

# DOMS and Interact2

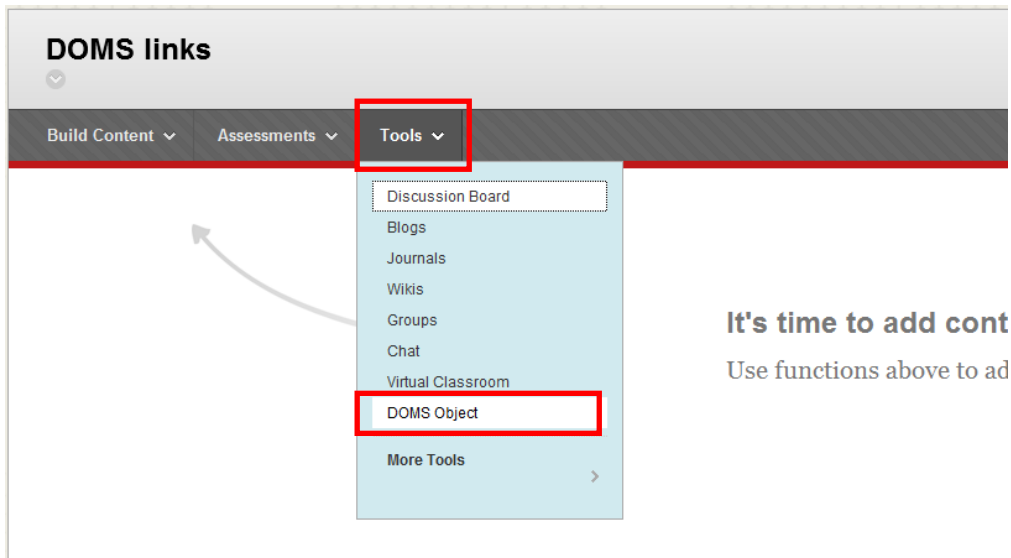
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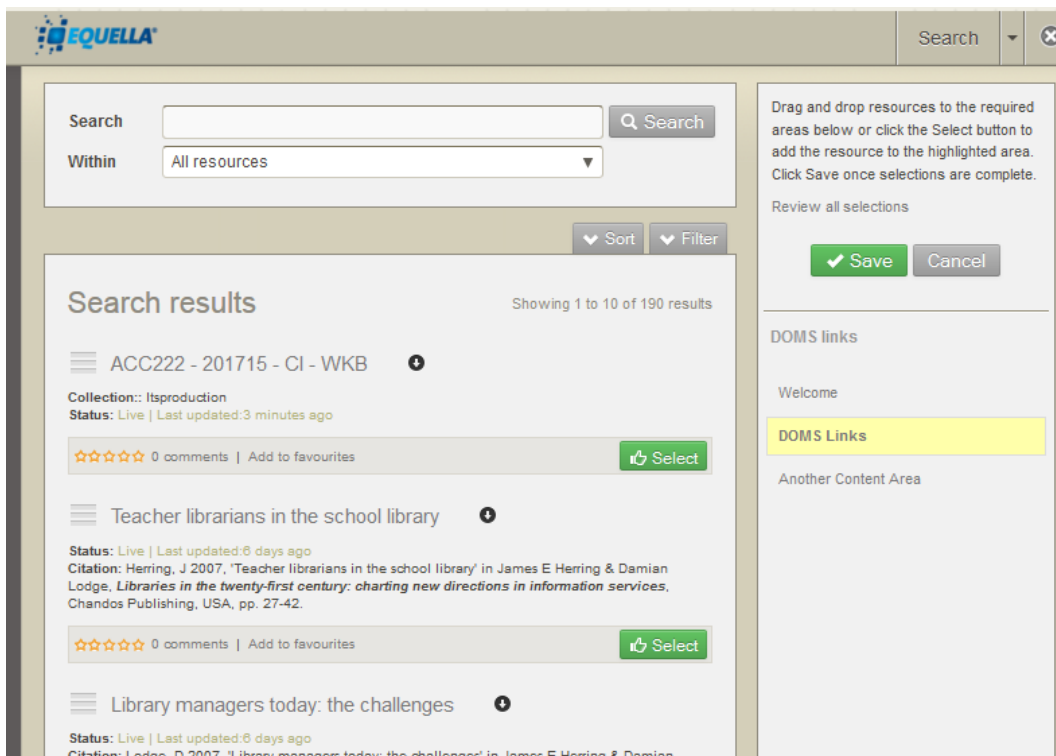
## Content Area – Selecting the DOMS Item Summary or File

Links to items in DOMS can be created via the “Tools” in a “Contents Area” in Interact2.

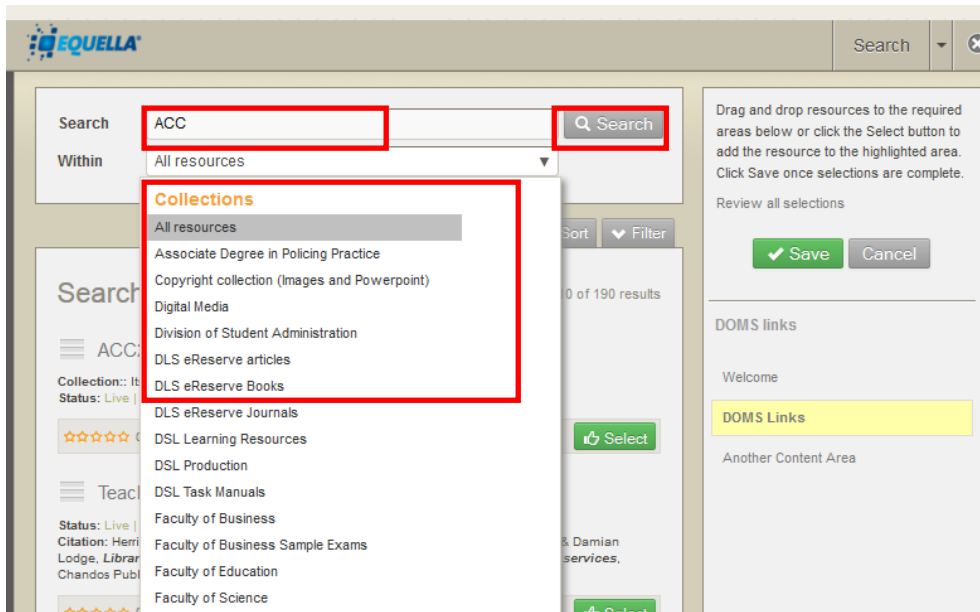
Go to the required Content Area, click on the “Tools” dropdown, then select “DOMS Object”



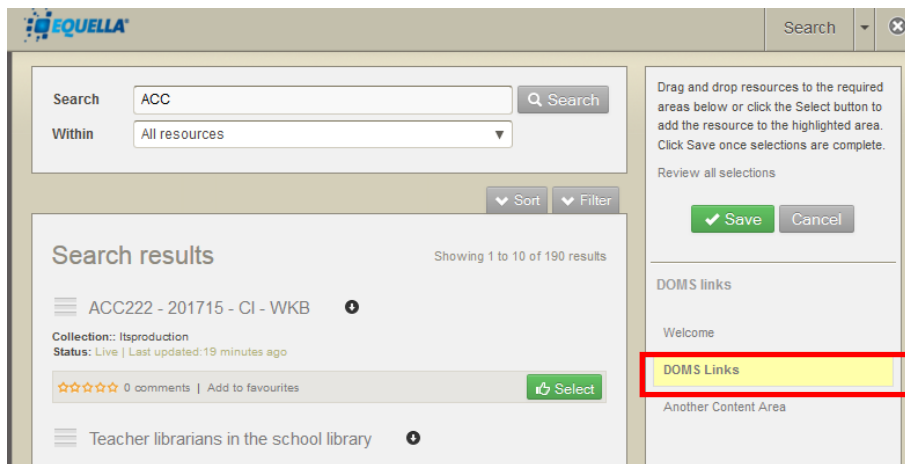
This will open a DOMS search page.



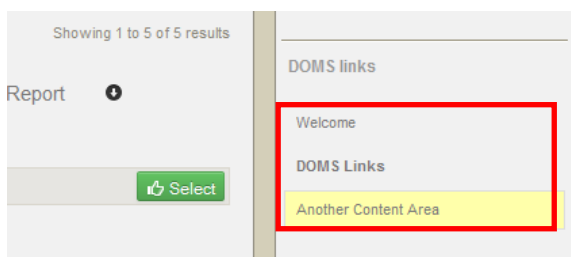
Enter the [search criteria](#) in to find the required item, choosing a specific [collection](#) if desired, then select [Search](#).



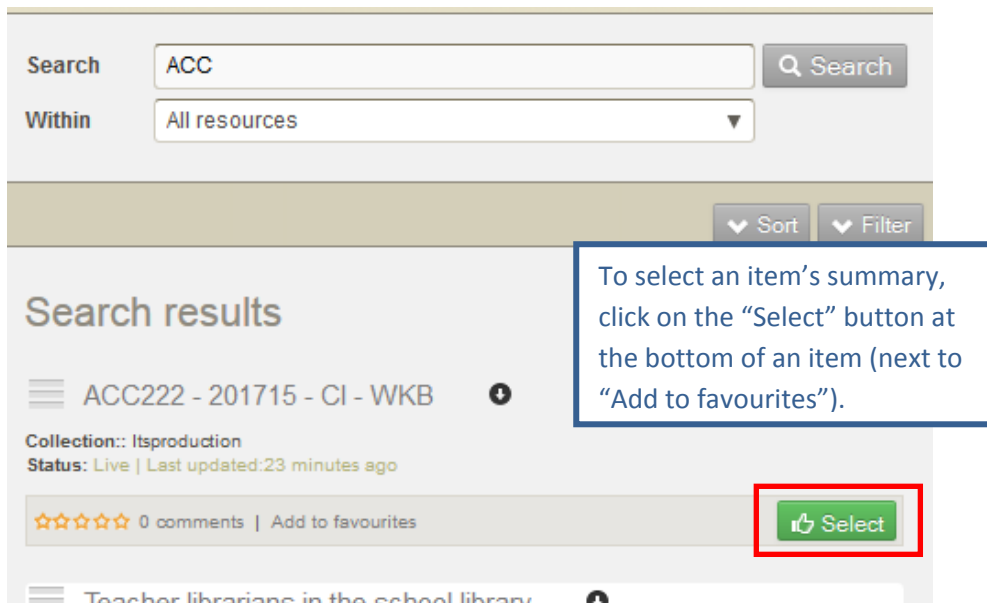
Before selecting a item summary or file from your search, ensure you have the correct content area in i2 selected. The i2 content area that is selected is highlighted in yellow to the right of the screen.



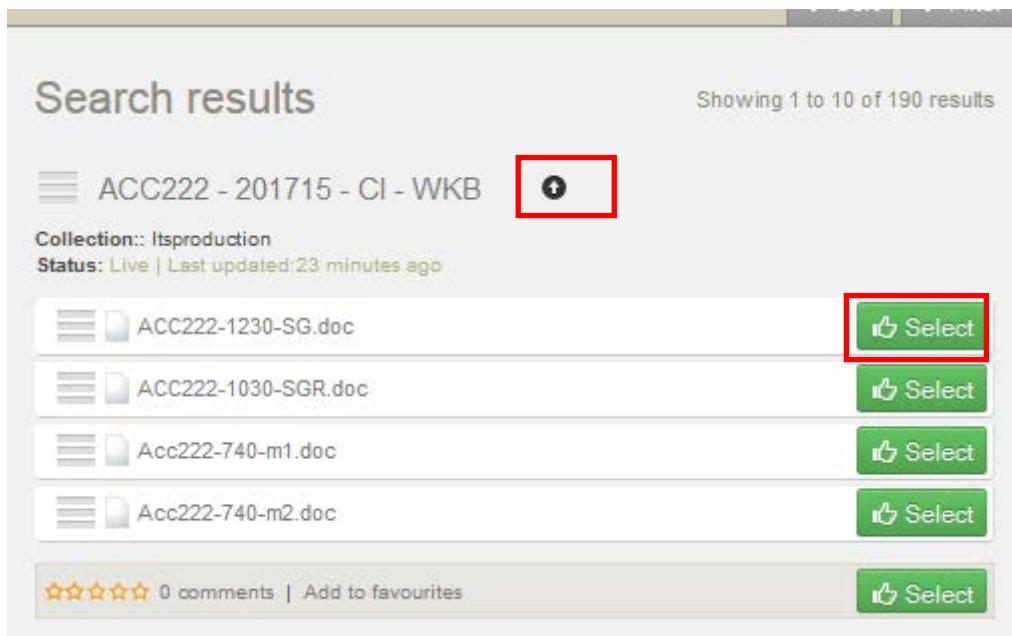
NOTE: You can change the i2 content area selected by clicking on the i2 content area name.



When you find the required item in the search results, you can either select the complete DOMS Item (which includes the item summary and the files).....

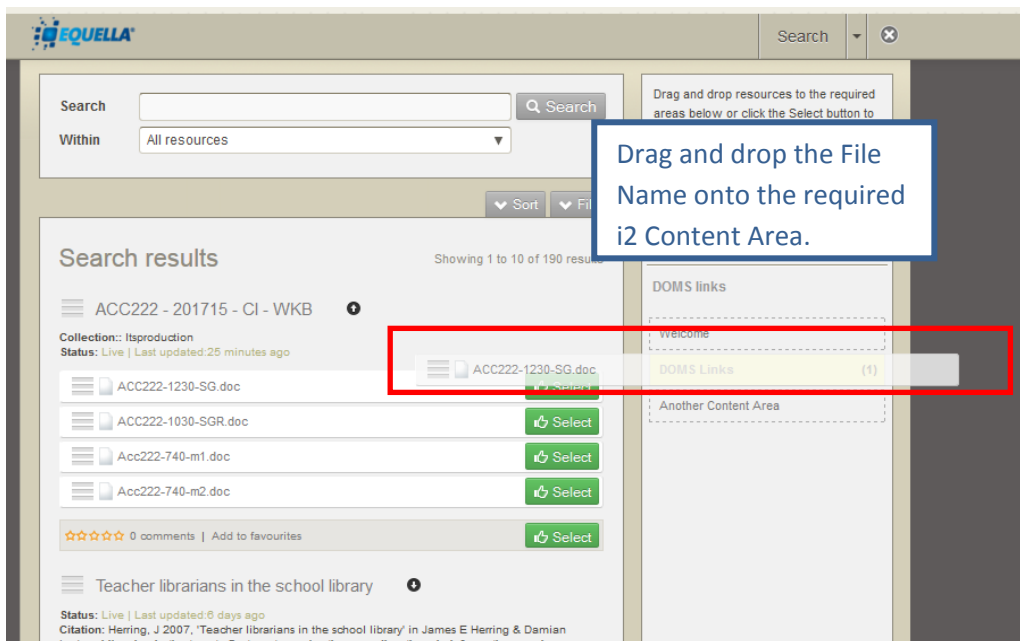
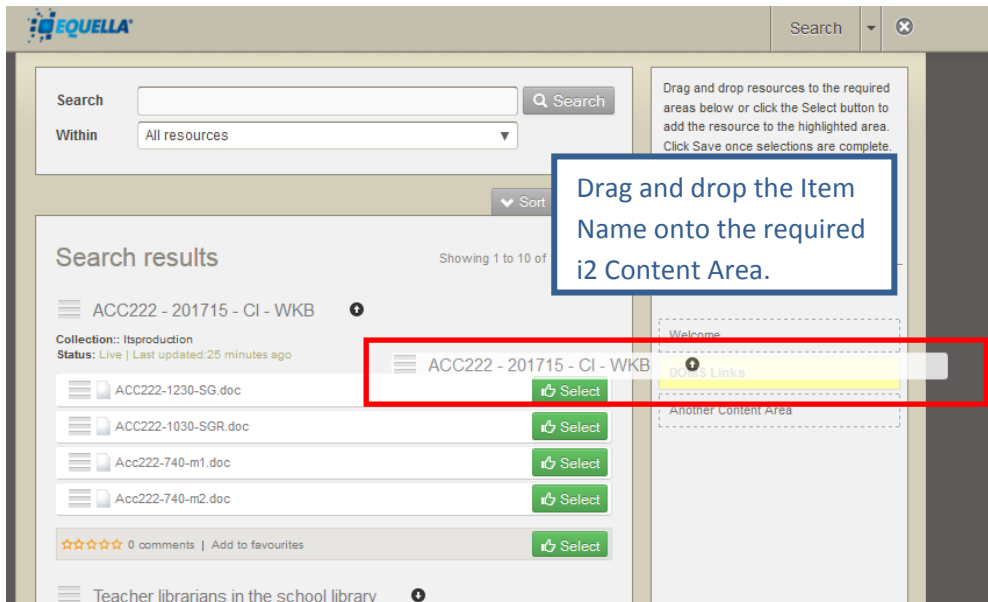


Or a specific file from within that DOMS Item. To choose a specific file, click on the down arrow to the right of the **Item Name** and this will reveal the file/s under this item. Then you can pick the green "select" button to add the DOMS Object to i2....

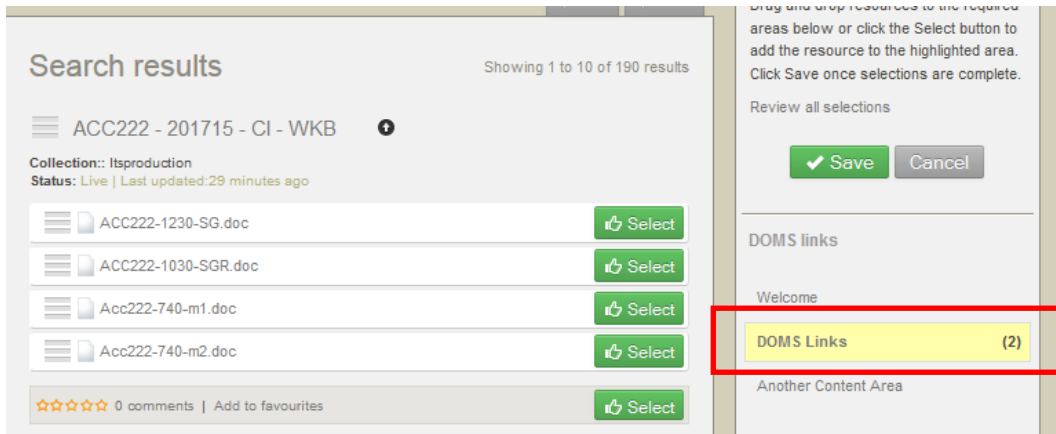


Alternately, you can **drag and drop** either the item or the file/s.

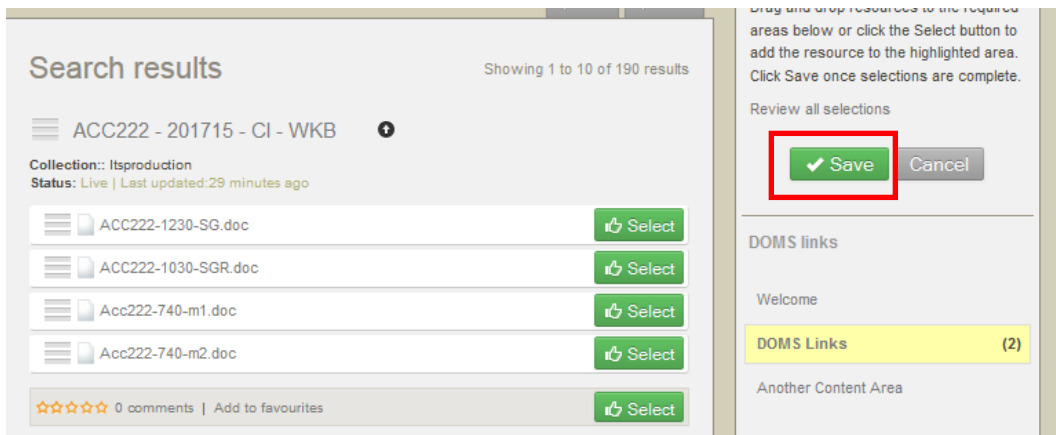
If you are utilising a **Firefox** or **Chrome** browser, you can drag and drop the **Item Name** (which selects the item summary) or the actual file. To do this, mouse over the Item Name or file name. When you see **cross arrows** appear, left mouse click to select this item (or file) to drag and drop onto the i2 content area name.



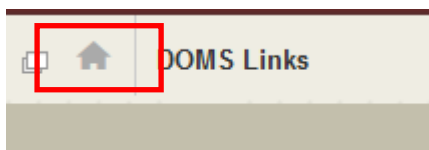
Once you have selected the **DOMS Objects**, the number of objects you have picked will be reflected next the i2 content area.



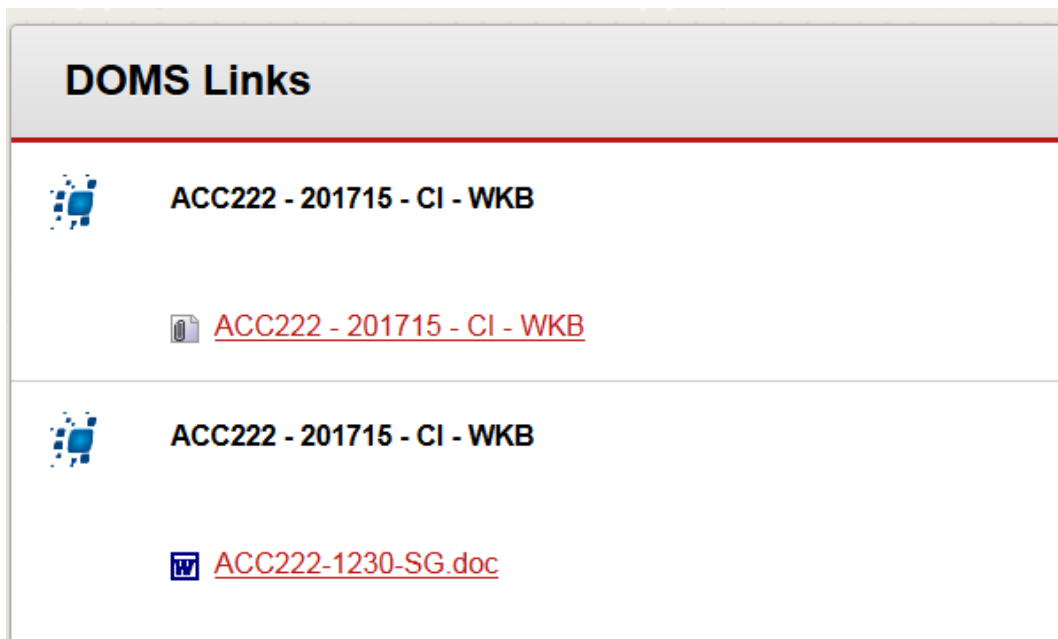
Select “**Save**” to add the selected **DOMS Objects** into the i2 content area.



NOTE: Select “**Cancel**” to go back to the i2 content area without the selected **DOMS Objects**. Alternatively, you can select the home button in the top left-hand side to return to your i2 organisation.




Once saved, the **DOMS Objects** you have selected will now appear in the content area.





**DOMS Links**

 **ACC222 - 201715 - CI - WKB**

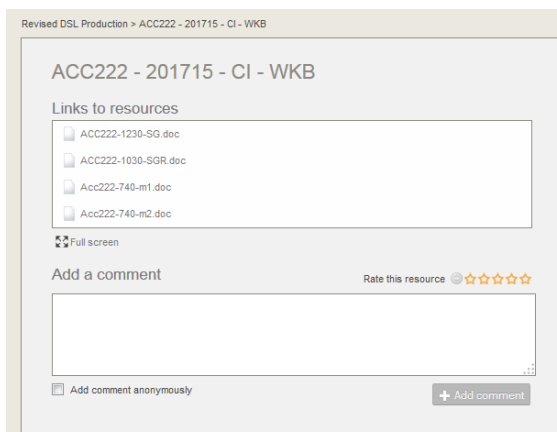
 [ACC222 - 201715 - CI - WKB](#)

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 **ACC222 - 201715 - CI - WKB**

 [ACC222-1230-SG.doc](#)





The top link in the above example is a link to the **Item Summary** in DOMS. If you click on this you get the following.





Revised DSL Production > ACC222 - 201715 - CI - WKB

ACC222 - 201715 - CI - WKB

Links to resources

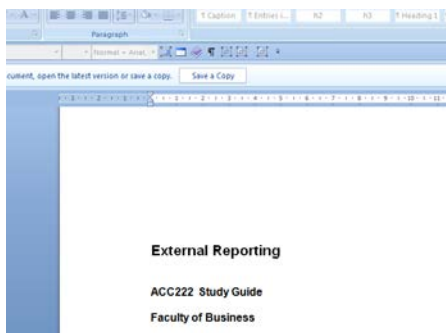
-  ACC222-1230-SG.doc
-  ACC222-1030-SGR.doc
-  Acc222-740-m1.doc
-  Acc222-740-m2.doc

 Full screen

Add a comment Rate this resource 

Add comment anonymously

The second link in the above example is a link to the **actual file** (in this case a WORD file). If you click on this you get the following.



Microsoft Word ribbon: Paragraph, Font, Layout, References, Mailings, Review, Developer, Window, Help.

File menu: File, Home, Insert, Format, Layout, References, Mailings, Review, Developer, Window, Help.

Document content:

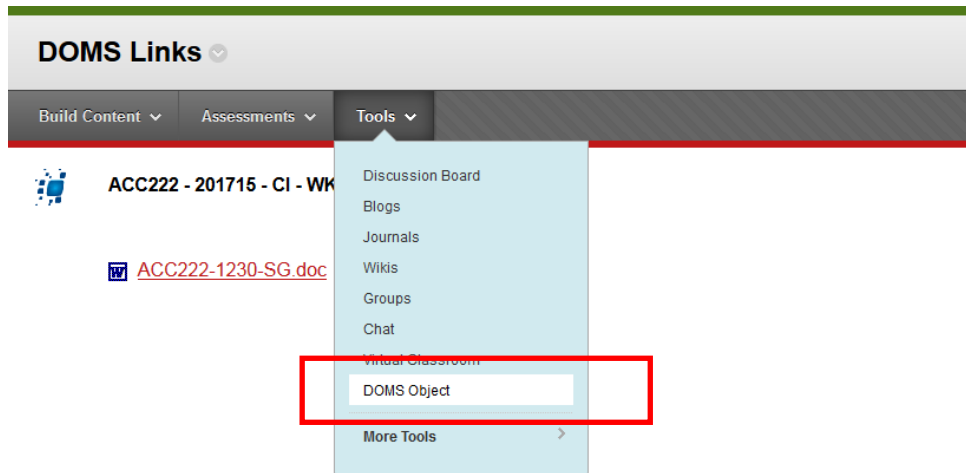
**External Reporting**

ACC222 Study Guide

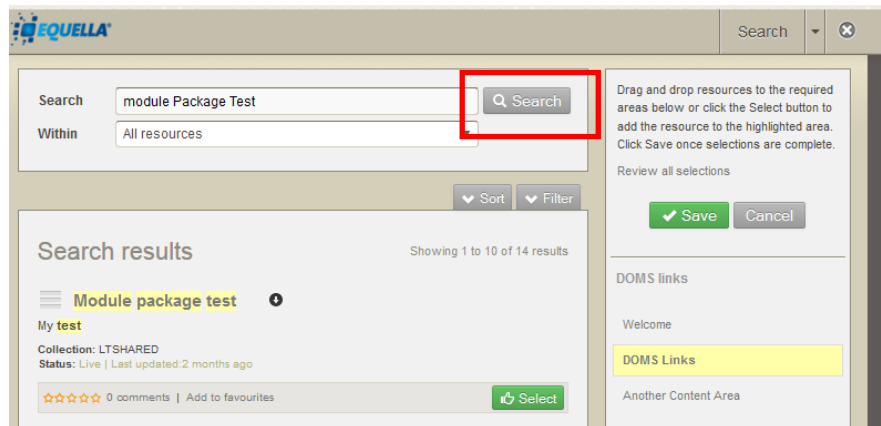
Faculty of Business

## Content Area – Selecting the DOMS Package

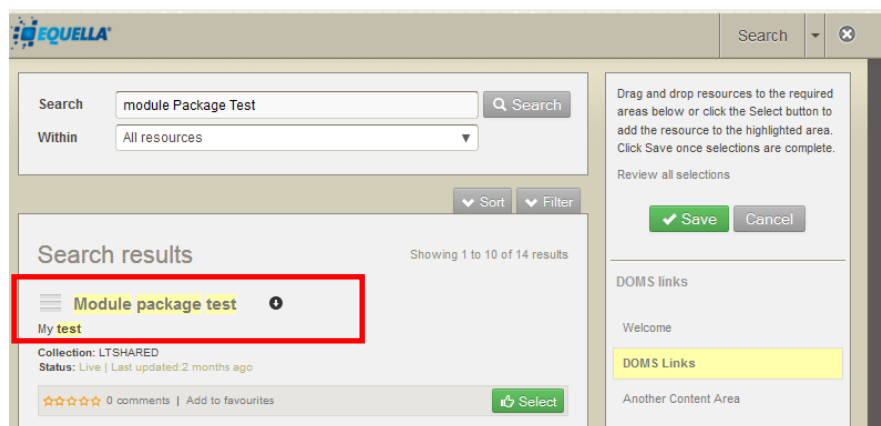
To select a package within DOMS, goto “Tools”, “DOMS Object” to open the DOMS access page.



“Search” for the required DOMS resource.



Click on the Item Name.





This will open the [Item Summary](#) page.

The screenshot shows the 'Item Summary' page for a resource titled 'Module package test'. The page is divided into several sections:

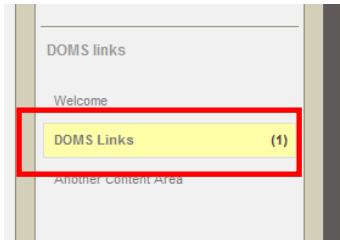
- Description:** My test
- Notes:** Do not use this resource
- Copyright Information:** Public Domain
- Keyword(s):** Action research, Assessment and grading (see also Norm-/criterion-referenced assessment)
- Links to resources:** Includes a search bar with 'Dev FIN320' and a 'Select' button, and a 'Full screen' button with a 'Select package' button.
- Add a comment:** Includes a text area, a 'Rate this resource' section with five stars, and an 'Add comment' button.
- Details:** Owner: Kerrilyn Toal, Collection: Revised Digital Media, Status: Live. Version: 1 (show all), Show moderation history.

On the right side of the page, there is a sidebar with instructions: 'Drag and drop resources to the required areas below or click the Select button to add the resource to the highlighted area. Click Save once selections are complete.' Below this are 'Review all selections' and 'Save'/'Cancel' buttons. The sidebar also contains 'DOMS links' and 'Another Content Area'.

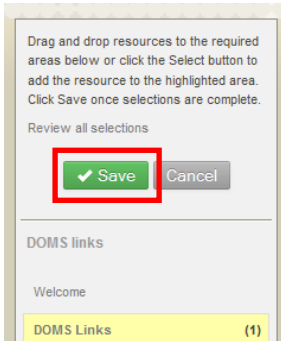
Click on the green “[Select package](#)” button (towards the middle of the page).

This is a close-up screenshot of the 'Links to resources' section. It shows the 'Full screen' button and the 'Select package' button. The 'Select package' button is highlighted with a red rectangular box, indicating it is the target of the instruction.

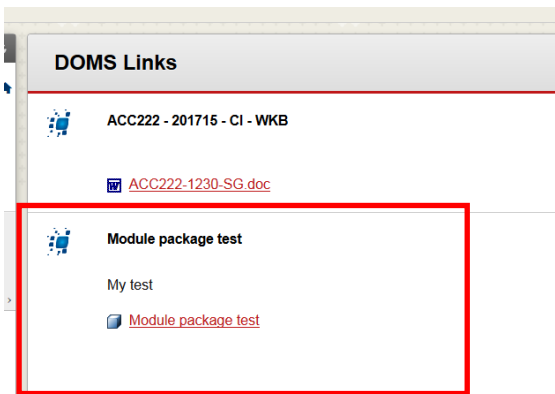
Once you have selected the DOMS package, the number of items you have picked will be reflected next the i2 content area.



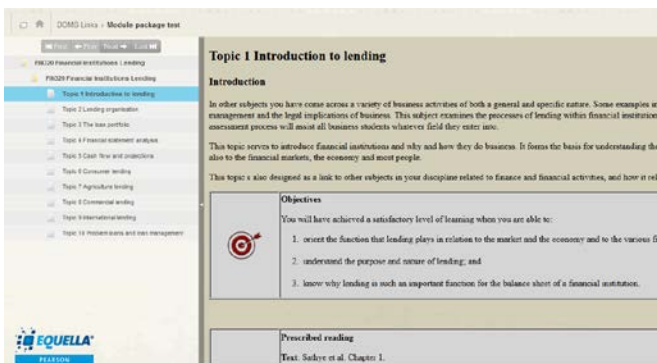
Select “Save” to add the package to your content area.



The package will now appear in the i2 content area.

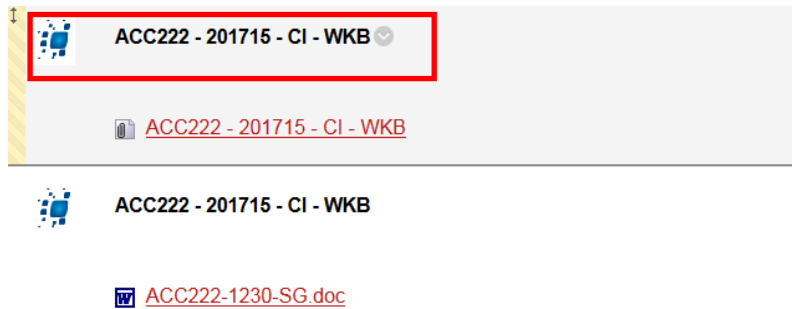


If you click on the “Module package test” link in the above example you get the following.

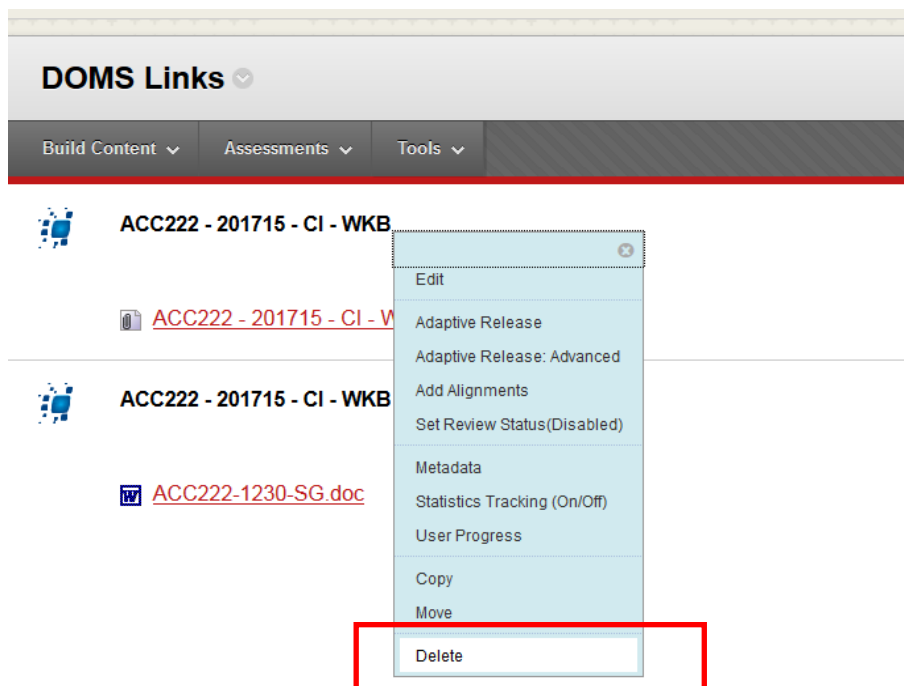


## Content Area – Deleting a DOMS Object

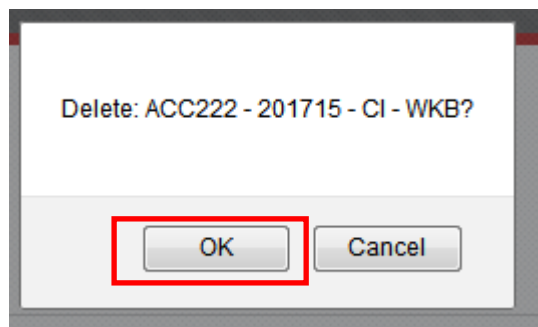
If, at anytime, you want to remove the [DOMS Object](#) from your i2 content area, click on the [DOMS Object](#) you wish to delete.



Then select “Delete” from the drop down menu.



A [pop up message](#) will appear, confirming the deletion. Select “OK” to delete.



## i2 Tools

There are three DOMS tools available within i2. These are:

*DOMS Contribution*

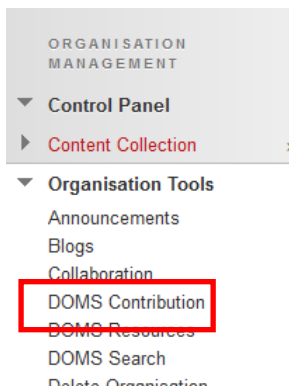
*DOMS Resources*

*DOMS Search*

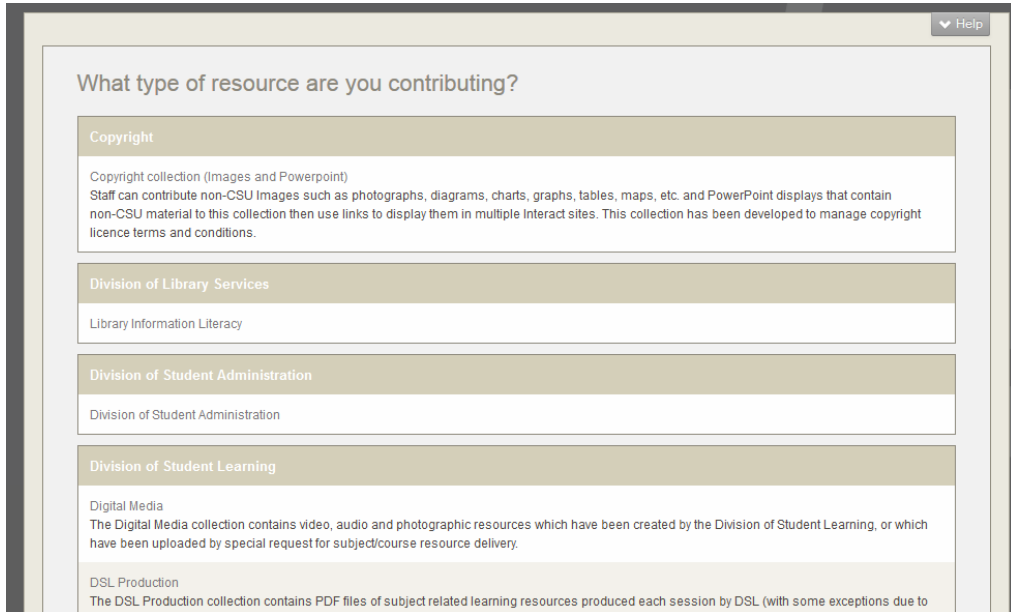


## DOMS Contribution

Access to contribute an item to DOMS is available with the [i2 Tools DOMS Contribution link](#).



Click on this link to contribute an item to DOMS.



What type of resource are you contributing?

Copyright  
Copyright collection (Images and Powerpoint)  
Staff can contribute non-CSU Images such as photographs, diagrams, charts, graphs, tables, maps, etc. and PowerPoint displays that contain non-CSU material to this collection then use links to display them in multiple Interact sites. This collection has been developed to manage copyright licence terms and conditions.

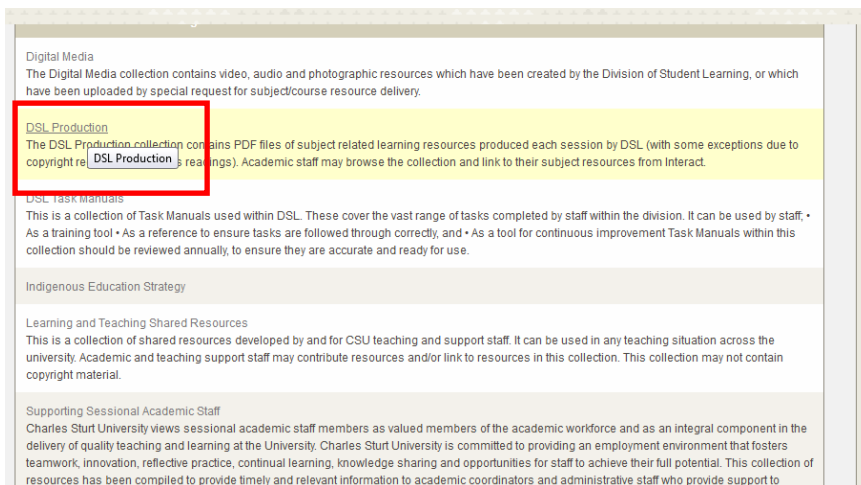
Division of Library Services  
Library Information Literacy

Division of Student Administration  
Division of Student Administration

Division of Student Learning  
Digital Media  
The Digital Media collection contains video, audio and photographic resources which have been created by the Division of Student Learning, or which have been uploaded by special request for subject/course resource delivery.  
DSL Production  
The DSL Production collection contains PDF files of subject related learning resources produced each session by DSL (with some exceptions due to

NOTE: the collections you have access to will vary from person to person.

Select the **collection** you want to contribute to by clicking on the collection name.



Digital Media  
The Digital Media collection contains video, audio and photographic resources which have been created by the Division of Student Learning, or which have been uploaded by special request for subject/course resource delivery.

**DSL Production**  
The DSL Production collection contains PDF files of subject related learning resources produced each session by DSL (with some exceptions due to copyright re DSL Production readings). Academic staff may browse the collection and link to their subject resources from Interact.

DSL Task Manuals  
This is a collection of Task Manuals used within DSL. These cover the vast range of tasks completed by staff within the division. It can be used by staff:  
• As a training tool  
• As a reference to ensure tasks are followed through correctly, and  
• As a tool for continuous improvement Task Manuals within this collection should be reviewed annually, to ensure they are accurate and ready for use.

Indigenous Education Strategy

Learning and Teaching Shared Resources  
This is a collection of shared resources developed by and for CSU teaching and support staff. It can be used in any teaching situation across the university. Academic and teaching support staff may contribute resources and/or link to resources in this collection. This collection may not contain copyright material.

Supporting Sessional Academic Staff  
Charles Sturt University views sessional academic staff members as valued members of the academic workforce and as an integral component in the delivery of quality teaching and learning at the University. Charles Sturt University is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. This collection of resources has been compiled to provide timely and relevant information to academic coordinators and administrative staff who provide support to

Fill in the contribution form *as required* then “Save”.

NOTE: Mandatory fields are marked with a red asterisks\*.

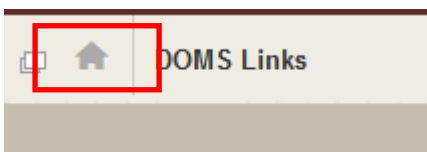
Once you select **Save**, you have three options: **Publish**, **Save draft** OR **Cancel**. Select **Publish** for the item will go live and other users (with appropriate access) can view the item.

DOMS will then display the successful saved screen.

From here, you can choose to contribute another item from the right-hand “Actions” menu.

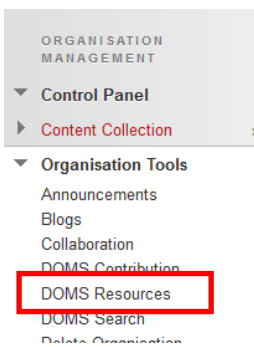


OR you can go back to your i2 site by selecting the [home button](#) in the top left-hand side.

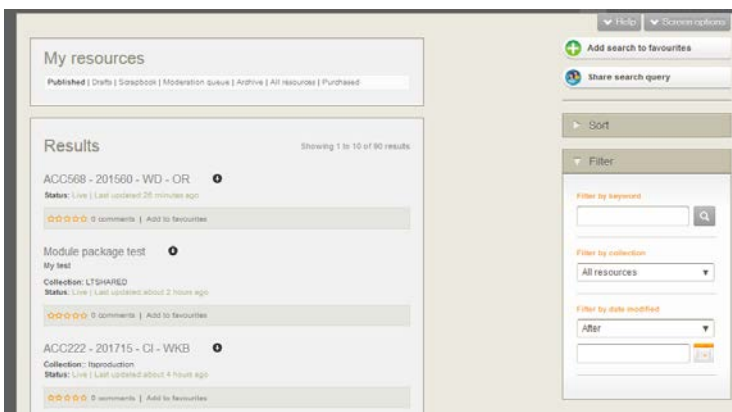


## DOMS Resources

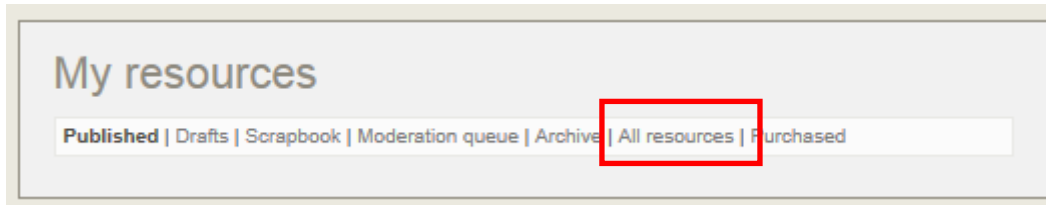
The [DOMS Resources](#) link allows you to view what resources you have contributed to DOMS.



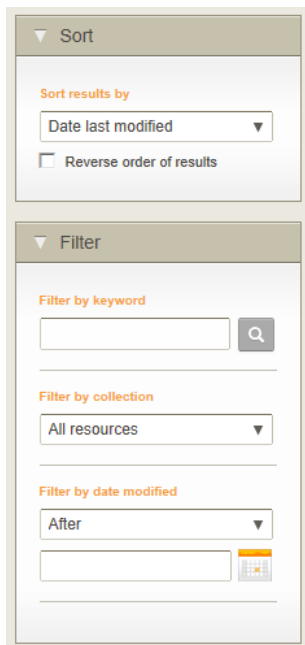
Click on this link to view your items in DOMS.



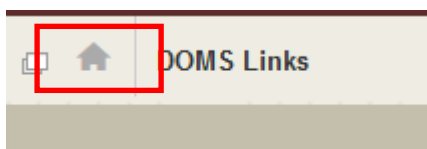
All items *you have contributed* are listed according to the status – e.g. [Published](#), [Drafts](#), [Scrapbook](#), [Moderation queue](#), [Archive](#), [All resources](#), [Purchased](#). Select the item status to view all items *within that status*. i.e. to see all the resources you have contributed, regardless of status, select “[All resources](#)”



You can then “[Sort](#)” and “[Filter](#)” your items with the right hand menus.



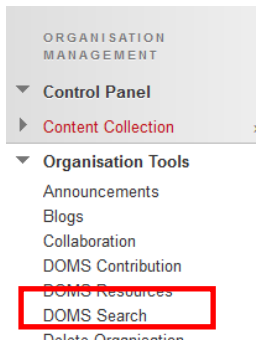
You can go back to your i2 site by selecting the [home button](#) in the top left-hand side.





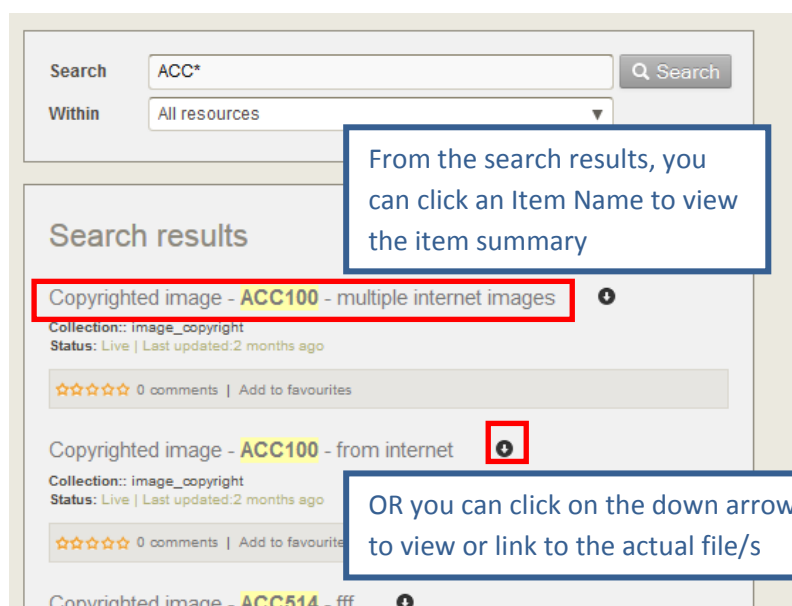
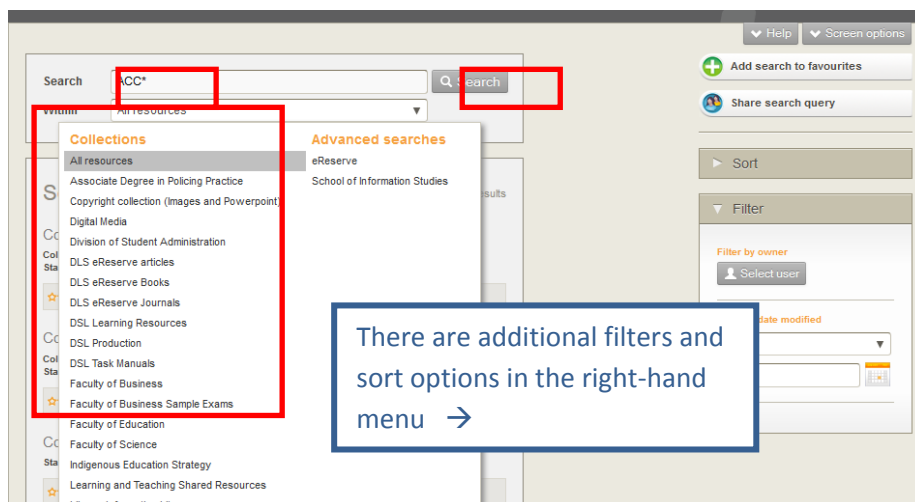
# DOMS Search

The [DOMS Search](#) link allows you to search DOMS.



Click on this link to search DOMS.

Enter the search criteria, select “Within” (if a particular collection is required) and select “Search”.

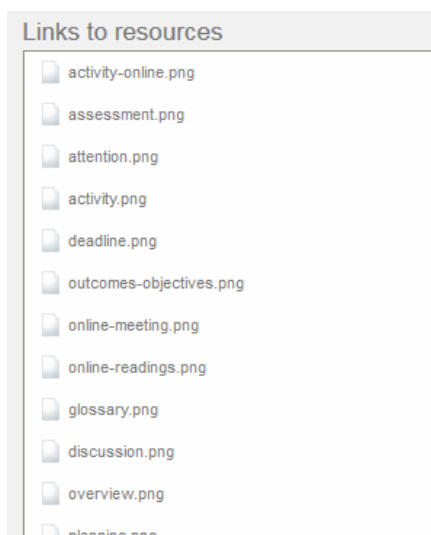


## Inserting Images/Icons from DOMS into i2

**NOTE:** All copyrighted images should be put in the “Copyright(Images and PowerPoint) collection”. Only non-copyright images can go into regular faculty/school collections.

**HINT 1:** If you have to insert the same image/icons over multiple subject sites, rather than searching DOMS each time for the link, create a word doc of the links and use this to update your subject sites. There is an example of a table with such links [below](#).

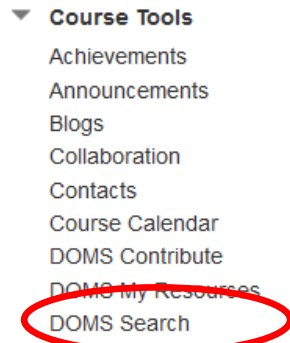
**HINT 2:** You can add multiple images/icons to the one DOMS item – this saves you searching for different items in DOMS for individual images/icons.



**HINT 3:** If you need to update your icon image, replace the existing icon in DOMS with the new image BUT call the new image the SAME NAME – this will ensure any existing links to the given icon will not be broken (minimising the need to visit multiple subject sites be updated with the new image).

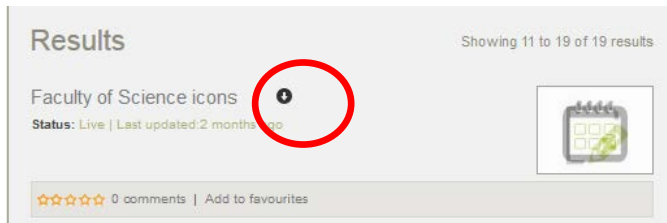
### Step 1:

Open DOMS, search for the icons or images you require. (NOTE: You can open [DOMS](#) within its own webpage OR do this search within i2 under Tools – see below)



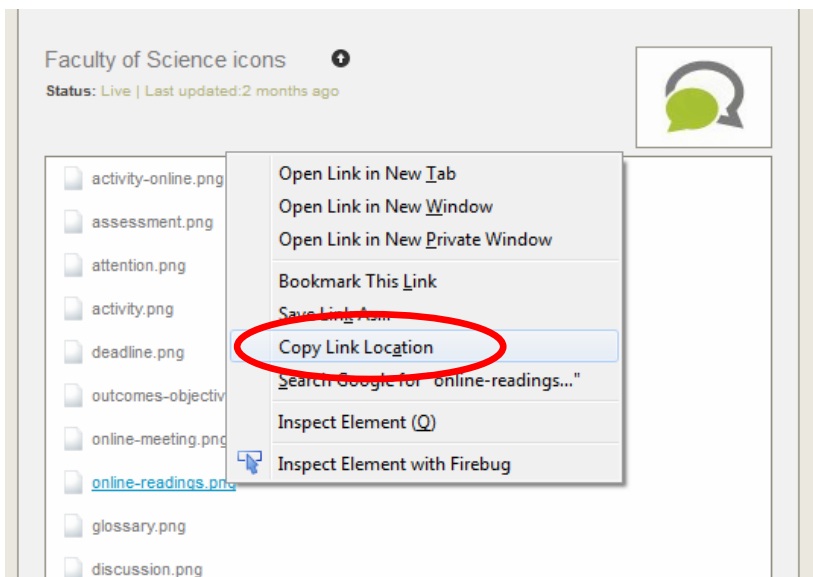
### Step 2:

Click on the [down arrow](#) to access icons or images:



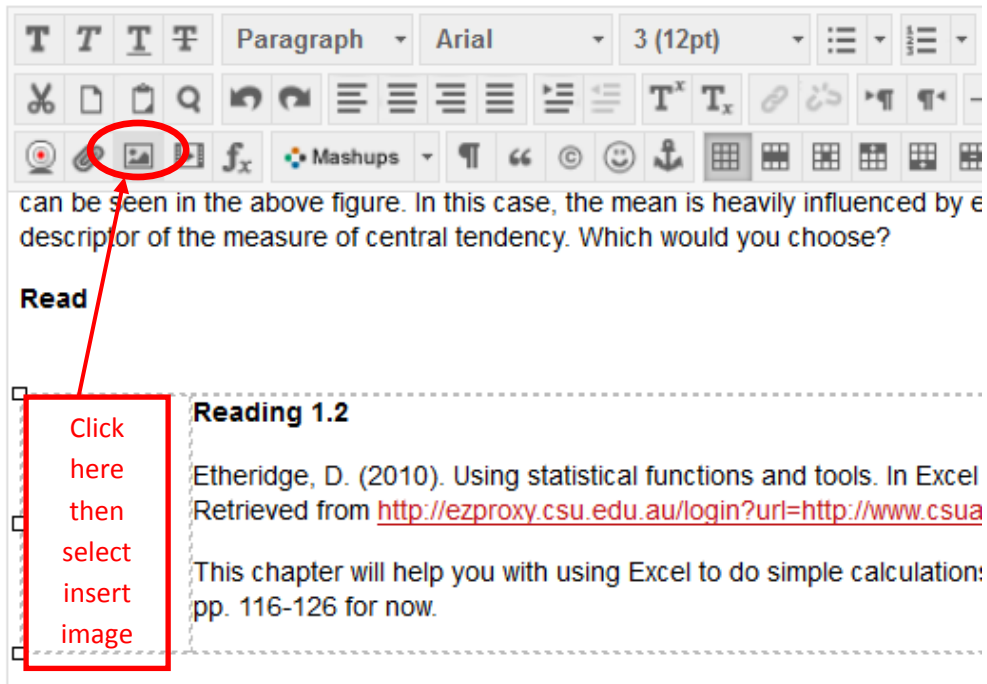
### Step 3:

Right mouse click on required image/icon, and select “[copy link location](#)”:



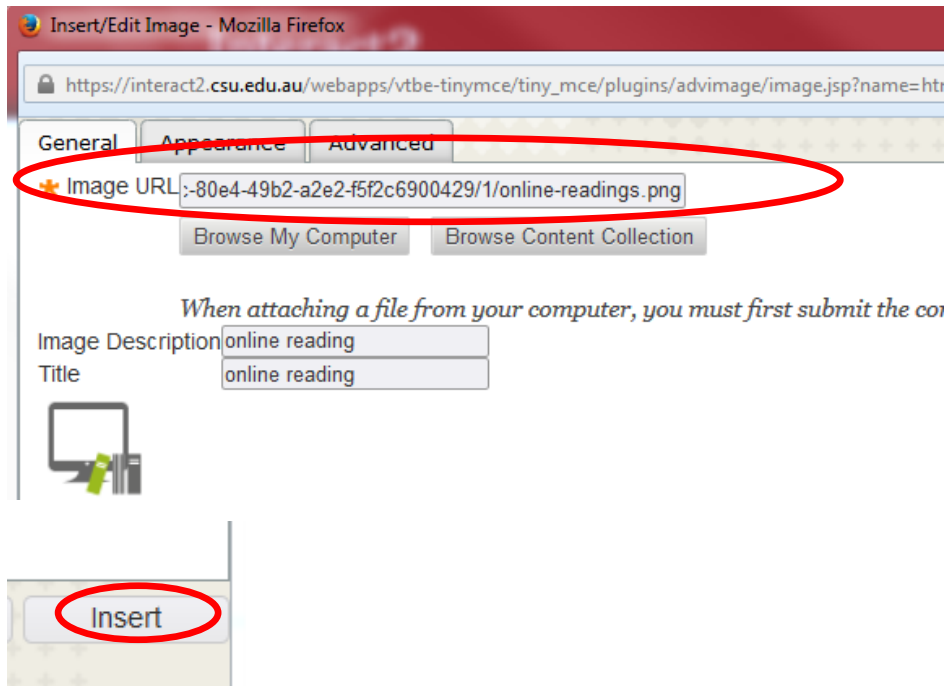
#### Step 4:

Go to the location in i2 where you would like the image. Click in the location and select “insert image”:



#### Step 5:

Paste the copied DOMS link into the “Image URL” in i2. Update the “Image description” and “Title” as necessary and select “insert”



The image will now show in i2:

## Read



### Reading 1.2

Etheridge, D. (2010). Using statistical functions an PivotTables (3rd ed., pp. 116-126). Retrieved from </Read.aspx?p=540089&pg=130>

This chapter will help you with using Excel to do sit

## Template:

Example Template for DOMS icon links in WORD:

Icon Name	DOMS Link (Copy link into i2 "Image URL")
Readings	<a href="https://doms.csu.edu.au/csu/file/da42db8c-80e4-49b2-a2e2-f5f2c6900429/1/readings.png">https://doms.csu.edu.au/csu/file/da42db8c-80e4-49b2-a2e2-f5f2c6900429/1/readings.png</a>
Activity	<a href="https://doms.csu.edu.au/csu/file/da42db8c-80e4-49b2-a2e2-f5f2c6900429/1/activity.png">https://doms.csu.edu.au/csu/file/da42db8c-80e4-49b2-a2e2-f5f2c6900429/1/activity.png</a>
Question	<a href="https://doms.csu.edu.au/csu/file/da42db8c-80e4-49b2-a2e2-f5f2c6900429/1/question.png">https://doms.csu.edu.au/csu/file/da42db8c-80e4-49b2-a2e2-f5f2c6900429/1/question.png</a>

**NOTE:** Example DOMS links above are not active and will not work – this is for example only – in any WORD you create, you can put your live links within your doc.