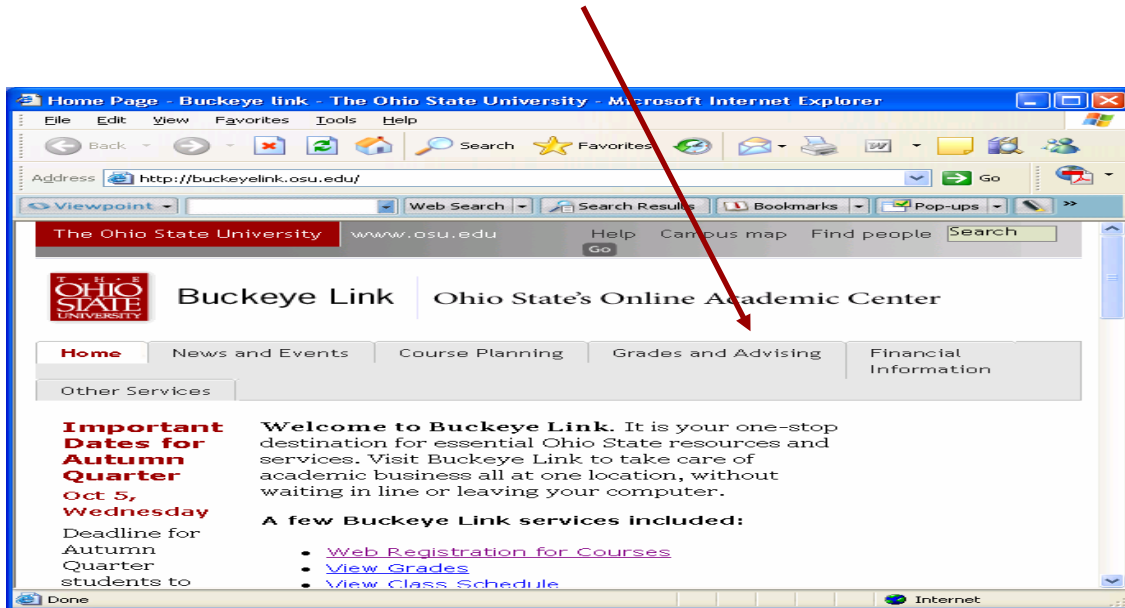
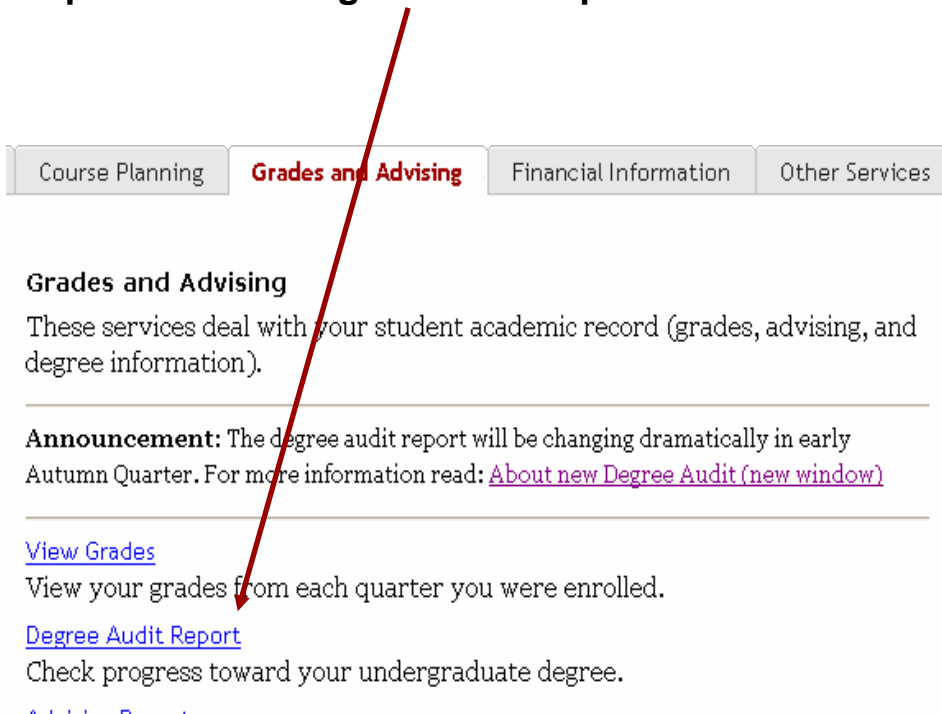


DARSWeb 3.5 Student: How to Run a Degree Audit Report

Step 1. Find BuckeyeLink on the Web
(<http://buckeyelink.osu.edu/>) and select “Grades and Advising”

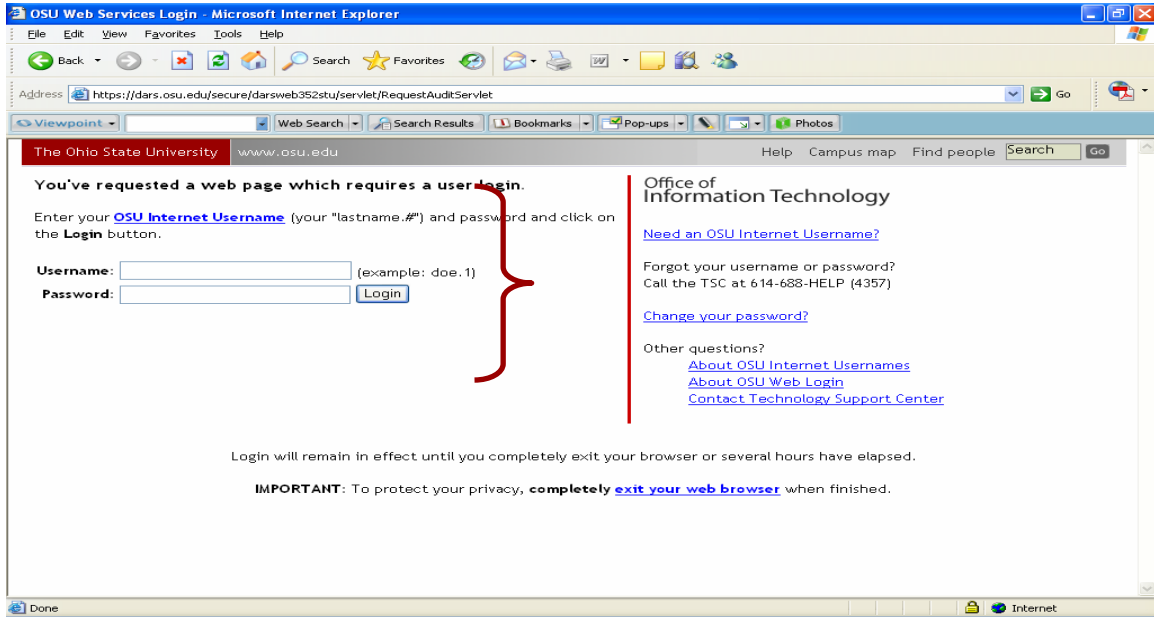


Step 2. Select “Degree Audit Report”

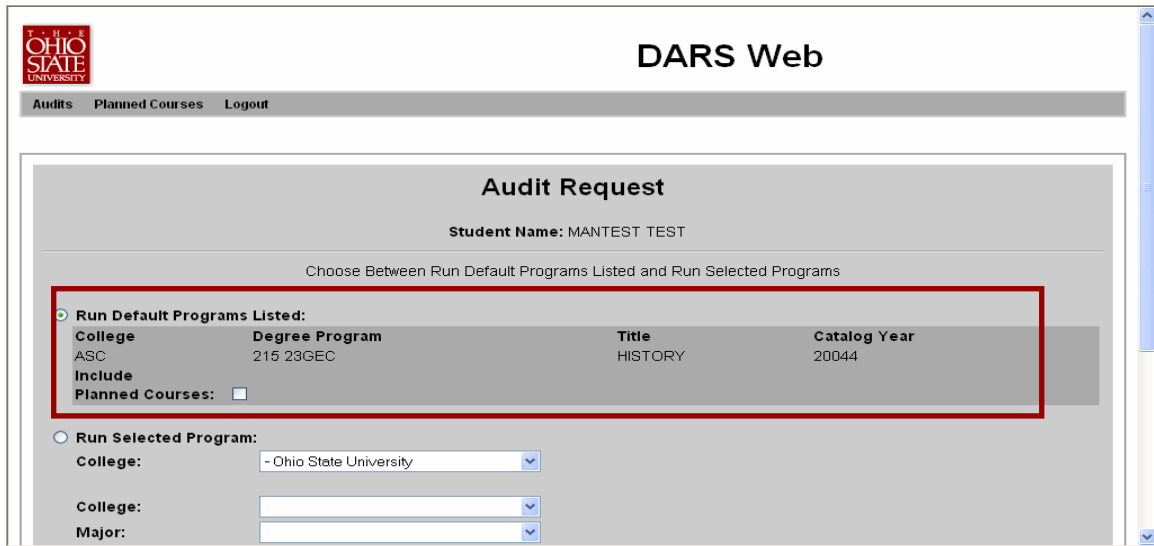


Step 3. Login to Degree Audit Report

Simply use your regular campus login and password.



Step 4. Choose to Run Your Default Degree Program or ...



Select a “Whatif” Degree Program and Click on “Submit a New Audit”

Run Default Programs Listed:

College	Degree Program	Title	Catalog Year
ASC	215 23GEC	HISTORY	20044

Include
 Planned Courses:

Run Selected Program:

College:

College:

Major:

Degree:

Degree Prog:

Catalog Year:

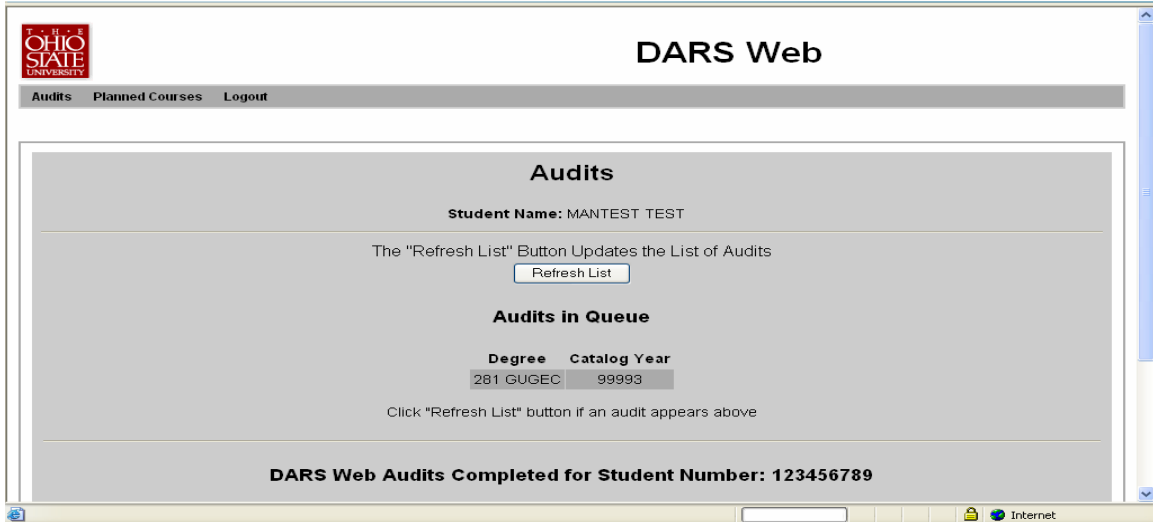
Include
 Planned Courses:

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DARSweb Version 3.5.2
All Rights Reserved.

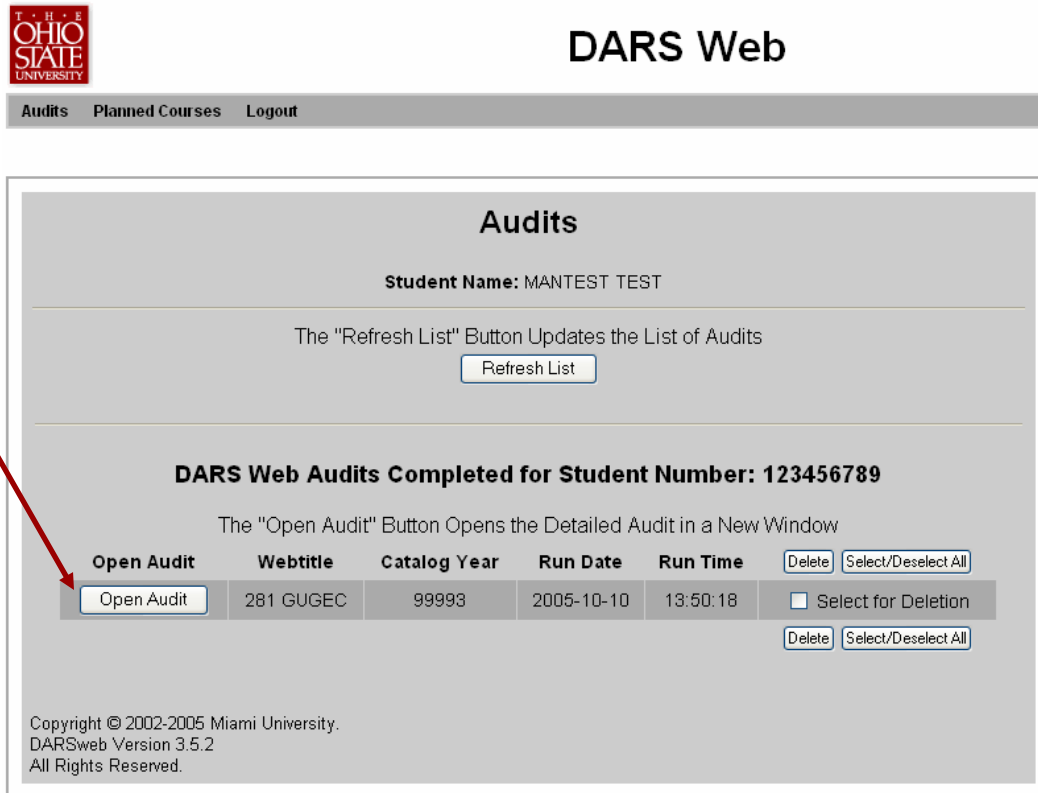
Note that you must click on the radio button next to “Run Selected Program” to run the “Whatif” audit.

You can change colleges, majors, degrees, and programs by clicking on the down arrows on the right side of the selections. Drop down menus will reflect the available, auditable degree programs. Currently, the Catalog Year is not changeable.

When the screen below shows up, the audit is currently processing your courses into the major requirements. This page might refresh several times before the finished audit appears on the screen.



Step 5. When the audit processing completes, click on the "Open Audit" button to View the Audit.



A new window opens with the degree audit report showing. From this screen you can plan courses (See DARSWeb 3.5 Student: How to Add Planned Courses), check completion status of your work, and print an audit report. The text portion of the audit report opens with sections closed.

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

PREPARED: 10/10/05 - 13:50 123-45-6789
 MANTEST TEST GRD QTR: (UNKNOW N)
 PROGRAM CODE: 281 GUGEC CATALOG YEAR: 99993
 COL: ASC MAJ: CAP: COL ADV: BRANDT
 BACHELOR OF SCIENCE IN MATERIALS SCIENCE AND ENGINEERING
 (UNDECLARED SPECIALIZATION)

Audit **Categories**

Hours GPA

Unfulfilled Planned
 In Progress Complete

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

No courses in cart

Total 0.0

Course to add:
 Add to cart

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

- > X AUTUMN QUARTER, YEAR 1
- > X WINTER QUARTER, YEAR 1
- > X SPRING QUARTER, YEAR 1

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

Hours GPA

Unfulfilled Planned
 In Progress 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

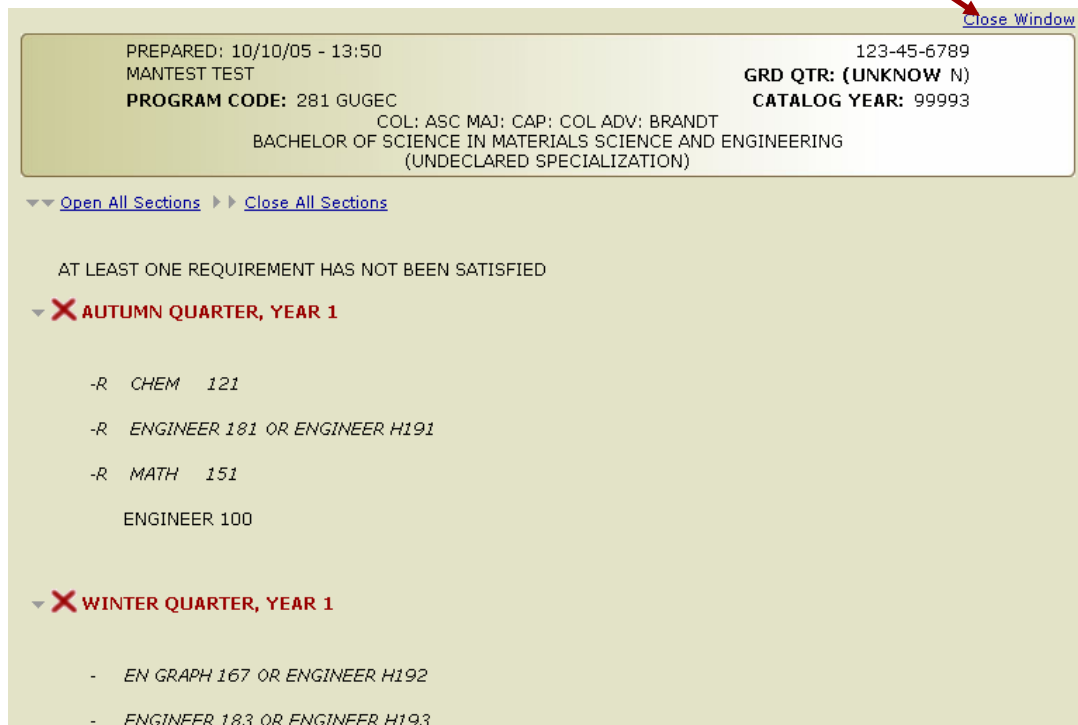
[View Planned Courses](#)

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

- > X AUTUMN QUARTER, YEAR 1
 - R CHEM 121
 - R ENGINEER 181 OR ENGINEER H191
 - R MATH 151
 - ENGINEER 100
- > X WINTER QUARTER, YEAR 1

Click again to hide the requirement. 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 the sections.

To print a copy of your degree audit, click on the Printer Friendly link above the audit information. This opens a new window (below) with all sections of the audit open. Use the print facility in your browser to print the audit report. Close the Printer Friendly window.



Close Window

PREPARED: 10/10/05 - 13:50
MATEST TEST
PROGRAM CODE: 281 GUGEC
COL: ASC MAJ: CAP: COL ADV: BRANDT
BACHELOR OF SCIENCE IN MATERIALS SCIENCE AND ENGINEERING
(UNDECLARED SPECIALIZATION)

123-45-6789
GRD QTR: (UNKNOW N)
CATALOG YEAR: 99993

▼▼ [Open All Sections](#) ▶▶ [Close All Sections](#)

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

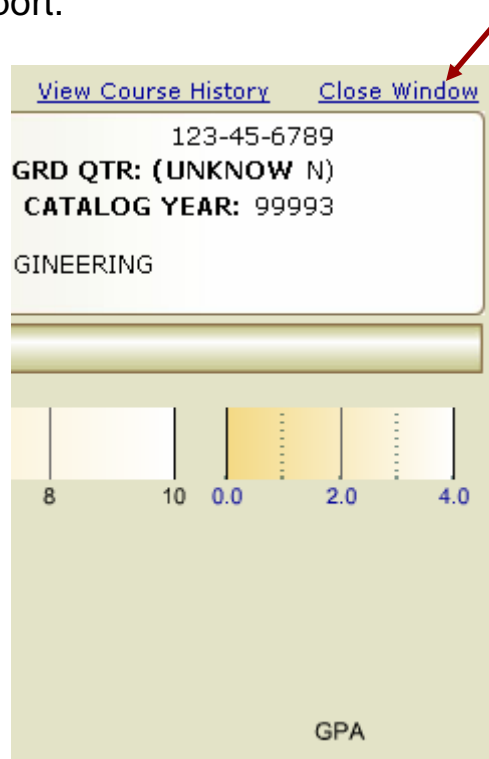
▼ **X AUTUMN QUARTER, YEAR 1**

- R CHEM 121
- R ENGINEER 181 OR ENGINEER H191
- R MATH 151
- ENGINEER 100

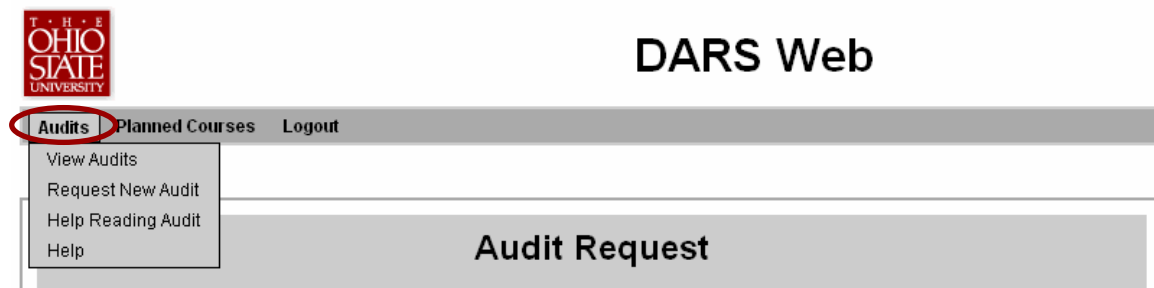
▼ **X WINTER QUARTER, YEAR 1**

- EN GRAPH 167 OR ENGINEER H192
- ENGINEER 183 OR ENGINEER H193

Be sure to close the Interactive Audit window when you are finished working with the report.



Use the Menu at the Top of the DARS Web Screen to Run Other Audits



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