DARS Student User Guide

Contents

DARS Student User Guide

1.0 Logging In

Begin by accessing DARS via the *View Degree Audit & Plan* link in myHumboldt student portal or via the *DARS* link in the *Academics* area of your Student Center PeopleSoft account. Please **NOTE** that depending on the browser you are using, you may receive pop-up windows asking you to click **OK.**

If you enter through Student Center, click *Open your DARS* link.
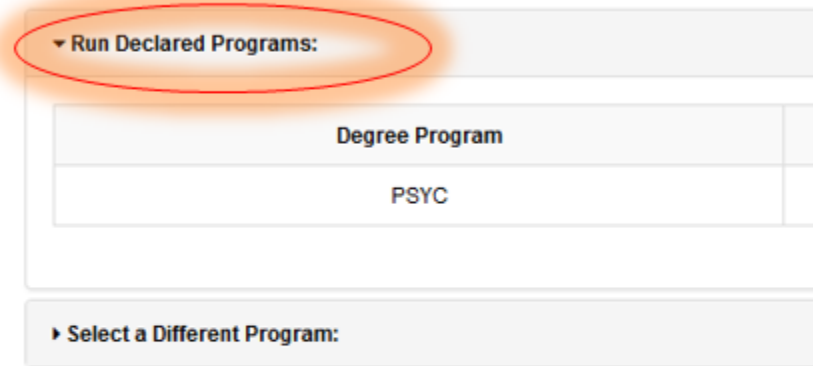
2.0 Choose Degree Program

When you are in the DARS, there are three categories to use for different/combined functions.

- Run Declared Programs: = default
- Select a Different Program: = "what if" audits
- Advanced Settings *Click to view availiable options* = PDF or Interactive format

The first view is the default **Run Declared Programs.** If you click on the highlighted Run Declared Programs button you will run the Interactive Audit.
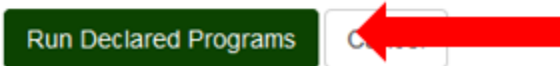
OR to run a "What If" audit, choose *Select a Different Program* and a drop down box will appear with all the *Degree* and *Catalog Year selections*.

The default format will always be Interactive Audit so if you want the PDF select *Advanced Settings Click to view available options* then select the PDF Format. Then run your audit by selecting the Run Different Program button.

Please note that choosing a different degree program here will not change your declared degree program at HSU.

Request an Audit

▸ Run Declared Programs:

▾ Select a Different Program:

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

Degree   Anthropology - - ANTH ▾

Catalog Year   Fall 2014 ▾

Advanced Settings *Click to view available options.*

List All   Normal Audit ▾

Print Req.   Normal Audit ▾

Format   PDF ▾

[Run Different Program]   [Ca]

3.0 Choose Format

To run the PDF select *Advanced Settings Click to view available options.* This selection will give you the PDF or Interactive option located in the Format dropdown. Make your selection then select *Run Declared Programs* Button.

4.0 View Audit

Another page will open with the completed audit request.

Click the *View Audit* button to see your audit results.

Interactive Audit (IA) View – hover over the graphs to see more options. The graphs provide information on your units and GPA. You can click on the graphs to get more details. Or you can look at your *HSU Coursework* or *Applied Exceptions* tab for additional information. To run a new audit, click the *Request Audit* button.

For an alternate text version of the graphs, click 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.

Units | GPA

Complete | In Progress
Unfulfilled | Planned

Humboldt GPA
UD Total
General Educ
Institutions
DCG
Major GPA
Other Courses

0   50   100   150   0.0   2.0   4.0

Units   GPA

2.70
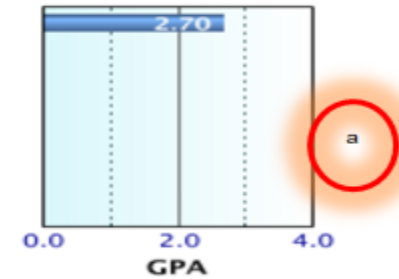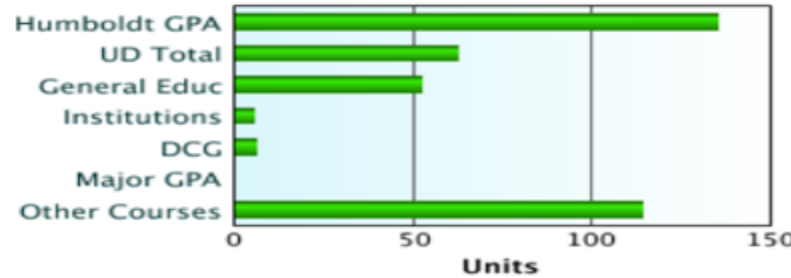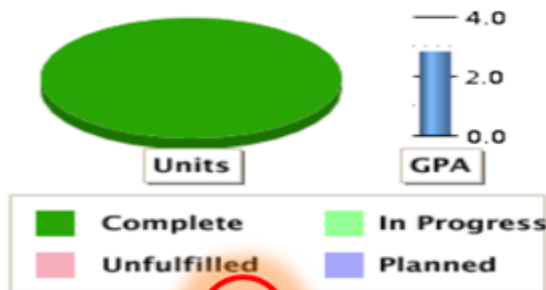
☑ Open All Sections   ▷ Close All Sections   ❓

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

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

PDF View - PDF appears at the bottom of the screen or click the *Download PDF Audit* link to open the PDF in a new window. Make sure you've installed *Adobe Reader* and are not using Browser or Chrome in Android before viewing this audit. Depending on the browser, you may receive a pop-up blocker so just click *OK* if this happens.

Undeclared

Request Audit

| Prepared On | 04/08/2015 11:39 AM | Program Code | 0000 | Catalog Year | Spring 2014 |
| Student ID | . | Graduation Date | UNKNOWN | | |

Audit Results   HSU Coursework   Applied Exceptions

Total Units   **Categories**

You are here: 🏠 Audit

Click on any area of the graph for further detail.

— 4.0
— 2.0
— 0.0

Units   GPA

■ Complete   ■ In Progress
■ Unfulfilled   ■ Planned

Humboldt GPA
UD Total
General Educ
Institutions
DCG
Major GPA
Other Courses

2.70

0   50   100   150 0.0   2.0   4.0
        Units   GPA

d
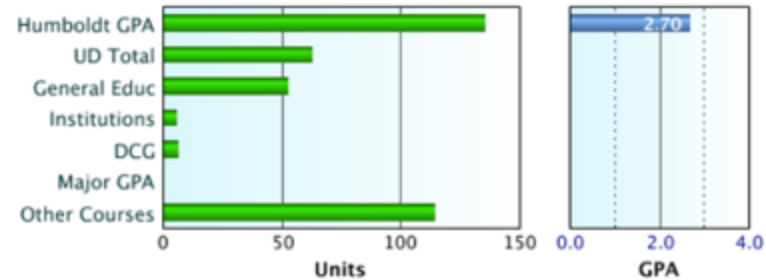
Download PDF Audit

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

🖶 🖹 ✏ 🌐 💾 🖨 ✉ | ⬆ ⬇ 1 / 8 ⊖ ⊕ 109% ▾ | 🖫 🖾 | ⤢   Tools | Fill & Sign | Comment

Humboldt State University   Degree Audit Report

PREPARED: 04/08/15 - 11:39 AM

GRADUATION DATE: UNKNOWN
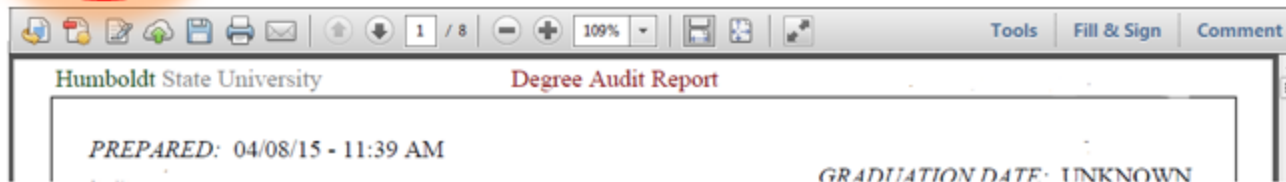
5.0 Managing Previously Run Audits

You can *Manage* audits previously run under the Audits tab. This page will contain audits that have been run in the past. If you click the *Run Audit* button a new audit report will run.

Delete audits no longer needed by checking the box and clicking the *Delete* button.

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

select all/select none

ID	Program	Catalog Year	▼ Created	Format	Run By	Type	View	Delete
125463			05/13/2015 2:33 PM	PDF	Student	✔	View Audit	☐
125432			05/13/2015 2:16 PM	HTML	Student	✔	View Audit	☐

6.0 Courses Tab

You can review the *Courses* tab for information on your *Transfer Target* or *Transfer Source* coursework.

The example below shows how transfer courses are used toward degree requirements at HSU: Analytical Reading/Writing articulated to HSU Engl 100 and meets GE A1, Intro to Environmental Sci articulated to HSU ENVS 110 and meets GE B2, Racquetball transferred as an Elective, and so on.

Transfer Target view.

Transfer Target Coursework

Filter by: Term [▾] Grade [▾] ▶

▲ Term	Course	Title	Grade	Rcredit	Ecredit	Gpahrs	Gpapts	Alt1	Alt2	Alt3	Last Modified
Summer 2011	ENGL100	ANALYTICAL READING/WRITING	A	3.00	3.00	3.00	12.00	GE A1			04/18/2015 10:42 AM
Summer 2011	ENVS110	INTRO TO ENVIRONMENTAL SCIENC	B	4.00	4.00	4.00	12.00	GE B2			04/18/2015 10:59 AM
Fall 2011	ELEC.	RAQUETBALL	A	0.50	0.50	0.50	2.00				04/18/2015 10:49 AM
Spring 2012	SOC 104	INTRO TO SOCIOLOGY	C	3.00	3.00	3.00	6.00	GE D8	CSU D0		04/18/2015 10:42 AM
Summer 2012	CSU C1	FREEHAND DRAWING	B	3.00	3.00	3.00	9.00	GE C1			04/18/2015 10:47 AM
Summer 2012	SPAN105	ELEM SPANISH I	C	5.00	5.00	5.00	10.00	GE C3	CSU C2		04/18/2015 10:42 AM
Fall 2013	HIST111	HISTORY OF US SINCE 1876	A	3.00	3.00	3.00	12.00	CSU C2	CSU C6	INST1	04/18/2015 10:42 AM
Fall 2013	MATH115	PRE-CALCULUS MATH	B	3.00	3.00	3.00	9.00	GE B3			04/18/2015 10:47 AM

The example below shows transferable course work.

Transfer Source view.

Transfer Source Coursework

Filter by: Term ▼ Grade ▼ School ▼ ▶

School	▲ Term	Course	Title	Grade	Credit
College of the Redwoods	Summer 2011	ENGL 1A	ANALYTICAL READING/WRITING	A	3.00
College of the Redwoods	Summer 2011	ENVSC 10	INTRO TO ENVIRONMENTAL SCIENC	B	4.00
Long Beach City College	Fall 2011	PEG 59AD	RAQUETBALL	A	0.50
Long Beach City College	Spring 2012	SOCIO 1	INTRO TO SOCIOLOGY	C	3.00
Cypress College	Summer 2012	ART 182ABC	FREEHAND DRAWING	B	3.00
Cypress College	Summer 2012	SPAN 101	ELEM SPANISH I	C	5.00
Golden West College	Fall 2013	HIST G175	HISTORY OF US SINCE 1876	A	3.00
Golden West College	Fall 2013	MATH 170	PRE-CALCULUS MATH	B	3.00

7.0 Transfer Evaluations

Transfer Evaluations – Under this tab, you will get a combined view of Transfer Target and Transfer Source courses.

Transfer Coursework
Coursework transferred from other institutions.

▲ Source Id	Last Modified	Type	Term	Course	Title	Grade	Earned Credit
▼ Cypress College							
CYPRES		⚒	Summer 2012	SPAN 101	ELEM SPANISH I	C	5.00
		◉	Summer 2012	SPAN105	ELEM SPANISH I	C	5.00
CYPRES		⚒	Summer 2012	ART 182ABC	FREEHAND DRAWING	B	3.00
		◉	Summer 2012	CSU C1	FREEHAND DRAWING	B	3.00
▼ College of the Redwoods							
EURRED		⚒	Summer 2011	ENGL 1A	ANALYTICAL READING/WRITING	A	3.00
		◉	Summer 2011	ENGL100	ANALYTICAL READING/WRITING	A	3.00

Legend

⚒ Source Course (school you transferred from)

◉ Target Course (school you transferred to)

🔒 Permanent Transfer (cannot be edited)

8.0 Logging Out

To get *Help* or *Log Out* – see the gear in the upper right hand corner.