Degree Audit Reporting System

Planned Courses for Advisors in DARSweb
Open the UA homepage. Click on the ZipLine icon in the bottom right corner of the webpage and login into Zip Line.

On the ZipLine homepage, click on the Faculty/Staff tab. If you do not have a ‘DARS for Advisors’ tab, contact the DARS Office.

Click on the DARS icon

NOTE – It may be necessary to refresh your screen when adding data in DARS. Use the Refresh Button on the Windows toolbar.
If you have the student’s ID number, enter it in the Student Number field and select the Continue button.

or

If needed, you can find the student number by entering the student’s name or you may click on the blue alpha link below. You may use a partial name for first and/or last name if desired.

Press the Search button below name to display a list of students.

Press the Select button next to the desired student.

If the student’s name is not in the list, click on Next Page or Previous Page as needed.
As an advisor there are two primary methods of working with planned courses

1. using the interactive audit (see next page) and

2. using DARwin menu bar features (see page 9)

The difference is that you can specify a grade when using DARwin ‘Planned Courses’ menu feature as compared to the interactive audit where grade of ‘C’ is defaulted by the system.

For the method 1, run and view an audit.
Adding planned courses using DARwin interactive audit.

If you know the course number, add it to the Course Cart by entering the course number, choosing ‘Add to cart’ from the drop down menu and pressing the ‘Go’ button.

Note - the course grade defaults to a ‘C’ with this method.

See page 7 if you do not know the course number.
Adding planned courses using DARwin interactive audit (continued)

Move the courses from the course cart to Planned Courses by checking the checkbox next to the appropriate course(s), choosing ‘Make courses Planned’ from the drop down menu and pressing the ‘Go’ button.

Note - the course grade defaults to a ‘C’ with this method.

Click the View Planned Courses link to view or edit planned courses.

The audit must be rerun before any new or changed planned courses show in the details of the audit.

See end if this document for how to run an audit which includes planned courses.
Adding planned courses using DARwin interactive audit (continued)

If you do not know the course number, make sure all sections are expanded, find the course in the ‘Select From’ line that you want to include and click on the course number (listed in blue with underline).

When the pop up box appears click the ‘Add’ button..

YOUR ASSOCIATE STUDIES REQUIREMENT HAS NOT BEEN SATISFIED.

ASSOCIATE STUDIES REQUIREMENT
BUSINESS MANAGEMENT TECHNOLOGY - GENERAL OPTION

- ENGLISH REQUIREMENT
  COMPLETE THE FOLLOWING COURSE:
  NEEDS: 1 COURSE
  SELECT FROM: 2020:121

- SOCIAL SCIENCE/HUMAN RELATIONS REQUIREMENT
  NEEDS: 1 COURSE
  SELECT FROM: 2040:240

- SOCIAL SCIENCE/ECONOMICS REQUIREMENT
  NEEDS: 1 COURSE
  SELECT FROM: 2040:247 OR 3250:200

- AREA STUDIES/CULTURAL DIVERSITY
  NEEDS: 1 COURSE
  SELECT FROM: 2040:254  2040:256  2040:257  2040:258

- MATH REQUIREMENT
  NEEDS: 1 COURSE
  SELECT FROM: 2030:161 OR 3450:145
Adding planned courses using DARwin interactive audit (continued)

Move the courses from the course cart to Planned Courses by checking the checkbox next to the appropriate course(s), choosing ‘Make courses Planned’ from the drop down menu and pressing the ‘Go’ button.

Note - the course grade defaults to a ‘C’ with this method.

Click the View Planned Courses link to view or edit planned courses.

The audit must be rerun before any new or changed planned courses show in the details of the audit.

See end if this document for how to run an audit which includes planned courses.
Viewing or editing planned courses using DARwin menu bar features.

To view or edit planned course(s) in DARS, click on Planned Courses …View Planned Courses.

To edit planned a planned course click on the course number link desired course.

You may delete planned courses as needed by clicking in the Select for Deletion check box and then selecting the Delete Selections button.
Adding planned courses using DARwin menu bar features.

To add planned course(s) to DARS, click on Planned Courses (on menu bar)...Add Planned Courses.
Adding planned courses using DARwin menu bar features (continued)

The Add Planned screen is displayed. Enter the following data as needed:
- YR/TM (YYYYT) – use the pull down menu
- Course – use only U of Akron courses in subject:catalog format 9999:999
- RCredit – course credit hours
- Grade – enter expected grade
- Title – course title
- Memo – enter comments if desired

Press the **SaveAdd** button to save the data.

**NOTE** – Course ID is not validated by DARS. If an invalid course ID is entered it will NOT be included toward the students’ program requirements.
Adding planned courses using DARwin menu bar features (continued)

The list of planned courses will display after the save.

You may delete planned courses as needed by clicking in the Select for Deletion check box and then selecting the Delete Selections button.
Running an audit that includes Planned Courses

To run a new audit click on Audits / Request New Audit

To include planned courses in the students audit check the Include Planned Courses check box when running the students active program(s).

- - OR - -

check the Include Planned Courses check box under the ‘WHAT IF’ section of the Audit Request when running a proposed student program.
Planned courses on the audit are displayed below

Once you run the audit, the interactive audit will be displayed (with graphs & charts). Select Open All Sections and scroll through the audit. You can view or edit planned courses using the View Planned Courses link or by selecting existing planned courses from the detailed pages in the audit.

THE UNIVERSITY OF REMON PREPARED THIS AUDIT AS A GUIDE TO ASSIST YOU IN REVIEWING YOUR ACADEMIC PROGRESS. WHILE WE STRIVE FOR ACCURACY IN PREPARING THIS AUDIT, YOU ARE RESPONSIBLE FOR CONSULTING WITH ALL GRADUATION REQUIREMENTS. TRANSFER COURSES AND COURSEWORK TAKEN BEFORE FALL 1994 ARE NOT APPEARED IN THIS AUDIT. THEY WILL APPEAR IN THE TRANSSCRIPT RECORD AND THEY MAY BE USED TO SATISFY REQUIREMENTS OR AS ELECTIVES. PLEASE SEE YOUR ADVISOR TO DETERMINE HOW THESE COURSES MAY APPLY.

The Mathematics Requirement for General Studies has been satisfied.

MATHEMATICS: 3 CREDITS

Planned: 3.00 Credits

08S 3450:113 3.00 C >W

This symbol will be shown if planned courses have been used to satisfy the requirement. The audit will also display a ">W" next to a course indicating a planned course.