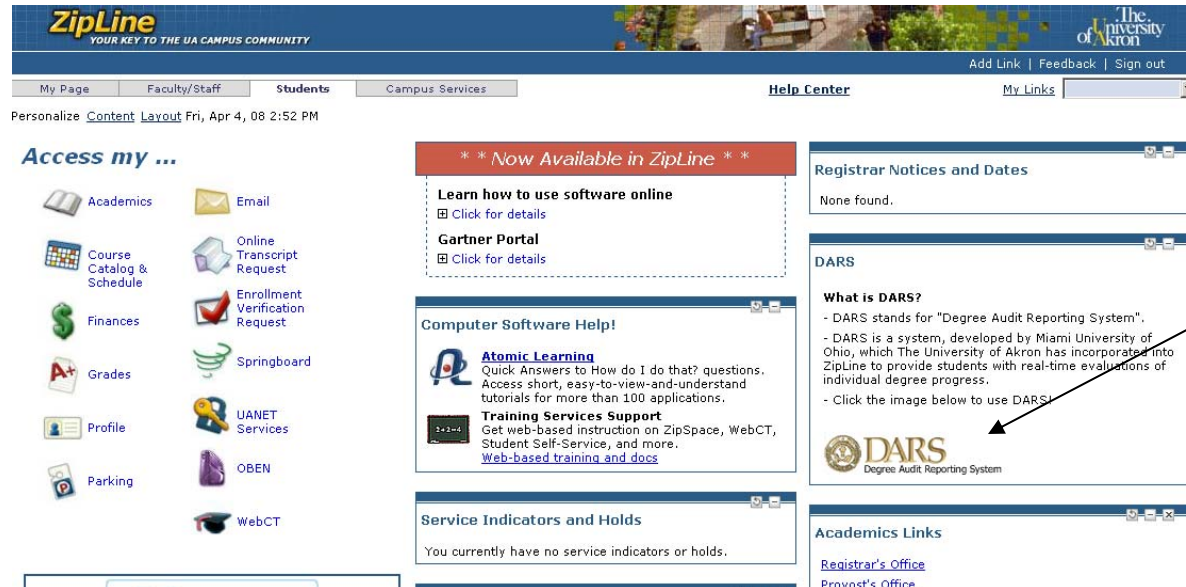**Degree Audit Reporting System**

Planned Courses for Students 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 Students tab. If you do not have a 'DARS' tab contact the Help Desk.

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

As a student there are two primary methods of working with planned courses

1. **using the interactive audit and**
2. **using DARwin menu bar features**

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)

You are here ▶ **Audit**

View Course History   Close Window

PREPARED: 04/04/08 - 08:52   1229982
Student Esq,Joseph Quincy
PROGRAM CODE: 620000BS   **GRADUATION DATE:** UNKNOWN
    CATALOG YEAR: 20081

Business Postbac Level: Post-Bac
ACCOUNTING, B.S.A.
COLLEGE OF BUSINESS ADMINISTRATION

Audit   **Categories**

Hours   GPA

- ■ Unfulfilled   ■ Planned
- ■ In Progress   ■ Complete

Pre-Admission
General Educ
Bachelor Core
Major
Upper Level Req
Extra Courses

Course Cart

Course	Term	Credit	Grade
☑ 2020:121	Summer 2008	3.0	C
Total		3.0	

Course to add: [   ]

[Make courses Planned ▼]

[Go]

Update year/terms of all courses

[Summer 2008 ▼] [Go]

View Planned Courses

Interactive graphs and charts programming
is in progress and will be available soon.

▼▼ Open All Sections ▶▶ Close All Sections   🖨Printer Friendly

THE UNIVERSITY OF AKRON 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
COMPLYING WITH ALL GRADUATION REQUIREMENTS. TRANSFER COURSES
AND COURSEWORK TAKEN PRIOR TO FALL 1978 MAY NOT APPEAR IN THIS
AUDIT. THEY WILL APPEAR IN THE TRANSCRIPT RECORD AND THEY MAY
BE USED TO SATISFY REQUIREMENTS OR AS ELECTIVES. PLEASE SEE
YOUR ADVISOR TO DETERMINE HOW THESE COURSES MAY APPLY.

--> At least one requirement has not been satisfied <---

▶ ✖ **THE UNIVERSITY OF AKRON**
   GENERAL GRADUATION REQUIREMENTS

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
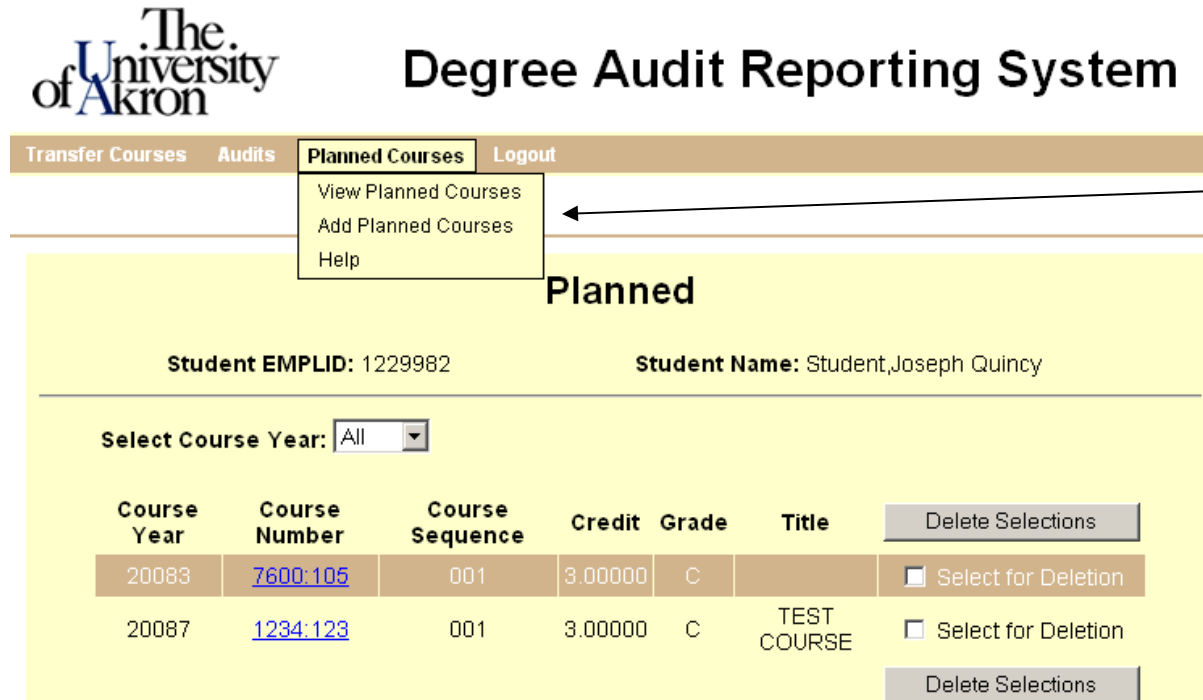
Adding planned courses using DARwin interactive audit (continued)

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

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..

Would you like to add the following course to your Course Cart?

2020:121   Add   Cancel

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)

Degree Audit Reporting System

Transfer Courses   Audits   Planned Courses   Logout

Planned

Student EMPLID: 1229982   **Student Name:** Student,Joseph Quincy

Select Course Year: All ▾

Course Year	Course Number	Course Sequence	Credit	Grade	Title	Delete Selections
20083	7600:105	001	3.00000	C		☐ Select for Deletion
20087	1234:123	001	3.00000	C	TEST COURSE	☐ Select for Deletion
20091	2222:123	001	4.00000	B+	TEST COURSE 2	☐ Select for Deletion
						Delete Selections

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.

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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.

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.