

# DARS/u.achieve Business Process Guide (BPG) for Transfer Graduation Counselors

**Tips:** Depending on the browser you use to access DARS/u.achieve, you may be presented with pop-up windows when using Adobe Acrobat to view a PDF audit.

If you were a student at HSU, you will see the student view of your program degree details.

Each time you run a new audit on a student, the system will default the view to *Interactive* so you will have to change that if you want the PDF view.

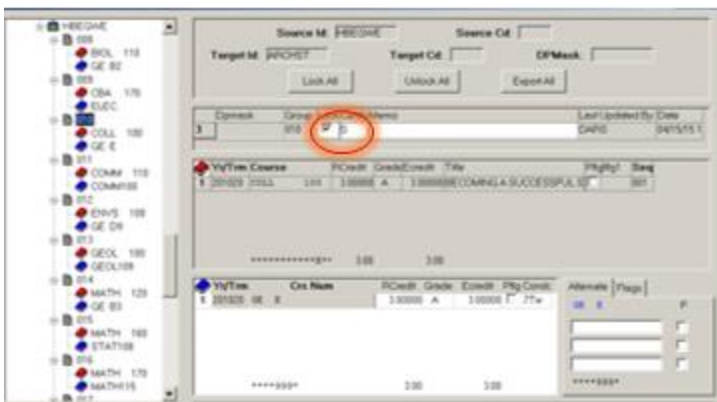
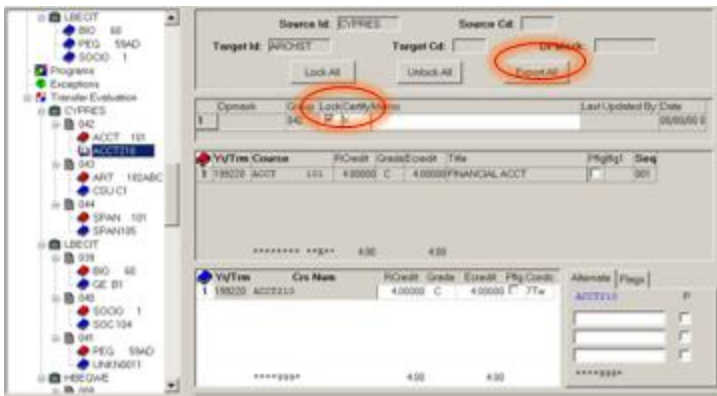
Remedial courses will no longer be identified with a # symbol in DARS/u.achieve, but PeopleSoft will still have the # associated.

\*\*\*\*\*

Questions/clarifications about the new certify process:

TGC's will continue to use the DARS client for transfer exception processing.

The overnight process that pushes transfer work from DARwin to PS has been changed and will occur at the top of each hour and every half hour. To lock and certify all articulated courses within a single Source ID for export, click Export All in the student record (see below). Clicking Export All marks every course in that Source ID for that student record with an X in the Certify box flagging it as *Marked for Transfer*. The X will change to S, *Soft Transfer*, after the twice hourly run. The N in the Certify box is no longer used.



TIPS from Mike Bradley:

When running an Audit from the Client (DARwin) always run with *S- Audit w/Course Sort* otherwise courses may not get used in the order that you expect.

When running an Audit from the Client (DARwin) you will now see HSU Coursework in the audit in addition to the transfer work. Running from the client is no different now then running from the web.

Transfer Bridge requires the records to be marked for export - when done articulating/adjusting courses/etc. Click the *Export All* on each incoming school.

Certify now has original DARS meanings:

A space " " means that is the Original/Articulated course - this is what course get set to after running articulation.

An *X* means the record is *Marked for Transfer* - this is what the courses get when you click *Export All*. The records are then picked up by the transfer bridge.

An *S* means *Soft Transfer* - this is what the courses will get set to after the transfer bridge moves them to PeopleSoft. *Soft* means the client can still unlock and edit the records as needed (then you would export those records again to push back to PeopleSoft)

A *P* means *Permanent Transfer* - we do have any plans on using this. The intent of this is that instead of having *Soft* transfers you could have *Permanent* ones that makes it so the client cannot unlock and edit the transfer work.

All old certify flags of " " (space) have the same meaning that *X* has now.

All old certify flags of *N* have the same meaning that *S* now has. All *N* have been updated to be *S*.

Transfer records marked for transfer should be transferred to PeopleSoft within about 1 hour between the hours of 6:00am and 6:00pm - once completed the certify flag will be an *S*.

Guides are located at the following links:

Advisor Guide: <https://uachieve.humboldt.edu/DARSadvisorGuide.pdf>

Student Guide: <https://uachieve.humboldt.edu/DARSstudentGuide.pdf>

TGC Guide: <https://uachieve.humboldt.edu/DARSTGCguide.pdf>

PeopleSoft course credit manual when students are still on the Admissions side of the house and the course credit is in the *Submitted* stage the totals/gpa summaries will be blank/zero - until the student becomes a *Real* student at which point their transfer work in PeopleSoft will become *Posted* and totals correctly populated.

No records inside (student) the box or outside (admissions) the box - we are working on ways to identify these records on the screen - both will appear in the same *Run Current* area without any indication which you are running.

Web timeout is set to 45 minutes, this matches campus security practices - same as PeopleSoft/myHumboldt/etc.

FAQ's:

When the Export All button is used is the change immediate or is it an overnight process?

Answer: When you click the button to Export All, the change is immediate in uachieve. However the transfer bridge process to move the records to PeopleSoft will not move those records until it is ran. Currently the running of the process is a manual process that Mike Bradley runs. The schedule will be: at the top of each hour and every half hour so it is no longer an overnight process. It's recommended that you make all your adjustments then choose to Export All.

Does the Export All button affect a single student record or will anyone who has a particular Source ID be affected?

Answer: For a single student you are working on, ALL records for that student for that single Source ID that you clicked **Export All** would be locked and marked ready for the transfer bridge.

Will the system export every record for a given Source Id each time the Export All button is used, ie, if three separate people are making changes to student records in Butte College, and one clicks Export All, will every student record that has a change that day (or that exact minute) be exported? Do the changes happen at the Source ID, as opposed to individual student records?

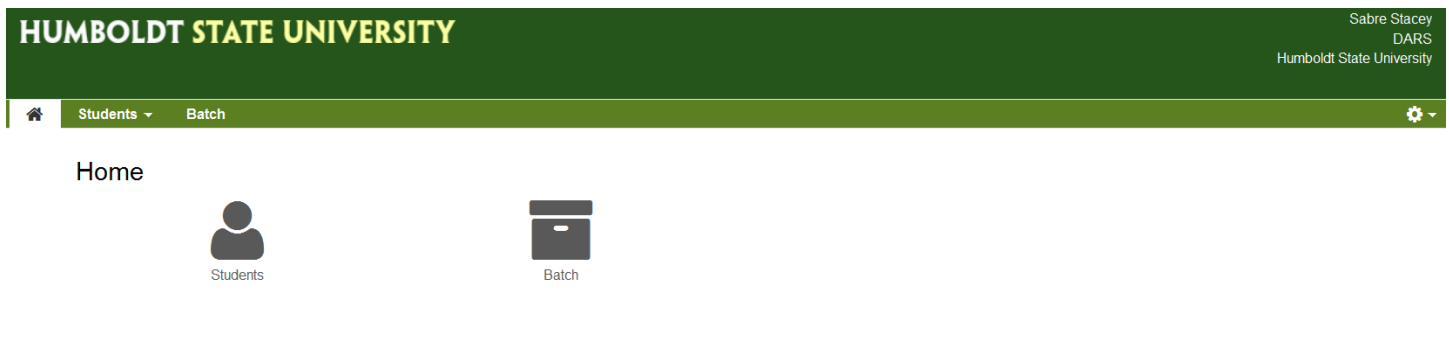
Answer: For a single student you are working on, ALL records for that student for that single Source ID that you clicked **Export All** would be locked and marked ready for the transfer bridge. The change occurs within the student record for that student only and only for those colleges the student attended.

\*\*\*\*\*

DARS can be accessed from a new pagelet on the Faculty/Staff Resources page in myHumboldt Portal. Or you can enter via the existing DARS link in PeopleSoft.



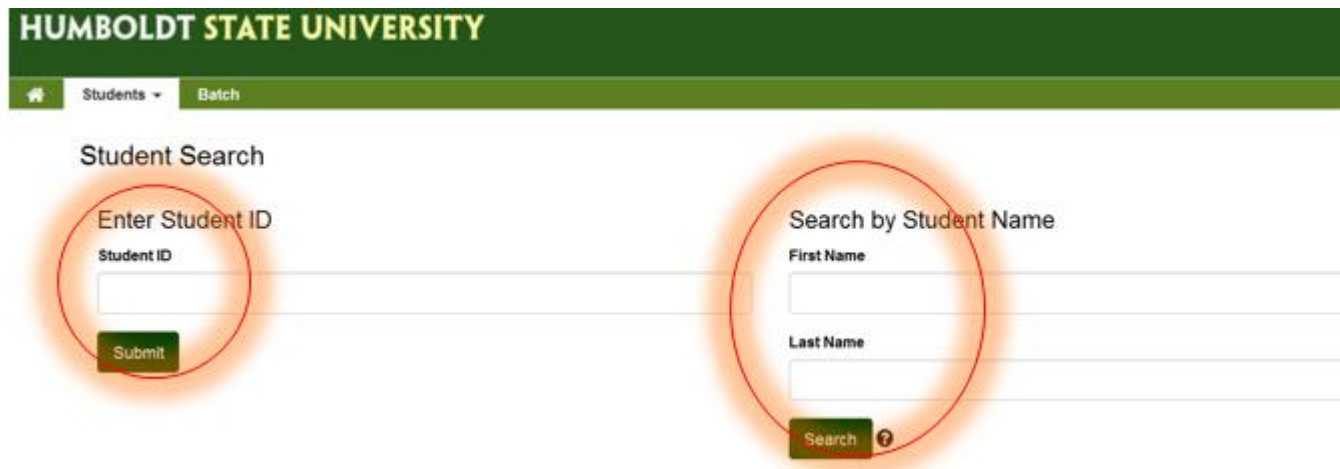
By clicking the DARS link, another screen will open up to the DARS Dashboard:



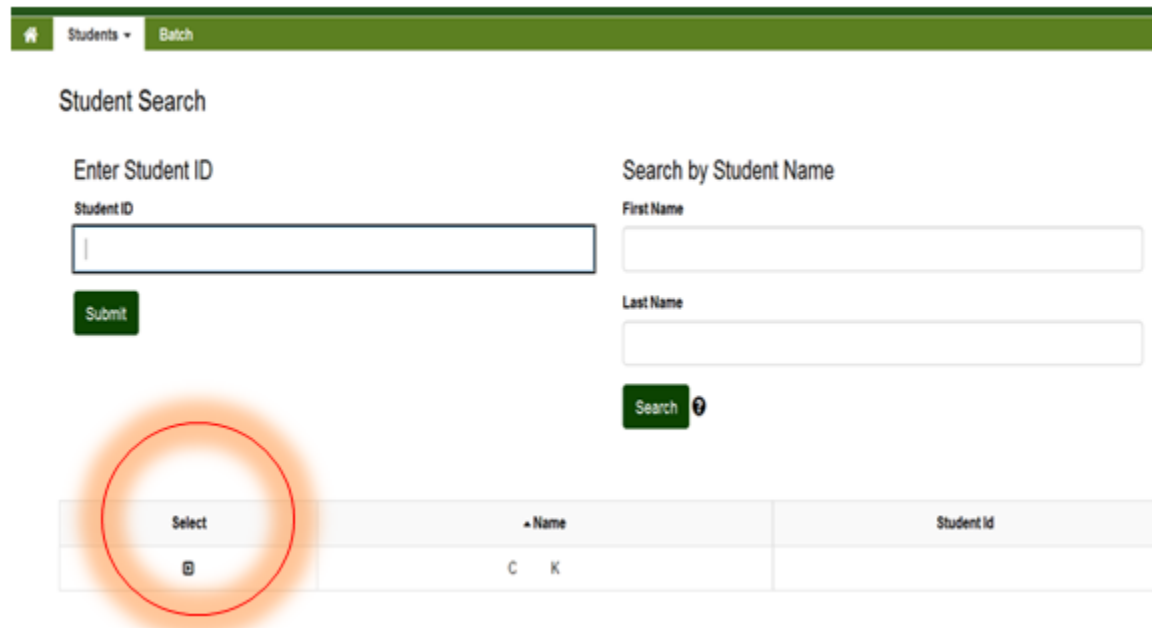
Click the *Students* icon or choose from the *Students* drop-down on the green ribbon:



Enter a student HSU ID or first name, last name to run an audit:



Click the arrow under *Select*.



Choose to *Run Current Programs*:

Request an Audit

Select A Program

Run Current Programs:

| Degree Program | Title      | Catalog Year |
|----------------|------------|--------------|
| 0000           | Undeclared | Spring 2014  |

OR *Run Selected Program* for a “*what-if*” DARS audit.

**Run Selected Program:**

Choosing a degree program here will not change your declared degree program.

Degree -

Catalog Year -

Choose the *Degree* and the *Catalog Year*.

**Run Selected Program:**

Choosing a degree program here will not change your declared degree program.

Degree Anthropology - - ANTH

Catalog Year Fall 2013

Under *Options*: Format offers Interactive DARS audit OR dropdown for PDF DARS audit.

**Options**

**List All**    '' - Default

**Print Req.**    '' - Default

**Format**    Interactive

**Run Audit**    Cancel

Click *Run Audit* button.

Click the *Program* number associated with the audit or the *View Audit* link.

Students - Batch

Student:    Audits -    Courses -    Comments    Transfer Evaluations    Exceptions

### Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "Run Audit" button will run a new audit report. Deleting audits removes them from this list.

Run Audit    Delete

| ID       | Program | Catalog Year | Created             | Format | Run By | Type | View       | Delete |
|----------|---------|--------------|---------------------|--------|--------|------|------------|--------|
| 70947083 | 0000    | Spring 2014  | 03/30/2015 10:15 AM | HTML   |        | ✓    | View Audit | ✕      |

**Interactive Audit.**

Students - Batch

Student:    Audits -    Courses -    Comments    Transfer Evaluations    Exceptions

**Undeclared**    Request Audit

Prepared On: 04/19/2015 10:31 AM    Program Code: 0000    Catalog Year: Spring 2014

Student ID    Graduation Date: UNKNOWN

Audit Results    HSU Coursework    Applied Exceptions    Enter Exception Mode

**Total Units**    **Categories**

You are here: Audit    Click on any area of the graph for further detail.

Open All Sections     Close All Sections    ?

GE Catalog Year 201420    Printer Friendly

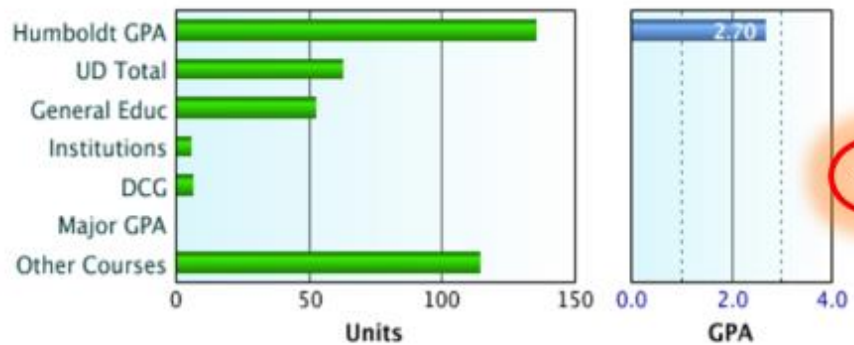
For an alternate (text) version of the graphs, select the small "a" to the right of the graphs.

## Total Units

You are here: 🏠 Audit

## Categories

Click on any area of the graph for further detail.



Open All Sections

Close All Sections



### Bar chart with 1 items.

Y scale titled Scale label.  
Item 1, 2.8.

### Pie chart with 4 items.

Item 1, Unfulfilled 0% 0.  
Item 2, Planned 0% 0.  
Item 3, In Progress 0% 0.  
Item 4, Complete 100% 178.

Units  
GPA

### Shape

legend\_container, Label:

Complete  
In Progress  
Unfulfilled  
Planned

[back](#)

To return to your audit, click the *back* link at the bottom of the description page.

For a PDF Audit, change the Format under Options:



**Options**

List All: '' - Default

Print Req.: '' - Default

Format: PDF



Run Audit Cancel



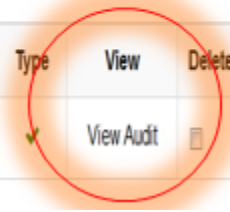
Click *Run Audit* button.

Click the *View Audit* link.

Run Audit Delete

select all/select none

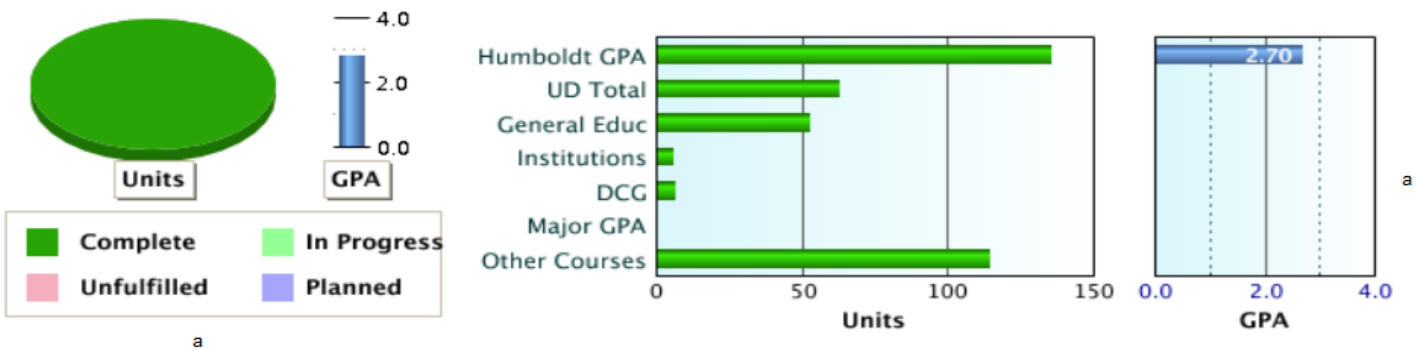
| ID       | Program | Catalog Year | Created             | Format | Run By | Type | View       | Delete |
|----------|---------|--------------|---------------------|--------|--------|------|------------|--------|
| 70947084 | 0000    | Spring 2014  | 03/30/2015 10:25 AM | PDF    |        | ✓    | View Audit |        |



PDF Audit View. Make sure you've installed [Adobe Reader](#) and are not using Browser or Chrome in Android before viewing this audit.

You are here: Audit

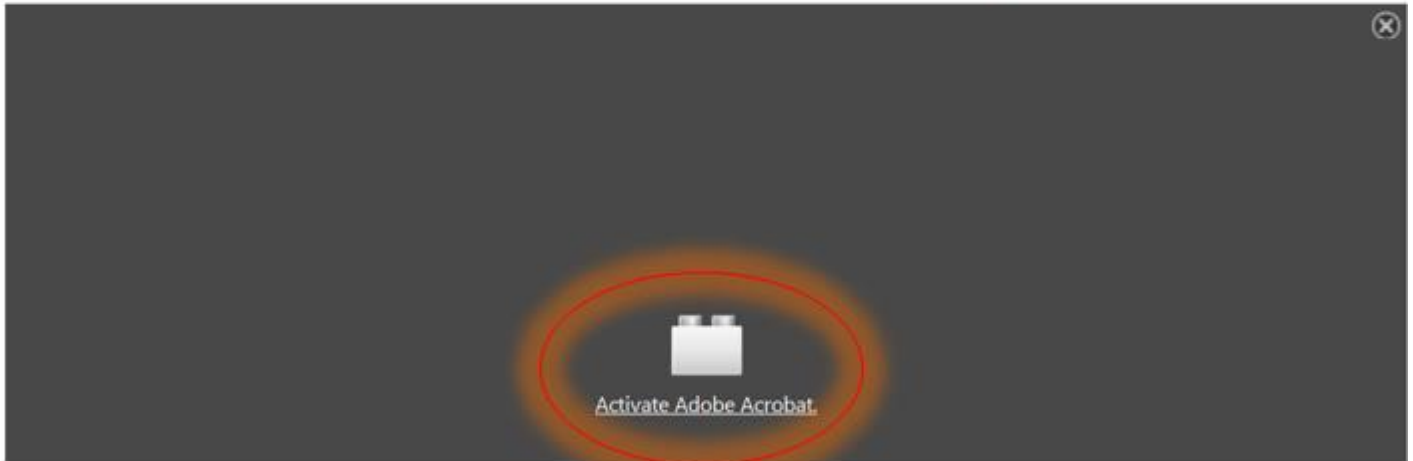
Click on any area of the graph for further detail.



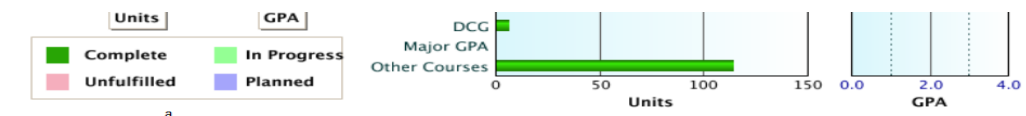


Download PDF Audit

Make sure you've installed Adobe Reader and are not using Browser or Chrome in Android before viewing this audit.

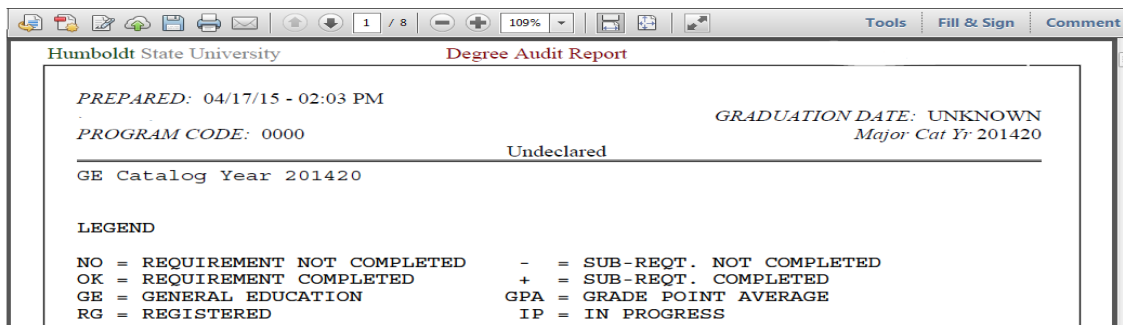


By clicking *Activate Adobe Acrobat* you will see the PDF open at the bottom of the page.



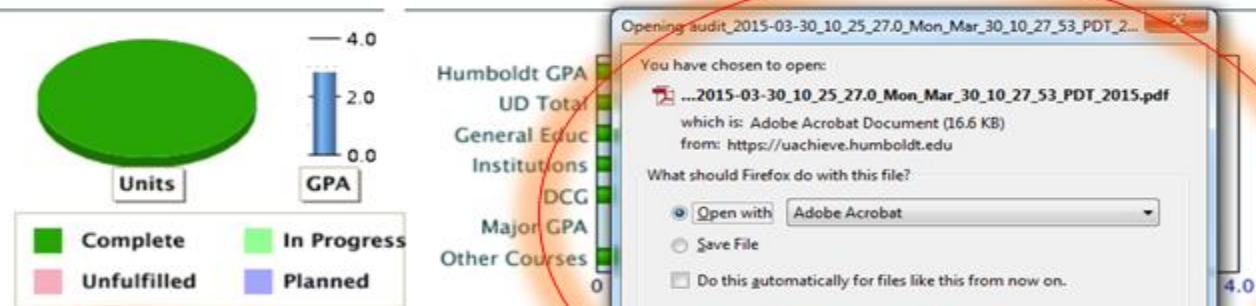
Download PDF Audit

Make sure you've installed Adobe Reader and are not using Browser or Chrome in Android before viewing this audit.



Click *Download PDF Audit* to open the PDF in another window. Depending on which browser you use, you might get a pop-up window asking you to click *OK* to open the PDF with Adobe Acrobat. If you get this window, just click *OK*.

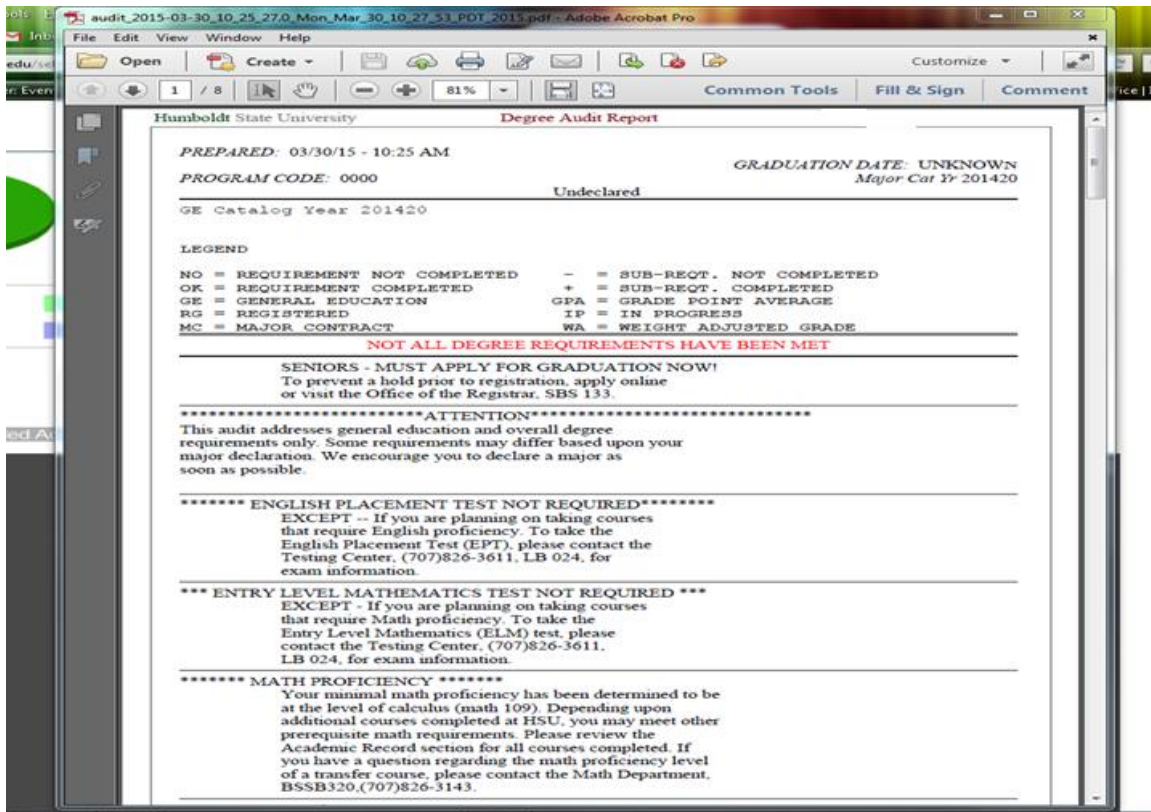
You are here: Audit



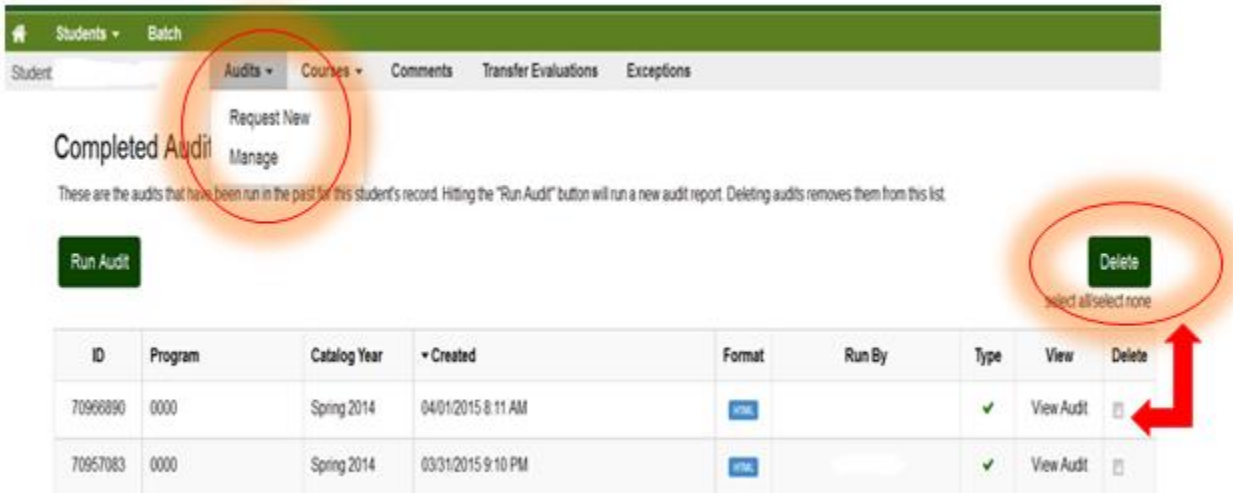
Download PDF Audit

Make sure you've installed Adobe Reader and are not using Browser or Chrome in Android before viewing this audit.

PDF Download view.



Under *Audits* you can *Request New* audits or *Manage* previously run audits. From this page, you can *Delete* audits no longer needed.



From the sub-ribbon, click *Courses* to see *Transfer Target* or *Transfer Source*.

Students Batch

Student Audits **Courses** Comments Transfer Evaluations Exceptions

Transfer Target  
Transfer Source

Undeclared

Request Audit

Prepared On 03/31/2015 09:10 PM Program Code 0000 Catalog Year Spring 2014

Student ID Graduation Date UNKNOWN

Transfer Target view. Filtering by: Term or Grade.

## Transfer Target Coursework

These are courses that have already been taken. Adding or deleting courses to this page will add or remove coursework to the student's record.

Filter by: Term Grade

| Term      | Course | Seq | Title                        | Grade | Rcredit | Ecredit | Gpahrs | Gpaps | Condc | Alt1 | Pflag1 | Alt2 | Pflag2 | Alt3 | Pflag3 | Memo | Last Modified       |
|-----------|--------|-----|------------------------------|-------|---------|---------|--------|-------|-------|------|--------|------|--------|------|--------|------|---------------------|
| Fall 2003 | ELEC.  | 001 | TECHNOLOGY TOOLS             | C     | 2.00    | 2.00    | 2.00   | 4.00  | T     |      |        |      |        |      |        |      | 02/04/2015 12:07 PM |
| Fall 2003 | ELEC.  | 002 | TECH TOOLS LAB               | C     | 2.00    | 2.00    | 2.00   | 4.00  | T     |      |        |      |        |      |        |      | 02/04/2015 12:07 PM |
| Fall 2003 | ELEC.  | 003 | ADV/COMPET ATHLETICS SEMINAR | A     | 2.00    | 2.00    | 2.00   | 8.00  | T     |      |        |      |        |      |        |      | 02/04/2015 12:07 PM |
| Fall 2003 | ELEC.  | 004 | ADV/COMPET LAB               | A     | 2.00    | 2.00    | 2.00   | 8.00  | T     |      |        |      |        |      |        |      | 02/04/2015 12:07 PM |
| Fall 2003 | GE C3  | 001 | INTENSIVE BEG SPAN I&II      | A     | 8.00    | 8.00    | 8.00   | 32.00 | T     |      |        |      |        |      |        |      | 02/04/2015 12:07 PM |

Transfer Source view. Filtering by: Term, Grade or Schools listed.

## Transfer Source Coursework

These are transfer courses that have already been taken. Adding or deleting courses to this page will add or remove coursework to the student's record.

Filter by: Term Grade School

| School                        | Cd | Term        | Course   | Title                        | Grade | Credit |
|-------------------------------|----|-------------|----------|------------------------------|-------|--------|
| Calif State Univ Monterey Bay |    | Fall 2003   | CST 101  | TECHNOLOGY TOOLS             | C     | 2.00   |
| Calif State Univ Monterey Bay |    | Fall 2003   | CST 101L | TECH TOOLS LAB               | C     | 2.00   |
| Calif State Univ Monterey Bay |    | Fall 2003   | HWI 240  | ADV/COMPET ATHLETICS SEMINAR | A     | 2.00   |
| Calif State Univ Monterey Bay |    | Fall 2003   | HWI 240L | ADV/COMPET LAB               | A     | 2.00   |
| Calif State Univ Monterey Bay |    | Fall 2003   | SPAN 103 | INTENSIVE BEG SPAN I&II      | A     | 8.00   |
| Calif State Univ Monterey Bay |    | Spring 2004 | ESSP 110 | CHEMISTRY I                  | B-    | 3.00   |

FOR THIS NEXT SECTION, PLEASE HOLD ON USING THE COMMENTS FEATURE UNTIL CLINT ADVISES OTHERWISE.

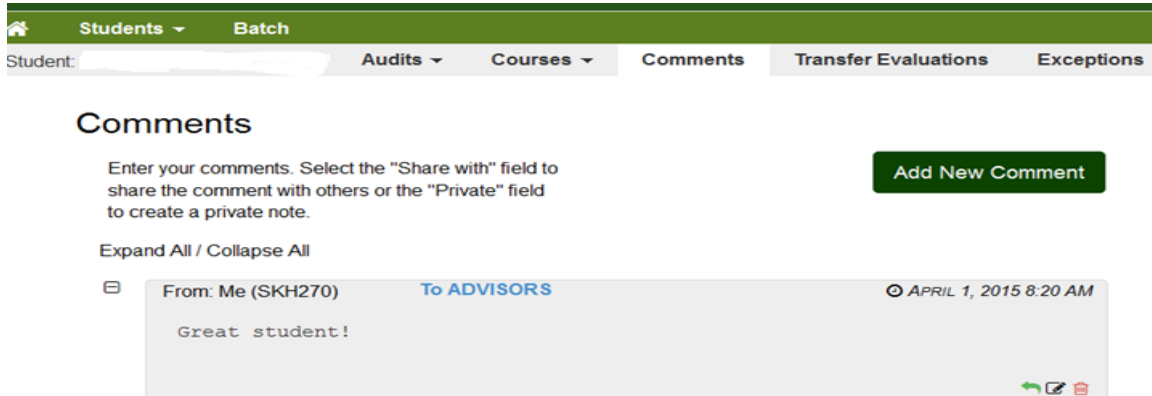
If you need to add *Comments* for students or other advisors, those comments can be private or public.



Click *Add New Comment*. Mark *Private* or *Share With*, add your comment and *Save*.



Example:



See *Transfer Evaluations* for a list of coursework transferred from other institutions:

| Source Id                     | Grp | Lock | Cerify | Last Modified      | Type | Term      | Course   | Title                        | Grade | Earned Credit | Seq |
|-------------------------------|-----|------|--------|--------------------|------|-----------|----------|------------------------------|-------|---------------|-----|
| Calif State Univ Monterey Bay |     |      |        |                    |      |           |          |                              |       |               |     |
| SEACSM                        | 001 |      | Soft   | 02/09/2015 9:45 AM |      | Fall 2003 | CST 101  | TECHNOLOGY TOOLS             | C     | 2.00          | 001 |
|                               |     |      |        |                    |      | Fall 2003 | ELEC.    | TECHNOLOGY TOOLS             | C     | 2.00          | 001 |
| SEACSM                        | 002 |      | Soft   | 02/09/2015 9:45 AM |      | Fall 2003 | CST 101L | TECH TOOLS LAB               | C     | 2.00          | 001 |
|                               |     |      |        |                    |      | Fall 2003 | ELEC.    | TECH TOOLS LAB               | C     | 2.00          | 002 |
| SEACSM                        | 003 |      | Soft   | 02/09/2015 9:45 AM |      | Fall 2003 | HM1240   | ADV/COMPET ATHLETICS SEMINAR | A     | 2.00          | 001 |
|                               |     |      |        |                    |      | Fall 2003 | ELEC.    | ADV/COMPET ATHLETICS SEMINAR | A     | 2.00          | 003 |

LEGEND for *Transfer Coursework* screen:

### Legend

- Source Course (school you transferred from)
- Target Course (school you transferred to)
- Permanent Transfer (cannot be edited)

See *Exceptions* to requirements/subrequirements. With this feature, you can now edit/add/delete exiting exceptions for those that are configured. Lianne gave a list of those that should be configured based on exceptions that can be used going forward by the "general" population - the non-configured exceptions can still be added/removed/etc. from the client.

This menu item should act pretty much like the client side - with no edit/checks/etc. on what you enter in the fields. This is unlike the *Exception Mode* (exceptions from audit) which is a framework that fills in some of the required fields/items based on where you are clicking in the actual audit.

Students Batch Reports

Audits Courses Comments Transfer Evaluation **Exceptions**

### Exceptions

Exceptions to requirements/subrequirements. Adding or deleting exceptions deletes them from the student's academic record.

**Add Exception** **Delete**  
select all/select none

| # | Code | A | R | Audit Note | Pseudo Name | Course | Rcourse | Asth Code | Edit                     | Delete                   |
|---|------|---|---|------------|-------------|--------|---------|-----------|--------------------------|--------------------------|
| 1 | ER   | R | U | ER note    | GE C        |        |         |           | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | FC   | C | P | FC note    |             | PE 157 | GE C1   |           | <input type="checkbox"/> | <input type="checkbox"/> |

⚠ denotes an unconfigured exception type.  
🔒 user is not authorized to edit exception.

Click "Exceptions" then click "Add Exception" and choose an Exception Type from the list by clicking on the description.

Students Batch Reports

Audits Courses Comments Transfer Evaluations **Exceptions**

### Choose an Exception Type

[Return to list of exceptions](#)

| Description   | Exception Code |
|---|----------------|
| SR - Will add a requirement that will hold additional item.   | SR             |
| AS - Add Sub-Requirement Course (used in Exception Mode)  | AS             |
| C\$ - Title specific using course to swap instead of pseudo.  | C\$            |
| DS - Delete Sub-Requirement Course (used in Exception Mode)   | DS             |
| ER - Edit Requirement/Sub-Requirement (used in Exception Mode)  | ER             |
| FC - Force Course (used in Exception Mode)  | FC             |
| RD - Used to delete course from sub-requirement. Only one course per exception.   | RD             |
| RE - Delete for OR'd course. Only enter first course of the OR'd set.   | RE             |
| RI - Insert a course into course list. Also to add count or hours to a sub. Can insert more than one course.                                      | RI             |
| RS - Swap any course in specific sub-req with replacement course. Put course from course list first. Can swap more than one course per exception. | RS             |
| RY - IA Override Estimated Hours  | RY             |
| SS - Swap Sub-Requirement Courses (used in Exception Mode)  | SS             |
| UI - Force Any Course Anywhere  | UI             |
| Y2 - Alternate Catalog Years for Minors   | Y2             |

Add the message you want displayed on the audit to the student, the Hours Waived by the Exception and a Memo then click Save.

Students Batch Reports

Audits Courses Comments Transfer Evaluations **Exceptions**

### Add C\$ - Title specific using course to swap instead of pseudo.

**Message displayed on audit**

**Hours Waived**

**Memo**

**Save** **Cancel**

On the main Exception tab, a summary of the Exceptions performed is displayed. To edit an entry, click the Edit checkbox and to Delete – check the box then click the Delete button. To resort the columns, click the header.

## Exceptions

Exceptions to requirements/subrequirements. Adding or deleting exceptions deletes them from the student's academic record.

**Add Exception** **Delete**

select all/select none

| # | Code | A | R | Audit Note | Pseudo Name | Course | Rcourse | Auth Code | Edit                     | Delete                   |
|---|------|---|---|------------|-------------|--------|---------|-----------|--------------------------|--------------------------|
| 1 | ER   | R | U | ER note    | GE C        |        |         |           | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | FC   | C | P | FC note    |             | PE 157 | GE C1   |           | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | C\$  | C |   | TEST       |             |        |         |           | <input type="checkbox"/> | <input type="checkbox"/> |

To run a batch of student audits, choose the "Batch" option on the green ribbon:

**HUMBOLDT STATE UNIVERSITY** Sabre Stacy  
DARS  
Humboldt State University

Students ▾ **Batch** ⚙

### Batch

Batch Definitions | Scheduled Jobs | Run Results

#### Batch Definition List

**Add Batch** **Delete**

Filter by: Type ▾ Owner ▾

select all/select none

| Run Batch | Id  | Description | Run Type              | Owner  | Clone                    | Edit                                | Delete                   |
|-----------|-----|-------------|-----------------------|--------|--------------------------|-------------------------------------|--------------------------|
| Run       | 98  | TEST        | S-Audit w/Course Sort | SKH270 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Run       | 161 | TEST2       | S-Audit w/Course Sort | SKH270 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Run       | 181 | TEST 3      | S-Audit w/Course Sort | SKH270 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

If you choose to "Add Batch", click the button and add a description:

Students ▾ **Batch**

## Add Batch

**Description**

**Print Req.**

Click "Save & Continue".

On the next screen, click "Add Batch criteria".



## Criteria List

1. Description 2. Criteria 3. Schedule 4. Share

**Add Batch criteria** **Preview** **Delete**  
select all/select none

| And/Or            | ( | Operand | Operator | Value | ) | Move Up | Move Down | Edit | Delete |
|-------------------|---|---------|----------|-------|---|---------|-----------|------|--------|
| No criteria found |   |         |          |       |   |         |           |      |        |

**Save & Continue** **Save & Finish** **Cancel**

Add the criteria related to your batch. You can use the dropdown menu for the option “Operand” to choose from: Student Degree Program, Student Catalog Term, Graduation Date, Hoop Date, Advisor and EMPLID.

By selecting the “Operand” student degree program, you are provided with degree programs to select from via the equals and the radio button. Choose your degree option under the second drop-box labeled “Operator”.

## Add Criteria

1. Description 2. Criteria 3. Schedule 4. Share


**And/Or**

**(**

**Operand**

**Operator**

Next choose the degree program and click “Save”.



**Value** **OR**

**)**

**Save** **Cancel**

If your criteria is complex and has more than one Batch criteria chosen, you will have the option to “Move Up” or “Move Down” the different criteria within your whole list of criteria on a specific batch, see example below:

## Criteria List

1. Description 2. Criteria 3. Schedule 4. Share

Add Batch criteria Preview Delete  
select all/select none

| And/Or | ( | Operand      | Operator | Value     | ) | Move Up | Move Down | Edit | Delete |
|--------|---|--------------|----------|-----------|---|---------|-----------|------|--------|
|        |   | StudentDprog | equals   | ARSS      |   | ↑       | ↓         | ✎    | 🗑      |
| and    |   | CatalogTerm  | equals   | Fall 2014 |   | ↑       | ↓         | ✎    | 🗑      |

Save & Continue Save & Finish Cancel

For example I may need to “Move Up” the “CatalogTerm” criteria to adjust the logic for this batch:

## Criteria List

1. Description 2. Criteria 3. Schedule 4. Share

Add Batch criteria Preview Delete  
select all/select none

| And/Or | ( | Operand      | Operator | Value     | ) | Move Up | Move Down | Edit | Delete |
|--------|---|--------------|----------|-----------|---|---------|-----------|------|--------|
| and    |   | CatalogTerm  | equals   | Fall 2014 |   | ↑       | ↓         | ✎    | 🗑      |
|        |   | StudentDprog | equals   | ARSS      |   | ↑       | ↓         | ✎    | 🗑      |

Save & Continue Save & Finish Cancel

Next you have the option to “Add Batch Schedule”. Note: Leave the Start Date blank or click “Skip”. Otherwise make your choices and click “Save & Continue”.

## Add Batch Schedule

1. Description 2. Criteria 3. Schedule 4. Share

Frequency

Start Date  ?


Start Time  ?

Skip Save & Continue Save & Finish Cancel

If you want to share the batch you created, define the “Shared Batch List”.

## Shared Batch List

1. Description 2. Criteria 3. Schedule 4. Share

**Add Batch Share**  **Delete**  
select all/select none

| User | View | Edit | Delete | Run | Schedule | Edit | Delete |
|------|------|------|--------|-----|----------|------|--------|
|------|------|------|--------|-----|----------|------|--------|

No batch shares found

**Save & Finish** **Cancel**

Choose the user to share the batch with under the “User” drop-down menu. Then choose the users rights – view, edit, delete, run and/or schedule.

**Students** **Batch**

### Add Batch Share

1. Description 2. Criteria 3. Schedule 4. Share

**User** Sabre Stacey

**View**


**Edit**

**Delete**

**Run**

**Schedule**

**Save Batch Share** **Cancel**



Click the “Save Batch Share”.

Over time you may develop a “Shared Batch List”:

1 batch share was added

Add Batch Share Delete

select all/select none

| User   | View | Edit | Delete | Run | Schedule | Edit | Delete |
|--------|------|------|--------|-----|----------|------|--------|
| SKH270 | Y    | N    | N      | N   | N        |      |        |

Save & Finish Cancel

Click “Save & Finish”.

Once you have defined your batches, it will be added to a “Batch Definition List”.

Batch Definitions Scheduled Jobs Run Results

Batch Definition List

Add Batch Delete

Filter by: Type Owner

select all/select none

| Run Batch | Id  | Description | Run Type              | Owner  | Clone | Edit | Delete |
|-----------|-----|-------------|-----------------------|--------|-------|------|--------|
| Run       | 98  | TEST        | S-Audit w/Course Sort | SKH270 |       |      |        |
| Run       | 161 | TEST2       | S-Audit w/Course Sort | SKH270 |       |      |        |
| Run       | 161 | TEST 3      | S-Audit w/Course Sort | SKH270 |       |      |        |

Click “Run” only once to run the audit. The “Run” link may change to read “Running” then change back to read “Run”. This just means your batch is in the queue and will begin “Running” once your batch is queued up. By clicking “Run” more than once, you will be adding the same batch into the queue multiple times. Please be advised this may cause slower response time in returning your audits. Please note, you will receive a pop-up warning message that tells you how many students will be included in the audit batch that you are about to run. If for some reason the batch doesn’t run at all (remember that you are in a queue), please check your criteria because something may need to be changed such as if you started your criteria with a “and” statement. Batches are valid for 24 hours so if you need to keep one, you can save the PDF batch or print it out to keep a hard copy.

Notice the tabs for “Batch Definitions”, “Scheduled Jobs” and “Run Results”.

The screenshot shows the top navigation bar with a home icon, a 'Students' dropdown menu, and a 'Batch' tab. Below this, the 'Batch' section has three tabs: 'Batch Definitions', 'Scheduled Jobs', and 'Run Results'. These three tabs are enclosed in a red rounded rectangle.

### Batch Definition List

An 'Add Batch' button is on the left. To the right, there are filter options: 'Filter by: Type' and 'Owner', each with a dropdown arrow, followed by a play button icon.

From these choices, you can run previously defined “Scheduled Jobs” or “Unschedule” jobs.

### Batch

The navigation tabs are 'Batch Definitions' and 'Scheduled Jobs'. A large red arrow points from the right towards the 'Scheduled Jobs' tab.

### Schedule Job List

A table with columns: ID, Description, Next Run, Previous Run, and Unschedule. Below the table, an 'Unschedule' button is highlighted with a red rounded rectangle. Below the button, it says 'select all/select none'.

| ID       | Description | Next Run            | Previous Run        | Unschedule |
|----------|-------------|---------------------|---------------------|------------|
| Batch_96 | Batch_96    | 03-23-2015 22:00:00 | 03-22-2015 22:00:00 |            |

“Run Results” will show you the audit results from your batch runs. Filter by: Type or Owner. You can toggle back and forth from the “Batch Definitions” tab to the “Run Results” tab to refresh the page to see the in-progress results of the running batch. Please note, you will receive a pop-up warning message that tells you how many students will be included in the audit batch that you are about to run. Running one for “9624 students” will be a slow return.

### Batch

The navigation tabs are 'Batch Definitions', 'Scheduled Jobs', and 'Run Results'. A large red arrow points from the right towards the 'Run Results' tab.

### Run Result List

Filter options: 'Filter by: Type' and 'Owner', each with a dropdown arrow, followed by a play button icon. Below this is a table with columns: Id, Description, Type, Owner, Last Run Date, Student Request Statuses, and View Audits.

| Id | Description | Type | Owner | Last Run Date | Student Request Statuses | View Audits |
|----|-------------|------|-------|---------------|--------------------------|-------------|
|----|-------------|------|-------|---------------|--------------------------|-------------|

The in-progress status listed under “Student Request Statuses” noting the number of audits being returned either “Not Complete” or “Complete” (referring to whether the student has completely satisfied all requirements met) or if there is an error with a specific student audit it will state “Failed”. While “In-Progress” for students is not an option at this time but may be a vendor enhancement at a later date.

## Batch

Batch Definitions Scheduled Jobs Run Results

### Run Result List

Filter by: Type Owner

| Id | Description | Type | Owner  | Last Run Date | Student Request Statuses     | View Audits |
|----|-------------|------|--------|---------------|------------------------------|-------------|
| 98 | TEST        | S    | SKH270 | 04/09/15      | 52 Not Complete / 6 Complete |             |

To pull only “Complete” or “Not Complete” results, change the “Print Req” drop-down option under “Add Batch” to read “Show Incomplete Reqs. Only”

Students Batch

### Add Batch

Description: TEST BATCH 1

Print Req.: Show Incomplete Reqs. Only

Save & Continue Save & Finish Cancel

Or to read “Show Complete Reqs. Only”.

Students Batch

### Add Batch

Description: TEST BATCH 1

Print Req.: Show Complete Reqs. Only

Save & Continue Save & Finish Cancel

Under “Run Results”, click “Audit”.

## Batch

Batch Definitions   Scheduled Jobs   **Run Results**   Blackouts

### Run Result List

Filter by: Type ▾ Owner ▾ ▶

| Id  | Description  | Type | Owner  | Last Run Date | Student Request Statuses                  | View Audits  |
|-----|--------------|------|--------|---------------|---|--------------|
| 141 | TEST BATCH 1 | S    | SKH270 | 03/30/15      | 162 Not Complete / 20 Complete / 1 Failed | <b>AUDIT</b> |

Run Results List returned below. By clicking on each header (Job ID, Student, Name, etc.) you can resort the list. You have the option to “Open All in PDF” or open each individually.

Batch Definitions   Scheduled Jobs   **Run Results**

### Run Result List

**Back to Result List**   **Open All in PDF**

| Job ID           | Student | Name       | Degree | Term   | Status     | openPdf    |
|------------------|---------|------------|--------|--------|------------|------------|
| BAT0009800000001 |         | Alcala,    | BAMK   | 201340 | Successful | <b>PDF</b> |
| BAT0009800000001 |         | Apaez,     | BAMK   | 201440 | Successful | <b>PDF</b> |
| BAT0009800000001 |         | Aramesh,   | BAMK   | 201040 | Successful | <b>PDF</b> |
| BAT0009800000001 |         | Aramesh,   | BAMK   | 201040 | Successful | <b>PDF</b> |
| BAT0009800000001 |         | Arnold,    | BAMK   | 201340 | Successful | <b>PDF</b> |
| BAT0009800000001 |         | Aylward,   | BAMK   | 201340 | Successful | <b>PDF</b> |
| BAT0009800000001 |         | Beltran,   | BAMK   | 201340 | Successful | <b>PDF</b> |
| BAT0009800000001 |         | Bertolero, | BAMK   | 201140 | Successful | <b>PDF</b> |
| BAT0009800000001 |         | Bethuy,    | BAMK   | 201320 | Successful | <b>PDF</b> |
| BAT0009800000001 |         | Bole,      | BAMK   | 201340 | Successful | <b>PDF</b> |

To “Log Out” or see “Help”, click the gear icon in the upper right hand corner of the screen:

Audits ▾   Courses ▾   Exceptions   **Transfer Evaluations**

## Transfer Coursework

Coursework transferred from other institutions.

**Help**  
**Log Out**