

Degree Audit Reporting System



Planned Courses for Advisors in DARSweb



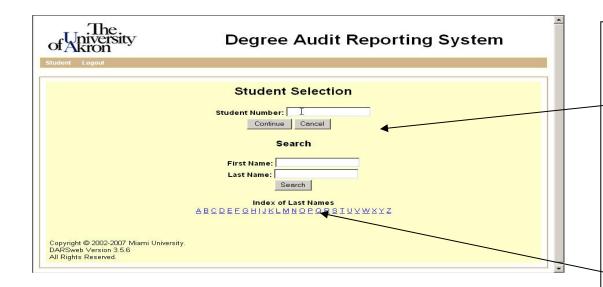


Open the UA homepage. Click on the ZipLine icon in the bottom right corner of the webpage and login into Zip Line.

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 <u>Refresh Button</u> on the Windows toolbar

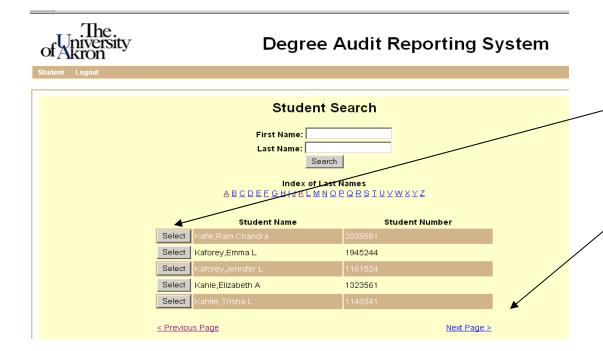


If you have the student's ID number, enter it in the Student Number field and select the Continue button.

or

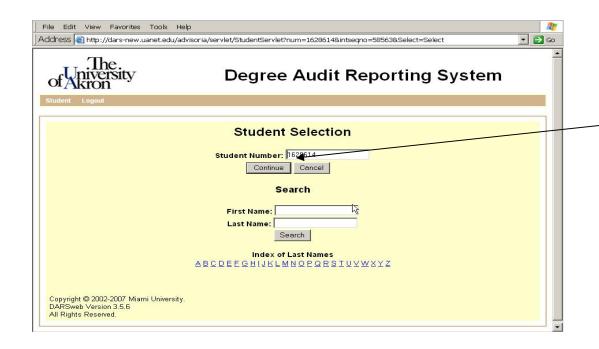
If needed, you can find the student number by entering the student's name or you may click on the blue alpha link below. You may use a partial name for first and/or last name if desired.

Press the <u>Search</u> button below name to display a list of students.



Press the <u>Select</u> 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.



The Student's EMPLID will appear in the Student Number box. Click on the Continue button

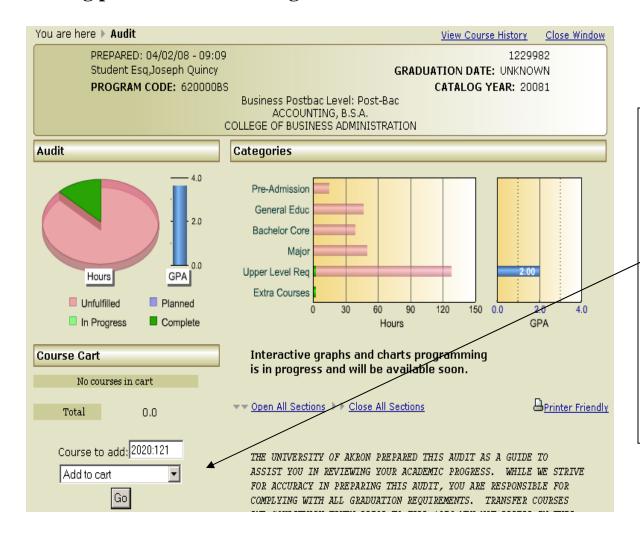
As an advisor there are two primary methods of working with planned courses

- 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.



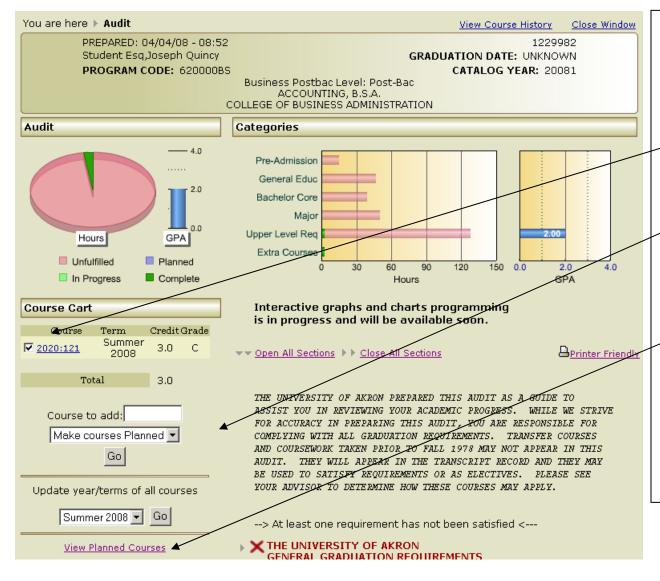
If you know the course number,

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.

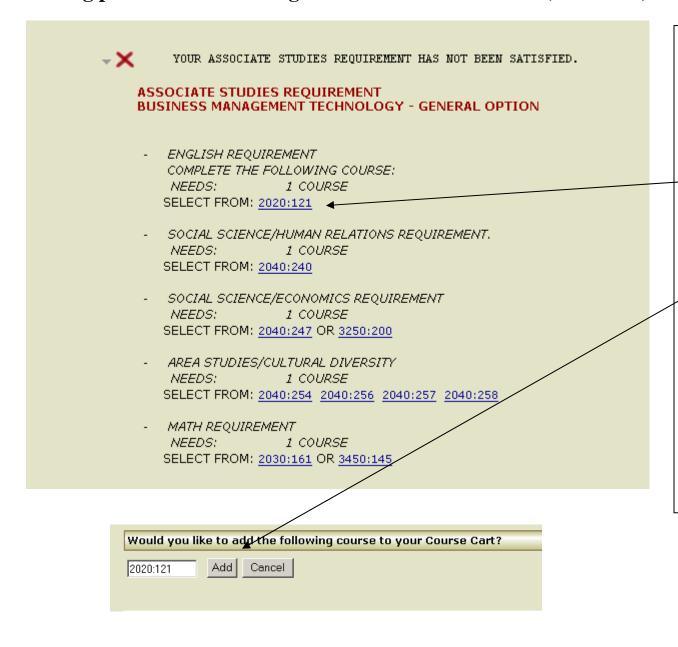
Note - the course grade defaults to a 'C' with this method.

Click the <u>View Planned Courses</u> 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

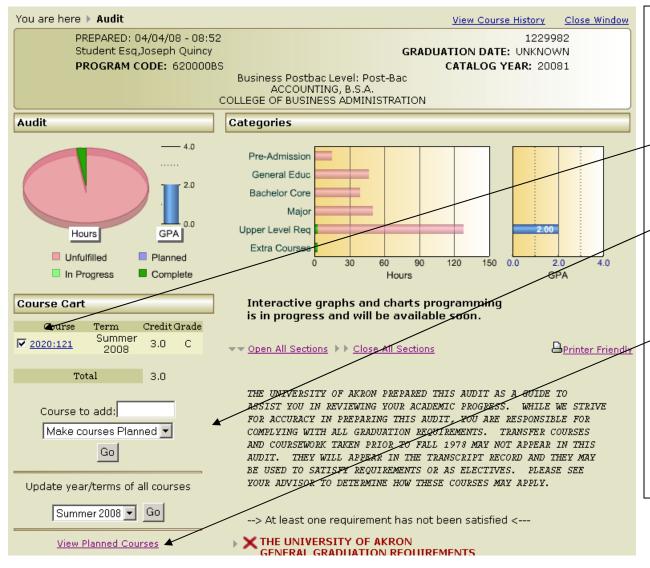
Adding planned courses using DARwin interactive audit (continued)



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..

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.

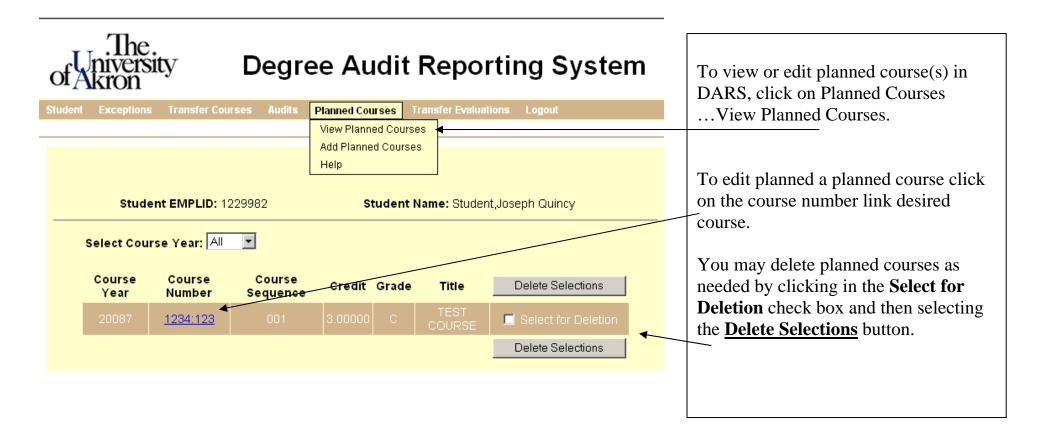
Note - the course grade defaults to a 'C' with this method.

Click the <u>View Planned Courses</u> link to view or edit planned courses.

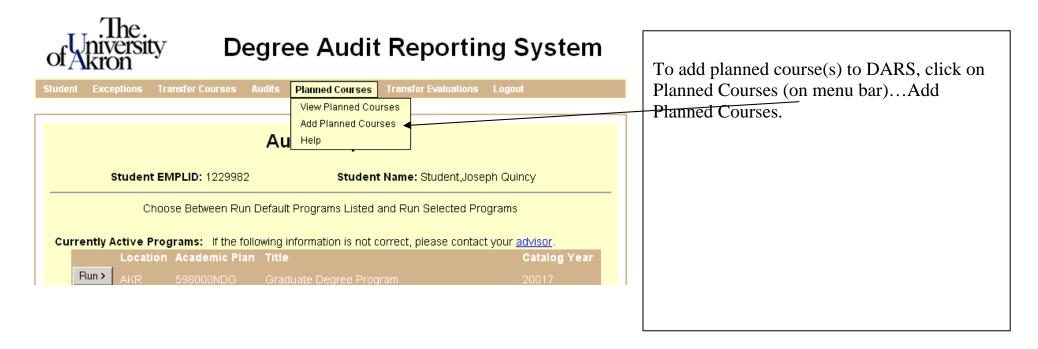
The audit must be rerun before any new or changed planned courses show in the details of the audit.

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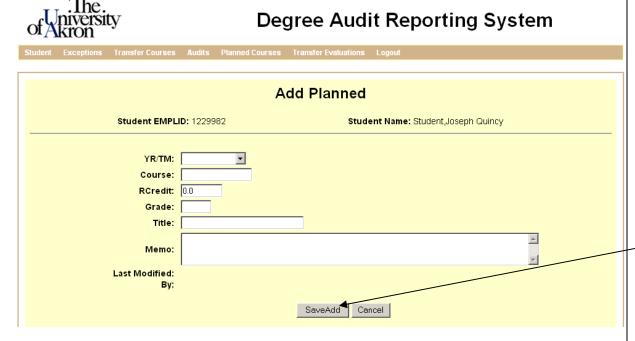
Viewing or editing planned courses using DARwin menu bar features.



Adding planned courses using DARwin menu bar features.



Adding planned courses using DARwin menu bar features (continued)



The Add Planned screen is displayed.

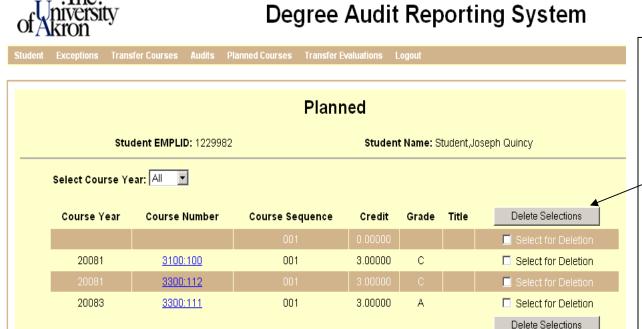
Enter the following data as needed

- 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.

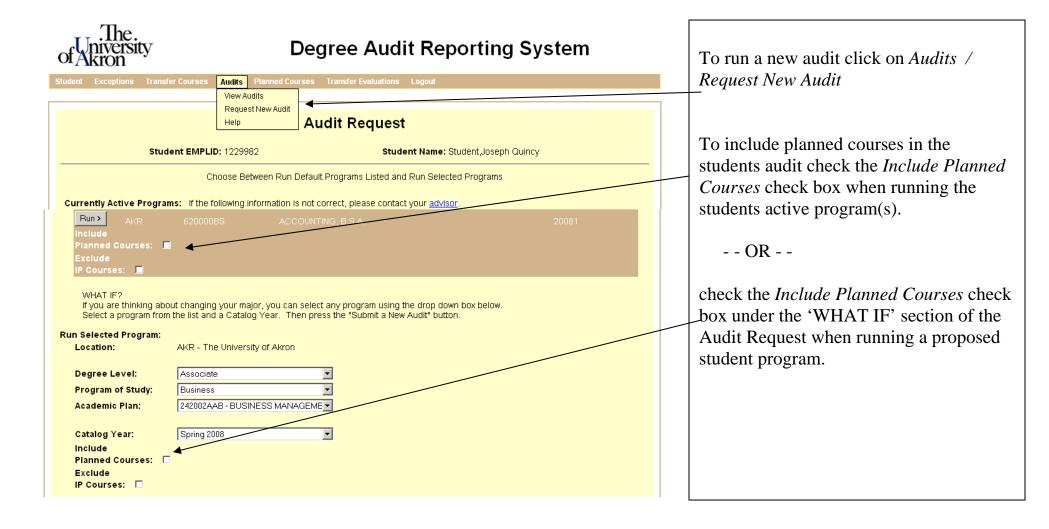
Adding planned courses using DARwin menu bar features (continued)



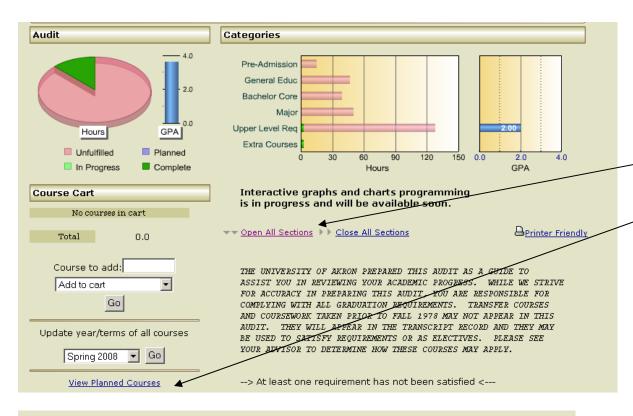
The list of planned courses will display after the save.

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

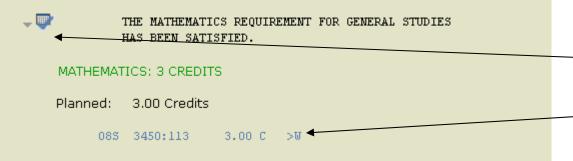


Planned courses on the audit are displayed below



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 <u>View Planned Courses</u> link or by selecting existing planned courses from the detailed pages in the audit.



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.