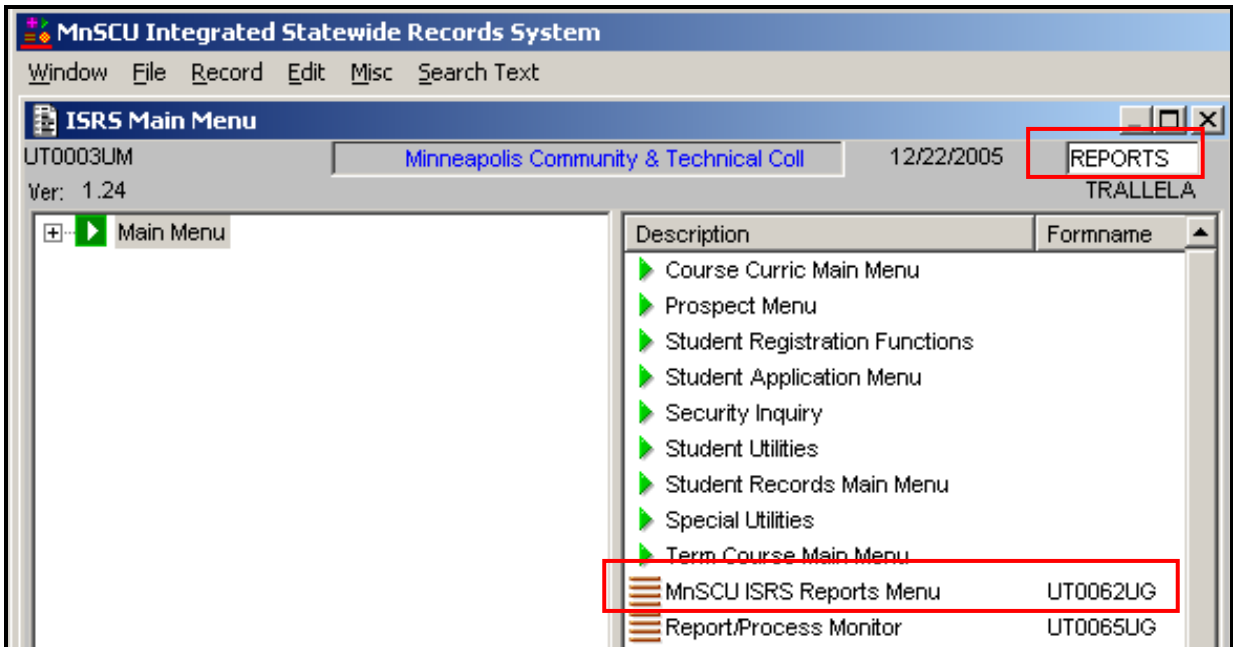


DARS AUDIT PRINTING

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 are only three reports beginning with the letter D) and then click on "select", or choose DA0001CP with no Variation 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

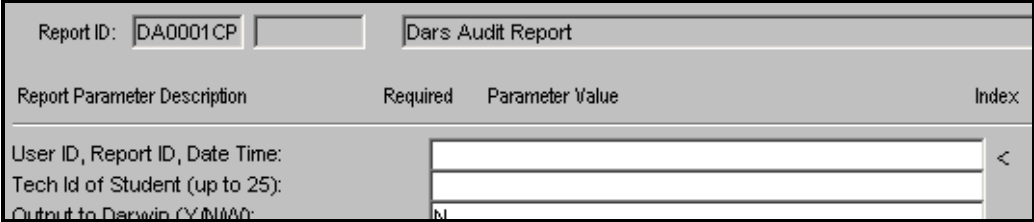

Printer Printer Queue: file Form ID: _____

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> |

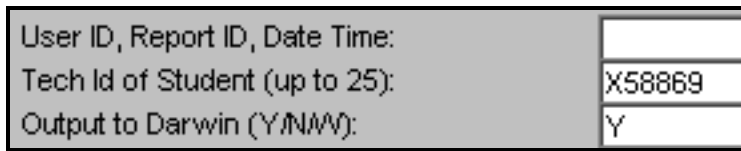
OTHER OPTIONS IN THE TECH ID Field:

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.



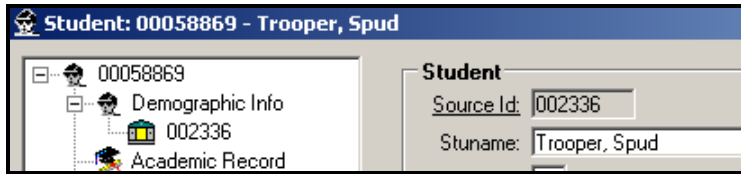
Student Information
 ST1100UG 01.15 DVLP Northwest Te
Trooper, Spud Tech Id: 00058869
 Modules: AP, RG, ST

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



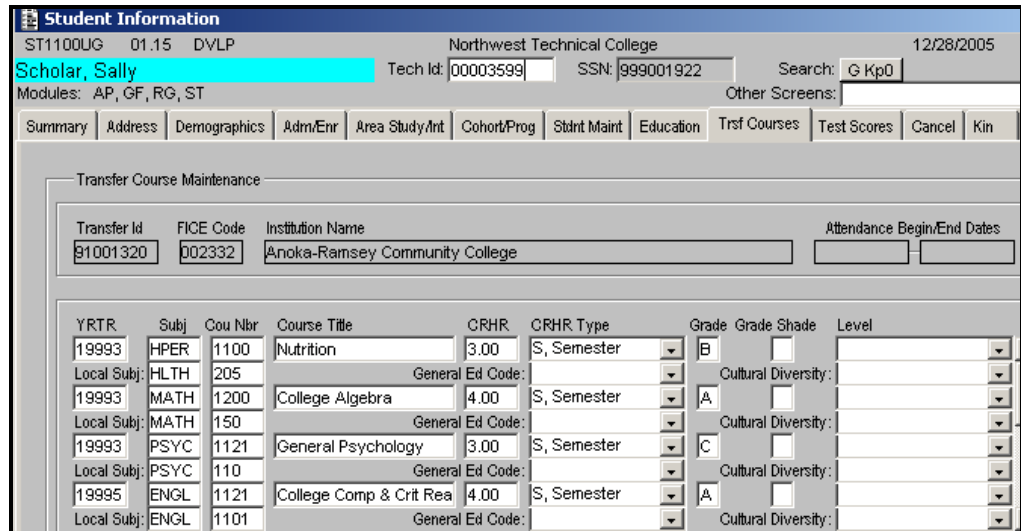
User ID, Report ID, Date Time:
 Tech Id of Student (up to 25): X58869
 Output to Darwin (Y/N/A/W): Y

- 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). This is the same functionality used in 'DARS Load' in eTranscript.



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 Stdnt 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):

| YR/TM | Course | RCredit | Grade | Title | P | I/fg1 | Seq |
|--------|----------|---------|-------|---------------------------|---|-------|-----|
| 1999 3 | HPER1100 | 3.00 | B | Nutrition | | | 001 |
| 1999 3 | MATH1200 | 4.00 | A | College Algebra | | | 001 |
| 1999 3 | PSYC1121 | 3.00 | C | General Psychology | | | 001 |
| 1999 5 | ENGL1121 | 4.00 | A | College Comp & Crit Readi | | | 001 |
| 1999 5 | MATH1400 | 4.00 | A | College Trigonometry | | | 001 |
| 1999 5 | PSYC1400 | 3.00 | B | Developmental Psych | | | 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):

| YR/TM | Course | RCredit | Grade | Title | P | I/fg1 | Seq |
|--------|----------|---------|-------|---------------------------|---|-------|-----|
| 1995 4 | ACCT1380 | 3.00 | D | Business Mathematics | | | 001 |
| 1995 4 | COMM1402 | 3.00 | C | Applied Communications | | | 001 |
| 1995 4 | CPTR1402 | 3.00 | C | Introduction to Microcomp | | | 001 |
| 1995 4 | MKTG1618 | 3.00 | D | Telemarketing Techniques | | | 001 |
| 1995 4 | MKTG1620 | 3.00 | F | Supervision | | | 001 |
| 1995 5 | ACCT2312 | 3.00 | F | Business Law II | | | 001 |
| 1995 5 | MKTG1606 | 4.00 | F | Principles of Sales | | | 001 |
| 1995 5 | MKTG1612 | 4.00 | W | Retailing | | | 001 |
| 1995 5 | MKTG1616 | 3.00 | F | Advertising | | | 001 |

- Note: once the quarter courses are in Joe Cool, they must be articulated.

Output to DARwin (Y/N/W):

| 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 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 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) Program table 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, following the <Export> or <Export All> in Joe Cool.

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 field 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: 12/17/2010