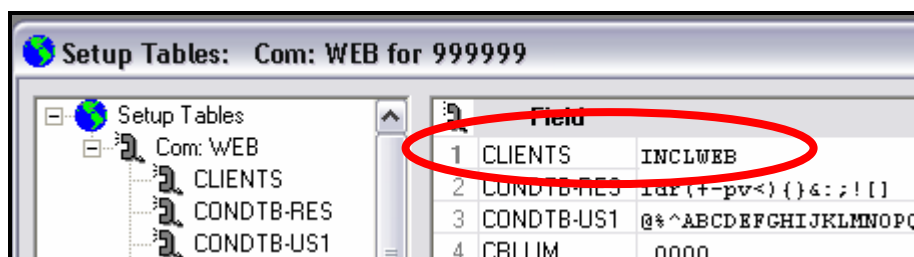


Adding a Hyperlink to a DARS Web Audit

This document is a guide on how to add a hyperlink to a DARS audit using the “How to Read a DARS Audit” Captivate presentation.

To begin, locate the “INCLWEB” that your WEB COM is using. To do this, open your WEB COM (under the Communications Table). Look for a COMFIELD with the value CLIENTS. The value of the CLIENTS entry will tell you which requirement field to look under.

Note: If CLIENTS is not present then the default INCLTOP will be used, but this may affect all DARS audits.



ID	Field	Value
1	CLIENTS	INCLWEB
2	CONDTB-RES	1df (+-pv<) {}&:;![]
3	CONDTB-US1	@*^ABCDEFGHJKLMNO
4	CRLLIM	0000

Now that the requirement is located, open it. Ours is called INCLWEB. Select the Text tab. Depending on how your audit is laid out, you can place the code for the link wherever you desire within the text tab. The code needs to be split over two lines to ensure the proper result on the audit. An example of how the hyperlink code may look:

```
<a href="http://www.dars.mntransfer.org/updates/capt/audit.swf"  
target=_blank>How to Read a DARS Audit</a>
```

Link example and appearance: [How to Read a DARS Audit](http://www.dars.mntransfer.org/updates/capt/audit.swf)

A few things to watch out for:

1. The double quote around the URL (“ ... “) must start and finish on the same line.
2. The text between the > can be changed to whatever you like, we have used How to Read a DARS Audit.
3. To avoid a blank underlined row on the audit, keep > and on the same line.
4. The target=_blank will open a new browser window and is needed to prevent the students ISRS session from being lost. The new browser window also allows the user to watch the presentation, pause it, and look at their audit.
5. Each line only allows for **65 sequential** characters and spaces.

Note: The link above is live and can be used to put in your web audits. Using hyperlinks **only** works when used in the web audit.

Here is an example of how the code might look when added to INCLWEB.

Common	Reporting	Reference/Other	Text	Limits (X-line)	Used By	
Header						
1	WELCOME TO --this test-- DEGREE AUDIT.				OK	No
2	*****					
3	<="" audit<="" dars="" href="http://www.dars.mntransfer.org/updates/capt/audit.swf" read="" target="_blank>How" td="" to=""><td></td><td></td>					
4						
5						
6	LEGEND					
7	OK	REQUIREMENT COMPLETE	IP	IN PROGRESS COURSE		
8	NO	REQUIREMENT NOT COMPLETE	(R)	REQUIRED COURSE LIST		

Finally, how the link appears on the web audit.

MnSCU DVLP
Minnesota State Colleges and Universities

Selected Semester: [Summer Term 2006](#)
(Click above to change semester)

My Home Registration **Student**

Student Tech ID

- Check Grades
- Address Maintenance
- Demographic Maintenance
- Academic Record
- My Account
- My Financial Aid
- Degree Audit Report
- Google Search
- MSUM
- MnSCU IT
- MnSCU

Degree Audit Report

PREPARED: 05/05/06 - 09:27
PROGRAM CODE: AS NUR2
TYPICALLY STUDENT DESCRIPTIVE DATA GOES HERE..
AAS Business

GRADUATION DATE: UN/RN/OW
CATALOG YEAR: 20065

WELCOME TO --this test-- DEGREE AUDIT.

[How to Read a DARS Audit](#)

LEGEND
OK REQUIREMENT COMPLETE IP IN PROGRESS COURSE
NO REQUIREMENT NOT COMPLETE (R) REQUIRED COURSE LIST

Posted: 5.5.06