Instructions for the Advising Community

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Accessing DARS and Searching for a Student

1. Login to MyUTK with your NetID and password.

   CENTRAL AUTHENTICATION SERVICE

   To continue, please enter your NetID and password:

   NetID: [NetID]
   Password: [Password]
   [LOGIN]

2. Under the heading Staff/Academic Resources click on the DARS and uTrack link.

   ![Staff / Academic Resources]
   
   Self Service Banner
   Internet Native Banner (INB)
   Faculty Advising Profile
   Class Schedule Search
   **DARS and uTrack**
   Grades First

   Please note: If you are already in Self-Service Banner, you can click on the Faculty Services tab and then Advisor Menu to get to the Degree Audit link, which will take you into DARS.

3. This will bring you to a dashboard that will have one or more icons available to you, depending upon your security access.

4. Click the Students icon.
5. You can search for a student by Student ID or Student Name:

   a. If you know the exact ID (000- number) of the student for whom you wish to run a DARS report, enter it in the Student ID field and click the **Submit** button.

   **Student Search**

   **Enter Student ID**

   Student ID

   ![Submit button]

   b. You can also search by Student Name. Enter one or both fields in the First and/or Last Name fields and click the **Search** button. Partial searches will work, but they may take longer to return search results. For example, searching for Jo Davis will return students who are listed as Jody, Joel, John, etc. Davis.

   **Search by Student Name**

   **First Name**

   ![First Name field]

   **Last Name**

   ![Last Name field]

   ![Search button]

   c. To select a student from the list click on the arrow button beside the student’s name.

<table>
<thead>
<tr>
<th>Select</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Select button]</td>
<td>Volunteer, Smokey Dog</td>
</tr>
</tbody>
</table>
Running a DARS Report: The “Default” Audit

1. Once you have selected the correct student, either by typing in a student ID or by searching the student’s name, you will see the following screen below. If other advisors have already run DARS reports for that student in the last 7 days, those audits will be listed on this page. You can view those audits or run a new audit.

   ![Screen Shot](Image)

   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.

   ![Audit Table](Image)

   2. Clicking the Run Audit button will take you to the Request an Audit page. The student’s academic program in Banner will automatically populate. This will include any secondary majors or minors in Banner for the student.

   Note: This information is synced in real time with Banner. If a student’s profile information is not correct, then their DARS report also will not be correct. This could cause the audit not to run or to generate an error. It is critical for all student program information in Banner to be entered correctly.

   For some students, this will be the first time they realize that their Banner profile has incorrect information, so they will likely contact their advisors and/or their departments for corrections.

   Request an Audit

   ![Audit Form](Image)

   3. To run the student’s default audit, click the Run Declared Programs button. A new screen will appear that will provide you with information as the audit is running, and you will automatically be taken to the results page.

   ![Audit Results](Image)
4. When the DARS report has completed its run, the results will be displayed under the heading **Completed Audit Requests**. Click on **View Audit** to see the student’s DARS report.

5. If the student is a uTrack student, their uTrack report should appear on the list within approximately a minute. If it does not appear automatically, you may need to refresh the page using your browser’s Refresh button.
Running a DARS Report: The “What-If” Audit

1. Once you have selected the correct student, either by typing in a student ID or by searching the student’s name, you will see the following screen below. If another advisor has already run a DARS report for that student, that audit will display on this page. You can view those audits or run a new audit.

![Completed Audit Requests]

2. Click the Run Audit button to get to the Request an Audit page. Click Select a Different Program to run a “What-If” audit.

![Request an Audit]

3. When you click Select a Different Program, a new dialog box will open that will allow you to run a DARS report based on the selections you make in the drop-down boxes.
4. Once the catalog year has been selected, your selections will minimize, and you can do one of four things:

   a. **Clear Selections** – Go back and edit the college/major/degree/program/catalog year information.

   ![Request an Audit](image)

   b. **Add a Second Major** – Allows you to explore the requirements for up to three secondary majors.

   ![Request an Audit](image)

   c. **Add a Minor** – Allows you to explore the requirements for up to five minors.

   ![Request an Audit](image)

   d. **Run Selected Program** – Run the what-if audit based on your selections above.
5. When you click the Run Selected Program button, a new screen will appear that will provide you with information as the audit is running, and you will automatically be taken to the results page.

6. When the DARS report has completed its run, the results will be displayed under the heading Completed Audit Requests. Click on View Audit to see the student’s DARS report.

   Please note: The audit type will be listed as WHAT-IF. A default audit will not have an audit type value.

7. If the student is a uTrack student, their uTrack report should appear on the list within approximately a minute. If it does not appear automatically, you may need to refresh the page using your browser’s Refresh button.
When you are running a DARS report, you can click “Advanced Settings” to open the options screen. This allows you to select the following:

- You can choose to not include in-progress (IP) or future registered (RG) courses on the audit. (DARS will always include the IP and RG courses unless you intentionally uncheck this box.)
- List All – used by the College Encoders while entering exceptions, this option allows users to see requirement pseudo names for exception processing and testing
- Run Type – can only be set to “Degree Audit.”
- Format – Allows you to select the regular HTML report that has interactive course links, or to select a PDF audit for pre-formatted printing and that can be saved to your computer.

![Advanced Settings Options](image)