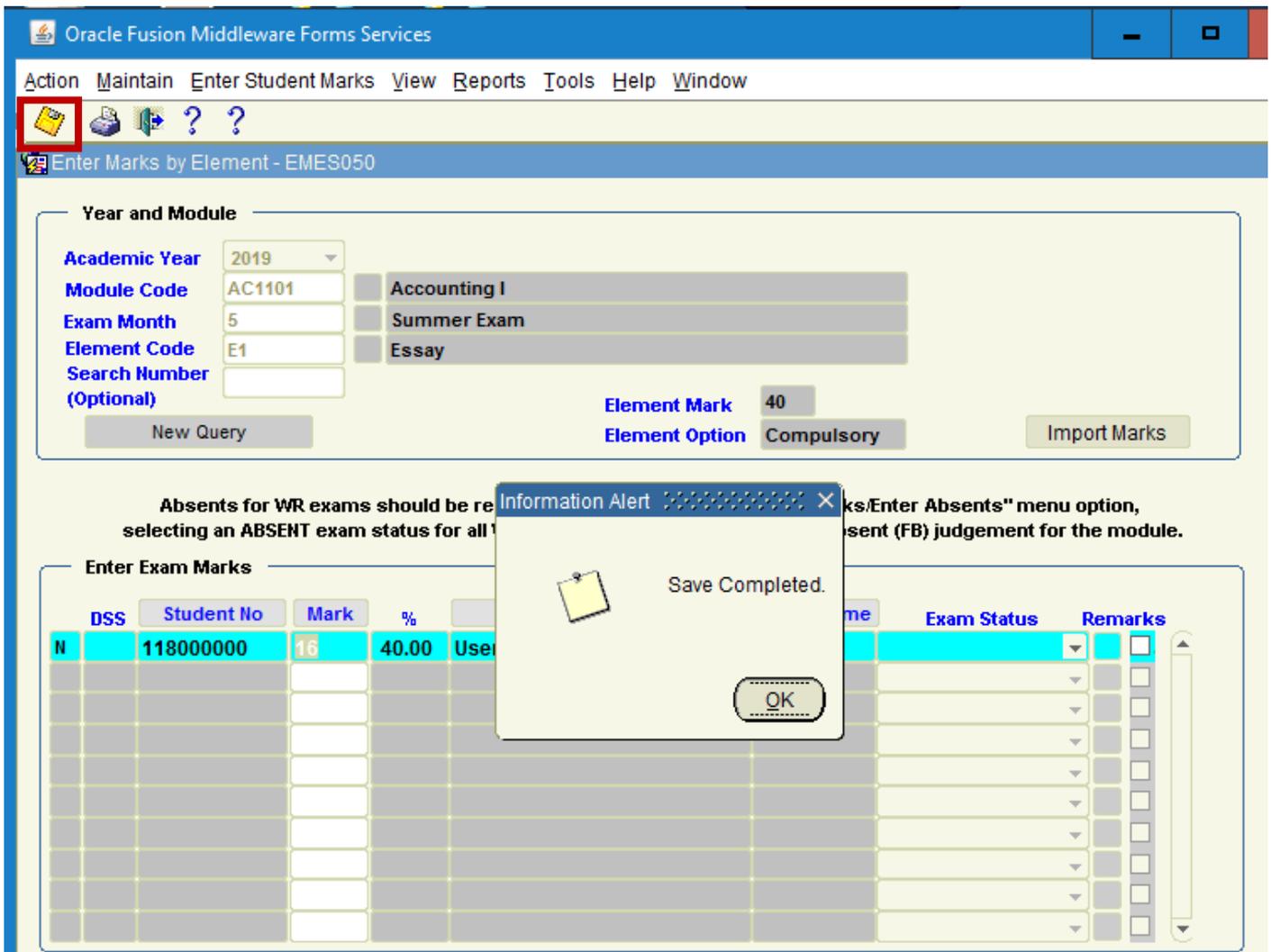
8.4.9 – Upon successful upload, a message will be presented which states how many records have been successfully loaded.

Click **OK** to this message.



8.4.10 – The student list and Marks will be presented to you.

Click the **Save** button to complete the Mark Import.





DMIS

Departmental Mark Entry Information System

Section 9 – Entering Placement Judgements

9.1 Setting Up a Placement Judgement Structure Page 101

9.2 Entering Placement Judgement Results Page 103

9.1 Setting Up a Placement Judgement Structure

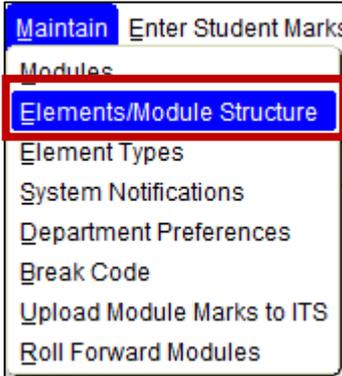
9.1.1 – Where a module is deemed to be Assessed by Placement, the Placement Result will be either:

PASS (P)

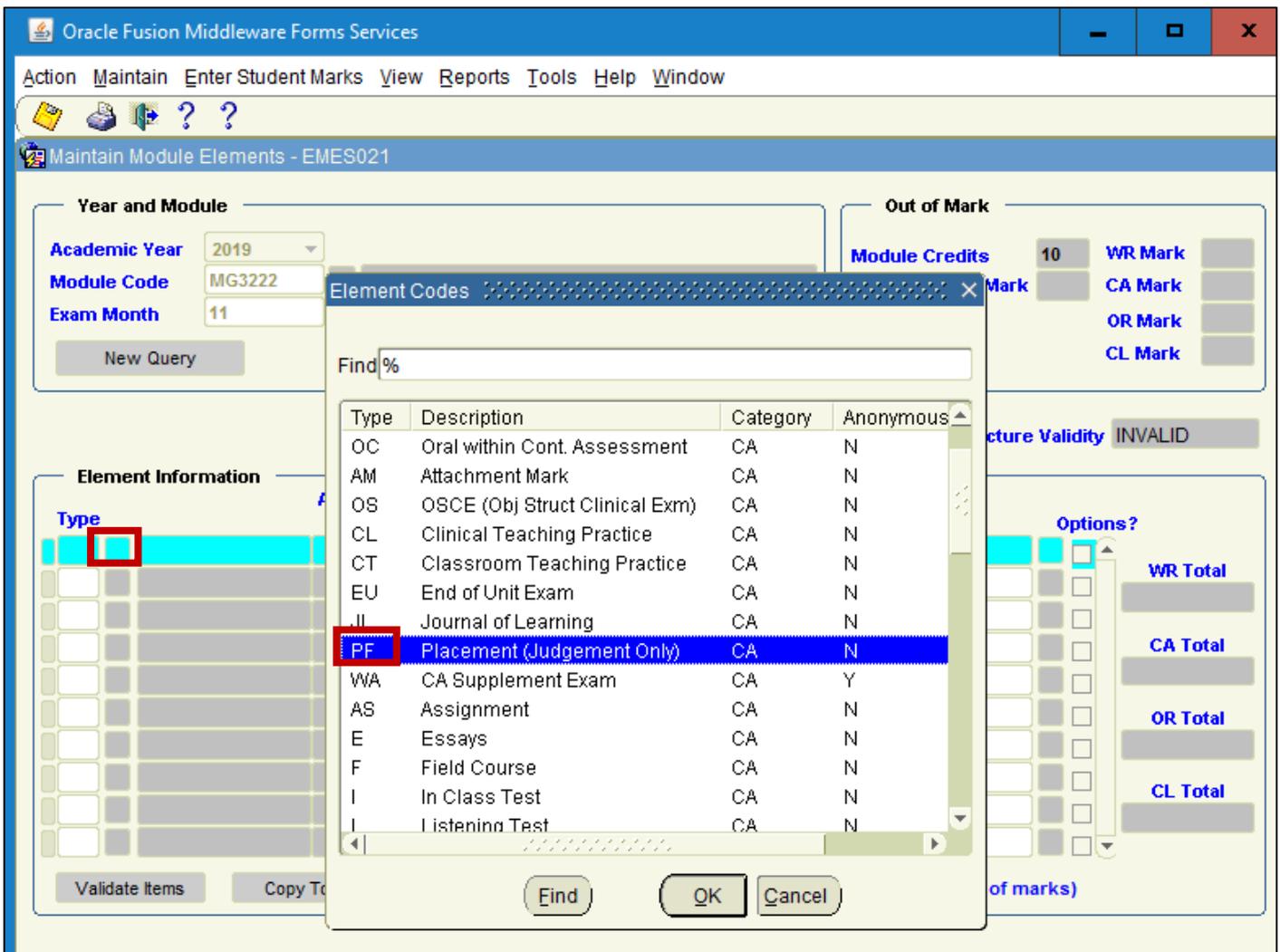
OR

FAIL (F)

9.1.2 – Select **Maintain – Element / Module Structure** Screen.

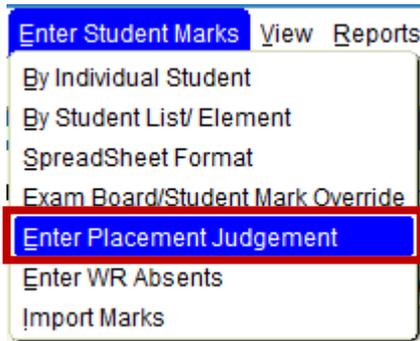


9.1.3 – Select the Element Type = 'PF' for **Placement (Judgement Only)**.



9.2 Entering Placement Judgement Results

9.2.1 – Once the Module Structure is Validated and Saved Successfully, go to the **Enter Student Marks – Enter Placement Judgement**.



9.2.2 – Query the **Year + Module Code + Exam Month**.

NB – Only modules that are setup for Placement Judgements will be presented on this screen.

I.e. – If your module is not setup as a Placement, it will **not** be available for selection on this screen.

The screenshot shows the Oracle Fusion Middleware Forms Services interface for 'Enter Placement Judgements - EMES0140'. The 'Year and Module' section includes fields for 'Academic Year' (2019), 'Module Code' (AC1101), and 'Exam Month' (5). Below these fields is a 'New Query' button. The 'Enter Placement Judgement' section contains a table with columns 'Student No', 'Student Name', and 'Judgement'. The first row shows '118000000', 'User 1, Test', and 'P'. A 'Save' button is located at the bottom right of the table.

Student No	Student Name	Judgement
118000000	User 1, Test	P

9.2.3 – The list of Students in the module is presented to you.

9.2.4 – Enter **P** or **F** for the Judgement Result.

9.2.5 – Press the **Save** button





DMIS

Departmental Mark Entry Information System

Section 10 - Recording Students who are ABSENT from Written Exam

10.1	Important Instruction on ABSENT Students	Page 105
10.2	How to Record an ABSENT Student on DMIS	Page 105
10.3	Common Mistakes when recording an ABSENT Student	Page 109

10.1 Important Instruction on ABSENT Students



Important

1.1 – It is **IMPORTANT** to ensure that when a Student has **NOT Attended a Written Examination**, that the Absence from the Examination is correctly recorded in DMIS.

1.2 – If the Absence from the Examination is not recorded correctly on DMIS, the Absence **will NOT get uploaded to the ITS Student Records System**.

1.3 – The incorrect recording of an Absence on DMIS, can result in **inaccurate** or **missing** information at Examination Boards, or on the Students' Academic Record.

1.4 – This document contains a clear **set of instructions** which show how to **correctly** record a Student on DMIS who was absent from a Written Examination.

10.2 How to Record an ABSENT Student on DMIS

2.1 – The following steps **MUST** be completed to ensure that an absent student is recorded correctly on DMIS.

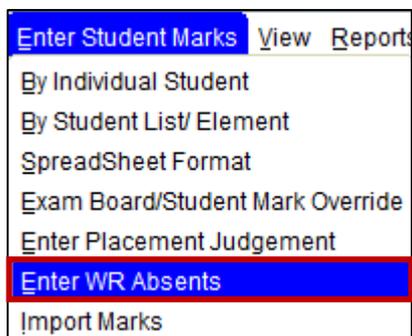
Step 1

From the Menu options at the top of the DMIS Screen, select the Menu entitled – **Enter Student Marks**:



Step 2

Select the Sub-Menu entitled **Enter WR Absents**.



The **Enter WR Absents** screen will be presented to you as follow:

Enter WR Absents - EMES0150

Year and Module

Academic Year: 2019

Module Code: []

Exam Month: []

Search Number (Optional): []

Show Students

By Student Number By Exam Number

Step 3

Enter your **Module Code** and **Exam Month**.

Example – HI2025 – Month 5

Note that you can display the list of students either '**By Student Number**' OR '**By Exam Number**'.

Enter WR Absents - EMES0150

Year and Module

Academic Year: 2018

Module Code: HI2025

Exam Month: 5

Search Number (Optional): []

Show Students

By Student Number By Exam Number

Step 4

Click the **Show Students** Button.

When displaying students by Exam Number, the Enter WR Absence screen will return the list of Exam Numbers assigned to the students who are enrolled in your Module.

An '**Absent**' Tickbox is presented to the right of each Exam number / Student.

Record Absents by Exam Number

Exam No	Absent
112458	<input type="checkbox"/>
117444	<input type="checkbox"/>
128168	<input type="checkbox"/>
141653	<input type="checkbox"/>
147874	<input type="checkbox"/>
149354	<input type="checkbox"/>
189686	<input type="checkbox"/>
192223	<input type="checkbox"/>
195832	<input type="checkbox"/>
197671	<input type="checkbox"/>

Step 5

To record an 'Absent', Tick the '**Absent box**' next to the Exam Number / Student.

Oracle Fusion Middleware Forms Services

Action Maintain Enter Student Marks View Reports Tools Help Window

Enter WR Absents - EMES0150

6 Year and Module

Academic Year: 2018
Module Code: HI2025 The Vikings
Exam Month: 5 Summer Exam
Search Number (Optional):

New Query By Student Number By Exam Number

Record Absents by Exam Number

Exam No	Absent
112458	<input checked="" type="checkbox"/>
117444	<input type="checkbox"/>
128168	<input type="checkbox"/>
141653	<input type="checkbox"/>
147874	<input type="checkbox"/>
149354	<input type="checkbox"/>
189686	<input type="checkbox"/>
192223	<input type="checkbox"/>
195832	<input type="checkbox"/>
197671	<input type="checkbox"/>

5

Step 6

Ensure that the **SAVE** Icon is clicked to ensure that the 'Absent' record is saved on DMIS.

2.2 - The action of entering and saving an **ABSENT** for a Student on the **Enter WR Absent Screen**, automatically inserts an ABSENT indicator into the Read-Only ABSENT Indicator field on the Student Record on the **Enter Marks by Student List / Element Screen**.

The screenshot shows the 'Enter Marks by Element - EMES050' application. A menu is open under 'Enter Student Marks', with 'By Student List/ Element' selected. The main window displays 'Year and Module' information for Academic Year 2018, Module Code HI2025 (The Vikings), Exam Month 5 (Summer Exam), and Element Code EX (Exam). Below this is a table titled 'Record Absents by Exam Number' with columns 'Exam No' and 'Absent'. The row for Exam No 112458 has a checked checkbox in the 'Absent' column. A red arrow points from this row to the 'Enter Exam Marks by Exam Number' table below, which has columns 'DSS', 'Exam No', 'Mark', 'Absent', '%', 'Exam Status', and 'Faculty'. The row for Exam No 112458 also has a checked checkbox in the 'Absent' column.

2.3 – The **Exam Result Code** on the ITS Student Records System, for a Student who was ABSENT, is **FB**.

The screenshot shows the 'Existing Result Codes' search interface. The search field contains '%FB'. The results table shows a single entry with Code 'FB' and Description 'ABSENT'.

2.4 – Using the DMIS Screen – **Enter WR Absents** – correctly generates the FB Absent code on DMIS Reports, and on the ITS Student Records System.

The diagram shows the flow from the 'Record Absents by Exam Number' table to two reports: 'ITS Upload' and 'Judgement'. The 'ITS Upload' report shows a table with columns 'Total', '%', and 'Jdg', where the 'Jdg' column contains 'FB'. The 'Judgement' report shows a list of 'P' and 'FB' entries.

10.3 Common Mistakes when Recording an ABSENT Student

Mistakes

3.1 – There are 2 Common mistakes made on DMIS when recording a Student who is **Absent** from a **Written Exam**:

- 1 – Selecting the **Exam Status** = ABSENT, without also recording the ABSENT on the **Enter WR Absence Screen**
- 2 – Recording a **Written Exam Result** = 0.

Common Mistake # 1:

The **Exam Status** field is set to = **ABSENT** – but the **Absent** Tick-box contains no ABSENT flag – **THIS IS NOT OK.**



Missing Absent Flag

Absents for WR exams should be recorded in the new "Enter Student Marks/Enter Absents" menu option, selecting an ABSENT exam status for all WR elements will no longer give an Absent (FB) judgement for the module.

Enter Exam Marks by Exam Number

DSS	Exam No	Mark	Absent	%	Exam Status	Faculty
	112458		<input type="checkbox"/>		Absent	1 ARTS
	117444		<input type="checkbox"/>			1 ARTS
	128168		<input type="checkbox"/>			30 VISITING

The **Exam Status** field is set to = **ABSENT** – AND the **Absent** Tick-box contains the ABSENT flag – **THIS IS OK.**



Absent Flag Present

Absents for WR exams should be recorded in the new "Enter Student Marks/Enter Absents" menu option, selecting an ABSENT exam status for all WR elements will no longer give an Absent (FB) judgement for the module.

Enter Exam Marks by Exam Number

DSS	Exam No	Mark	Absent	%	Exam Status	Faculty
	112458		<input checked="" type="checkbox"/>		Absent	1 ARTS
	117444		<input type="checkbox"/>			1 ARTS
	128168		<input type="checkbox"/>			30 VISITING

The **Exam Status** field is set to = **BLANK** – AND the **Absent** Tick-box contains the ABSENT flag – **THIS IS OK.**



Absent Flag Present

Absents for WR exams should be recorded in the new "Enter Student Marks/Enter Absents" menu option, selecting an ABSENT exam status for all WR elements will no longer give an Absent (FB) judgement for the module.

Enter Exam Marks by Exam Number

DSS	Exam No	Mark	Absent	%	Exam Status	Faculty
	112458		<input checked="" type="checkbox"/>			1 ARTS
	117444		<input type="checkbox"/>			1 ARTS
	128168		<input type="checkbox"/>			30 VISITING

Common Mistake # 2:

The Written Exam Mark for an ABSENT Student is recorded as = 0 – **This is NOT OK.**



Zero Mark Recorded

Absents for WR exams should be recorded in the new "Enter Student Marks/Enter Absents" menu option, selecting an ABSENT exam status for all WR elements will no longer give an Absent (FB) judgement for the module.

Enter Exam Marks by Exam Number

DSS	Exam No	Mark	Absent	%	Exam Status	Faculty
	112458	0	<input type="checkbox"/>	.00		1 ARTS
	117444		<input type="checkbox"/>			1 ARTS
	128168		<input type="checkbox"/>			30 VISITING

Why is this NOT OK?

Answer:

Recording a Written Exam Mark = 0 (ZERO) for a student, indicates that the Student **was in Attendance** for the Written Exam, but when their Exam Script was corrected, the content of the Exam Script merited a Mark = 0.

Where an ABSENT student is given a Written Exam Mark = 0, the **FB** ABSENT Indicator is NOT recorded on the ITS Student Records System for this student.

DO NOT use a **Mark = 0** for a Student who is ABSENT from a Written Exam.



DMIS

Departmental Mark Entry Information System

Section 11 - Recording Students who PRESENTED NO WORK for a Module 100% assessed by Continuous Assessment (CA)

11.1 Presented No Work – Judgement Code = FA

Page 112

11.2 How to Record a FA Judgement Code on DMIS

Page 112

11.1 Presented No Work – Judgement Code = FA

11.1.1 - Where a module is **100% assessed by Continuous Assessment (CA)**, and the student presents / submits **NO work for the entire Module**, a 'Presented No Work' Judgement must be recorded for that Student.

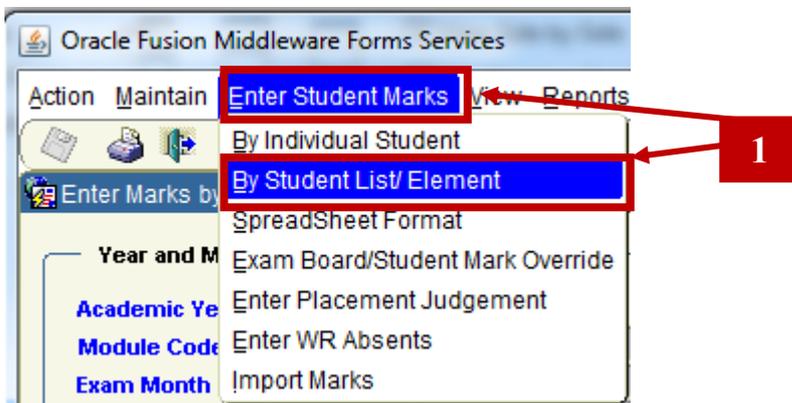
11.2.1 – The Judgement Code for Presented No Work = **FA**.

11.2 How to Record a FA Judgement Code on DMIS

11.2.1 – The following steps **MUST** be completed to record an FA Judgement.

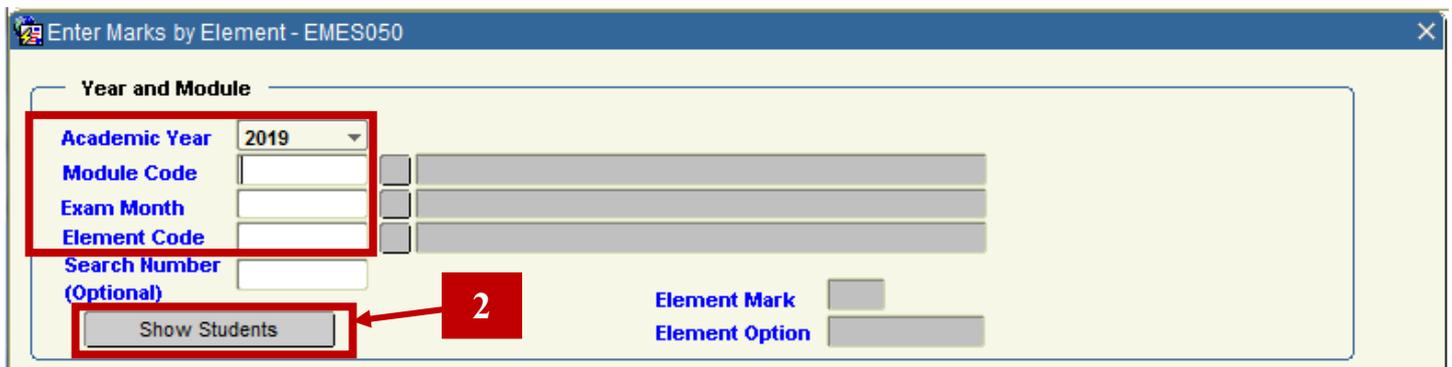
Step 1

Select Enter Student Marks – By Student List/Element.



Step 2

Enter the **Academic Year**, **Module Code**, **Exam Month** and **Element Code**.
Click **Show Students**.



Step 5

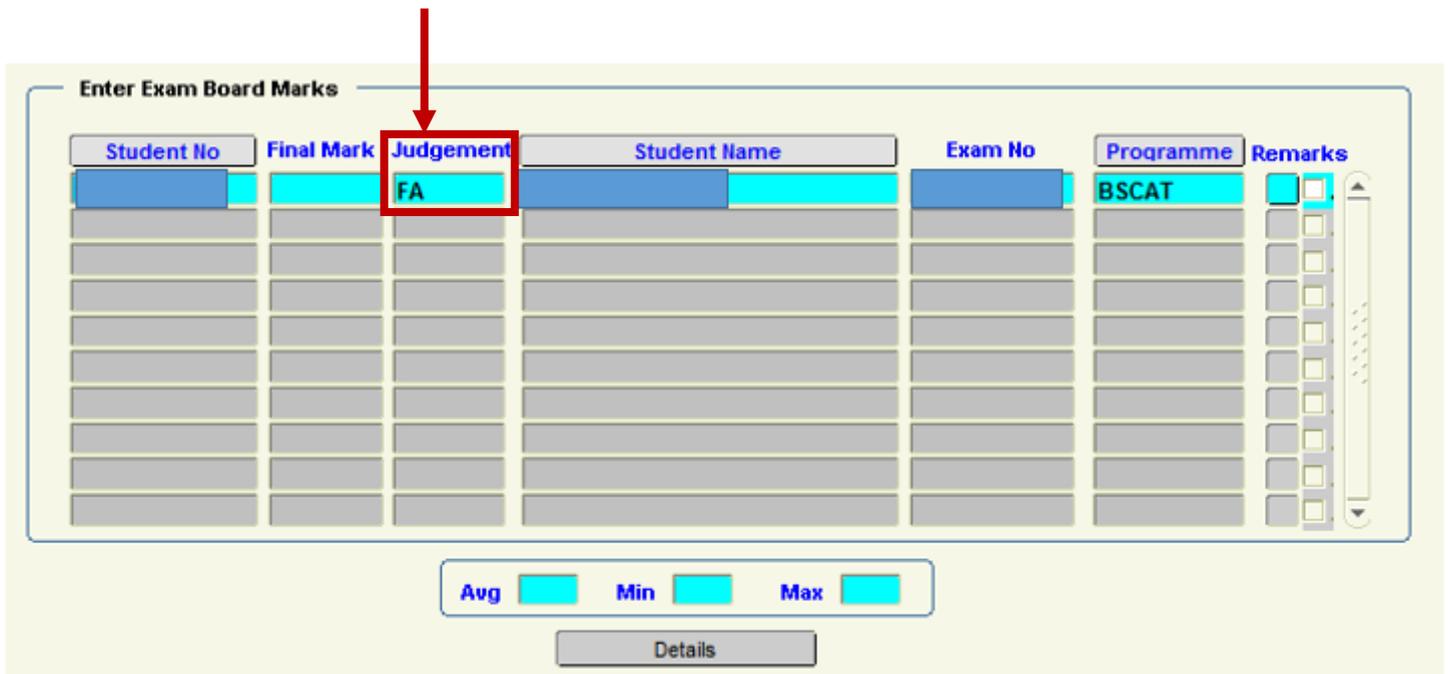
You can verify the generation of the **FA** Judgement by checking the Exam Board/Student Mark Override Screen.

Select – **Enter Student Marks – Exam Board/Student Mark Override**.



Search for the specific student is question.

Verify that the Judgement code = **FA**.





DMIS

Departmental Mark Entry Information System

Section 12 - Recording Students who FAIL a SPECIAL REQUIREMENT

12.1 What is a Special Requirement?

Page 116

12.2 How to Record a FAIL Special Requirement Judgement

Page 118

12.1 What is a Special Requirement?

12.1.1 – There are a number of modules in the current Book of Modules that contain **special requirement(s)** which must be satisfied in order to pass a module overall.

12.1.2 - Where modules contain a special requirement(s) to pass the module overall and where such requirement(s) **are not satisfied by the student**, the overall mark achieved in the module, plus a '**Fail Special Requirement**' judgement should be recorded for the module.

12.1.3 - In practise this impacts students who have enough marks to pass or compensate a module, where compensation is available, but yet have failed a special requirement and so should receive a fail judgement.

Example:

To PASS a module, a Student needs to achieve at least 40/100 + **also** pass the Special Requirement:

$$\text{Pass Mark Required} = 40/100 + \text{Special Requirement} = \text{PASS}$$

Student # 1:

Achieves 60/100 + Passes the Special Requirement.

As the student has satisfied both criteria, the overall result = **PASS**



$$\text{Mark Required} = 60/100 + \text{Special Requirement} = \text{PASS}$$

Student # 2:

Achieves 90/100 + Fails the Special Requirement.

As the student has **NOT** satisfied both criteria, the overall result = **FAIL**



$$\text{Mark Required} = 90/100 + \text{Special Requirement} = \text{FAIL}$$



DMIS **does not** automatically compute a fail judgement for a module where a student fails a special requirement.

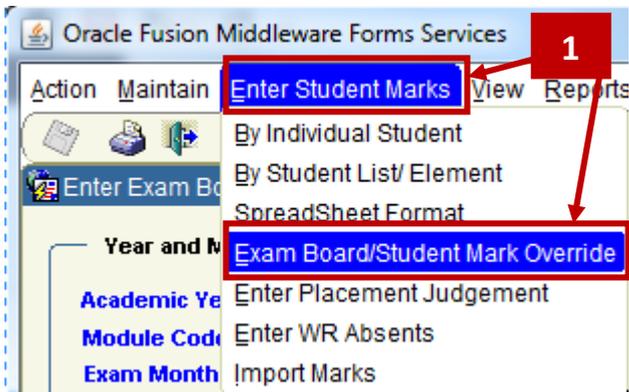
The module judgement for the student **will need to be overridden to a new judgement called "FE", (Fail Special Requirement judgement)**, in the Exam Board/Student Mark Override screen.

12.2 How to Record a FAIL Special Requirement Judgement

12.2.1 – The following steps **MUST** be completed to ensure that an absent student is recorded correctly on DMIS.

Step 1

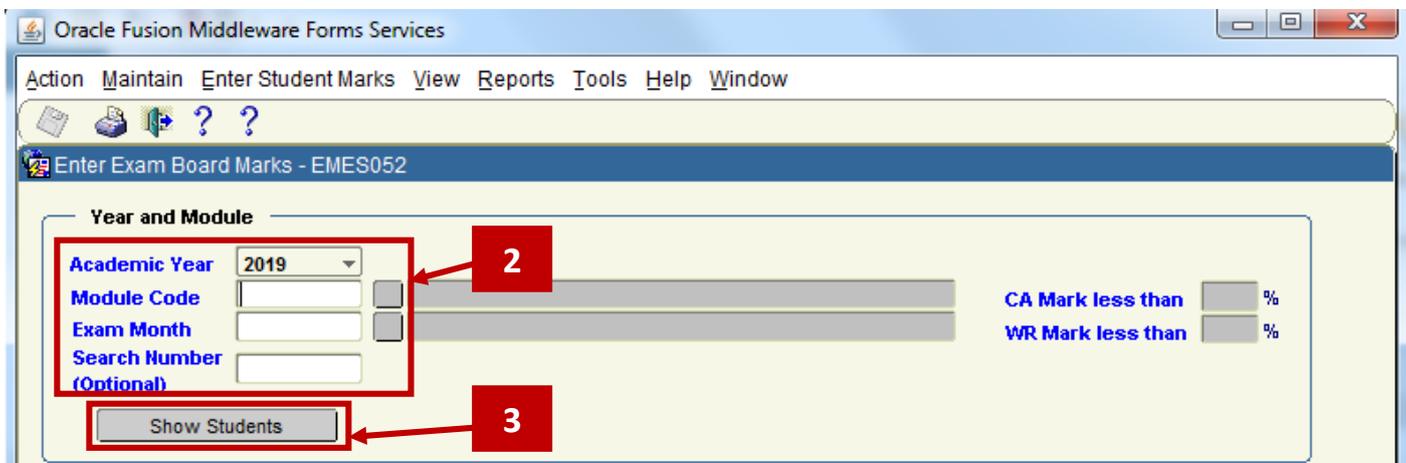
From the Menu at the top of the Screen, select – **Enter Student Marks – Exam Board/Student Mark Override.**



Step 2

Enter the **Academic Year, Module Code and Exam Month.**

If you want to return just one student, then enter the specific student id in the **Search Number** field.



Step 3

Click the **Show Students** Button.

Step 4

Select the Student that you want to apply the Mark Override to.

To select a Student, use the up or down arrow keys, or click on the student. Once the record turns a light blue colour, this indicates that the row is selected.

Enter Exam Board Marks

Student No	Final Mark	Judgement	Student Name	Exam No	Programme	Remarks
	67	P	Barry		BCOM	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Aug 67 Min 67 Max 67

Details

Step 5

Click the **Details** Button.

Step 6

In the **Module Override** section, enter an **Override Judgement** = **FE**.

Oracle Fusion Middleware Forms Services

Action Maintain Enter Student Marks View Reports Tools Help Window

Details

Academic Year 2019 Module Code [] Exam Month 1 Programme BCOM

Student Number [] Exam No [] Module Out of Mark 100

System Generated

Mark 67 Percent 67.00

Category Override

	Original Mark	Out of	Override Mark 1	Override Mark 2	Override Mark 3	%
CA	0	0				0.00
WR	67	100				67.00
OR	0	0				0.00
CL	0	0				0.00

Module Override

Final Calculated Mark 67 Final Calculated % 67.00 Judgement P

Module Override Mark [] Module Override % [] **Override Judgement FE**

Mark Override Change History

Action	User	Date	Final Mark Override	Grade Override	Override Remark

Remarks Save Cancel Previous Student Next Student

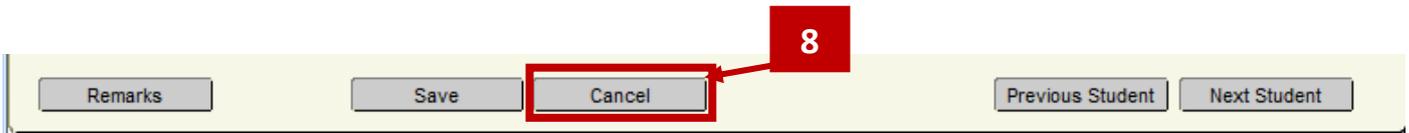
Step 7

Click the Save Button, and click OK to the Save Complete Message that is presented.



Step 8

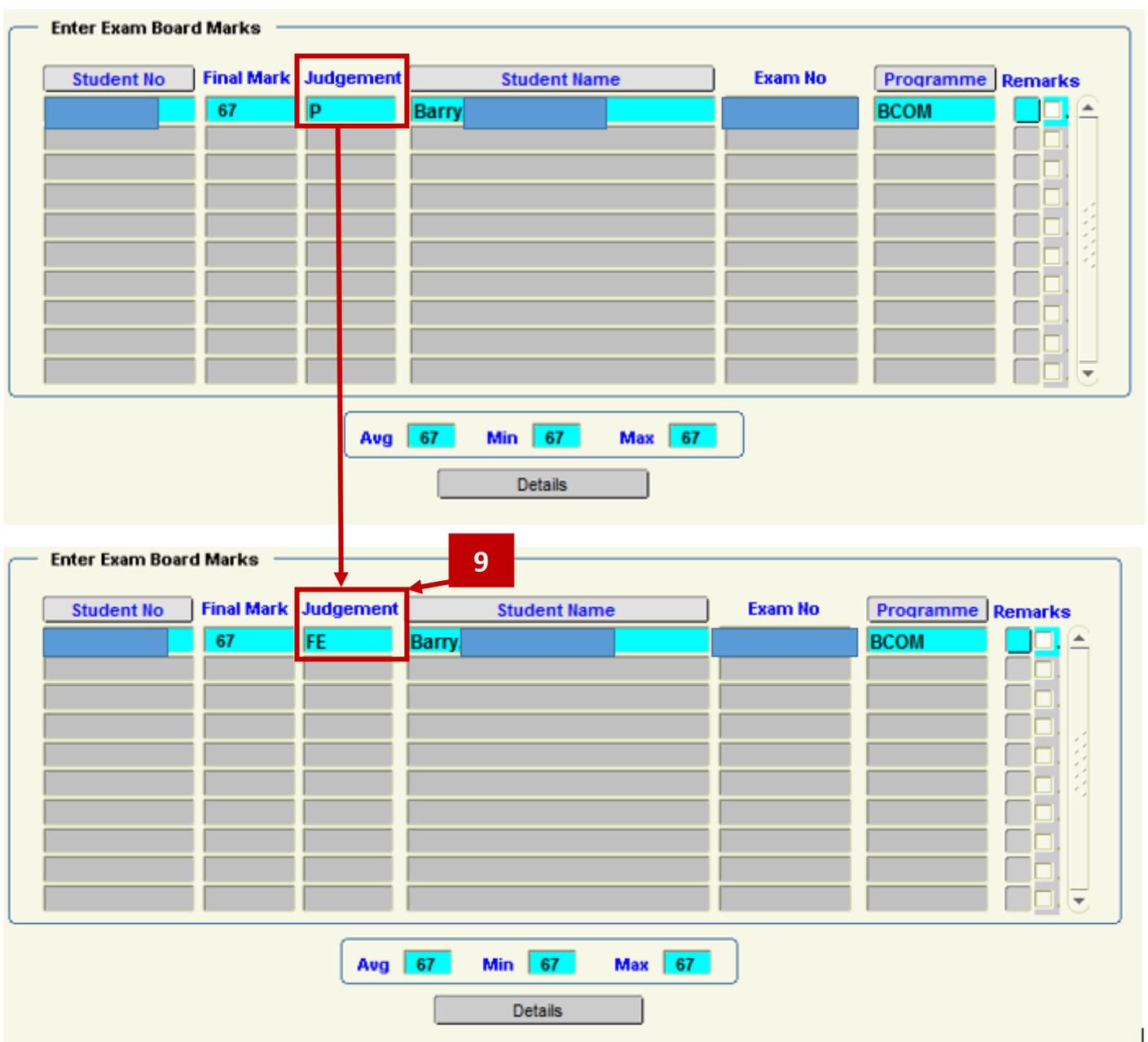
When you are finished working in the Override Screen, click the **Cancel Button** at the end of the screen to return to the previous screen where you selected the specific student.



Remarks Save **Cancel** Previous Student Next Student

Step 9

Check that the Override Judgement has now changed to = FE.



Enter Exam Board Marks

Student No	Final Mark	Judgement	Student Name	Exam No	Programme	Remarks
	67	P	Barry		BCOM	

Avg 67 Min 67 Max 67

Details

Enter Exam Board Marks

Student No	Final Mark	Judgement	Student Name	Exam No	Programme	Remarks
	67	FE	Barry		BCOM	

Avg 67 Min 67 Max 67

Details

Step 10



Important

If you **already** uploaded your Mark to the ITS Student Records System **BEFORE** applying the Mark Override Judgement, then you must upload your Marks to the ITS Student Records System **again**, so as to ensure that the New FE Override Judgement is recorded on ITS.



DMIS

Departmental Mark Entry Information System

Section 13 – Break Code on a Module

13.1 Break Code – Explanation

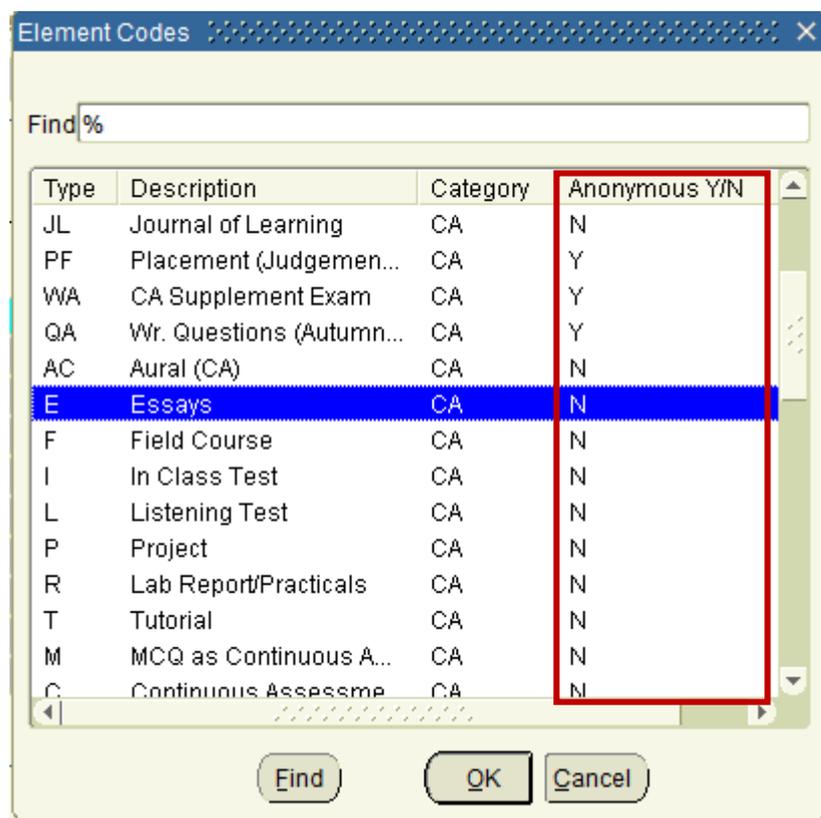
Page 123

13.2 How to Break the Code on a Module

Page 124

13.1 Break Code - Explanation

13.1 – Each Module Element that you have setup in your Module Structure will be either **ANONYMOUS** or **NON-ANONYMOUS**.



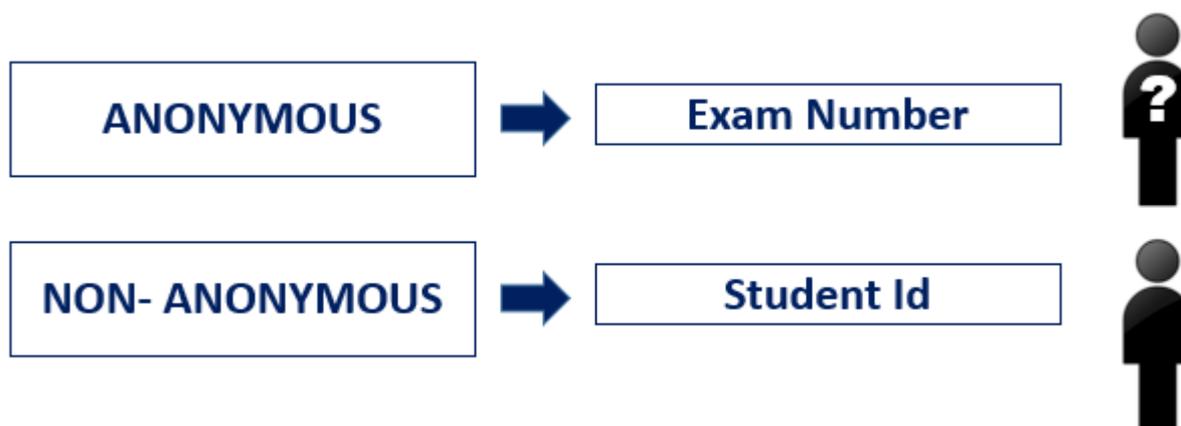
Type	Description	Category	Anonymous Y/N
JL	Journal of Learning	CA	N
PF	Placement (Judgemen...	CA	Y
WA	CA Supplement Exam	CA	Y
QA	Wr. Questions (Autumn...	CA	Y
AC	Aural (CA)	CA	N
E	Essays	CA	N
F	Field Course	CA	N
I	In Class Test	CA	N
L	Listening Test	CA	N
P	Project	CA	N
R	Lab Report/Practicals	CA	N
T	Tutorial	CA	N
M	MCQ as Continuous A...	CA	N
C	Continuous Assessme	CA	N

13.2 – **Anonymous** Mark Entry will be by **Exam Number**.

I.e. – You do **not know** who the student is.

13.3 – **Non-Anonymous** Mark Entry will be by **Student Id**.

I.e. – You **know** who the student is.



13.4 – **Breaking the Code** allows the user to **break the link** between **Student Id** and **Exam Number**.

13.5 – **Breaking the Code** generates the **overall module mark** for a student.

Step 2

Enter the **Academic Year**, **Exam Month** and **Module Code LIKE** field values.

In the example below, all module beginning with 'HI2' will be returned for 2018 – Exam Month 5 (summer).

Step 3

Click the **SHOW MODULES** button.

Oracle Fusion Middleware Forms Services

Action Maintain Enter Student Marks View Reports Tools Help Window

Break Code - EMES090

Year and Month

Academic Year: 2018
Exam Month: 5 Summer Exam
Module Code LIKE: HI2

Show Modules

Modules

Module Code	Module Name	Break Code?
		<input type="checkbox"/>

Save

Result Returned:

Modules

Module Code	Module Name	Break Code?
HI2003	Culture and Power	<input type="checkbox"/>
HI2014	Women in Early Modern Europe 1500-1800	<input type="checkbox"/>
HI2017	Geography and Imagination in the Middle Ages	<input type="checkbox"/>
HI2022	The History of the Media in Ireland	<input type="checkbox"/>
HI2025	The Vikings	<input type="checkbox"/>
HI2036	Sport and Society in Modern Ireland	<input type="checkbox"/>
HI2038	The Tudors and Ireland	<input type="checkbox"/>
HI2043	Digital History	<input type="checkbox"/>
HI2044	Crime and Media in Ireland	<input type="checkbox"/>
HI2045	Crime, Violence, and Revolutionary Ireland, 1	<input type="checkbox"/>

Save

Step 4

Select the **Break Code Tick Box** for the Module(s) that you need to break code on.

Oracle Fusion Middleware Forms Services

Action Maintain Enter Student Marks View Reports Tools Help Window

Break Code - EMES090

Year and Month

Academic Year: 2018
Exam Month: 5 Summer Exam
Module Code LIKE: HI2

New Query

Modules

Module Code	Module Name	Break Code?
HI2003	Culture and Power	<input checked="" type="checkbox"/>
HI2014	Women in Early Modern Europe 1500-1800	<input checked="" type="checkbox"/>
HI2017	Geography and Imagination in the Middle Ages	<input checked="" type="checkbox"/>
HI2022	The History of the Media in Ireland	<input type="checkbox"/>
HI2025	The Vikings	<input type="checkbox"/>
HI2036	Sport and Society in Modern Ireland	<input type="checkbox"/>
HI2038	The Tudors and Ireland	<input type="checkbox"/>
HI2043	Digital History	<input type="checkbox"/>
HI2044	Crime and Media in Ireland	<input type="checkbox"/>
HI2045	Crime, Violence, and Revolutionary Ireland, 1	<input type="checkbox"/>

Save

Step 5

Click the Save Button.

Once the Break Code Action is successful, a **Save Completed** Message will be presented as follows.

Step 6

Click on the **OK** button to complete the Break Code process.

Modules

Module Code	Module Name	Break Code?
HI2003	Culture and Power	<input checked="" type="checkbox"/>
HI2014	Women in Early Modern Europe 1500-1800	<input checked="" type="checkbox"/>
HI2017	Geography and Imagination in the Middle Ages	<input checked="" type="checkbox"/>
HI2022	The History of the Media in Ireland	<input type="checkbox"/>
HI2025	The Vikings	<input type="checkbox"/>
HI2036	Sport and Society in Modern Ireland	<input type="checkbox"/>
HI2038	The Tudors and Ireland	<input type="checkbox"/>
HI2043	Digital History	<input type="checkbox"/>
HI2044	Crime and Media in Ireland	<input type="checkbox"/>
HI2045	Crime, Violence, and Revolutionary Ireland, 1	<input type="checkbox"/>

Information Alert

Save Completed.

OK

Save



DMIS

Departmental Mark Entry Information System

Section 14 – Exam Board / Student Mark Override

14.1 Exam Board / Student Mark Override

Page 128

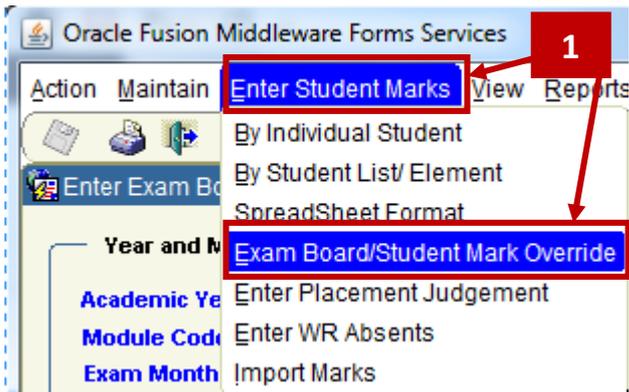
14.1 Exam Board / Student Mark Override

14.1.1 – During an **Internal Department Exam Board** (prior to uploading the Marks to ITS), a student may be identified who requires a Mark or Judgement Override.

I.e. – The Mark and/or Judgement that is automatically calculated by the DMIS Software Application, merits being changed.

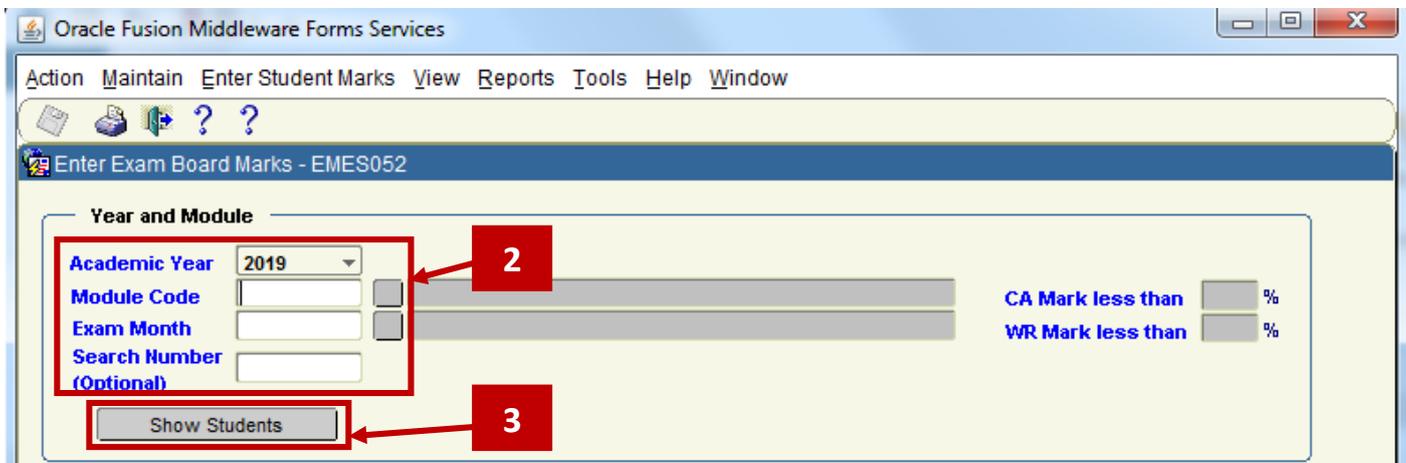
14.1.2 - To carry out a change to a Mark or Judgement, the Exam Board / Student Mark Override screen must be used.

14.1.3 - From the Menu at the top of the Screen, select – **Enter Student Marks – Exam Board/Student Mark Override**.



14.1.4 - Enter the **Academic Year, Module Code and Exam Month**.

If you want to return just one student, then enter the specific student id in the **Search Number** field.



14.1.5 - Click the **Show Students** Button.

14.1.6 - Select the Student that you want to apply the Mark Override to.

To select a Student, use the up or down arrow keys, or click on the student. Once the record turns a light blue colour, this indicates that the row is selected.

Enter Exam Board Marks

Student No	Final Mark	Judgement	Student Name	Exam No	Programme	Remarks
	67	P	Barry		BCOM	

Avg 67 Min 67 Max 67

Details

14.1.7 - Click the **Details** Button.

Oracle Fusion Middleware Forms Services

Action Maintain Enter Student Marks View Reports Tools Help Window

Details

Academic Year 2019 Module Code Exam Month 1 Programme

Student Number Barry Exam No Module Out of Mark 100

System Generated

Mark 67 Percent 67.00

Category Override

	Original Mark	Out of	Override Mark 1	Override Mark 2	Override Mark 3	%
CA	0	0				0.00
WR	67	100				67.00
OR	0	0				0.00
CL	0	0				0.00

Module Override

Final Calculated Mark 67 Final Calculated % 67.00 Judgement P

Module Override Mark Module Override % Override Judgement

Mark Override Change History

Action	User	Date	Final Mark Override	Grade Override	Override Remark

Remarks Save Cancel Previous Student Next Student

Record: 7/222 ... <OSC>

14.1.8 – To override the Final Calculated Mark (as calculated by DMIS), you enter the New (Override) Mark in the Module **Override Mark** field.

Oracle Fusion Middleware Forms Services

Action Maintain Enter Student Marks View Reports Tools Help Window

Details

Academic Year 2019 Module Code Exam Month 1 Programme

Student Number Barry Exam No Module Out of Mark 100

System Generated

Mark 67 Percent 67.00

Category Override

	Original Mark	Out of	Override Mark 1	Override Mark 2	Override Mark 3	%
CA	0	0				0.00
WR	67	100				67.00
OR	0	0				0.00
CL	0	0				0.00

Module Override

Final Calculated Mark 67 Final Calculated % 67.00 Judgement P

Module Override Mark Module Override % Override Judgement

Mark Override Change History

Action	User	Date	Final Mark Override	Grade Override	Override Remark

Remarks Save Cancel Previous Student Next Student

Record: 7/222 <OSC>

Example 1:

If you wanted to change the Mark from **67** to **68**, you enter 68 in the Module Override Mark Input field. When you Tab out of the Input field, the Module Override field automatically records 68.00 for you.

Module Override

Final Calculated Mark 67 Final Calculated % 67.00 Judgement P

Module Override Mark 68 Module Override % 68.00 Override Judgement

Example 2:

If you wanted to change the Judgement from P (PASS) to F (FAIL), you enter F in the Override Judgement field.

Module Override

Final Calculated Mark 67 Final Calculated % 67.00 Judgement P

Module Override Mark Module Override % Override Judgement F

All changes must be saved before leaving the screen.

Remarks Save Cancel Previous Student Next Student



DMIS

Departmental Mark Entry Information System

Section 15 – Upload Module Marks to ITS

15.1	IMPORTANT Instruction on Uploading Marks to ITS	Page 132
15.2	How to Upload Module Marks to ITS	Page 133
15.3	Common Error Messages when Uploading Module Marks	Page 137

15.1 IMPORTANT Instruction on Uploading Marks to ITS



Important

15.1 – Uploading Module Marks from DMIS to ITS (UCC Student Records System) is the **FINAL STEP** in recording your Module Marks.

15.2 – It is **ESSENTIAL** that this final step is carried out.



Failure to upload the Module Marks to ITS means the Module Marks **will reside on DMIS ONLY.**



There will be **no record** of your Marks on the ITS Student Record System.

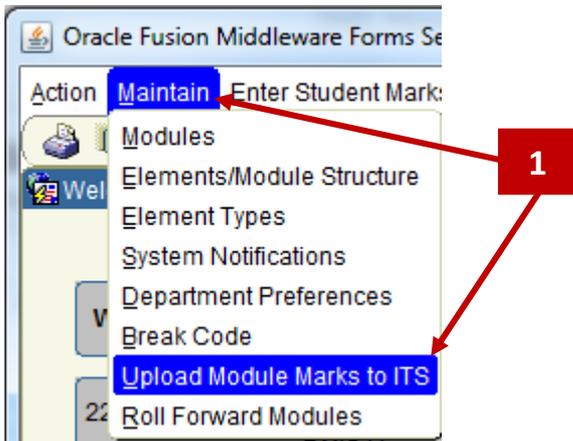


This could impact on the **Exam Board**, and could impact on the **availability of Student Marks** as per the published date as to when students are expecting their Marks.

15.2 How to Upload Module Marks to ITS

Step 1

From the Menu options at the top of the DMIS Screen, select the Menu – **Maintain – Upload Module Marks to ITS**.



The screen will present as follows:

The screenshot shows the 'Upload Module Marks to ITS - EMES080' screen. It features a 'Year and Exam Month' section with a dropdown for 'Academic Year' set to '2019', an empty 'Exam Month' field, and an empty 'Module Code LIKE' field. A 'List Modules' button is located below these fields. The main section is titled 'Modules to Upload' and contains a table with the following columns: 'Module', 'Programme', 'Upload Date', 'Exams Status', and 'Upload'. The table is currently empty, and the 'Upload' column contains a series of checkboxes. A vertical scrollbar is visible on the right side of the table. An 'Upload' button is located at the bottom right of the table.

Step 2

Enter the **Academic Year**, **Exam Month** and **Module Code LIKE** field values.

In the example below, all modules beginning with 'HI2' will be returned for **2019** – Exam Month 5 (summer).

Step 3

Click the **LIST MODULES** button.

Oracle Fusion Middleware Forms Services

Action Maintain Enter Student Marks View Reports Tools Help Window

Upload Module Marks to ITS - EMES080

Year and Exam Month

Academic Year: 2019
Exam Month: 5
Module Code LIKE: HI2

List Modules

Modules to Upload

Module	Programme	Upload Date	Exams Status	Upload
				<input type="checkbox"/>

All module beginning with HI2 which are being taught in 2019 – Month 5 (Semester 2) will be presented on screen.

Modules to Upload

Module	Programme	Upload Date	Exams Status	Upload
HI2003	BAJ	2		<input type="checkbox"/>
HI2003	BAM	2		<input type="checkbox"/>
HI2003	BAS	2		<input type="checkbox"/>
HI2003	HDAH	2		<input type="checkbox"/>
HI2003	VSUS	1		<input type="checkbox"/>
HI2014	BAINTJ	2		<input type="checkbox"/>
HI2014	BAJ	2		<input type="checkbox"/>
HI2014	BAM	2		<input type="checkbox"/>
HI2014	BAMUSM	2		<input type="checkbox"/>
HI2014	VSEU	1		<input type="checkbox"/>
HI2014	VSUS	1		<input type="checkbox"/>
HI2022	BAINTJ	2		<input type="checkbox"/>
HI2022	BAJ	2		<input type="checkbox"/>
HI2022	BAM	2		<input type="checkbox"/>
HI2022	BAS	2		<input type="checkbox"/>

Upload

IMPORTANT:

Using HI2003 as an example, the module is listed 5 times.

The module is listed 5 times because the students that are in the Module Class, are from 5 different Programme + Student Year combinations.



Each Individual Module + Programme + Study Year combination must be uploaded.

Modules to Upload				
Module	Programme	Upload Date	Exams Status	Upload
HI2003	BAJ	2		<input type="checkbox"/>
HI2003	BAM	2		<input type="checkbox"/>
HI2003	BAS	2		<input type="checkbox"/>
HI2003	HDAH	2		<input type="checkbox"/>
HI2003	VSUS	1		<input type="checkbox"/>
HI2014	BAINTJ	2		<input type="checkbox"/>
HI2014	BAJ	2		<input type="checkbox"/>
HI2014	BAM	2		<input type="checkbox"/>
HI2014	BAMUSM	2		<input type="checkbox"/>
HI2014	VSEU	1		<input type="checkbox"/>
HI2014	VSUS	1		<input type="checkbox"/>
HI2022	BAINTJ	2		<input type="checkbox"/>
HI2022	BAJ	2		<input type="checkbox"/>
HI2022	BAM	2		<input type="checkbox"/>
HI2022	BAS	2		<input type="checkbox"/>

Module + Programme + Study Year combinations can be upload one at a time, or multiple row combinations can be uploaded at the same time.

Step 4

Tick the **UPLOAD** tick box next to the record you want to upload.

Modules to Upload				
Module	Programme	Upload Date	Exams Status	Upload
HI2003	BAJ	2		<input type="checkbox"/>
HI2003	BAM	2		<input type="checkbox"/>
HI2003	BAS	2		<input type="checkbox"/>
HI2003	HDAH	2		<input type="checkbox"/>
HI2003	VSUS	1		<input type="checkbox"/>

Step 5

Press the **Upload** Button.

Step 6

Using the HI2 modules example, the screenshot below shows the Upload Records from the previous year in 2018.

Once a Module + Programme + Study Year combination is successfully uploaded to the ITS Student Records System, a Date & Upload Timestamp will be populated in the Upload Date field.

This field is **automatically** populated for you, and confirms that the Upload process is complete.

Oracle Fusion Middleware Forms Services

Action Maintain Enter Student Marks View Reports Tools Help Window

Upload Module Marks to ITS - EMES080

Year and Exam Month

Academic Year: 2018

Exam Month: 5 Summer Exam

Module Code LIKE: HI2

New Query

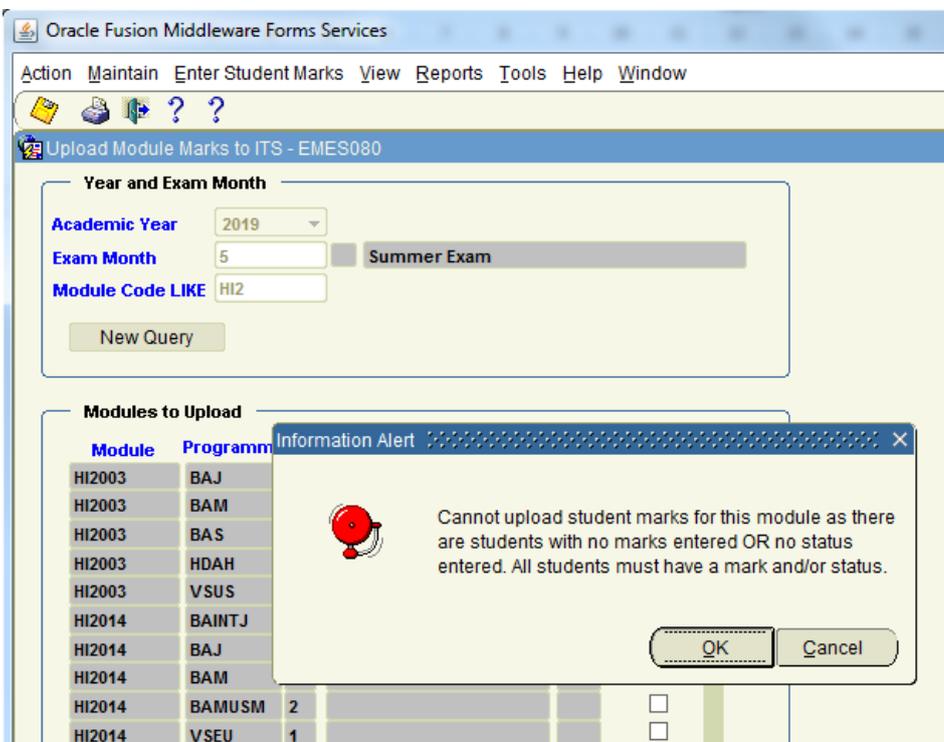
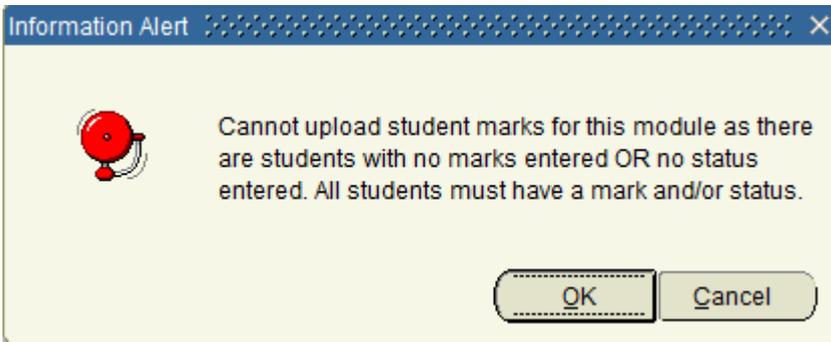
Modules to Upload

Module	Programme		Upload Date	Exams Status	Upload
HI2003	BAJ	2	12/JUN/2018 02:48:11	F	<input type="checkbox"/>
HI2003	BAM	2	12/JUN/2018 02:48:11	F	<input type="checkbox"/>
HI2003	BAS	2	12/JUN/2018 02:48:11	F	<input type="checkbox"/>
HI2003	VSUS	1	07/JUN/2018 09:31:11	F	<input type="checkbox"/>

15.3 Common Error Message when Uploading Module Marks

15.3.1 - Common Error # 1 – Missing Exam Mark or Status:

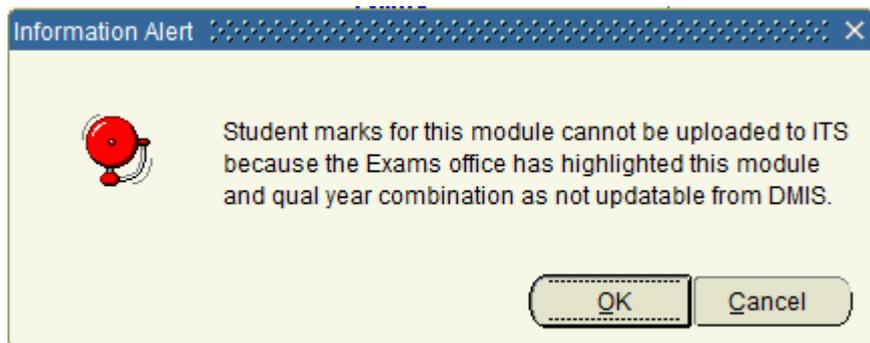
15.3.2 - If an attempt is made to upload Module Marks where a Mark or Status is missing for a Student, the following error message will prevent the upload from proceeding.



15.3.3 – By clicking the OK button on this message, you will be presented with a list of students who are missing a Mark or Status.

15.3.4 - Common Error # 2 – Exams Office Block on Updating Marks.

15.3.5 - If an attempt is made to upload Module Marks from **DMIS to ITS**, and the Exams Team have already flagged that the module marks on **ITS** have been Finalised (**F**) or are Exam Board Ready (**E**) or are Provisional (**P**), then the upload attempt will be blocked with the following message.



15.3.6 – If this message appears, check the Exam Status field value on the Upload Module Marks to ITS Screen. If there is a letter in this field, then you need to contact the Exams Office.

Exams Status	
	F
	F
	F
	P



DMIS

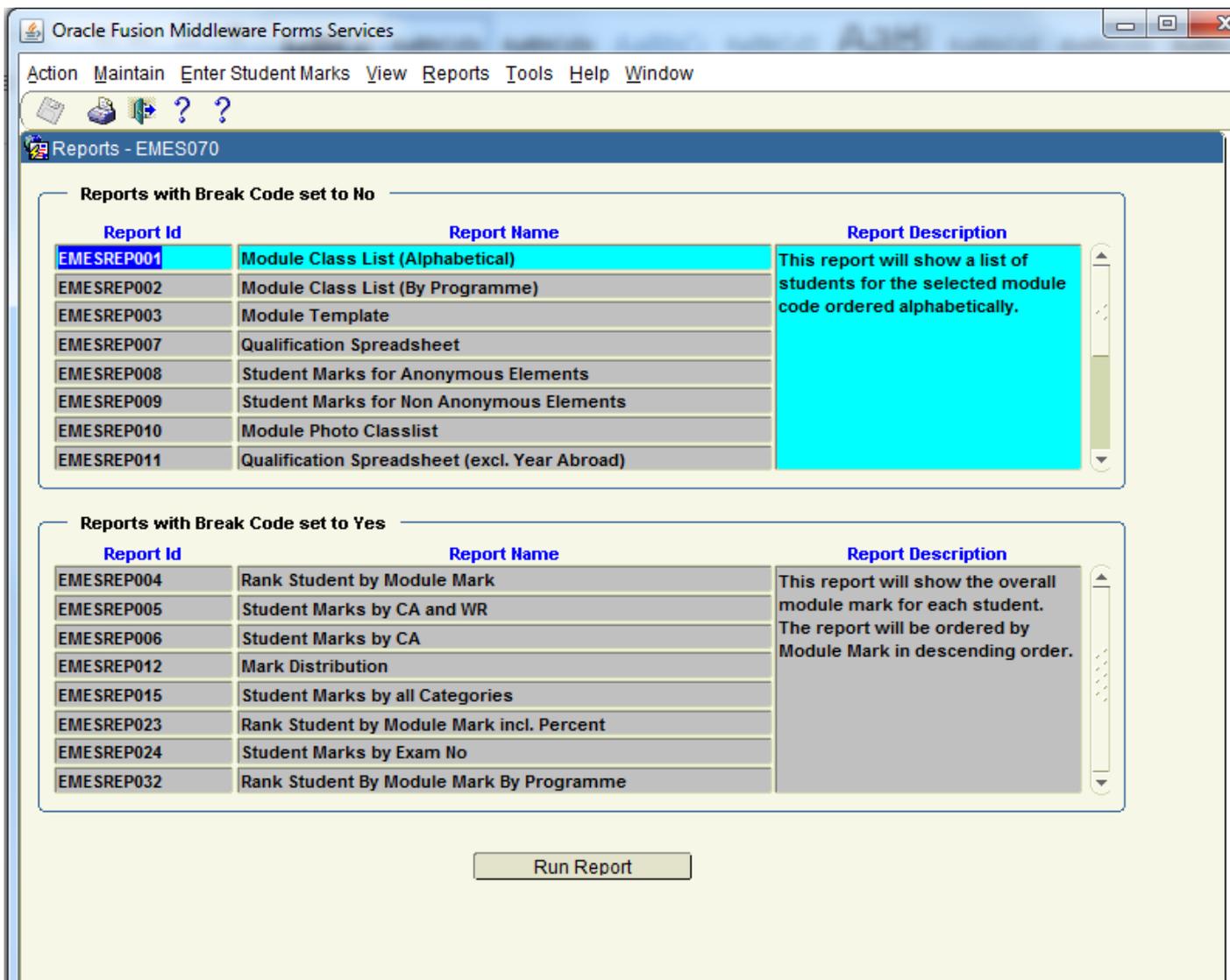
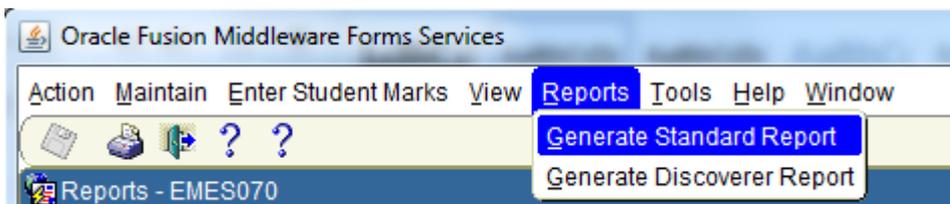
Departmental Mark Entry Information System

Section 16 – DMIS – Standard Reports

16.1	Standard Reports – How to Access	Page 135
16.2	Standard Reports – Break Code set to NO / YES	Page 136
16.3	Standard Reports – List of Reports – Break Code = NO	Page 137
16.4	Standard Reports – List of Reports – Break Code = YES	Page 138

16.1 Standard Reports – How to Access

16.1 – Select Reports – Generate Standard Report:



16.2 Standard Reports – Break Code set to NO / YES

16.2.1 – The Standard Report options are divided into 2 separate groups of reports:

Group 1 – Reports with Break Code set to **No**

Group 2 – Reports with Break Code set to **Yes**

The screenshot shows the Oracle Fusion Middleware Forms Services interface. The 'Reports' menu is open, and the 'Reports - EMES070' window is displayed. The window is divided into two sections:

Reports with Break Code set to No (Group 1):

Report Id	Report Name	Report Description
EMESREP001	Module Class List (Alphabetical)	This report will show a list of students for the selected module code ordered alphabetically.
EMESREP002	Module Class List (By Programme)	
EMESREP003	Module Template	
EMESREP007	Qualification Spreadsheet	
EMESREP008	Student Marks for Anonymous Elements	
EMESREP009	Student Marks for Non Anonymous Elements	
EMESREP010	Module Photo Classlist	
EMESREP011	Qualification Spreadsheet (Year Abroad)	

Reports with Break Code set to Yes (Group 2):

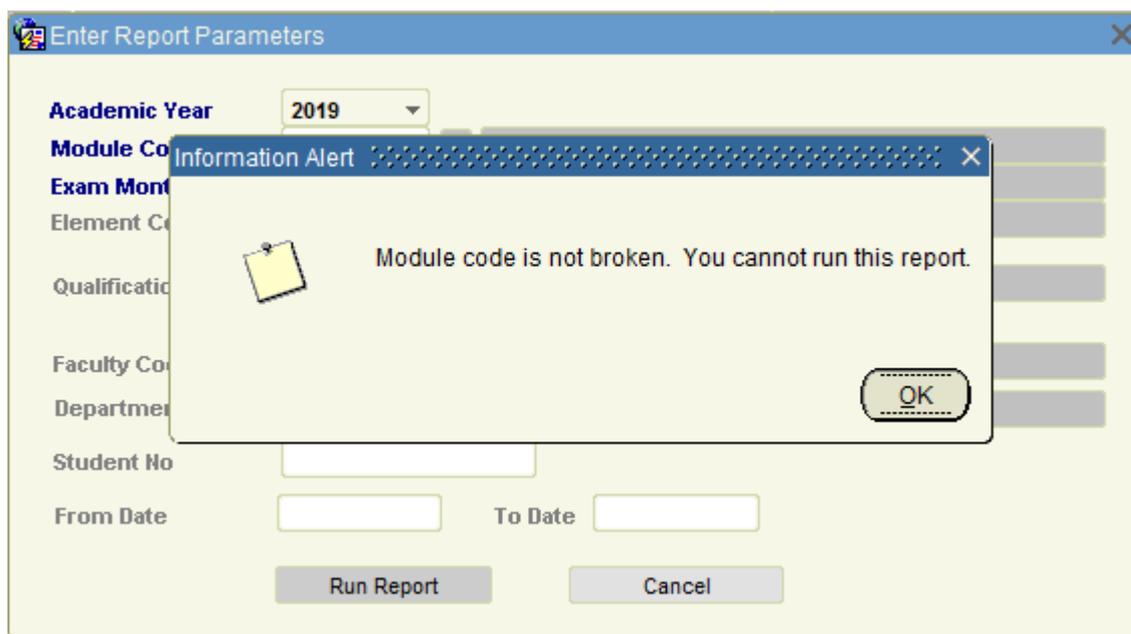
Report Id	Report Name	Report Description
EMESREP004	Rank Student by Module Mark	This report will show the overall module mark for each student. The report will be ordered by Module Mark in descending order.
EMESREP005	Student Marks by CA and WR	
EMESREP006	Student Marks by CA	
EMESREP012	Mark Distribution	
EMESREP015	Student Marks by all Categories	
EMESREP023	Rank Student by Module Mark incl. Percent	
EMESREP024	Student Marks by Exam No	
EMESREP032	Rank Student By Module Mark By Programme	

A 'Run Report' button is located at the bottom of the window.

16.2.2 – The Break Code set to No or Yes, relates specifically to whether or not the Code has been broken on the module that you want to report on.

The screenshot shows the 'Maintain' menu in the Oracle Fusion Middleware Forms Services interface. The 'Break Code' option is highlighted in blue. Other options visible in the menu include: Modules, Elements/Module Structure, Element Types, System Notifications, Department Preferences, Upload Module Marks to ITS, and Roll Forward Modules.

16.2.3 – If you attempt to run a report in the Break Code = Yes section, and the Code has not been broken on the Module, you will be prevented from running the report.



16.3 Standard Reports – List of Reports – Break Code = NO

EMESREP001	Module Class List (Alphabetical)
EMESREP002	Module Class List (By Programme)
EMESREP003	Module Template
EMESREP007	Qualification Spreadsheet
EMESREP008	Student Marks for Anonymous Elements
EMESREP009	Student Marks for Non Anonymous Elements
EMESREP010	Module Photo Classlist
EMESREP011	Qualification Spreadsheet (excl. Year Abroad)
EMESREP013	Non Anonymous Elements Marks with Totals
EMESREP014	Qualification Spreadsheet (Mark and Percent)
EMESREP017	Qualification Capped Spreadsheet
EMESREP018	Qualification Photo Classlist
EMESREP019	Signing Sheets
EMESREP020	ALL Sign Sheets
EMESREP022	Declaration of Exam Results
EMESREP025	Labels with Home Address by Programme
EMESREP026	Labels with Study Address by Programme
EMESREP027	Labels with Home Address by Module
EMESREP028	Labels with Study Address by Module
EMESREP030	Qualification list by Faculty
EMESREP031	Qualification Classlist
EMESREP033	Student Profile
EMESREP034	Qualification Photo Classlist by Offering Type
EMESREP035	Module Photo Classlist by Offering Type

16.4 Standard Reports – List of Reports – Break Code = YES

EMESREP004	Rank Student by Module Mark
EMESREP005	Student Marks by CA and WR
EMESREP006	Student Marks by CA
EMESREP012	Mark Distribution
EMESREP015	Student Marks by all Categories
EMESREP023	Rank Student by Module Mark incl. Percent
EMESREP024	Student Marks by Exam No
EMESREP032	Rank Student By Module Mark By Programme



DMIS

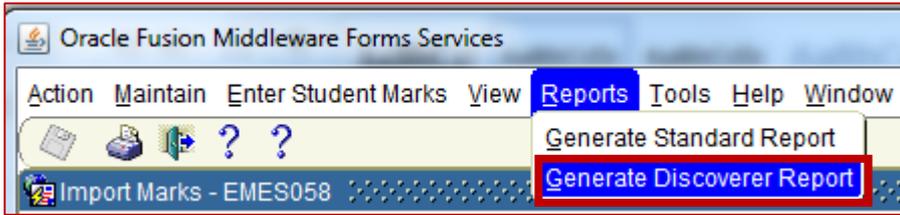
Departmental Mark Entry Information System

Section 17 – DMIS – Discoverer Reports

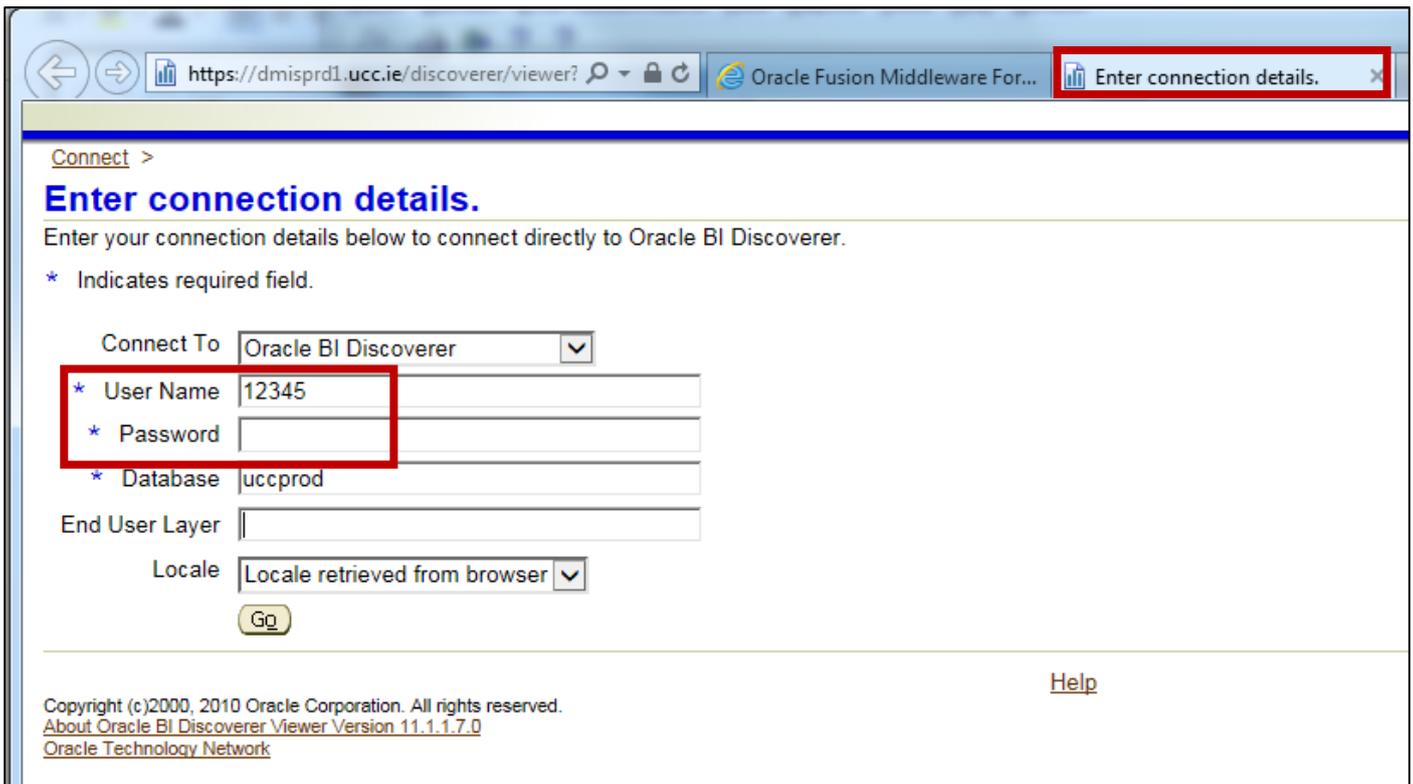
17.1	Discoverer Reports – How to Access	Page 145
17.2	Discoverer Reports – Module Results Spreadsheet	Page 147
17.3	Discoverer Reports – Qualification Results Spreadsheet	Page 149
17.4	Discoverer Reports – Exporting Reports – How To	Page 151

17.1 Discoverer Reports – How to Access

17.1.1 – To access the DMIS Discoverer Reports, select the option – **Reports – Generate Discoverer Report**.



17.1.2 – Selecting the **Generate Discoverer Report** menu option will produce a **New Internet Explorer Browser Tab Window** which is entitled – **Enter connection details**.



17.1.3 – Your DMIS User Id will be automatically populated for you.
Your password is your DMIS password.

All other input fields on the login screen **do not** need to be modified.

17.1.4 – A successful login will present you with a **Worksheet List**.

17.1.5 – Depending on individual access, you will be presented with a list of reports from the list below.

Connect >

Worksheet List

Search
Type in a search string to find a specific workbook or result set. Use the drop-down menu to choose between

Search

Result List

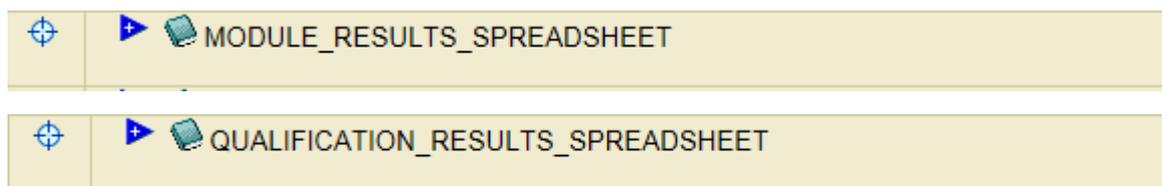
[Expand All](#) | [Collapse All](#)

+

Focus Name

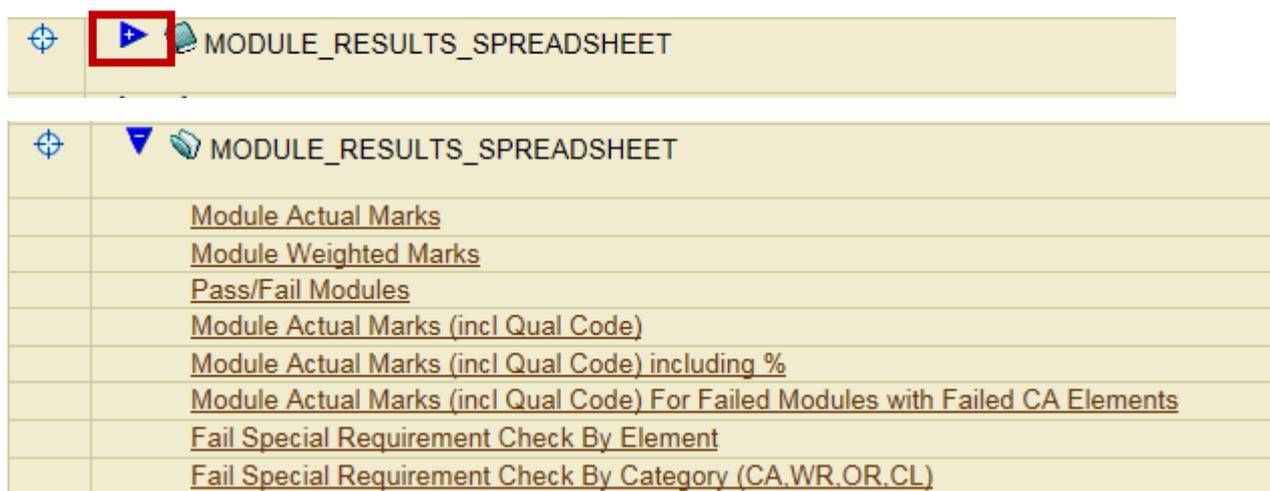
- Discoverer Workbooks
 - ACCESS_OFFICE
 - Annual Monitoring
 - BOM_ADMINISTRATION
 - BOM_SEMESTERISATION
 - BOOK OF MODULES
 - Change Password.DIS
 - CLASS_LIST.DIS
 - CLASS_LIST.DIS1
 - CURRICULUM
 - DMIS_EXAM_MARKS_DUE
 - DSO Registrations
 - ELEMENT MARKS
 - EXAM_BOARD_SCHEDULE
 - EXAM_BOARD_SCHEDULE_WITH_UNSCHEUDLED_BOARDS
 - EXAM_SCHEDULING
 - EXAM DETAILS & TIMETABLE
 - EXAMINATION_STATS
 - Exam Scheduling Aids
 - FITNESS TO PRACTISE_(FTP)
 - FTP - Dev
 - GARDA_VETTING
 - GARDA_VETTING_DEV
 - GARDA VETTING ADMIN
 - IMPORT MARKS TEMPLATES
 - ITS BROADSHEET PARAMETERS.DIS
 - MARK RETURN MANAGEMENT
 - MODULE_MARK_BREAKDOWN_FINAL
 - Module_Marks_Over_2_Years
 - MODULE_RESULTS_SPREADSHEET
 - MODULE_SETUP
 - MODULE FEEDBACK SURVEY
 - MODULE MARK BREAKDOWN
 - QUALIFICATION_RESULTS_SPREADSHEET
 - Signing Sheet
 - STUDENT COMMUNICATION
 - STUDENT MODULE SURVEY
 - STUDENT PROFILE
 - STUDENT PROFILE1
 - SYSTEM_ADMIN_REPORTS

17.1.6 – During the period where Exam Marks are being returned by Academic departments, the most commonly used reports are (1) Module Results spreadsheet and (2) Qualification Results Spreadsheet.



17.2 Discoverer Reports – Module Results Spreadsheet

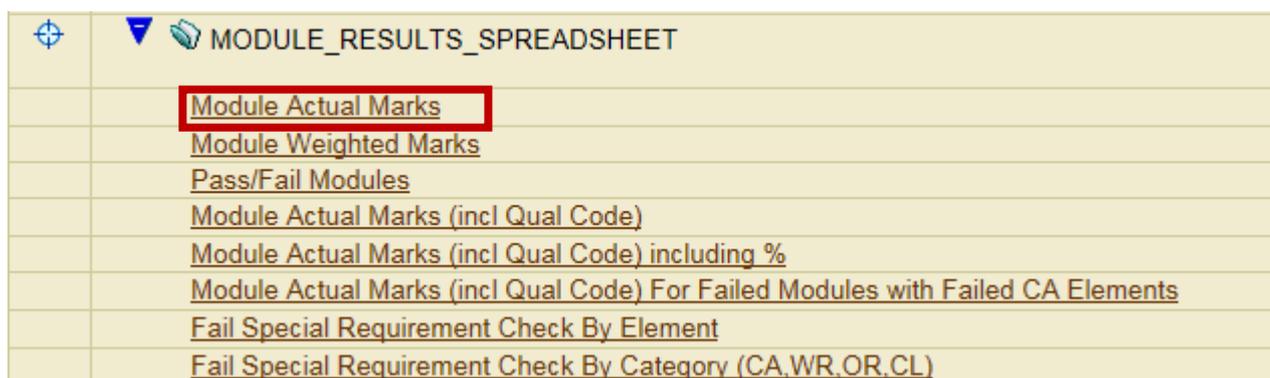
17.2.1 – To expand out the folder of report, click the blue triangle.



17.2.2 – As per the Report Description for the MODULE_RESULTS_SPREADSHEET, the code must be broken on modules in order to the results data to be available.

This workbook provides a summary view of student marks for all elements in a module. This option only available to Module Coordinators (or above).
Additionally the CODE must be broken for the module.

17.2.3 – For example purposes, the report entitled **Module Actual Marks** will be run:



17.2.4 – Enter the Academic Year + Module Code + Exam Month and select the Go Button:

Connect > Workbooks >

MODULE_RESULTS_SPREADSHEET - Module Actual Marks

Last run Monday 15 April 2019 16:25:18 BST

Worksheets

- Module Actual Marks
- Module Weighted Marks
- Pass/Fail Modules
- Module Actual Marks (incl Qual Code)
- Module Actual Marks (incl Qual Code) including %
- Module Actual Marks (incl Qual

Parameters Needed

Select values for the following parameters.

* Indicates required field

- * Enter Academic Year
- * Enter Module Code
Multiple values can be entered separated by a comma e.g. AC1101, AC1102. Alternatively a wild card (%) can be used e.g. MG% will list all module beginning with MG.
- * Enter Exam Month

17.2.5 – A class report will be returned which details the student details + the marks per Module element + the Total Mark for the Module.

Page 1 of 3

Page Items: Academic Year Module Code Exam Month Is Code Broken

25 Rows Down Rows 1-25 of 67

				Student Actual Mark by Element			
				Element Heading	E1/100	EX/100	TOTAL/100
				Element Weight	0	1	1
Student Name	Student No	Exam No	Judgement				
			P				
			P				
			P				

17.3 Discoverer Reports – Qualification Results Spreadsheet

17.2.1 – To expand out the folder of report, click the blue triangle:

	  QUALIFICATION_RESULTS_SPREADSHEET
	  QUALIFICATION_RESULTS_SPREADSHEET
	Programme Results (Module Marks, Total)
	Programme Results (Module Marks, Status)
	Programme Results (Module Marks, Status) - No Exam Number Displayed
	Programme Results (Module Marks, Status, Judgement, Total)
	Detail Programme Results (Based on Actual Element Marks)
	Detail Programme Results with Totals (Marks & %)
	Dept Programme Summary
	DMIS vs Board(ITS) Marks
	Programme Results (Module Marks, Total) Multi Month
	Programme Results (Module Marks, Judgement, Total) Multi Month
	Programme Results (Module Marks, Total) by Offering Type
	Programme Results (Module Marks, Status, Judgement, Total) by Offering Type
	Programme Results (Module Marks, Status, Judgement, Total) Pivot with History
	Percentile Rank
	Programmes
	TEST_Programme Results (Module Marks, Judgement, Total) - Extra Column for Judgement
	TEST_Programme Results (Module Marks, Judgement, Total) - Extra Row for Judgement
	TEST_Programme Results (Module Marks, Status) - No Exam Number Displayed

17.2.2 – For example purposes, the report entitled **Programme Results (Module Marks, Total)** will be run:

	  QUALIFICATION_RESULTS_SPREADSHEET
	Programme Results (Module Marks, Total)
	Programme Results (Module Marks, Status)
	Programme Results (Module Marks, Status) - No Exam Number Displayed
	Programme Results (Module Marks, Status, Judgement, Total)
	Detail Programme Results (Based on Actual Element Marks)
	Detail Programme Results with Totals (Marks & %)
	Dept Programme Summary

17.2.3 – Enter the Academic Year + Qualification Code + Exam Month(s), and click the Go Button:

Preferences

Connect > Workbooks >

QUALIFICATION_RESULTS_SPREADSHEET - Programme Results (Module Marks, Total)

Last run Monday 15 April 2019 16:53:02 BST

Worksheets

Programme Results (Module Marks, Total)

[Programme Results \(Module Marks, Status\)](#)

[Programme Results \(Module Marks, Status\) - No Exam Number Displayed](#)

[Programme Results \(Module Marks, Status, Judgement, Total\)](#)

[Detail Programme Results \(Based on Actual Element Marks\)](#)

[Detail Programme Results with Totals \(Marks & %\)](#)

[Dept Programme Summary](#)

[DMIS vs Board\(ITS\)](#)

Parameters Needed

Select values for the following parameters.

* Indicates required field

* Enter Academic Year

* Enter Qual and Year (e.g. BCOM1)

* Exam Month

Department (Optional)

Module Prefix (Optional)

Involvement Subject(s) (Optional)

Please use a comma when entering multiple values e.g. GA,FL

subjects can be entered separated by a comma e.g. AM3 30, EN3 30

17.2.4 – A report is produced of all the students in the specified programme.

Page 2 of 9

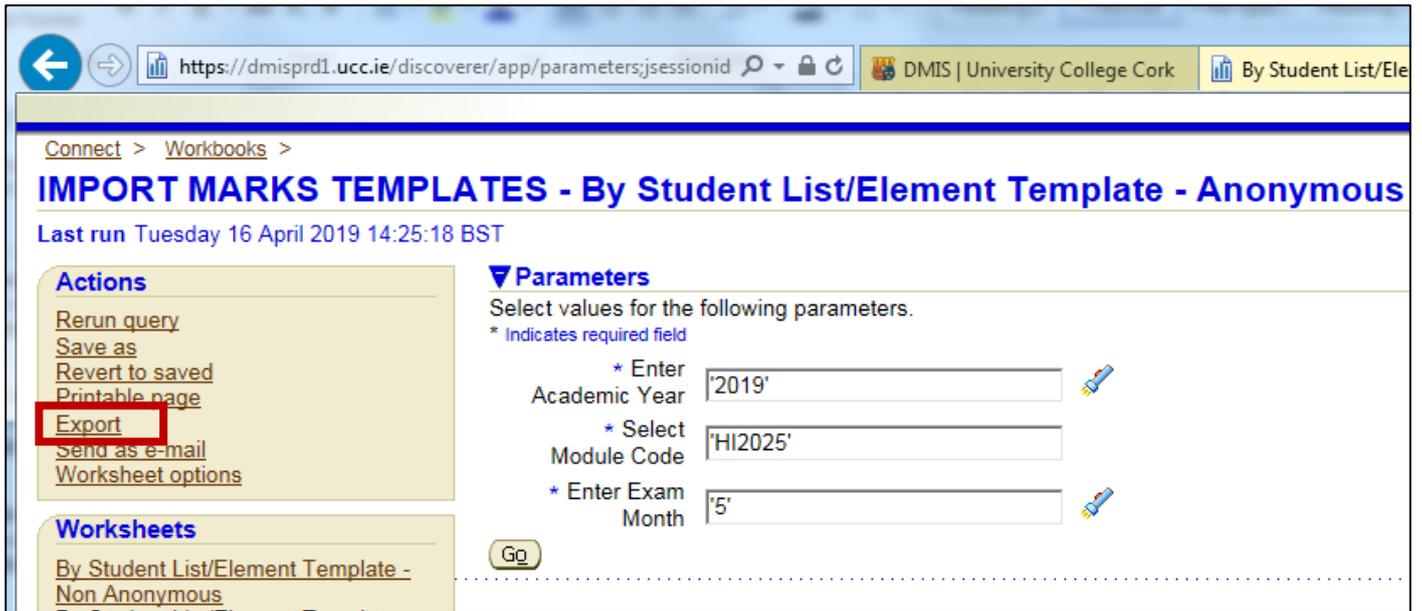
Page Items Academic Year 2018 Qual BCOM Period Study 1

50 Rows Rows 51-100 of 434

Exam Month	Final Mark											Total
	1	5										
Module	AC1100	EC1207	IS1105	LW1108	MG1000	ST1023	EC1208	FE1101	GV1102	LW1109	MA1100	MG1002
Out Of Mark	100	100	100	100	100	100	100	100	100	100	100	100
Involvement Subject												CS 4SH
Break Code	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Student Name	Student No	Exam No	Repeat									

17.4 Discoverer Reports – Exporting Reports – How To

17.4.1 – All Discoverer Reports will have an **Export** option.

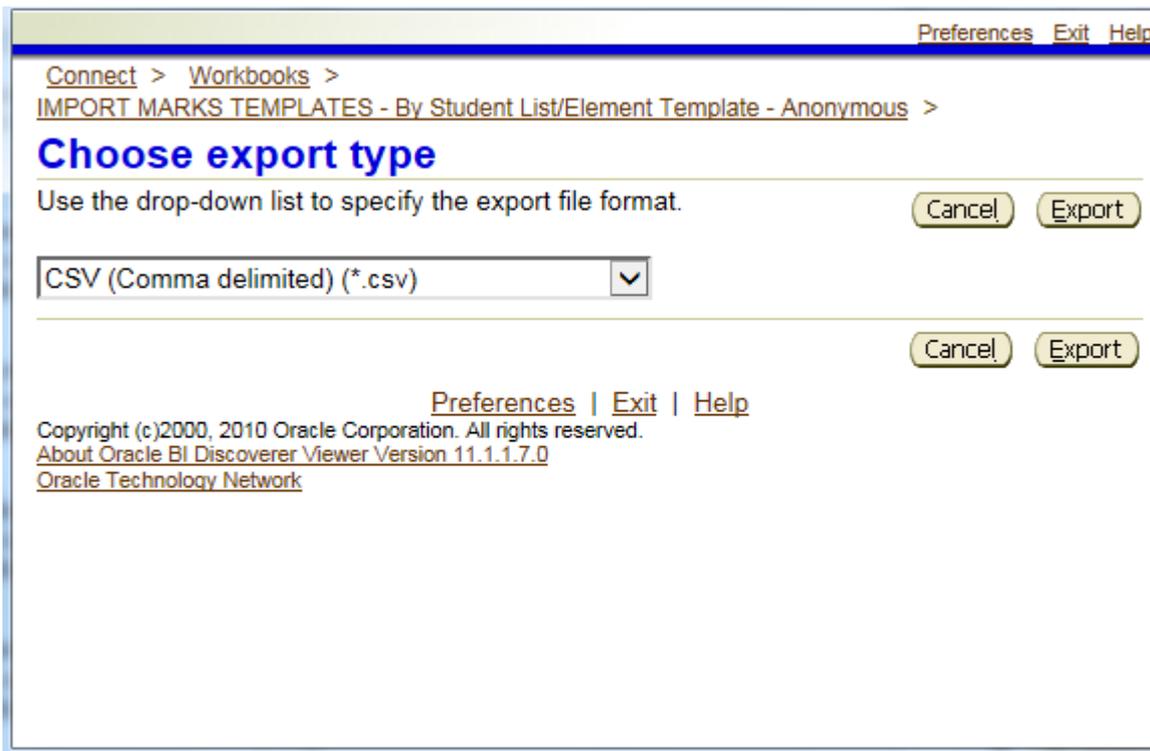


The screenshot shows a web browser window with the URL <https://dmisprd1.ucc.ie/discoverer/app/parameters;jsessionid>. The page title is "IMPORT MARKS TEMPLATES - By Student List/Element Template - Anonymous". The breadcrumb navigation is "Connect > Workbooks >". The page content includes a "Parameters" section with the following fields:

- Academic Year: * Enter '2019'
- Module Code: * Select 'HI2025'
- Exam Month: * Enter '5'

The "Actions" menu on the left contains the following options: Rerun query, Save as, Revert to saved, Printable page, **Export** (highlighted with a red box), Send as e-mail, and Worksheet options. Below the "Parameters" section is a "Go" button.

17.4.2 – The Export Format will be presented with the default option of **CSV**.



The screenshot shows a dialog box titled "Choose export type". The breadcrumb navigation is "Connect > Workbooks > IMPORT MARKS TEMPLATES - By Student List/Element Template - Anonymous >". The dialog contains the following text:

Use the drop-down list to specify the export file format.

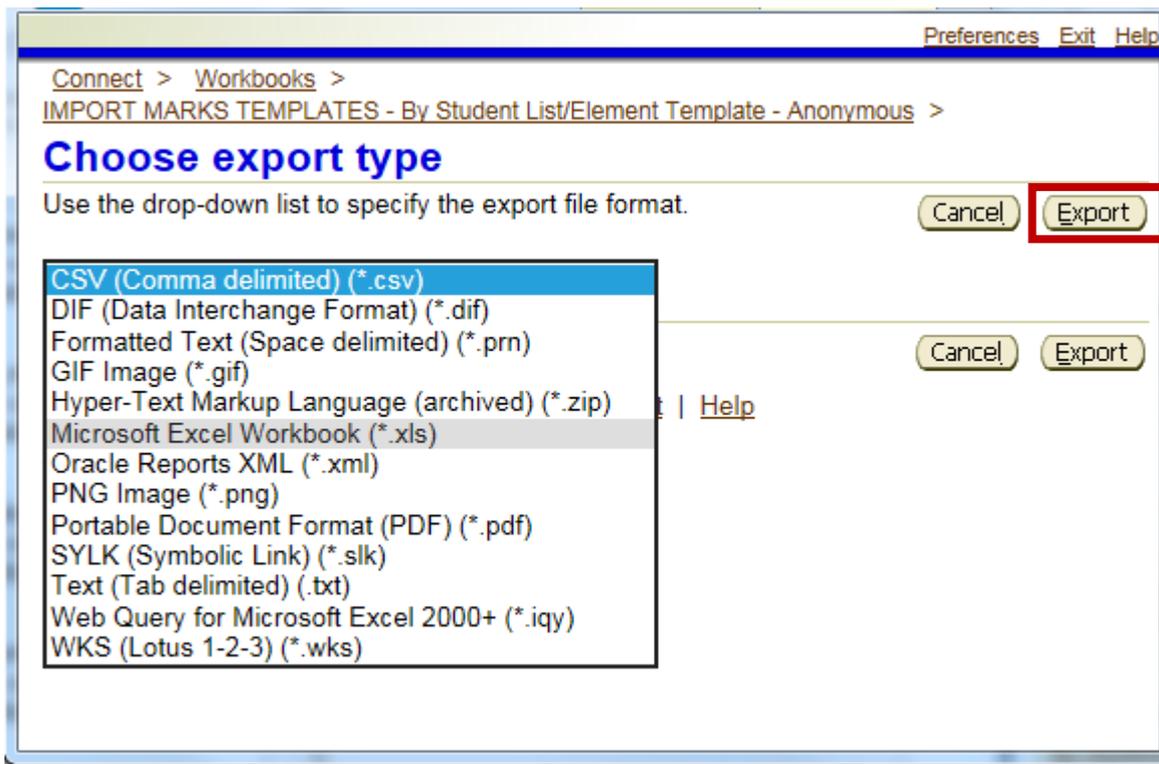
CSV (Comma delimited) (*.csv)

Buttons: Cancel, Export

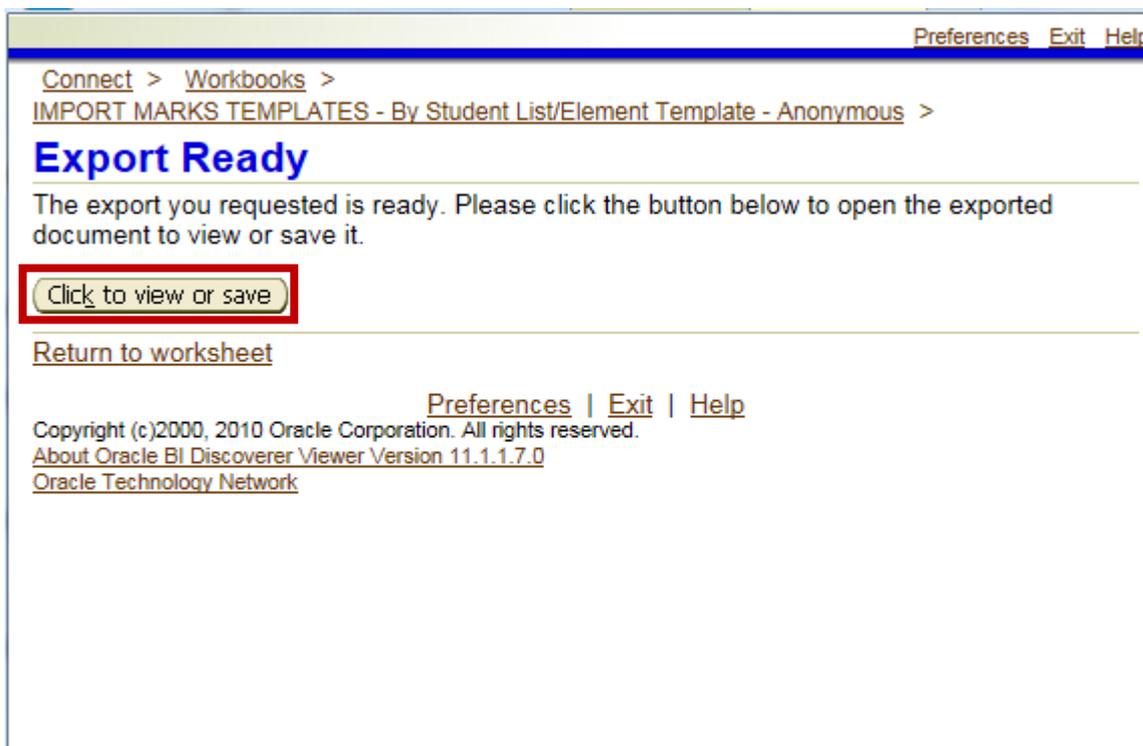
Footer: Preferences | Exit | Help
Copyright (c)2000, 2010 Oracle Corporation. All rights reserved.
[About Oracle BI Discoverer Viewer Version 11.1.1.7.0](#)
[Oracle Technology Network](#)

17.4.3 – There are numerous other File Type options to select from.

17.4.4 – Once you have selected your File Type, click the Export Button.



17.4.5 – Click to View or Save.



Appendix A - DMIS Module Judgement Codes

FA	Presented No Work for a 100% Continuous Assessment Module
FB	Absent from a Written Examination
FE	Failed Special Requirement

Appendix B – Exam Month Codes

Month 1	Winter Exams – Semester 1
Month 3	Spring Exams – Semester 2 – Early Finish (To allow for Students going on Placements)
Month 5	Summer Exams – Semester 2
Month 8	Autumn Repeat Exams.

Appendix C – Deferred Student

C.1 - In the ITS Student Records System, a student who has been granted a Deferral on a module, is recorded with a Result Code = **FF – DEFERRED** - for that Module.

Valid Result Codes

Find F%

Code	Description
F	FAIL
FF	DEFERRED

C.2 – Once an FF – DEFERRED – result code is recorded on the ITS Student Records System for a Module, the FF Judgement Code is be populated on DMIS by an Overnight IT Batch Job, and will be present on DMIS the next day.

Enter Exam Board Marks

Student No	Final Mark	Judgement
[Redacted]	[Redacted]	FF

C.3 – Once an FF – DEFERRED result code has been recorded on ITS by the Student Records and Exams Office, this FF code on ITS cannot be overwritten by any different value that may be recorded and uploaded from DMIS.

C.4 – It is IMPORTANT to ensure that when you are dealing with a Module Deferral, that the FF – DEFERRED result code has been recorded in the ITS Student Records System by the Student Records and Exams Office.

Appendix D – Office 365 & One Drive – Uploading & Downloading

For **UPLOADING** and **DOWNLOADING** files in DMIS, the recommended use is **OneDrive** on **Office 365**.

Office 365 and OneDrive are available to ALL UCC Staff.

If you require information or training on Office 365 & OneDrive, please contact the **IT Services Team**.

Office 365

Summary: Office 365 is a suite of online applications. These are office applications plus other productivity services that are enabled over the Internet (cloud services), such as Skype for Business web conferencing and hosted email for business.

Primary users of this service: Staff

Who to contact to use this service: E: o365@ucc.ie | IT Services |

<https://www.ucc.ie/en/it/services/office365/>

[Home](#) > [Support](#) > [IT Services](#) > [IT Service Catalogue](#) > Office 365

Office 365



Login to System

To login to [Office 365](#) go to <http://www.ucc.ie/o365> with your @ucc.ie email address and password.

OneDrive For Business

OneDrive for Business

Summary: This service provides networked/cloud storage facility for UCC staff to store and share work files.

Who to contact to use this service: E: helpdesk@ucc.ie | T: (0)21 490 2120 | IT Services |

<https://www.ucc.ie/en/it/services/onedrive/>

OneDrive For Business Service

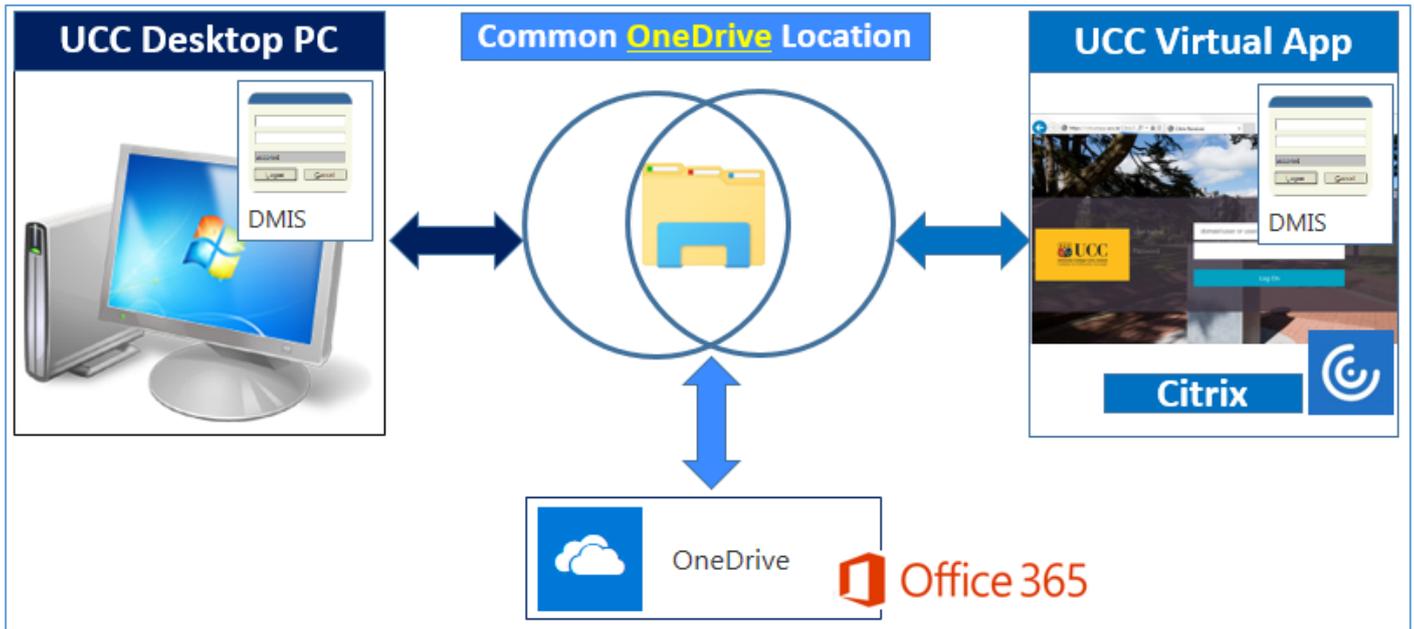
OneDrive for Business provides network based storage where you can store and share your work files. This service also allows for short-term collaboration with UCC staff, students and external users. All UCC email users have a OneDrive for Business folder and can access it using their UCC email address and password. With OneDrive for Business, your files are stored in the cloud and not on your computer hard drive which allows you to access your documents from anywhere, anytime, and from any device once you have an internet connection.

How to access OneDrive for Business

UCC staff can access OneDrive for Business by going to <http://o365.ucc.ie>

Use your UCC email address and password to logon

Microsoft Office 365 – OneDrive – Provides DMIS users on Virtual App (Citrix) with a Common Drive Location where files can be uploaded into DMIS.



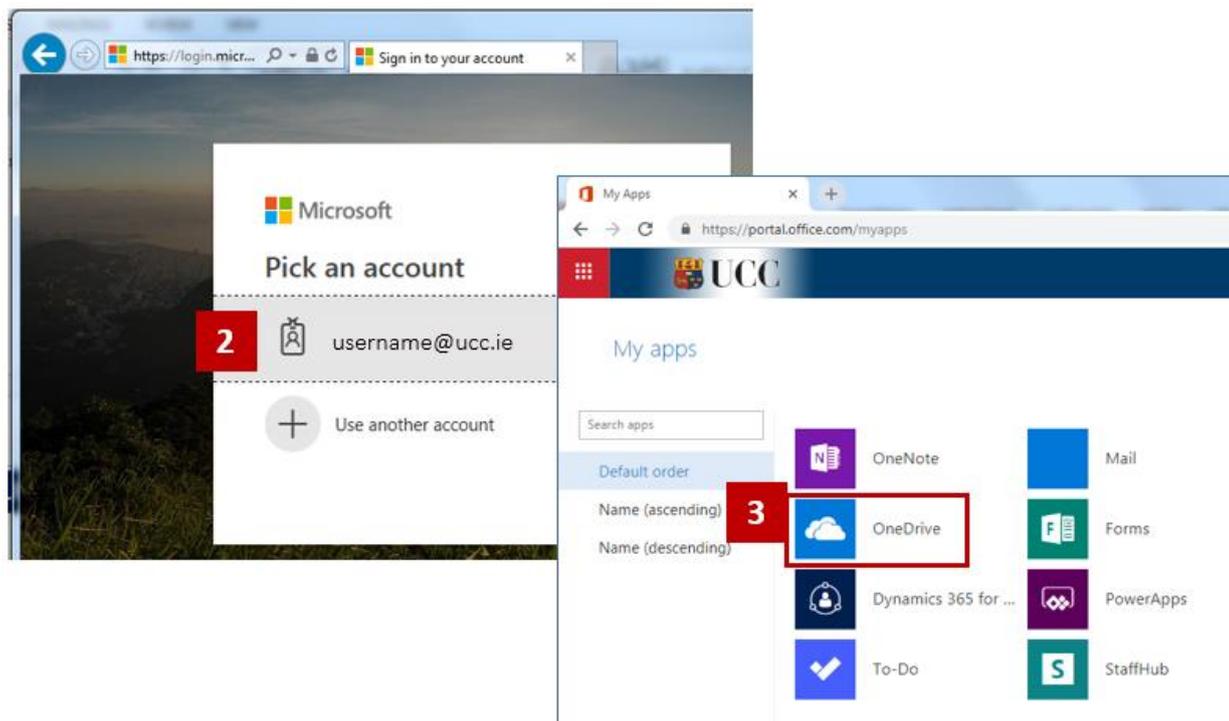
How to Access OneDrive on Office 365 & Save Files.

Step 1: Go to www.ucc.ie/o365



Step 2: Select your **UCC email account**, and if requested, enter your **UCC email password**.

Step 3: Once logged into Office 365, **OneDrive** will be presented to you in 'My apps' section. Select **OneDrive**.

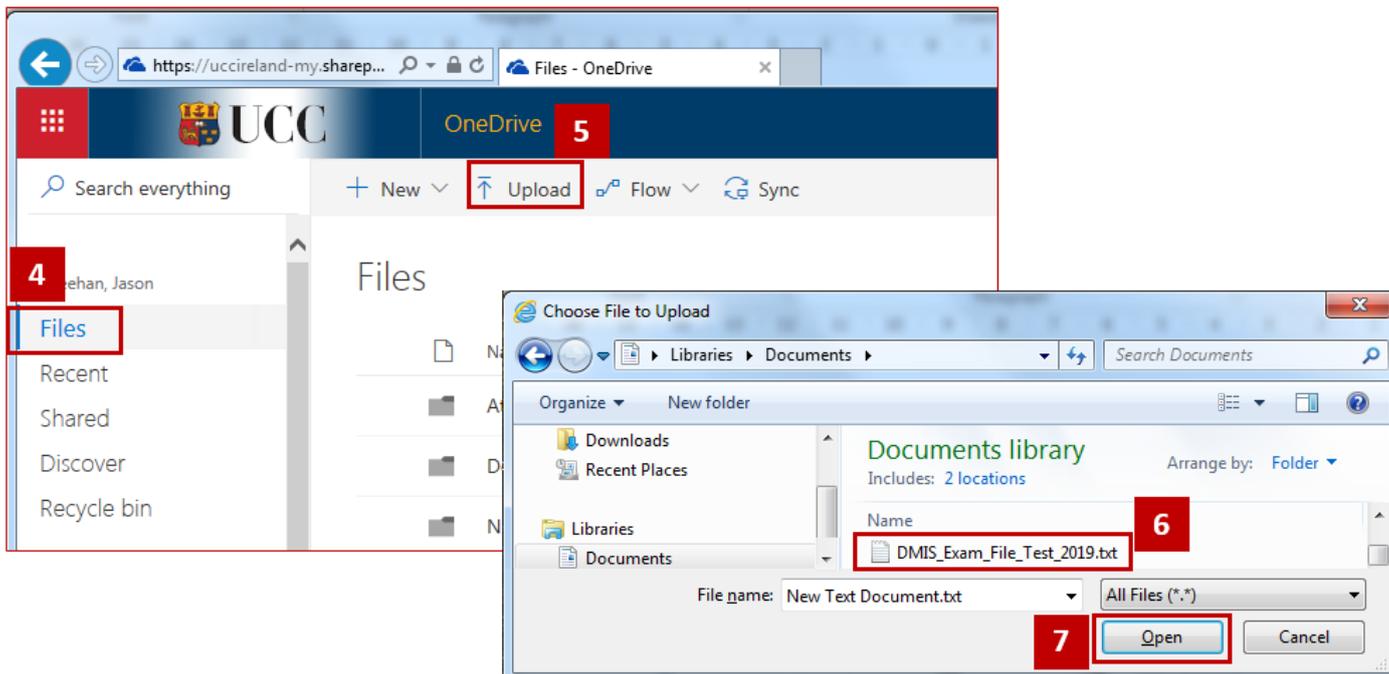


Step 4: The [Files](#) section should be automatically selected for you. If not, please select [Files](#).

Step 5: Select the [Upload](#) option.

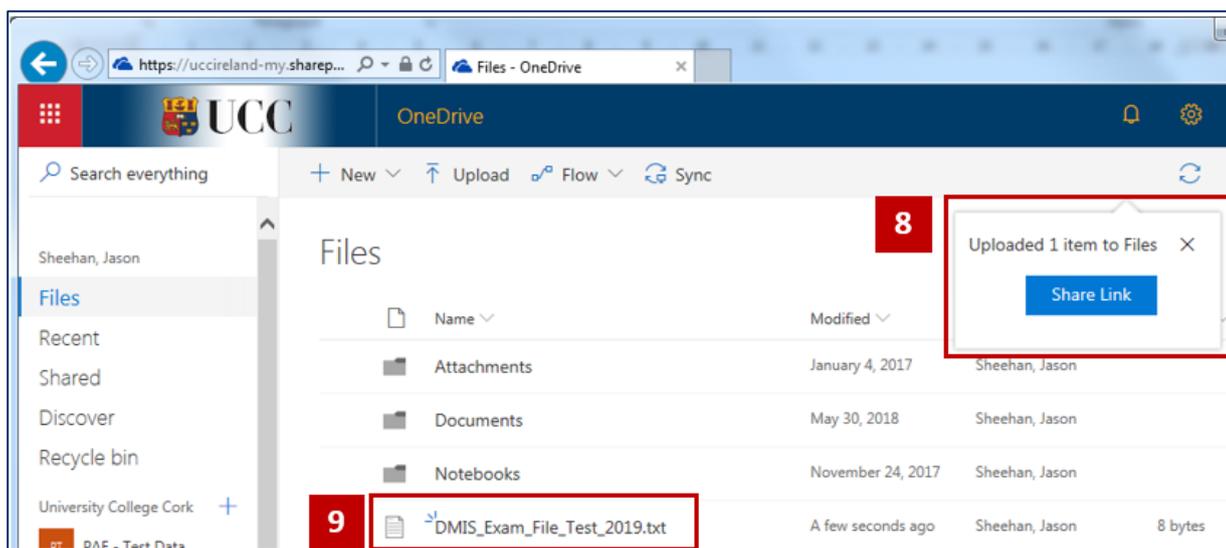
Step 6: Locate your DMIS Exam Mark File on your PC.

Step 7: Select the [Open](#) Button.



Step 8: Observe the message stating – [Uploaded 1 item to Files](#).

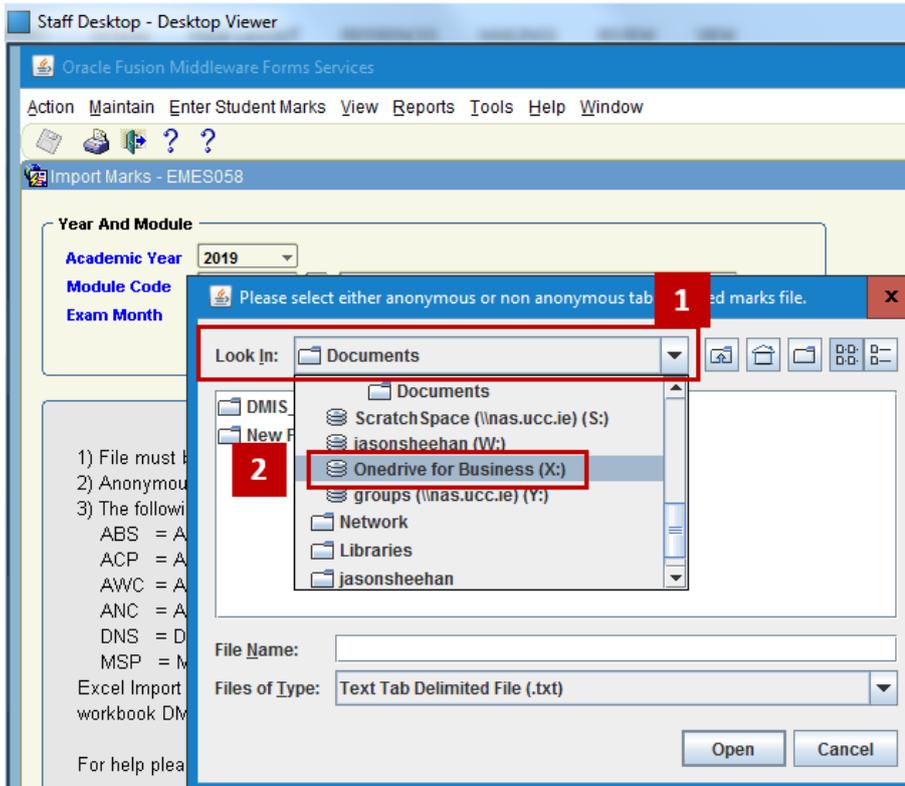
Step 9: Observe that your DMIS Exam Mark file is [now listed](#) in OneDrive.



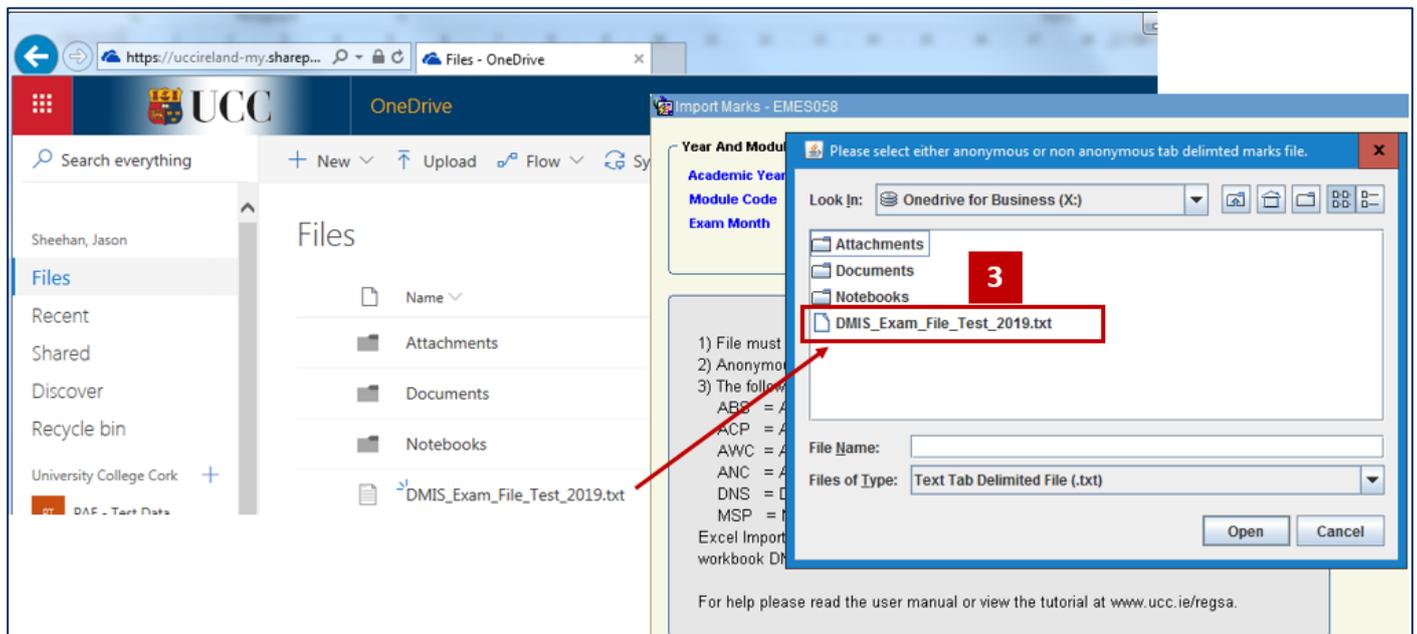
Navigating to OneDrive in DMIS on UCC Virtual App

Step 1: When importing your DMIS Exam Mark File, click on the 'Look In' dropdown arrow.

Step 2: Select 'Onedrive for Business'

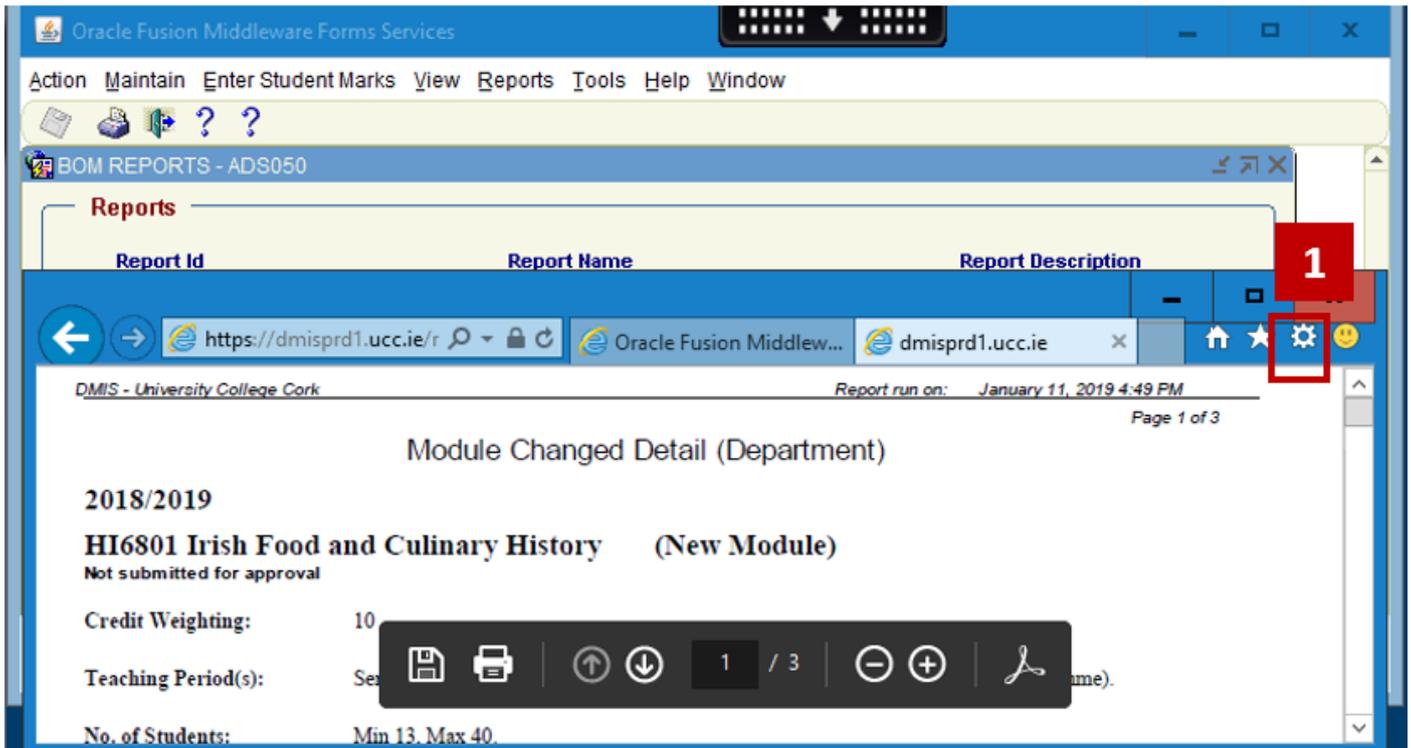


Step 3: The DMIS Exam Mark File that you uploaded to OneDrive is now available for selection in DMIS.

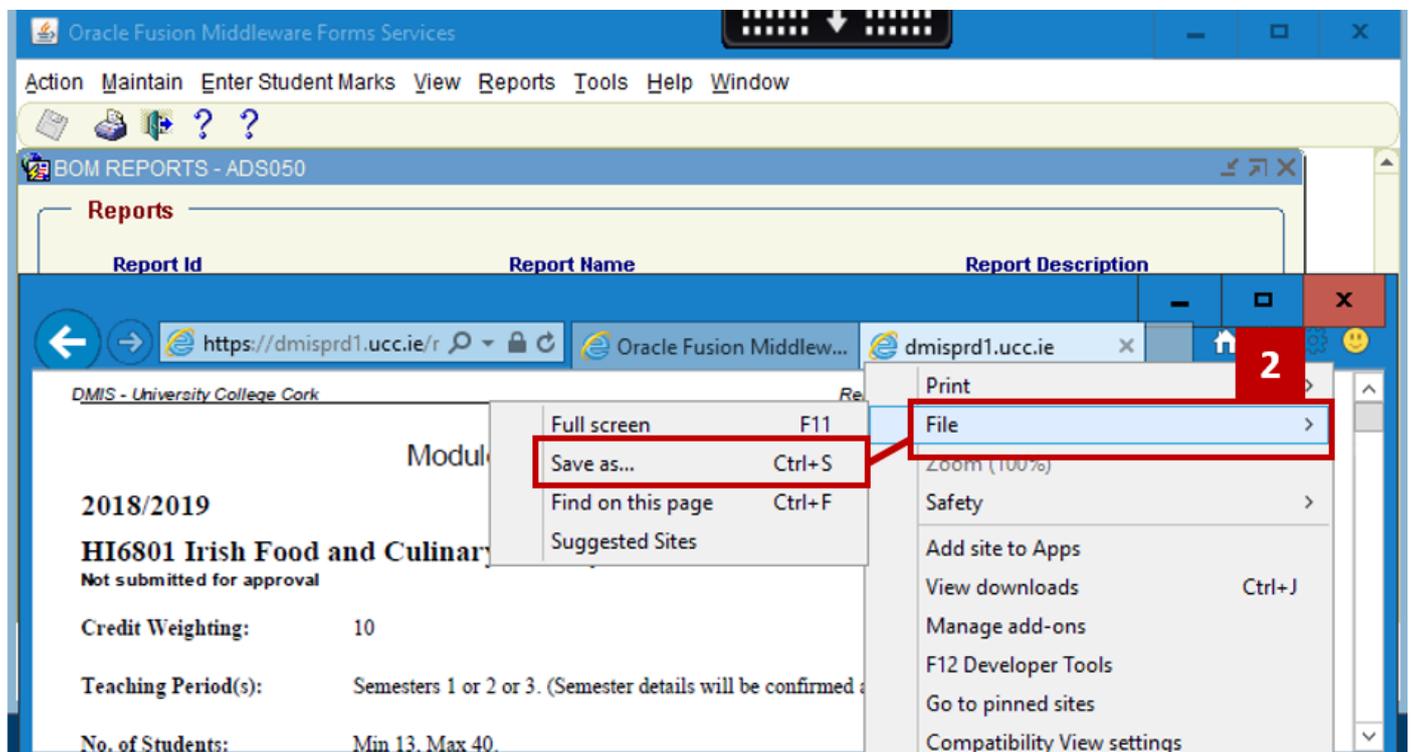


Saving Files / Reports to OneDrive in DMIS on UCC Virtual App

Step 1: When downloading your DMIS Report, click on the Tools Icon in the top right hand corner of the Browser Window.



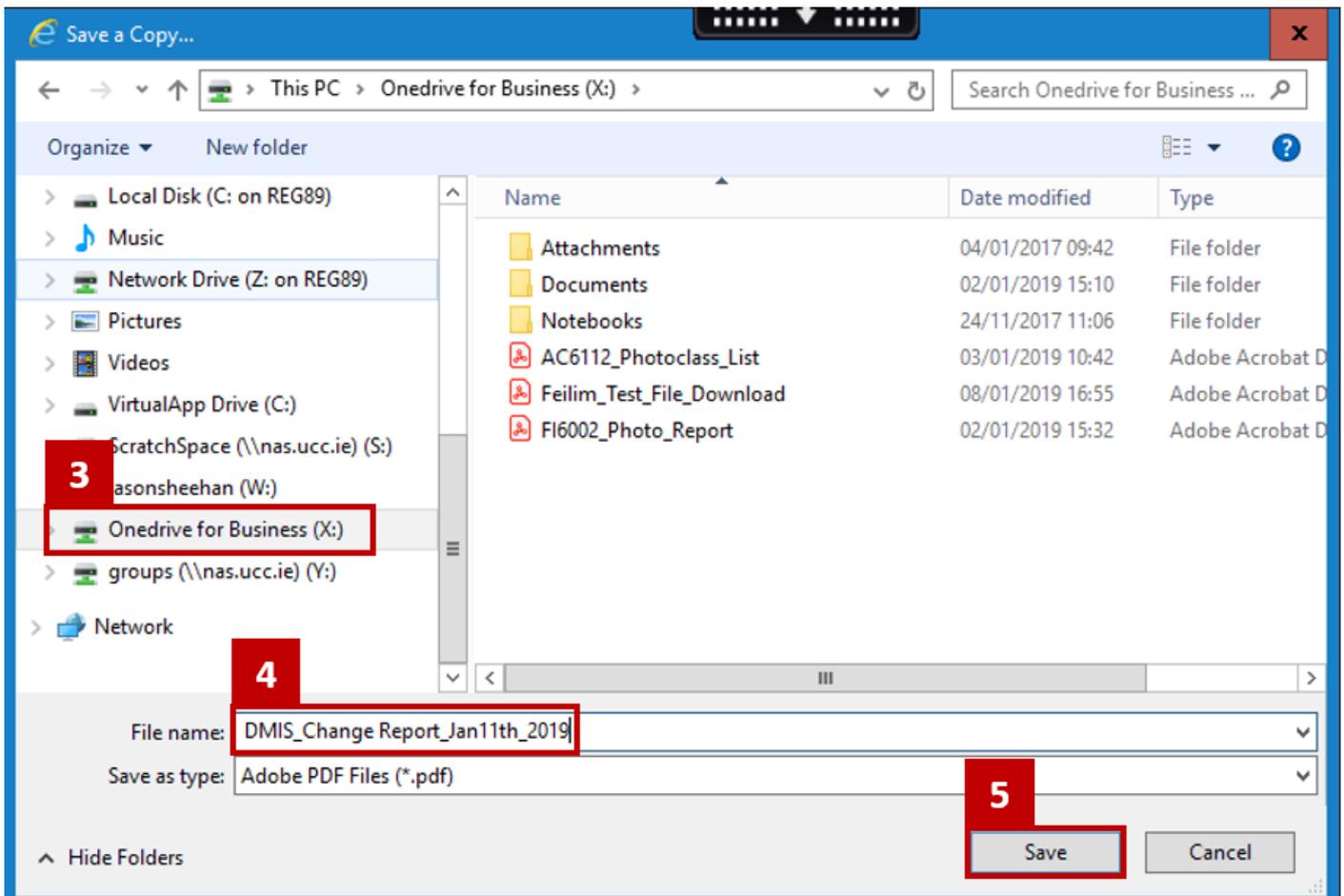
Step 2: Select 'File – Save as'.



Step 3: Select 'Onedrive for Business'.

Step 4: Set the Name of your file as required.

Step 5: Click the Save Button.



Result: Your file is now saved to OneDrive on Microsoft Office 365.