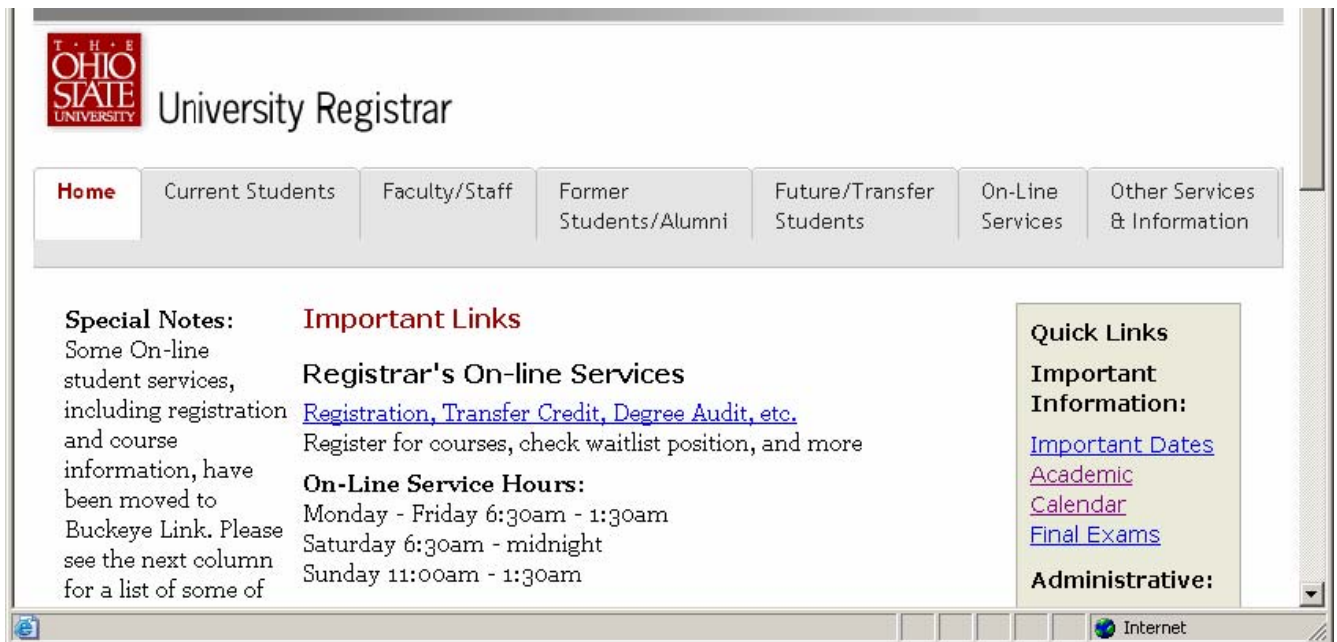
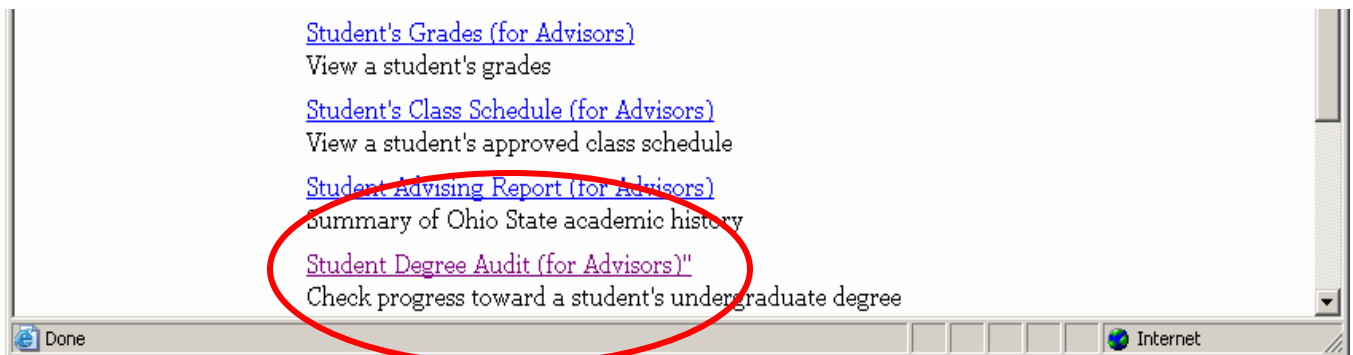


# DARSWeb 3.5 Advisor: How to Run a Degree Audit Report

Step 1. Find University Registrar on the Web (<http://www.ureg.ohio-state.edu>) and select “On-Line Services”



Step 2. Select “Student Degree Audit (for Advisors)”



## Step 3a. Login to OSU Degree Audit Report

OSU Web Services Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://webauth.service.ohio-state.edu/shibboleth/HS?shire=https%3A%2F%2Fdars.osu.edu%2FShibboleth.shire&target=https%3A%2F%2Fdars.osu.edu%2FShibboleth.shire> Go Links >>

The Ohio State University [www.osu.edu](http://www.osu.edu) Help Campus map Find people Search Go

You've requested a web page which requires a user login.

Enter your **OSU Internet Username** (your "lastname.#") and password and click on the **Login** button.

Username:  (example: doe.1)

Password:

Office of Information Technology

[Need an OSU Internet Username?](#)

Forgot your username or password?  
Call the TSC at 614-688-HELP (4357)

[Change your password?](#)

## Step 3b. Login to current or desired college/school

OHIO STATE UNIVERSITY

# DARS Web

## Database Login Parameters

Advisor ID: hampton.4

College:  (dropdown menu open showing list)

- OSU - Ohio State University
- AGR - Food, Agriculture and Environmental Sciences
- AHR - Architecture
- AMP - Allied Medical Professions
- ART - Arts
- ASC - Arts and Sciences
- ATI - Agricultural Technical Institute
- BIO - Biological Sciences
- BUS - Business
- DHY - Dental Hygiene
- EDU - Education

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Done Internet

**You should select the college/school that “owns” the particular program that you will be working with or the**

school in which you wish to post exceptions. Generally, this is your own college/school but may be different if the student with whom you are working is looking at options outside of your college/school.

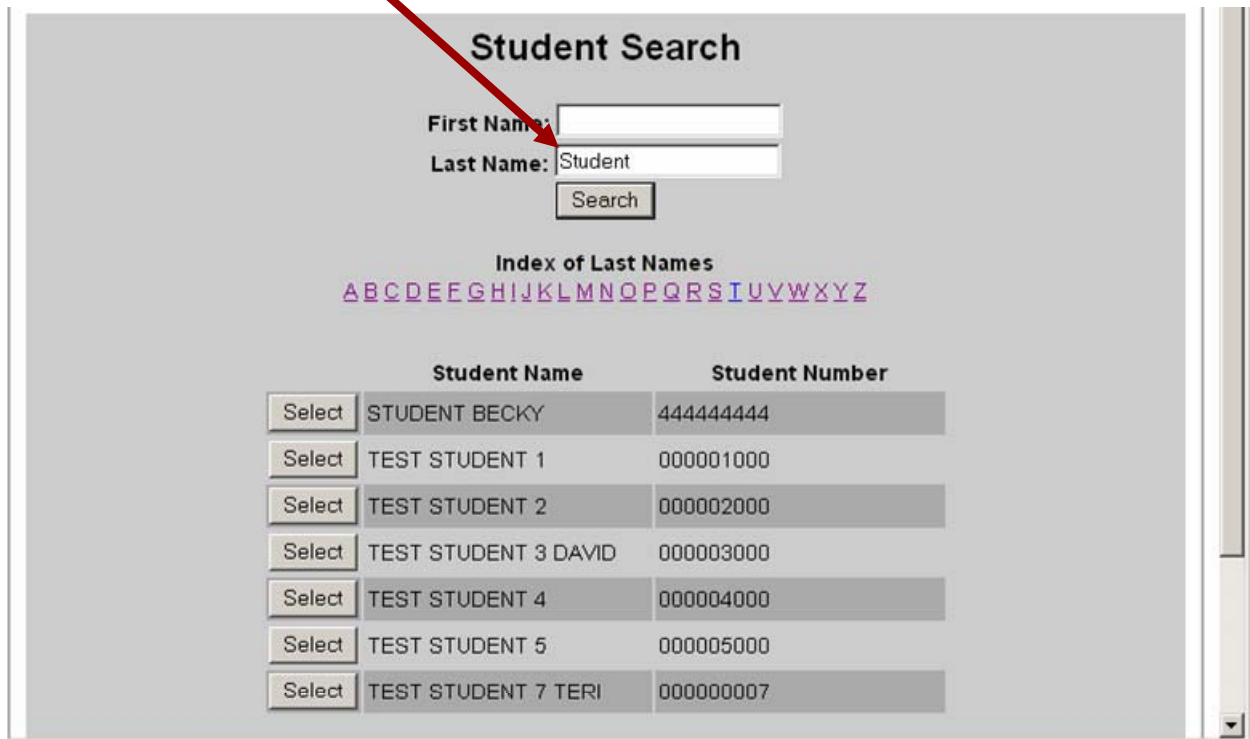
### Step 4a. Choose student via SSN or ...

The screenshot shows a web browser window with a grey header bar containing the links "Student" and "Logout". Below the header is a form titled "Student Selection". The form contains the following elements:

- A "Student Number:" label followed by a text input field containing "444444444".
- An "Import Student Record:" label followed by a checked checkbox.
- "Continue" and "Cancel" buttons.
- A "Search" section with "First Name:" and "Last Name:" labels, each followed by a text input field.
- A "Search" button.
- An "Index of Last Names" section with a list of letters: A, B, C, D, E, E, G, H, I, J, K, L, M, N, O, P, Q, R, S, I, U, V, W, X, Y, Z.

Two red arrows are overlaid on the image: one points from the "Student" link in the header to the left, and another points from the "Student Number" input field to the right.

## Step 4b. ...search via first and/or last name(s)



**Student Search**

First Name:

Last Name:

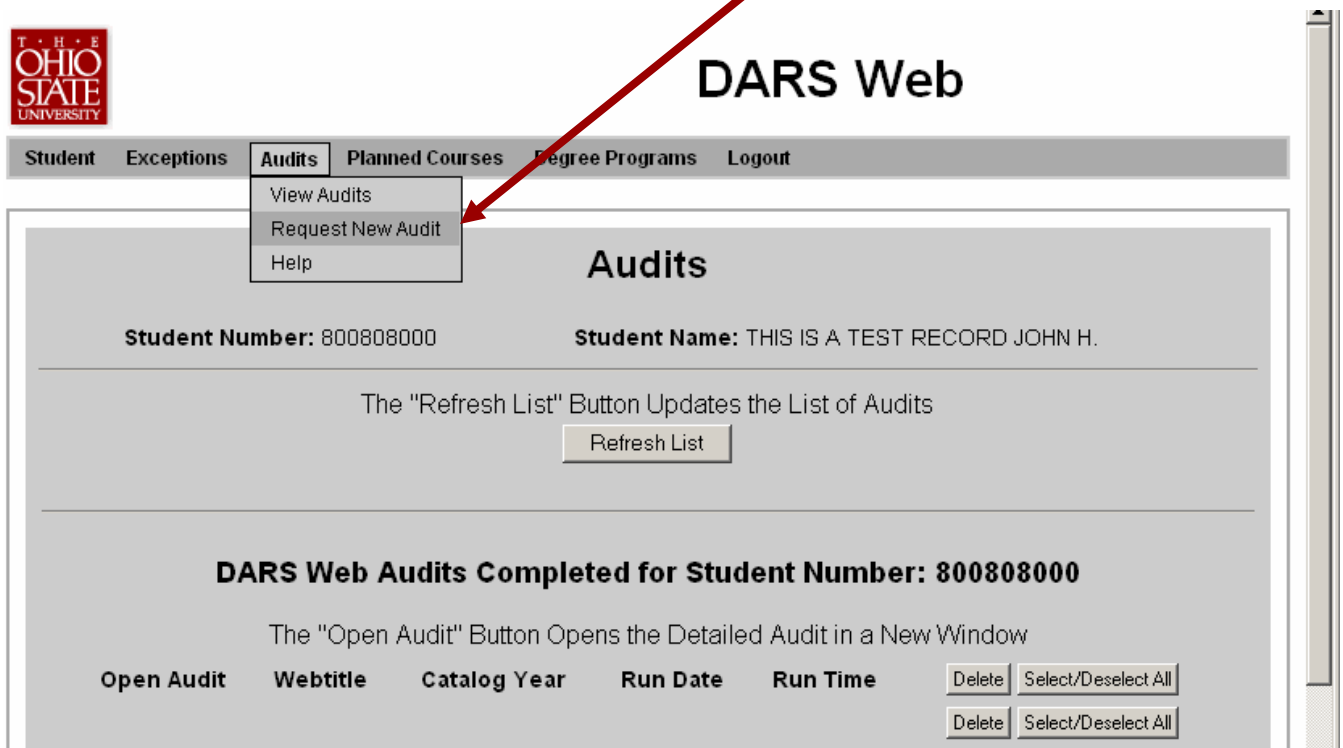
**Index of Last Names**

ABCDEFGHIJKLMNOPQRSTUVWXYZ

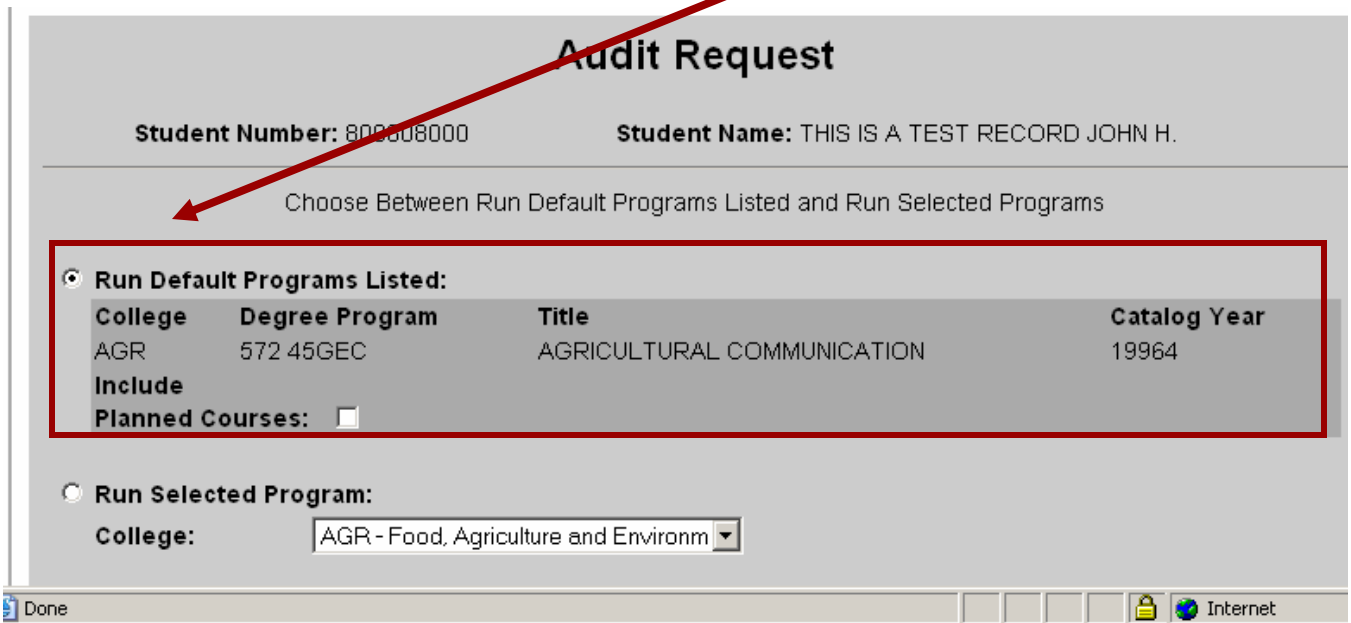
	Student Name	Student Number
<input type="button" value="Select"/>	STUDENT BECKY	444444444
<input type="button" value="Select"/>	TEST STUDENT 1	000001000
<input type="button" value="Select"/>	TEST STUDENT 2	000002000
<input type="button" value="Select"/>	TEST STUDENT 3 DAVID	000003000
<input type="button" value="Select"/>	TEST STUDENT 4	000004000
<input type="button" value="Select"/>	TEST STUDENT 5	000005000
<input type="button" value="Select"/>	TEST STUDENT 7 TERI	000000007

**Note that you can also click on the letters of the alphabet to obtain a listing of students whose last names begin with that letter. However, bear in mind that you will then need to page through the resulting (potentially-long) list until you find the student you want to work with. Student number and full name searches are recommended.**

**Step 5. Once student is selected, an audit can be run**



**Step 6. Choose to Run Student's Default Program or...**



## ... select a “What-if” Degree Program

Run Default Programs Listed:

College	Degree Program	Title	Catalog Year
AGR	572 45GEC	AGRICULTURAL COMMUNICATION	19964

Include  
Planned Courses:

Run Selected Program:

College:

College:

Major:

Degree:

Degree Prog:

Catalog Year:

Include  
Planned Courses:

You must click on the “Radio Button” next to the “Run Selected Program” title to cause the What-if program to run. Programs in any college can be run. Majors, Degrees, and Programs can all be modified by clicking on the down arrows to the right of the appropriate fields and selecting the desired options. The Catalog Year field cannot be changed from “Current”.

The audit is processing while the program name (or DEFAULT) appears in the “Audits in Queue” list. The page might refresh several times before processing finishes and the audit report appears in the Audits Completed list.

**Audits**

Student Number: 800808000      Student Name: THIS IS A TEST RECORD JOHN H.

The "Refresh List" Button Updates the List of Audits

Refresh List

**Audits in Queue**

Degree	Catalog Year
114ICP23GEC	99993

Click "Refresh List" button if an audit appears above

**DARS Web Audits Completed for Student Number: 800808000**

The "Open Audit" Button Opens the Detailed Audit in a New Window

Open Audit	Webtitle	Catalog Year	Run Date	Run Time	Delete	Select/Deselect All
<input type="button" value="Open Audit"/>	114ICP23GEC	99993	2005-10-11	09:05:39	<input type="button" value="Delete"/>	<input type="button" value="Select/Deselect All"/>

**Step 5. Click on “Open Audit” button to display the audit.**

**DARS Web**

Student Exceptions Audits Planned Courses Degree Programs Logout

**Audits**

Student Number: 800808000      Student Name: THIS IS A TEST RECORD JOHN H.

The "Refresh List" Button Updates the List of Audits

Refresh List

**DARS Web Audits Completed for Student Number: 800808000**

The "Open Audit" Button Opens the Detailed Audit in a New Window

Open Audit	Webtitle	Catalog Year	Run Date	Run Time	Delete	Select/Deselect All
<input type="button" value="Open Audit"/>	114ICP23GEC	99993	2005-10-11	09:05:39	<input type="button" value="Delete"/>	<input type="button" value="Select/Deselect All"/>

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The Interactive Audit opens in a new window. From this screen, you can plan courses (See DARSWeb 3.5 Advisor: How to Add Planned Courses), check completion status of students' work, and print an audit report.

You are here ▶ **Audit** [View Course History](#) [Close Window](#)

PREPARED: 10/11/05 - 09:05 800-80-8000  
 THIS IS A TEST RECORD JOHN H. GRD QTR: (UNKNOW N)  
 PROGRAM CODE: 114ICP23GEC CATALOG YEAR: 99993  
 COL: HEC MAJ: CAP: COL ADV:  
 BACHELOR OF ARTS  
 SOCIAL SCIENCES, COMMUNICATION- INTERACTIVE COMMUNICATION PROCESS

**Audit** **Categories**

Hours GPA

Unfulfilled In Progress Planned Complete

**Course Cart** [Open All Sections](#) [Close All Sections](#) [Printer Friendly](#)

No courses in cart

Total 0.0

Course to add:   
 Add to cart

Update year/terms of all courses  
 Winter 2006

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

\*\*\* GENERAL EDUCATION CURRICULUM \*\*\*  
 \*\*\*\*\*  
 THE DEGREE AUDIT REPORT SHOULD BE READ IN CONJUNCTION  
 WITH AN UP-TO-DATE VERSION OF THE ARTS AND SCIENCES  
 CURRICULUM SHEET FOR THE BACHELOR OF ARTS DEGREE  
 UNDER THE GEC.

▶ **X 1. WRITING AND RELATED SKILLS**  
 ▶ **X 2. QUANTITATIVE AND LOGICAL SKILLS**

Click anywhere on a requirement title, the completion symbol, or the triangle to the left of the completion symbol to view the requirement details.

The screenshot shows a web-based course audit report. On the left, there is a 'Course Cart' section with a 'Total' of 0.0 and a 'GPA' of 0.0. Below this are input fields for 'Course to add:' and 'Add to cart', along with a 'Go' button. Further down, there is a section for 'Update year/terms of all courses' with a dropdown menu set to 'Winter 2006' and another 'Go' button. At the bottom left, there is a link for 'View Planned Courses'. The main content area has a header with 'Hours' and 'GPA' columns, and links for 'Open All Sections', 'Close All Sections', and 'Printer Friendly'. A central message states 'AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED' followed by '\*\*\* GENERAL EDUCATION CURRICULUM \*\*\*'. Below this, there is a detailed requirement section for '1. WRITING AND RELATED SKILLS', which is marked with a red 'X'. The requirement details include 'A. FIRST COURSE (5 HOURS)' with course code 'SP98 ENGLISH G000' and 'B. SECOND COURSE (5 HOURS) - CHOOSE ONE COURSE'. The interface also shows 'PROCESSED AS: ENGLISH 110' and 'IN PLACE OF: ENGLISH 110.01'.

Click again to hide the requirement details. Alternatively, you can click on the “Open All Sections” link to view all sections of the report. Click on the “Close All Sections” link to hide open sections.

To print a copy of the audit or to see just the audit report, click on “Printer Friendly” to display the audit report only.

You are here ▶ **Audit** [View Course History](#) [Close Window](#)

PREPARED: 10/11/05 - 09:05 800-80-8000  
THIS IS A TEST RECORD JOHN H. GRD QTR: (UNKNOWN)  
PROGRAM CODE: 114ICP23GEC CATALOG YEAR: 99993  
COL: HEC MAJ: CAP: COL ADV:  
BACHELOR OF ARTS  
SOCIAL SCIENCES, COMMUNICATION- INTERACTIVE COMMUNICATION PROCESS

**Audit** **Categories**

Hours GPA

Unfulfilled Planned  
In Progress Complete

Hours GPA

**Course Cart** [Open All Sections](#) [Close All Sections](#) [Printer Friendly](#)

No courses in cart

Total 0.0

Course to add:   
Add to cart

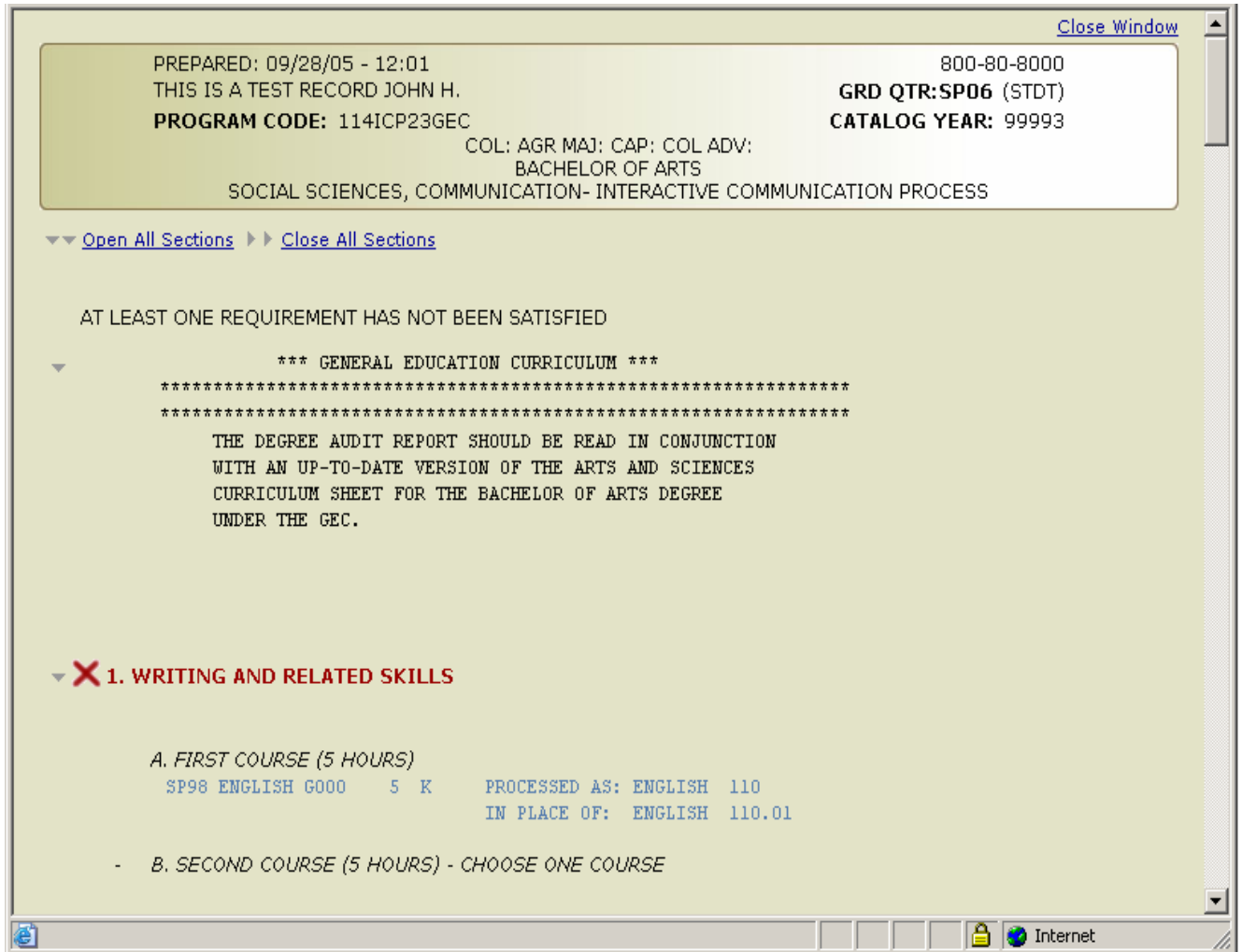
Update year/terms of all courses  
Winter 2006

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

▶ **\*\*\* GENERAL EDUCATION CURRICULUM \*\*\***  
\*\*\*\*\*  
THE DEGREE AUDIT REPORT SHOULD BE READ IN CONJUNCTION  
WITH AN UP-TO-DATE VERSION OF THE ARTS AND SCIENCES  
CURRICULUM SHEET FOR THE BACHELOR OF ARTS DEGREE  
UNDER THE GEC.

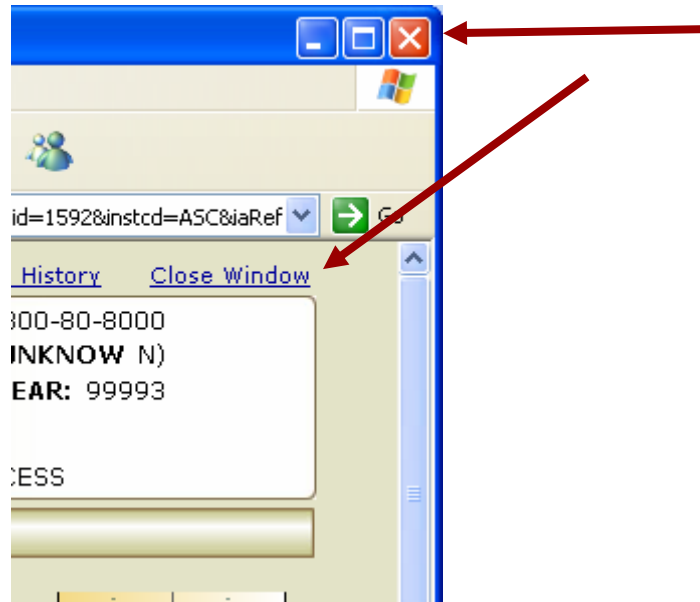
▶ **✗ 1. WRITING AND RELATED SKILLS**  
▶ **✗ 2. QUANTITATIVE AND LOGICAL SKILLS**

## The printer friendly version opens in a new window.

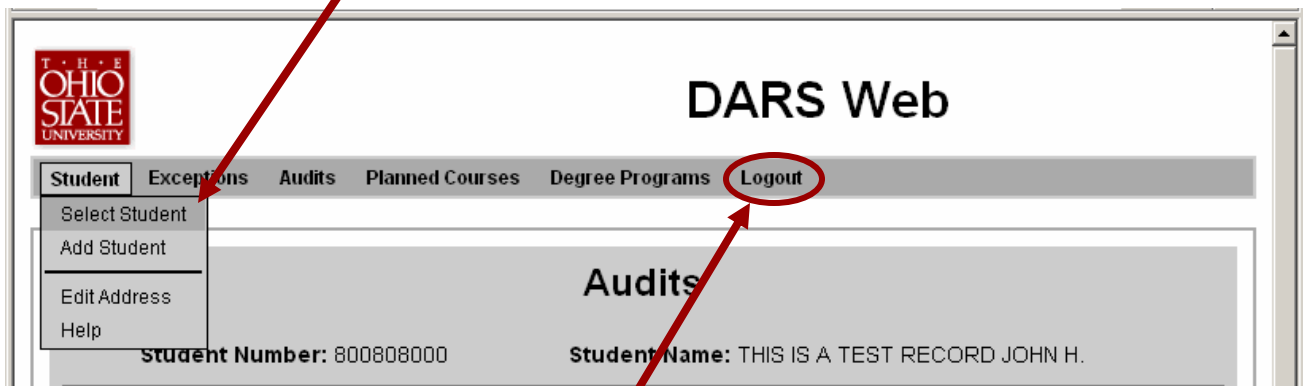
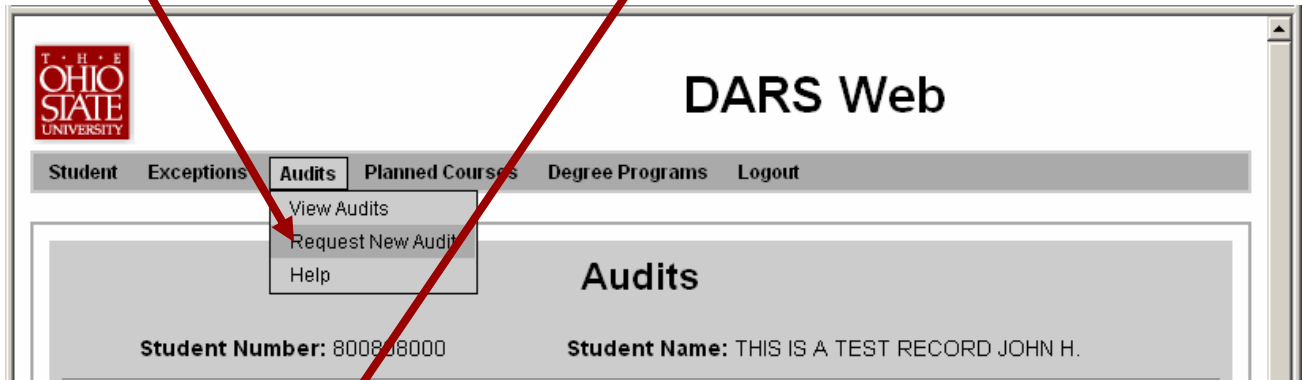


All requirement sections are open by default. Requirements can be opened and closed as described above.

**Be sure to close Interactive Audit or Printer Friendly windows by clicking on Close Window or the Browser Window Close button as you finish working with the audit reports.**



Use the Menu bar at the Top of the Screen to run more Audits, or select a different student.



If you are finished, you can logout.

**IMPORTANT NOTE: YOU MUST CLOSE YOUR WEB BROWSER IN ORDER TO COMPLETELY EXIT FROM THIS APPLICATION**

**Special note - Listing options to obtain pseudo codes for posting exceptions can be set on the Audit Request Screen. Types L or M will both produce pseudo course codes and requirement pseudo names.**

Run Default Programs Listed:

College	Degree Program	Title	Catalog Year
---------	----------------	-------	--------------

Include  
Planned Courses:

Run Selected Program:

College:

College:

Major:

Degree:

Degree Prog:

Catalog Year:

Include  
Planned Courses:

Additional Run Options:

Run Type:

List All:

- ': Default
- L: Full Listing - Testing
- S: Short Listing
- P: 'Post Card' Audit
- M: Include Pseudo
- H: Ref. Audit - SELECTFROM lines

New Audit

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