

DARS/u.achieve Business Process Guide (BPG) for Faculty and Staff

NOTE: 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.

DARS can be accessed from a new pagelet on the Faculty/Staff Resources page in myHumboldt Portal or via the existing DARS link in PeopleSoft. To access your Advisees in your Advisor Center in PeopleSoft, use the *My Advisees* link.



If you enter via your Advisor Center, here are a few tips.

When Advisors are on the student's *Advisee Student Center* they should be clicking one of the two *DARS* links (either one) under the *Academics* section. By clicking the link in the Academic section, you will be able to carry the students ID into DARS. If you use the *dars* link, you will have to type in the student's ID or name in the *Search* field.

Advisor Center Search

my advisees student center general info transfer credit academics **dars**

Advisee Student Center

*Change Advisee

Academics

[My Class Schedule](#)
[DARS](#)
[DARS](#)
[Order Textbooks Online](#)

other academic...

This Week's Schedule

Class	Schedule
ART 358-1 ACT (21105)	TuTh 11:00AM - 1:50PM ARTA 024
CD 251-1 LEC (25031)	TuTh 9:00AM - 10:20AM FR 105
HED 400-3 LEC (26327)	MoWeFr 8:00AM - 8:50AM SCIB 135
KINS 475-1 LEC (24466)	Mo 5:00PM - 7:50PM FH 232
LSEE 312-10 SEM (24597)	We 5:00PM - 5:50PM HGH 227
LSEE 312-14 ACT (24674)	We 12:00PM - 12:50PM Off Campus
SCI 331-10 SEM (22289)	Tu 6:00PM - 7:50PM SCIA 475 Tu 6:00PM - 7:50PM SCIA 552
SCI 331-11	Th 6:00PM - 7:50PM SCIA 475

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates

Summer Semester 2015 Term
[Enrollment Appointment\(s\)](#)
10-Week
 04/13/15 08:30am - 07/07/15 12:01am

Fall Semester 2015 Term
[Enrollment Appointment\(s\)](#)
Regular Academic Session
 04/17/15 09:30am - 08/22/15 12:01am

Advisor
Program Advisor

Click to search for students to run

Click one of these to carry student ID

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

HUMBOLDT STATE UNIVERSITY Sabre Stacey DARS Humboldt State University

Students Batch

Home



Students



Batch

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

HUMBOLDT STATE UNIVERSITY Sabre Stacey DARS Humboldt State University

Students Batch

Search

Students Batch

Click to search for students to run

Click one of these to carry student ID

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

Student Search

Enter Student ID

Student ID

Submit

Search by Student Name

First Name

Last Name

Search ?

Click the arrow under *select*.

Student Search

Enter Student ID

Student ID

Submit

Search by Student Name

First Name

Last Name

Search ?

Select	Name	Student Id
⊕	C K	

Choose to *Run Current Programs* which is the default choice:

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* from the drop down menus.

☒ **Run Selected Program:**

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

Degree	Anthropology - - ANTH
Catalog Year	Fall 2013

Under *Options*, *Print Req.* by default offers *Normal Audit* or you have two additional choices in the drop down menu: *Show Incomplete Reqs Only* or *Show Complete Reqs Only*. By choosing one of the drop down menu options, you can restrict the audit to only show an audit with completed degree requirements or uncompleted degree requirements. *Format* offers an *Interactive* DARS audit OR choose the drop down menu for a *PDF* DARS audit.

Options

Print Req.

Normal Audit

Format

Interactive

Run Audit

Cancel

Click the *Run Audit* button.

Click the *View Audit* link.

Students

Batch

Student:

Audits

Courses

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

ID	Program	Catalog Year	Created	Format	Run By	Type	View	Delete
71035884	0000	Spring 2014	04/08/2015 11:39 AM	PDF			View Audit	
71035883	0000	Spring 2014	04/08/2015 11:31 AM	HTML			View Audit	
71035881	0000	Spring 2014	04/08/2015 11:24 AM	HTML			View Audit	

An Interactive Audit example:

Undeclared

Request Audit

Prepared On 04/08/2015 11:31 AM

Program Code 0000

Catalog Year

Spring 2014

Student ID

Graduation Date UNKNOWN

Audit Results

HSU Coursework

Applied Exceptions

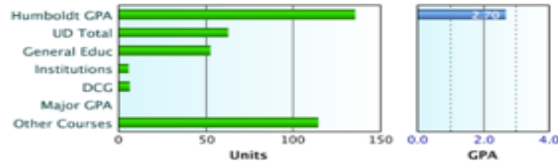
Total Units

You are here: Audit



Categories

Click on any area of the graph for further detail.



Open All Sections

Close All Sections



Printer Friendly

GE Catalog Year 201420

LEGEND

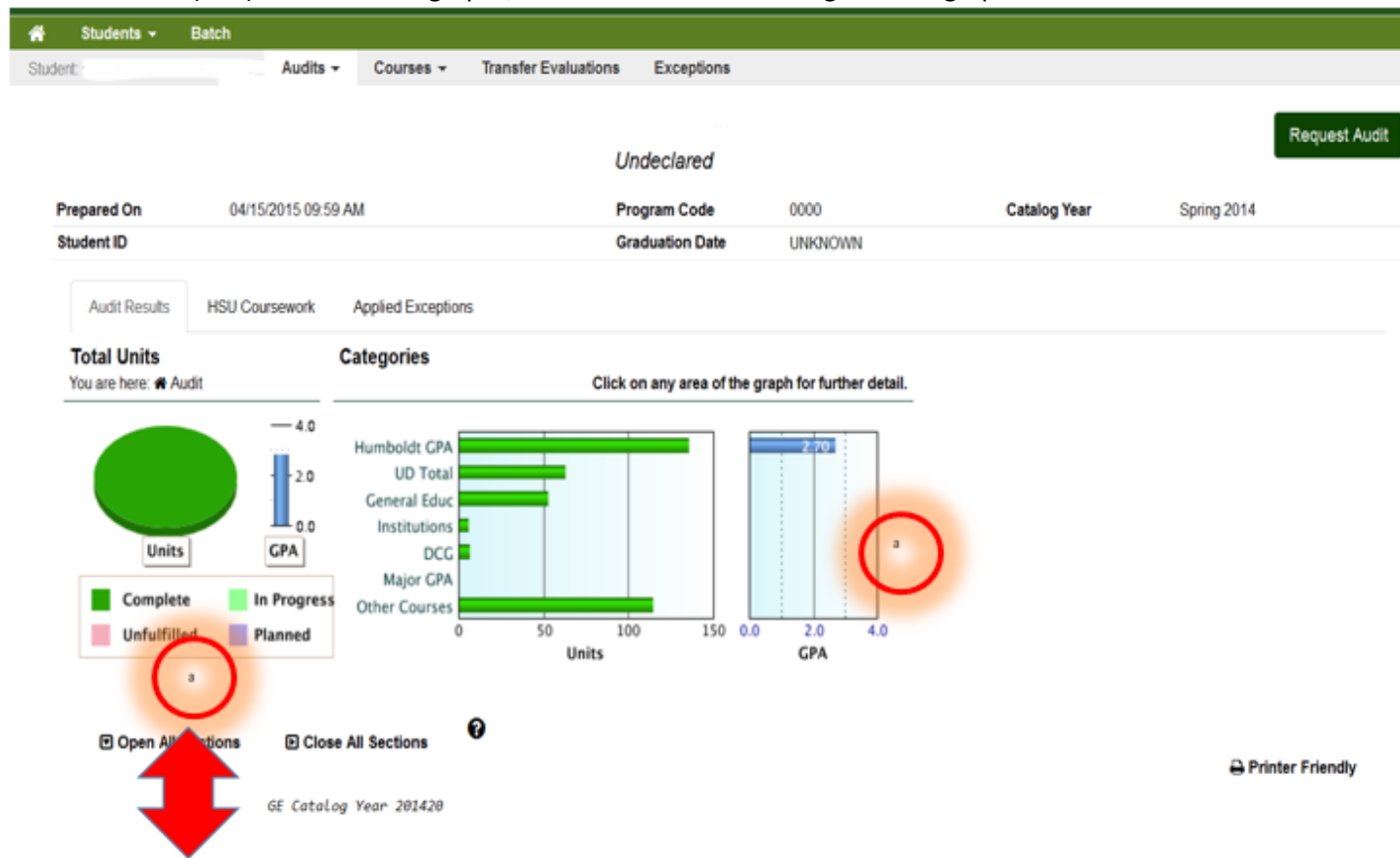
NO = REQUIREMENT NOT COMPLETED
OK = REQUIREMENT COMPLETED
GE = GENERAL EDUCATION
RG = REGISTERED
MC = MAJOR CONTRACT

- = SUB-REQT. NOT COMPLETED
+ = SUB-REQT. COMPLETED
GPA = GRADE POINT AVERAGE
IP = IN PROGRESS
WA = WEIGHT ADJUSTED GRADE

NOT ALL DEGREE REQUIREMENTS HAVE BEEN MET

- > SENIORS - MUST APPLY FOR GRADUATION NOW!
To prevent a hold prior to registration, apply online or visit the Office of the Registrar, SBS 133.
- > *****ATTENTION*****
This audit addresses general education and overall degree requirements only. Some requirements may differ based upon your major declaration. We encourage you to declare a major as soon as possible.
- > ***** ENGLISH PLACEMENT TEST NOT REQUIRED*****
EXCEPT -- If you are planning on taking courses that require English proficiency. To take the English Placement Test (EPT), please contact the Testing Center, (707)826-3611, LB 024, for exam information.
- > *** ENTRY LEVEL MATHEMATICS TEST NOT REQUIRED ***
EXCEPT - If you are planning on taking courses that require Math proficiency. To take the Entry Level Mathematics (ELM) test, please contact the Testing Center, (707)826-3611, LB 024, for exam information.

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



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

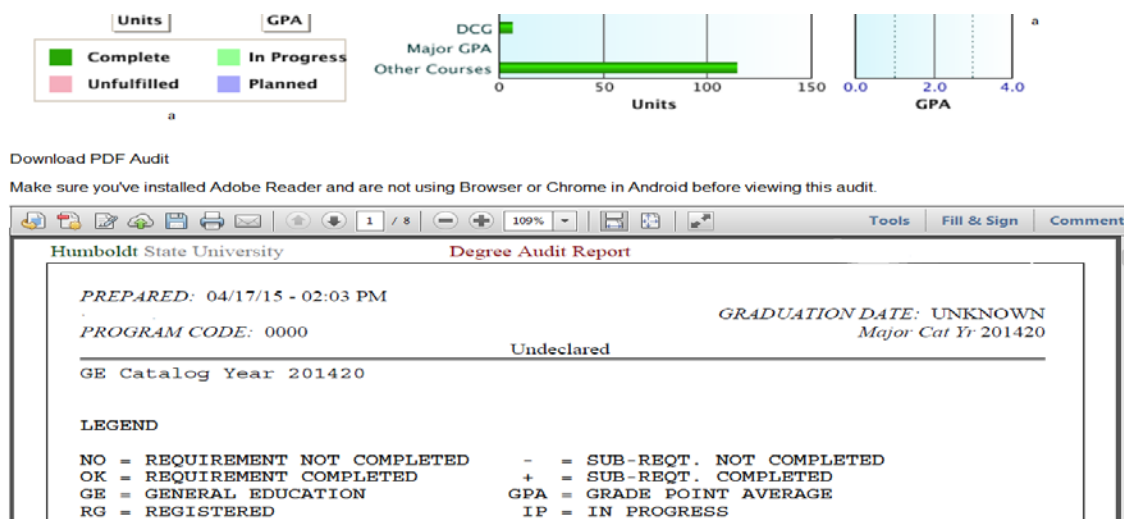
[back](#)

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*:



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



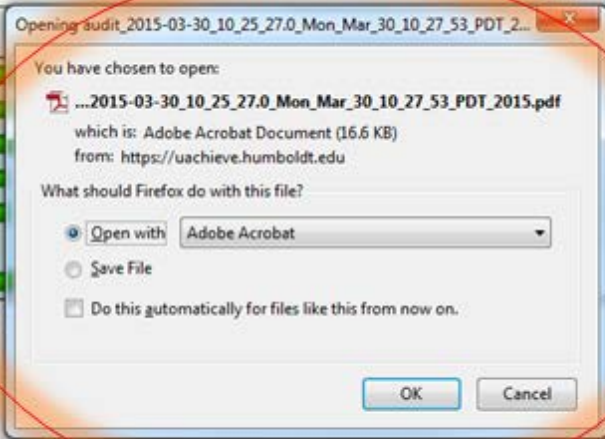
Click *Download PDF Audit* to open the PDF in another window. Depending on which browser you use, you might get a pop-up window asking you to click *OK* to open the PDF with Adobe Acrobat. If you get this window, just click *OK*.

You are here: 🏠 Audit

Click on any area of the graph for further detail.



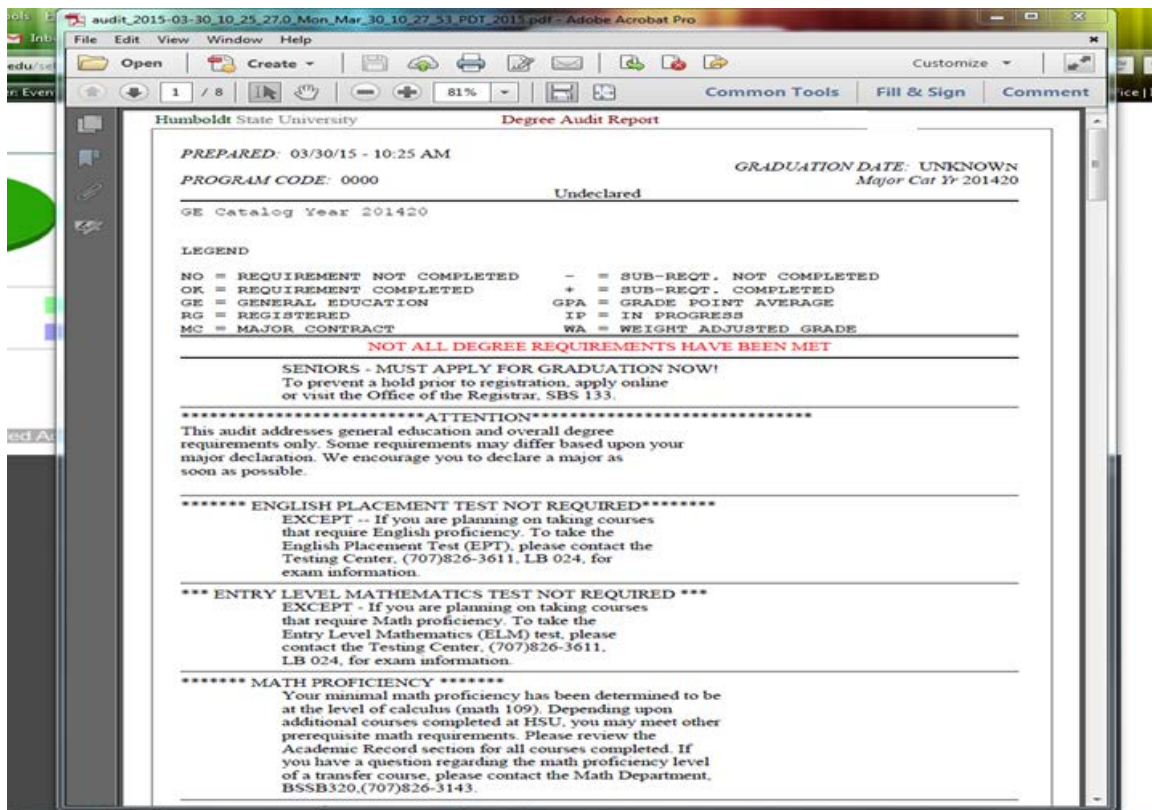
Humboldt GPA
UD Total
General Educ
Institutions
DCG
Major GPA
Other Courses



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.

Students ▾ Batch

Student: Audits ▾ Courses ▾ Transfer Evaluations Exceptions

Completed Audit

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 Request New Manage Delete select all/select none

ID	Program	Catalog Year	Created	Format	Run By	Type	View	Delete
71035884	0000	Spring 2014	04/08/2015 11:39 AM	PDF		✓	View Audit	<input type="checkbox"/>
71035883	0000	Spring 2014	04/08/2015 11:31 AM	HTML		✓	View Audit	<input type="checkbox"/>
71035881	0000	Spring 2014	04/08/2015 11:24 AM	HTML		✓	View Audit	<input type="checkbox"/>

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

Students ▾ Batch

Student: Audits ▾ Courses ▾ Transfer Evaluations Exceptions

Completed Audit Request

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 Transfer Target Transfer Source Delete select all/select none

ID	Program	Catalog Year	Created	Format	Run By	Type	View	Delete
71035884	0000	Spring 2014	04/08/2015 11:39 AM	PDF		✓	View Audit	<input type="checkbox"/>
71035883	0000	Spring 2014	04/08/2015 11:31 AM	HTML		✓	View Audit	<input type="checkbox"/>
71035881	0000	Spring 2014	04/08/2015 11:24 AM	HTML		✓	View Audit	<input type="checkbox"/>

Transfer Target view. Filtering is 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	Gpapts	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 is 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

Click *Transfer Evaluations* to see coursework transferred from other institutions.

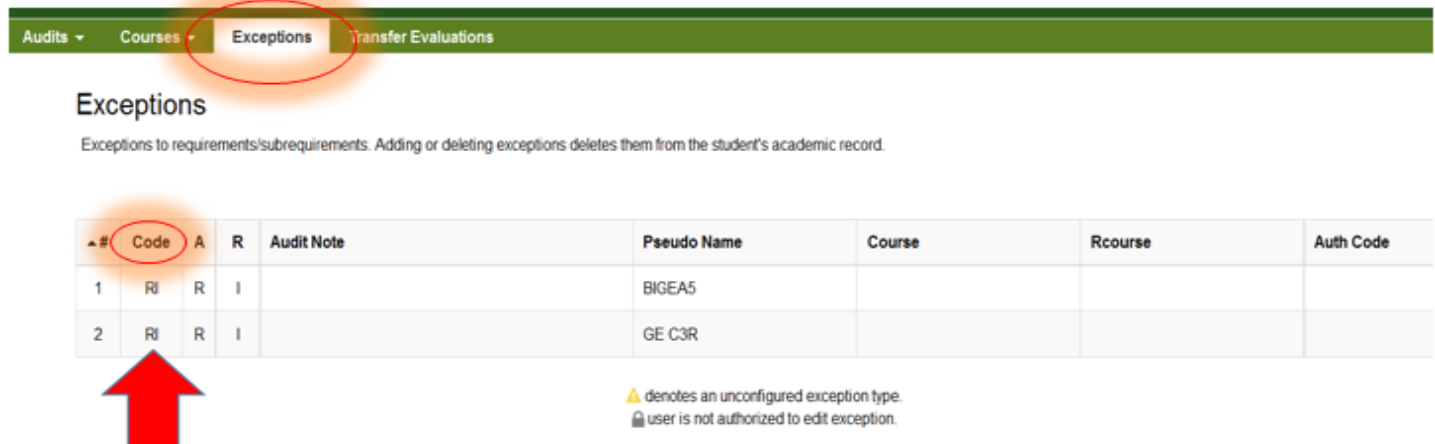
Students Batch											
Student: Audits Courses Transfer Evaluations Exceptions											
Transfer Coursework											
Coursework transferred from other institutions.											
Source Id	Grp	Lock	Certify	Last Modified	Type	Term	Course	Title	Grade	Earned Credit	Seq
Calif State Univ Monterey Bay											
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	HWI 240	ADV/COMPET ATHLETICS SEMINAR	A	2.00	001

LEGEND for the *Transfer Coursework* screen is below. An *arrow* symbol represents the Source Course (school the student transferred from), a *target* symbol represents the Target Course (school the student transferred to) and a *closed lock* symbol represents the Permanent Transfer (cannot be edited).

Legend

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

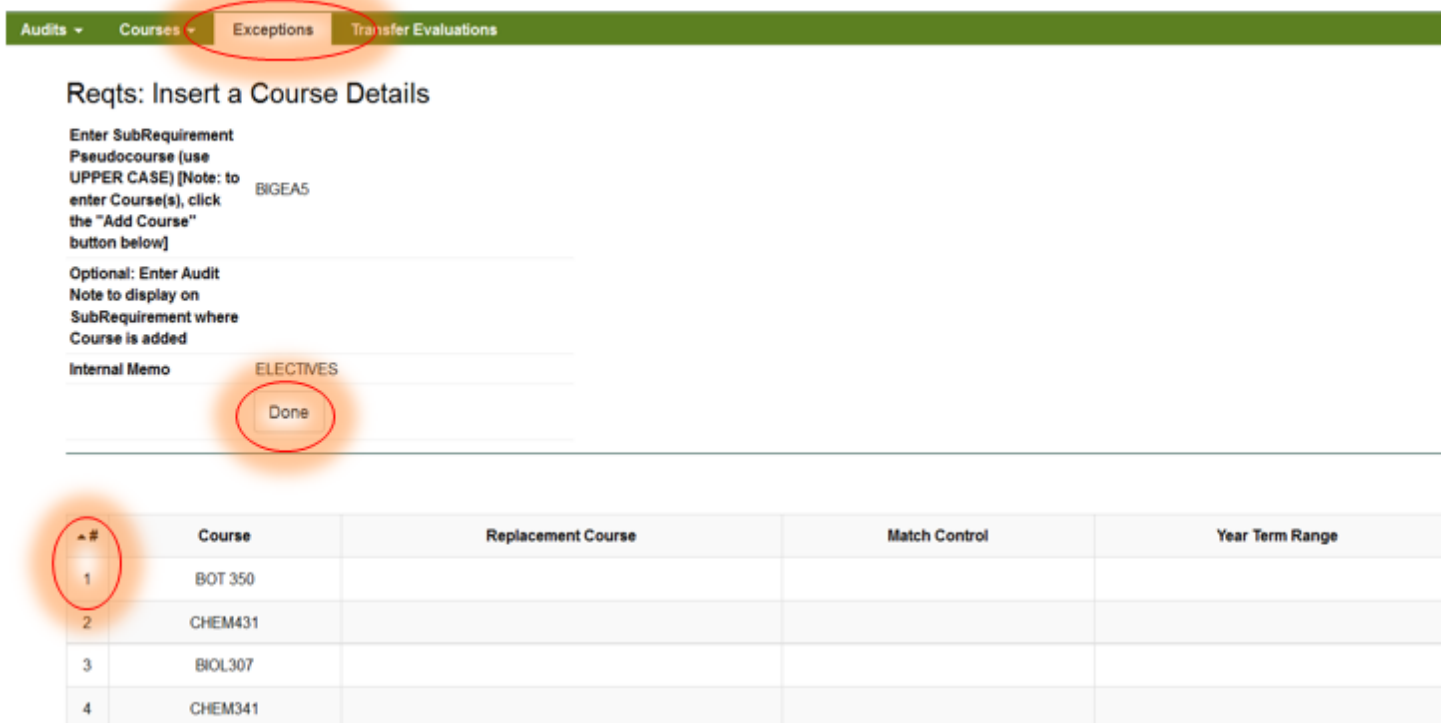
See *Exceptions* to requirements/subrequirements:



#	Code	A	R	Audit Note	Pseudo Name	Course	Rcourse	Auth Code
1	RI	R	I		BIGEA5			
2	RI	R	I		GE C3R			

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

By clicking the *Code* in the list, another window will pop-up. If you click the number symbol #, the list will sort ascending or descending. To exit this information screen, click *Done*.



Reqts: Insert a Course Details

Enter SubRequirement
Pseudocourse (use UPPER CASE) (Note: to enter Course(s), click the "Add Course" button below) BIGEA5

Optional: Enter Audit Note to display on SubRequirement where Course is added

Internal Memo ELECTIVES

Done

#	Course	Replacement Course	Match Control	Year Term Range
1	BOT 350			
2	CHEM431			
3	BIOL307			
4	CHEM341			

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

Batch

Batch DefinitionsSchedul

Batch Definition List

Add Batch

Filter by: TypeOwner

Delete

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			

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

StudentsBatch

Add Batch

DescriptionTEST BATCH 1

Print Req.Normal Audit

Save & ContinueSave & FinishCancel

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	Student Degree Program
Operator	equals

Next choose the degree program and click *Save*.

☒

ANTH

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

Once

▼

Start Date

?

Start Time

00:00:00

?

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*, see example on next page.

Students ▾ Batch

Shared Batch List


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

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*.

Students ▾ Batch

Batch

Batch Definitions Scheduled Jobs Run Results

Batch Definition List

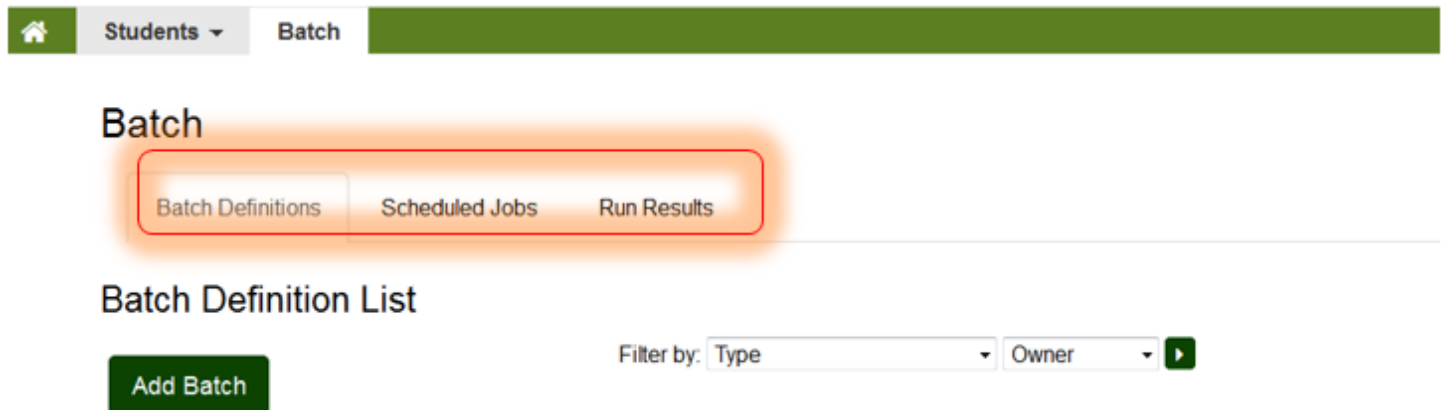
Add Batch Filter by: Type ▾ Owner ▾ ▶ Delete
select all/select none

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	181	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 an *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:



Batch

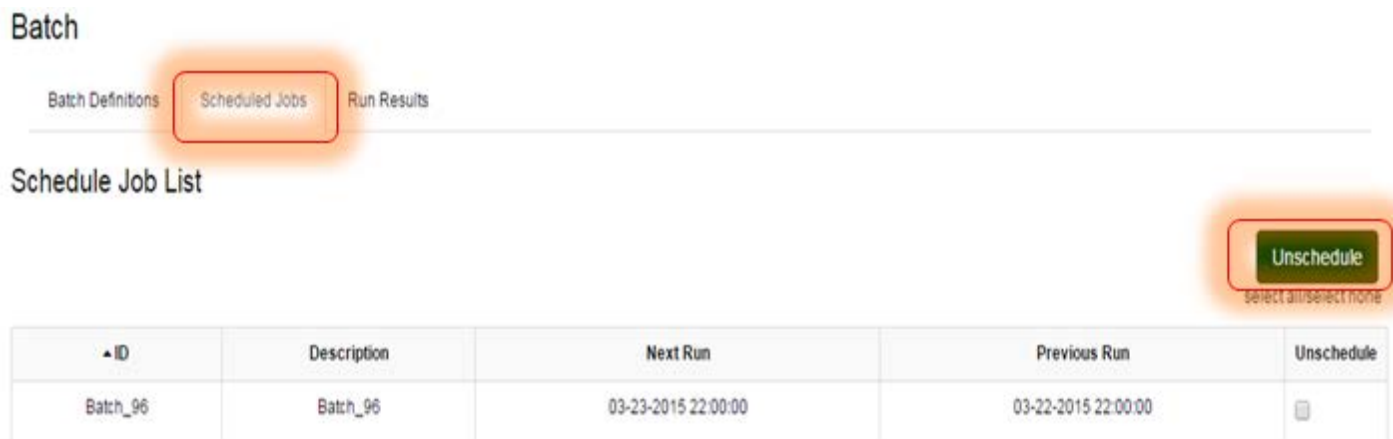
Batch Definitions Scheduled Jobs Run Results

Batch Definition List

Add Batch

Filter by: Type Owner

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




Batch

Batch Definitions Scheduled Jobs Run Results

Schedule Job List

Unschedule

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

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
----	-------------	------	-------	---------------	--------------------------	-------------

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*.



Students

Batch

Add Batch

Description

TEST BATCH 1

Print Req.

Show Incomplete Reqs. Only



Save & Continue

Save & Finish

Cancel

OR

Add Batch

Description

Print Req.

Show Complete Reqs. Only

▾

Save & Continue

Save & Finish

Cancel

Under *Run Results*, click *Audit*.

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
10125	Sabre Advisee Batch	S	SKH270	09/09/15	40 Not Complete / 3 Complete	

An example of a *Run Results List* is 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 PDF 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	
BAT0009800000001		Apaez,	BAMK	201440	Successful	
BAT0009800000001		Aramesh,	BAMK	201040	Successful	
BAT0009800000001		Aramesh,	BAMK	201040	Successful	
BAT0009800000001		Arnold,	BAMK	201340	Successful	
BAT0009800000001		Aylward,	BAMK	201340	Successful	
BAT0009800000001		Beltran,	BAMK	201340	Successful	
BAT0009800000001		Bertolero,	BAMK	201140	Successful	
BAT0009800000001		Bethuy,	BAMK	201320	Successful	
BAT0009800000001		Boite,	BAMK	201340	Successful	

To *Log Out* or see *Help*, click the gear icon in the upper right hand corner of the screen.

