DARS
degree audit reporting system

Instructions for the Advising Community

Quick links for sections within this document:

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.

Personal Information	Student	**Faculty Services**
Search	[ ]	Go

Term Selection
ID Selection
Student Academic History
Degree Audit
Request and review degree audits.

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

Students

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

    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

    [   ]

    Last Name

    [   ]

    Search ❷

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

Select	▲ Name
▶	Volunteer, Smokey Dog

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.

Student: Volunteer, Smokey Dog / 890102515   Audits ▾

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

Instcd	Program	Catalog Year	▾ Created	Audit Type	Format	Run By	Course Type	View	Delete
	BA-ENGL-L	Fall 2015	07/03/2017 12:27 PM		HTML	aconnor	IP	View Audit	☐

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

▾ **Run Declared Programs:**

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
	BSSW-SOWK	SW: SOCIAL WORK	Fall 2014				

▸ **Select a Different Program:**

Advanced Settings (Click to view available options.)

Run Declared Programs   Cancel

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.

Last updated at 1:15:55 PM
↻ updating every 3 seconds (stop)   Update

Running Audits   Cancel Running Audits

Program	Catalog Year
↻	

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.

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

Instcd	Program	Catalog Year	▼ Created	Audit Type	Format	Run By	Course Type	View	Delete
	BSSW-SOWK	Fall 2014	06/05/2017 1:16 PM		HTML	lbell11	IP	View Audit	☐

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.

Student: Volunteer, Smokey Dog / 890102515   Audits ▾

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

Instcd	Program	Catalog Year	▾ Created	Audit Type	Format	Run By	Course Type	View	Delete
	BA-ENGL-L	Fall 2015	07/03/2017 12:27 PM		HTML	aconnor	IP	View Audit	☐

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

▾ Run Declared Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
	BSSW-SOWK	SW: SOCIAL WORK	Fall 2014				

▸ Select a Different Program:

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.

Request an Audit

▸ Run Declared Programs:

▾ Select a Different Program:

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

College:	ARCH & DES ▾
Major:	ARCH ▾
Degree:	BARCH ▾
Program:	BARCH: ARCHITECTURE ▾
Catalog Year:	- ▾

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

   ▸ Run Declared Programs:

   ▾ Select a Different Program:

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

   ARCH & DES > ARCH > BARCH BARCH: ARCHITECTURE

   Catalog Year: **Fall 2016**   Clear Selections

   Add: Second Major   Minor

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

   Request an Audit

   ▸ Run Declared Programs:

   ▾ Select a Different Program:

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

   ARCH & DES > ARCH > BARCH BARCH: ARCHITECTURE
   Catalog Year: Fall 2016   Clear Selections

   Add: Second Major   Minor

   Adding a Second Major:

   Second Major:
   -                          ▾   Never mind

   Advanced Settings *(Click to view available options.)*

   Run Selected Program   Cancel

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

   Request an Audit

   ▸ Run Declared Programs:

   ▾ Select a Different Program:

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

   ARCH & DES > ARCH > BARCH BARCH: ARCHITECTURE
   Catalog Year: Fall 2016   Clear Selections

   Add: Second Major   Minor

   Adding a Minor:

   Minor:
   -                          ▾   Never mind

   Advanced Settings *(Click to view available options.)*

   Run Selected Program   Cancel

   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.

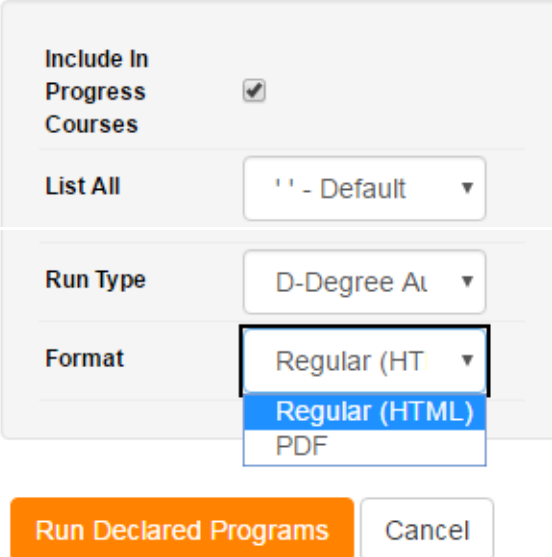   Please note: The audit type will be listed as WHAT-IF. A default audit will not have an audit type value.

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.

Advanced Settings Options

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 (Click to view available options.)

Include In Progress Courses ☑

List All   '' - Default ▼

Run Type   D-Degree Au ▼

Format   Regular (HT ▼

                Regular (HTML)
                PDF

Run Declared Programs   Cancel