Instructions for Students

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• Running a DARS Report for Your Current Program

• Running a “What-If” DARS Report

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Accessing DARS

1. Login to MyUTK with your NetID and password.

   CENTRAL AUTHENTICATION SERVICE

   To continue, please enter your NetID and password:

   NetID:  
   Password:  
   LOGIN

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

   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.
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.

   ![](Completed Audit Requests 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.

   Run Audit

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 Image)

   Request an Audit
   - Run Declared Programs:

   Advanced Settings (Click to view available options.)
   - Run Declared Programs

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.

   ![](Running Audits Image)

   Running Audits
   - Program

   Last updated at 1:15:55 PM
   ⊖ updating every 3 seconds (stop)
4. 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.

5. 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.

   ![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

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
   ------ | -------------- | ----- | ------------ | ------ | ----- | ---- | -------
   BSW/SGW | 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.
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.

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

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

d. **Run Selected Program** – Run the what-if DARS report 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 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.

7. 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 Options](image)

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

- **Include In Progress Courses**: Check to include in-progress courses on the audit.
- **List All**: Default.
- **Run Type**: D-Degree Audit.
- **Format**: Regular (HTML) or PDF.