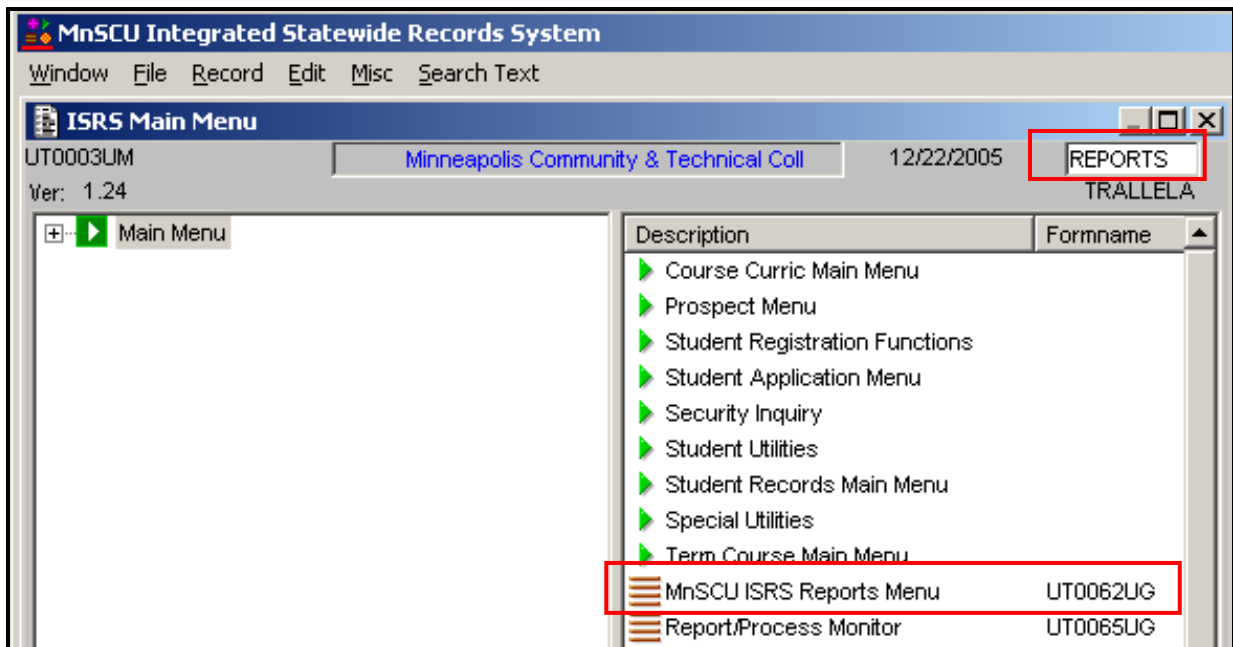


DARS AUDIT PRINTING

How to run a DARS Audit, how to run the DARS Transfer Articulation process and information about the various functionalities of the DA0001CP screen in ISRS.

Degree Audits are run through your regular ISRS reports function using the DA0001CP Report. To access the DA0001CP screen:

1. Log onto your "regular" ISRS.
2. On the main menu click on "MnSCU ISRS Reports Menu" or type in REPORTS on the top right.



- On the UT0062UG screen, in the field where the cursor is blinking (Report Nbr:), enter DA0001CP (or just the letter 'D', since there is only one report beginning with the letter D) and then click on "select", or choose DA0001CP from the list of reports.

Report	Variation	Report Title	Report Type	Select
CT0115	T01	ROOM USAGE AUDIT REPORT - DAYTIME	3GL	Gkp0
CT0115	T02	ROOM USAGE AUDIT REPORT - EVENING	3GL	Gkp0
CT0170CB		Schedule 25 Export	3GL	Gkp0
CT1001CB		Transcripts	3GL	Gkp0
CT1020CB		Add/Remove Satisfactory Progress Holds	3GL	Gkp0
CT1040CB		SAPS Statistics Report	3GL	Gkp0
DA0001CP		Dars Audit Report	3GL	Gkp0
FA0062CB		Course Applicability Report	3GL	Gkp0

View of the default DA0001CP screen:

Report Parameter Description	Required	Parameter Value	Index
User ID, Report ID, Date Time:			<
Tech Id of Student (up to 25):			
Output to Darwin (Y/N/W):	N		
Degree Program:			
Use Com Table:			
Force Catalog YRTR:			
Darwin Report Options User ID:			
Export to ISRS: N,EXPORT=D,L,S	N		

Delivery Method (Check one):

E-mail E-mail Address: _____

Online

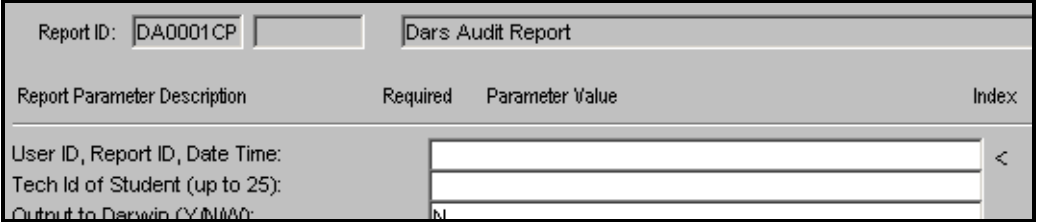

Printer Printer Queue: file Form ID: _____

Deliver To: TRALLE LAURIE Address Bldg/Room: _____

Start Time: 11:00 Start Date: 12/22/2005

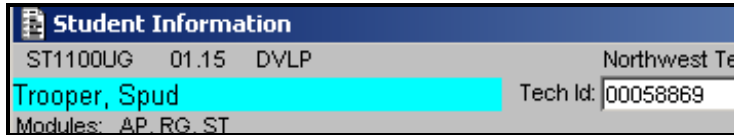
Process Monitor: Gkp1 Suppress header page:

Below is an explanation of the fields in DA0001CP [Note: none of the fields are case sensitive; entries may be made using either upper or lower case or any combination]:

Report Parameter	Parameter Value Description/Options
User ID, Report ID, Date Time:	 <p>Used to run a batch of DARS audits using GR_Output functionality. Double click in this field to access the UT2202UI – GR Report Index screen. Documentation for Batch Audit processing is at: http://www.dars.mntransfer.org/updates/number22.html</p>
Tech ID of Student (up to 25):	 <p>Enter either the Tech ID or the SSN of the student(s) whose audit(s) you wish to run. Tech ID may be entered without the leading zeroes. Multiple Tech ID's may be entered with any of these separators:</p> <ul style="list-style-type: none"> ▪ Space ▪ . (period) ▪ , (comma) <p>If using SSN, no separator is required, but you may also use a space, comma or period, if you wish. Up to 25 Tech ID's or SSN's may be entered at one time.</p>

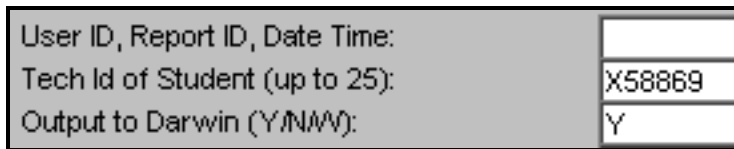
OTHER OPTIONS IN THE TECH ID Field:

1. The 'X' option should ALWAYS be used when entering a student in DARS. This option will populate the student name and Tech ID from ISRS into Joe Cool in order to accomplish transfer articulations or exceptions in DARS.



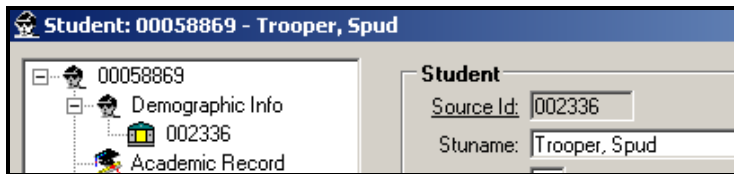
Student Information
 ST1100UG 01.15 DVLP Northwest Te
Trooper, Spud Tech Id: 00058869
 Modules: AP, RG, ST

- In DA0001CP, enter the student Tech ID(s) preceded by the letter 'X'. Change Output to Darwin to 'Y'. Store or Accept.



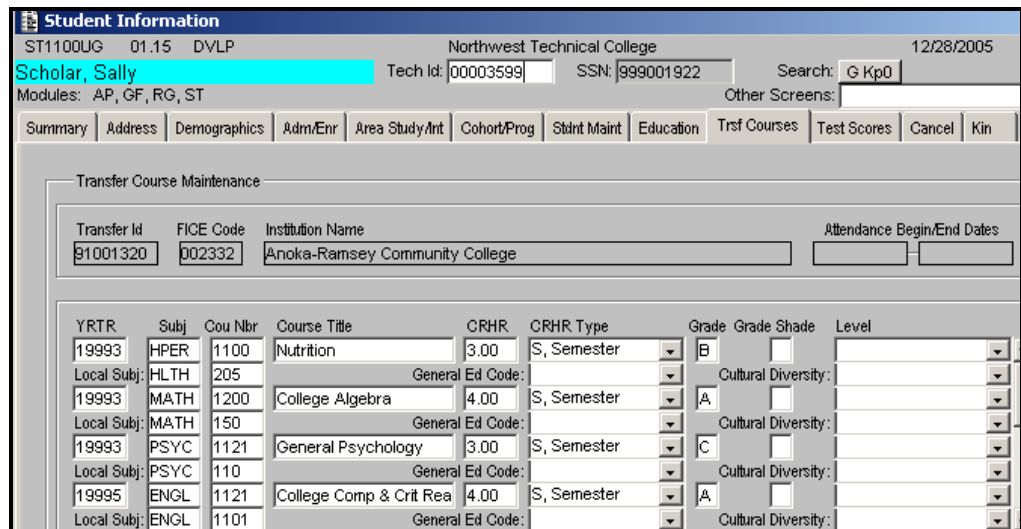
User ID, Report ID, Date Time:
 Tech Id of Student (up to 25): X58869
 Output to Darwin (Y/N/A): Y

- The record is then created in DARS:



Student: 00058869 - Trooper, Spud
 00058869
 Demographic Info
 002336
 Academic Record
 Student
 Source Id: 002336
 Stuname: Trooper, Spud

2. The 'T' option provides Reverse Export functionality, allowing transfer course detail to be copied from ISRS ST1100UG – Trsf Courses tab - into the DARS Student Record (Joe Cool):



Student Information
 ST1100UG 01.15 DVLP Northwest Technical College 12/28/2005
Scholar, Sally Tech Id: 00003599 SSN: 999001922 Search: G Kp0
 Modules: AP, GF, RG, ST Other Screens:
 Summary Address Demographics Adm/Enr Area Study/Art Cohort/Prog Stnt Maint Education Trsf Courses Test Scores Cancel Kin

Transfer Course Maintenance

Transfer Id: 91001320 FICE Code: 002332 Institution Name: Anoka-Ramsey Community College Attendance Begin/End Dates:

YRTR	Subj	Cou Nbr	Course Title	CRHR	CRHR Type	Grade	Grade Shade	Level
19993	HPER	1100	Nutrition	3.00	S, Semester	B	<input type="checkbox"/>	
Local Subj:	HLTH	205		General Ed Code:			Cultural Diversity:	
19993	MATH	1200	College Algebra	4.00	S, Semester	A	<input type="checkbox"/>	
Local Subj:	MATH	150		General Ed Code:			Cultural Diversity:	
19993	PSYC	1121	General Psychology	3.00	S, Semester	C	<input type="checkbox"/>	
Local Subj:	PSYC	110		General Ed Code:			Cultural Diversity:	
19995	ENGL	1121	College Comp & Crit Rea	4.00	S, Semester	A	<input type="checkbox"/>	
Local Subj:	ENGL	1101		General Ed Code:			Cultural Diversity:	

- In DA0001CP, enter the student Tech ID(s) preceded by the letter 'T'. Change Output to Darwin to 'Y'. Store or Accept.

User ID, Report ID, Date Time:	
Tech Id of Student (up to 25):	T3599
Output to Darwin (Y/N/W):	Y
Degree Program:	

- Both the student's Demographic and Academic records are then created in DARS (Joe Cool):

Student: 00003599 - Scholar Sally

Source Id: 002332 Source Cd: DPMask

Anoka-Ramsey Community College

Course List Course Detail Alternate IDs and Misc.

YR/TM	Course	RCredit	Grade	Title	P	lflg1	Seq
1 1999 3	HPER1100	3.00	B	Nutrition	<input type="checkbox"/>		001
2 1999 3	MATH1200	4.00	A	College Algebra	<input type="checkbox"/>		001
3 1999 3	PSYC1121	3.00	C	General Psychology	<input type="checkbox"/>		001
4 1999 5	ENGL1121	4.00	A	College Comp & Crit Readi	<input type="checkbox"/>		001
5 1999 5	MATH1400	4.00	A	College Trigonometry	<input type="checkbox"/>		001
6 1999 5	PSYC1400	3.00	B	Developmental Psych	<input type="checkbox"/>		001

3. The 'Q' option was created only for institutions doing Home-to-Home articulation in order to articulate quarter courses into semester courses. In order for quarter courses to be read by the Home-to-Home rules in DARS, they must be in a student's DARS Academic Record (Joe Cool).

- In DA0001CP, enter the student Tech ID(s) preceded by the letter 'Q'. Change Output to Darwin to 'Y'. Store or Accept.

Tech Id of Student (up to 25):	Q10790
Output to Darwin (Y/N/W):	Y
Degree Program:	

- Both the student's Demographic and Academic records with the student's home quarter courses are then created in DARS (Joe Cool):

Student: 00010790 - Student, Stanley

Source Id: 002336 Source Cd: QTR DPMask

Bemidji State University (HOME)

Course List Course Detail Alternate IDs and Misc.

YR/TM	Course	RCredit	Grade	Title	P	lflg1	Seq
1 1995 4	ACCT1380	3.00	D	Business Mathematics	<input type="checkbox"/>		001
2 1995 4	COMM1402	3.00	C	Applied Communications	<input type="checkbox"/>		001
3 1995 4	CPTR1402	3.00	C	Introduction to Microcomp	<input type="checkbox"/>		001
4 1995 4	MKTG1618	3.00	D	Telemarketing Techniques	<input type="checkbox"/>		001
5 1995 4	MKTG1620	3.00	F	Supervision	<input type="checkbox"/>		001
6 1995 5	ACCT2312	3.00	F	Business Law II	<input type="checkbox"/>		001
7 1995 5	MKTG1606	4.00	F	Principles of Sales	<input type="checkbox"/>		001
8 1995 5	MKTG1612	4.00	W	Retailing	<input type="checkbox"/>		001
9 1995 5	MKTG1616	3.00	F	Advertising	<input type="checkbox"/>		001

Output to DARwin (Y/N/W):

Report ID: DA0001CP Dars Audit Report

Report Parameter Description	Required	Parameter Value	Index
User ID, Report ID, Date Time:			
Tech Id of Student (up to 25):		123456	
Output to Darwin (Y/N/W):		Y or N or W	
Degree Program:			

- N is the default value. Used to either print an audit or when using the Process Monitor to view an audit in DA0001CP.
- Y is used when you wish to view the audit in DARS.
- W is used when you wish to run an audit that would be available for a student to view via the web registration screens.

Degree Program:

Report ID: DA0001CP Dars Audit Report

Report Parameter Description	Required	Parameter Value	Index
User ID, Report ID, Date Time:			
Tech Id of Student (up to 25):		123456	
Output to Darwin (Y/N/W):		N	
Degree Program:		dip auto	
Use Com Table:			

Normally left blank so that audit is run for the Degree(s), Major(s), Concentrations and Minors of record in ST1100UG - Area Study/Int tab.

May also 'force' a major, by entering a value exactly matching the DProg value in DARS of the audit you wish to run. (ex. BS ACCT or DIP AUTO). NOTE: If you force a major and do not force a Catalog YRTR, the audit will be run with the current YRTR associated with the date you are running the audit.

A minor may also be forced in this field by following the entry of the degree/major with a forward slash / and entering the DProg name of the minor. ex. BS in Accounting with Spanish Minor Degree Program: BS ACCT/SPAN

Use Com Table:

Report ID: DA0001CP Dars Audit Report

Report Parameter Description	Required	Parameter Value	Index
User ID, Report ID, Date Time:			
Tech Id of Student (up to 25):		123456	
Output to Darwin (Y/N/W):		N	
Degree Program:			
Use Com Table:		web	
Force Catalog YRTR:			
Darwin Report Options User ID:			
Export to ISRS: N,EXPORT=D,L,S			

Left blank, the MNSCU Com is the default communications table that will run. You may force a different communications table by entering a different Com value in this field, but it must match exactly one of the Com values in your DARS Support Tables.

Force Catalog YRTR:

Report Parameter Description	Required	Parameter Value	Index
User ID, Report ID, Date Time:			<
Tech Id of Student (up to 25):		123456	
Output to Darwin (Y/N/W):		N	
Degree Program:			
Use Com Table:			
Force Catalog YRTR:		20043	
Darwin Report Options User ID:			
Export to ISRS: N,EXPORT=D,L,S			

Left blank, when not forcing a Degree Program, this value will come from the DARS Catalog field in ST1100UG Area Study/Int tab for the degree/major record(s), unless:

- Your institution uses a different value for the audit catalog.
- A different catalog has been set for this student and this degree program in the Student Record (Joe Cool) in DARS.

You may force a different catalog year/term, but must use a valid ISRS year/term value (ex. 20043 for Fall 2003)

You may also force a different catalog for the minor by following the entry of the catalog YRTR for the major with a forward slash / and entering a valid catalog YRTR for the minor **Force Catalog YRTR:**

DARwin Report Options User ID:

Report Parameter Description	Required	Parameter Value	Index
User ID, Report ID, Date Time:			<
Tech Id of Student (up to 25):		123456	
Output to Darwin (Y/N/W):		N	
Degree Program:			
Use Com Table:			
Force Catalog YRTR:			
Darwin Report Options User ID:		a or e	
Export to ISRS: N,EXPORT=D,L,S			

Used for articulating a student's transfer courses once they have been entered in the DARS Academic Record (Joe Cool). A student Tech ID must be entered in the Tech Id of Student field along with one of the following in the DARwin Report Options User ID field:

- E (or e) to evaluate, but not run an audit. The transfer evaluation record will be viewable in the student's DARS Academic Record (Joe Cool).
- A (or a) to evaluate and run an audit at the same time.

Export to ISRS: N, EXPORT=D,L,S

Report Parameter Description	Required	Parameter Value	Index
User ID, Report ID, Date Time:			
Tech Id of Student (up to 25):			
Output to Darwin (Y/N/W):		N	
Degree Program:			
Use Com Table:			
Force Catalog YRTR:			
Darwin Report Options User ID:			
Export to ISRS: N,EXPORT=D,L,S		export=L	

Used to execute an Export from DARS to the ST1100UG - Education and/or Trsf Courses tab.

Data entry options are:

- export=L
- export=D
- export=S

Documentation for the Export process is at:

<http://www.dars.mntransfer.org/updates/ExporttoISRS.pdf>

Delivery Method:

Delivery Method (Check one):

E-mail E-mail Address: _____

Online

Printer Printer Queue: Form ID:

- Email – You must supply an email address. Instructions for viewing in GroupWise are at: <http://www.dars.mntransfer.org/updates/documents/pdf/EmailingAuditToGW.pdf>
- Online – Audits you run will be viewable through the Process Monitor (button below). Instructions for viewing an audit via the Process Monitor are at: http://www.dars.mntransfer.org/updates/Report_Process_Monitor.pdf
- Printer – You must supply a printer_queue to get a printed audit.
- Form ID will default to HP16P (portrait); you may change this to HP16L if you prefer audits printed in landscape format. To print multiple copies of an audit, enter a forward slash / immediately after the printer ID, followed by 'copies=' immediately followed by the number of copies you desire. See example in the Printer Queue window above.

Deliver to:	<table border="1"> <tr> <td>Deliver To:</td> <td>DARS USER</td> <td>Address Bldg/Room:</td> <td></td> </tr> <tr> <td>Start Time:</td> <td>13:14</td> <td>Start Date:</td> <td>12/28/2005</td> </tr> <tr> <td>Process Monitor:</td> <td>Gkp1</td> <td>Suppress header page:</td> <td><input checked="" type="checkbox"/></td> </tr> </table>	Deliver To:	DARS USER	Address Bldg/Room:		Start Time:	13:14	Start Date:	12/28/2005	Process Monitor:	Gkp1	Suppress header page:	<input checked="" type="checkbox"/>
	Deliver To:	DARS USER	Address Bldg/Room:										
Start Time:	13:14	Start Date:	12/28/2005										
Process Monitor:	Gkp1	Suppress header page:	<input checked="" type="checkbox"/>										
<ul style="list-style-type: none"> ▪ Must have a value. Defaults to user name from ISRS User Table. ▪ Start Time: and Start Date: fields populate automatically ▪ Process Monitor: [see Online delivery method note above] ▪ Suppress header page: Click in this field to enter a check mark in order to keep the first page from printing when choosing to print a report as you run the Export to ISRS process. 													

Revised: 9/21/2009