



Instructions for Students

Quick links for sections within this document:

- [Accessing DARS](#)
- [Running a DARS Report for Your Current Program](#)
- [Running a “What-If” DARS Report](#)
- [Advanced Settings Options](#)

Accessing DARS

1. Login to MyUTK with your NetID and password.

CENTRAL AUTHENTICATION SERVICE

To continue, please enter your NetID and password:

NetID:

Password:

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

 **Academic Resources**

- [Self Service Banner](#)
- [Search For Classes](#)
- [Schedule Builder](#)
- [Add / Drop Classes](#)
- [My Grades](#)
- [DARS and uTrack](#)**
- [Grades First](#)

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

Personal Information **Student**

Search

Student Records

- [View Holds](#)
- [Final Grades](#)
- [Grade Detail](#)
- [Academic History](#)
- [Course Catalog](#)
- [View Student Profile](#)
- [Schedule of Classes/Timetable](#)
- [Apply to Graduate](#)
- [Degree Audit](#)**
Request and review degree audits - Undergrad

Running a DARS Report for Your Current Program

1. When you log in to DARS, you will see the following screen, which lists all of the DARS reports you have run recently. Your reports remain available for 7 days, unless you choose to use the Delete function.

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

Instd	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	<input type="checkbox"/>

2. Clicking the **Run Audit** button will take you to the **Request an Audit** page. Your academic program in Banner will automatically populate. This will include any of your secondary majors or minors in Banner.

Note: This information is synced in real time with Banner. If your profile information is not correct, then your 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 of your program information in Banner to be entered correctly.

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 DARS report for your current program, 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
⊞	

- When your DARS report has completed its run, the results will be displayed under the heading **Completed Audit Requests**. Click on **View Audit** to see your 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	Ibell11	IP	View Audit	<input type="checkbox"/>

- If you are a uTrack student, your 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 “What-If” DARS Report

1. When you log in to DARS, you will see the following screen, which lists all of the DARS reports you have run recently. Your reports remain available for 7 days, unless you choose to use the Delete function.

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

Instd	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	<input type="checkbox"/>

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:
- 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:

- 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:

Adding a Second Major:

Second Major: Never mind

Advanced Settings (Click to view available options.)

- 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:

Adding a Minor:

Minor: Never mind

Advanced Settings (Click to view available options.)

- Run Selected Program** – Run the what-if DARS report based on your selections above.

- 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.



- When your DARS report has completed its run, the results will be displayed under the heading **Completed Audit Requests**. Click on **View Audit** to see your DARS report.

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

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
	BARC-ARCH-T	Fall 2016	06/05/2017 2:40 PM	WHAT-IF	HTML	Ibell11	IP	View Audit	<input type="checkbox"/>
	BSSW-SOWK	Fall 2014	06/05/2017 1:16 PM		HTML	Ibell11	IP	View Audit	<input type="checkbox"/>

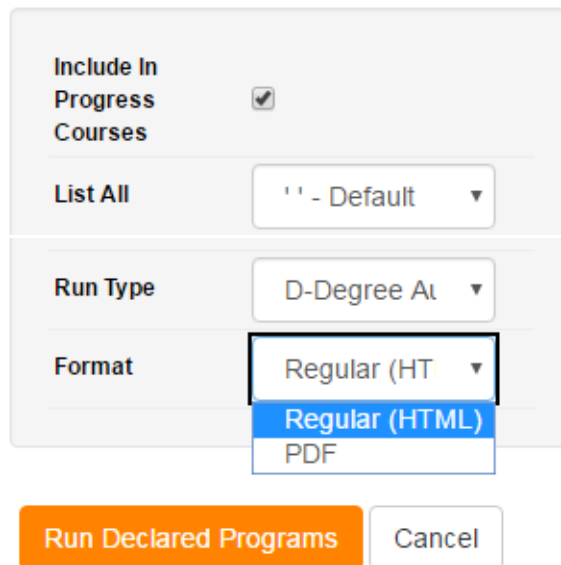
- If you are a uTrack student, your uTrack report should appear on the list within approximately a minute. If it does not appear automatically, you may need to refresh the page using your browser's **Refresh** button.

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 – Intended for Administrative use only
- 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 report 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