

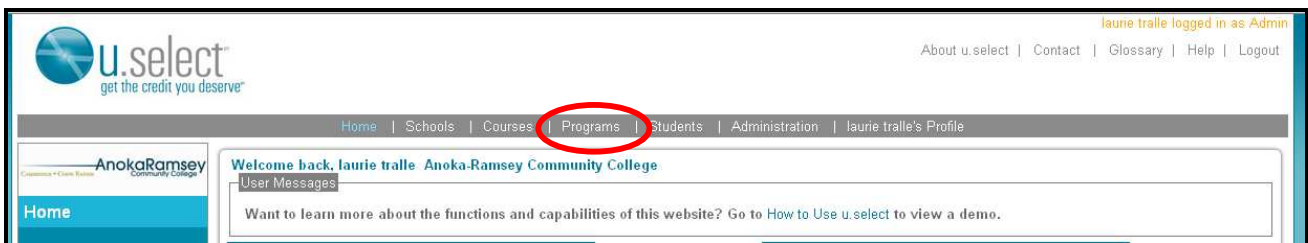
“Run Programs” process to Update u.select Programs

After the u.select tables are updated from the production servers, it may still be necessary to complete the ‘Run Programs’ process to update your institution’s audits. If this process is not completed, the newest changes in your academic programs in DARS will not be shown through to the u.select application itself. The process is recommended to be done once a week. When you find it necessary to perform the task of purging and re-running all audits as part of your u.select administrative functions, please plan to do this function before 8:00 a.m. or after 4:00 p.m. if at all possible.

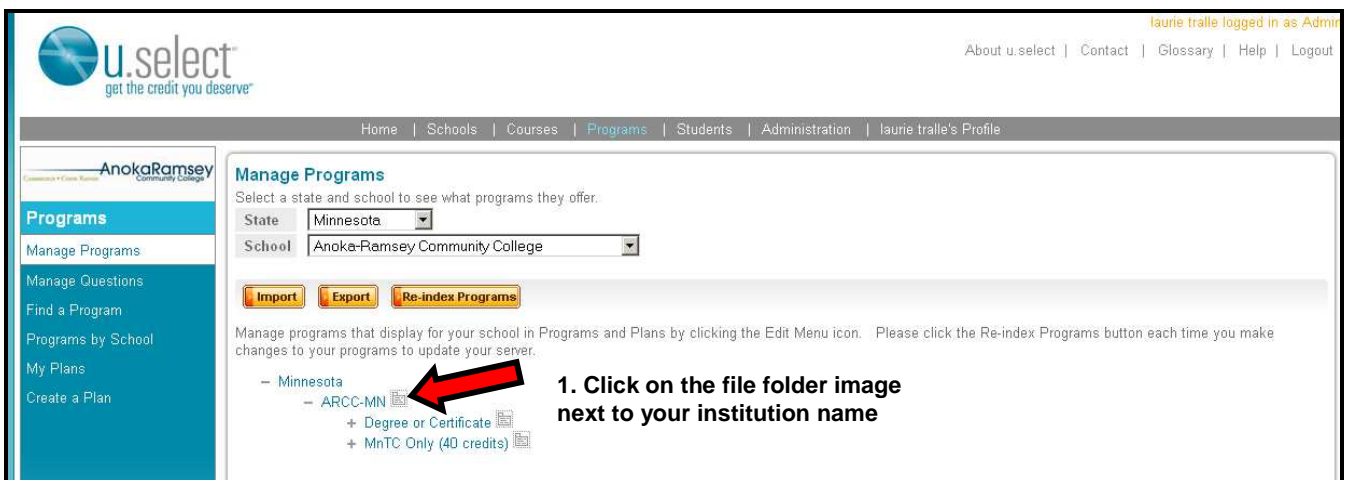
If you have many programs in u.select to run, all pending jobs (including student's planning guides) are held up until processing is completed. When perhaps 100 or more programs are running, the backup can be longer than 30 minutes, so again, please plan to do this function before 8:00 a.m. or after 4:00 p.m.

The following steps are how to complete the “Run Programs” process.

1. Log into u.select as the Administrator.
2. Select “Programs” on the top menu



3. “Manage Programs” is the default screen that will open up. From the “Manage Programs” click on the file folder image next to your institution name (ARCC-MN in this example), then click the “Run Programs” link.



u.select
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AnokaRamsey
Community College

Manage Programs
Select a state and school to see what programs they offer.

State: Minnesota
School: Anoka-Ramsey Community College

Import Export Re-index Programs

Manage programs that display for your school in Programs and Plans by clicking the Edit Menu icon. Please click the Re-index Programs button each time you make changes to your programs to update your server.

- Minnesota
- ARCC-MN
Add a Category
Add a Program
Import Programs
Run Programs
Manage Questions
Delete

+ Degree or Certificate
+ MnTC Only (40 credits)

2. Click the 'Run Programs' link

4. You will receive confirmation and a list of programs that will be run, “All the existing programs will be deleted.” Click on the orange “Submit” button.

u.select
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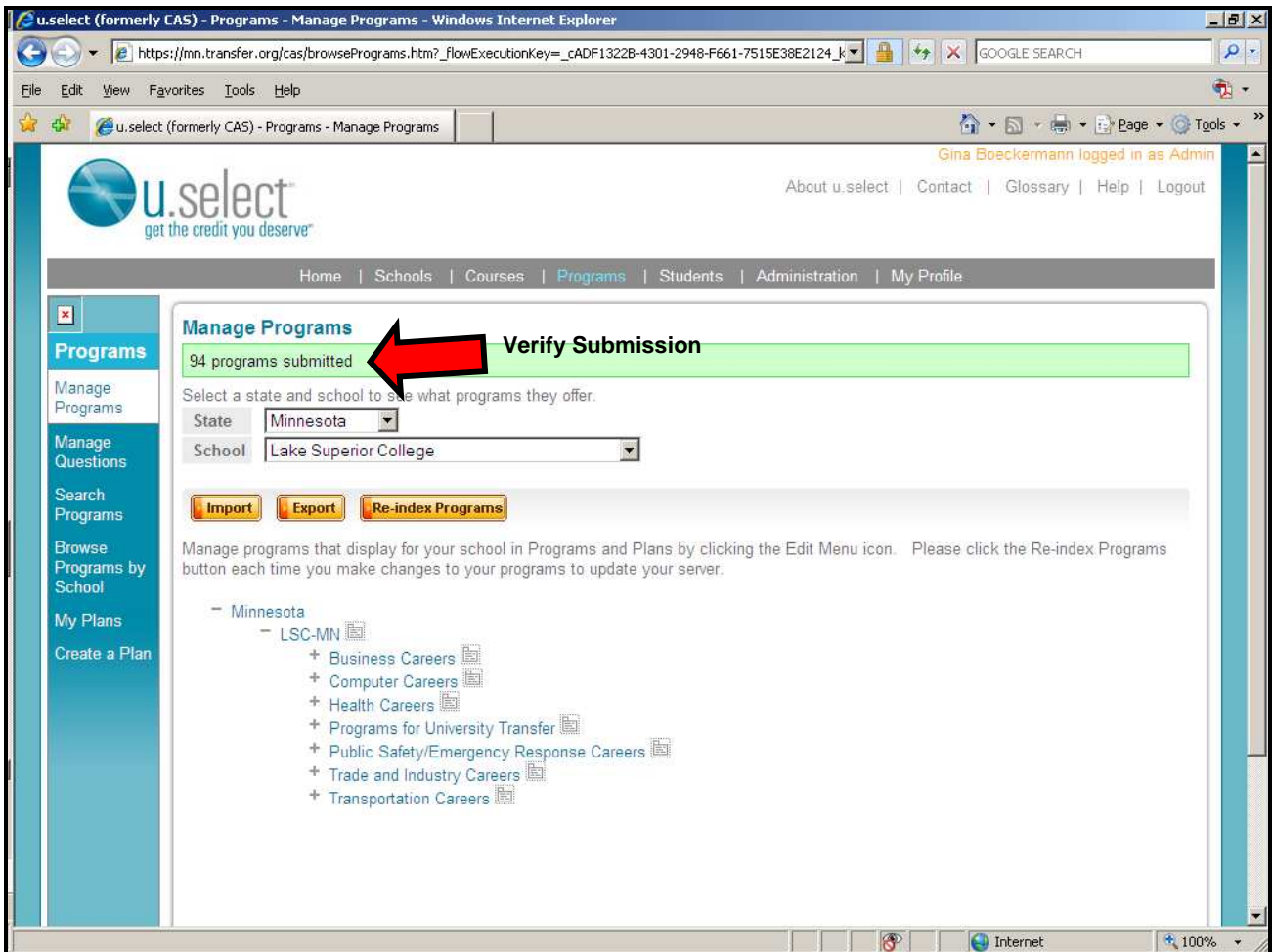
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Confirmation
All the existing programs will be deleted.

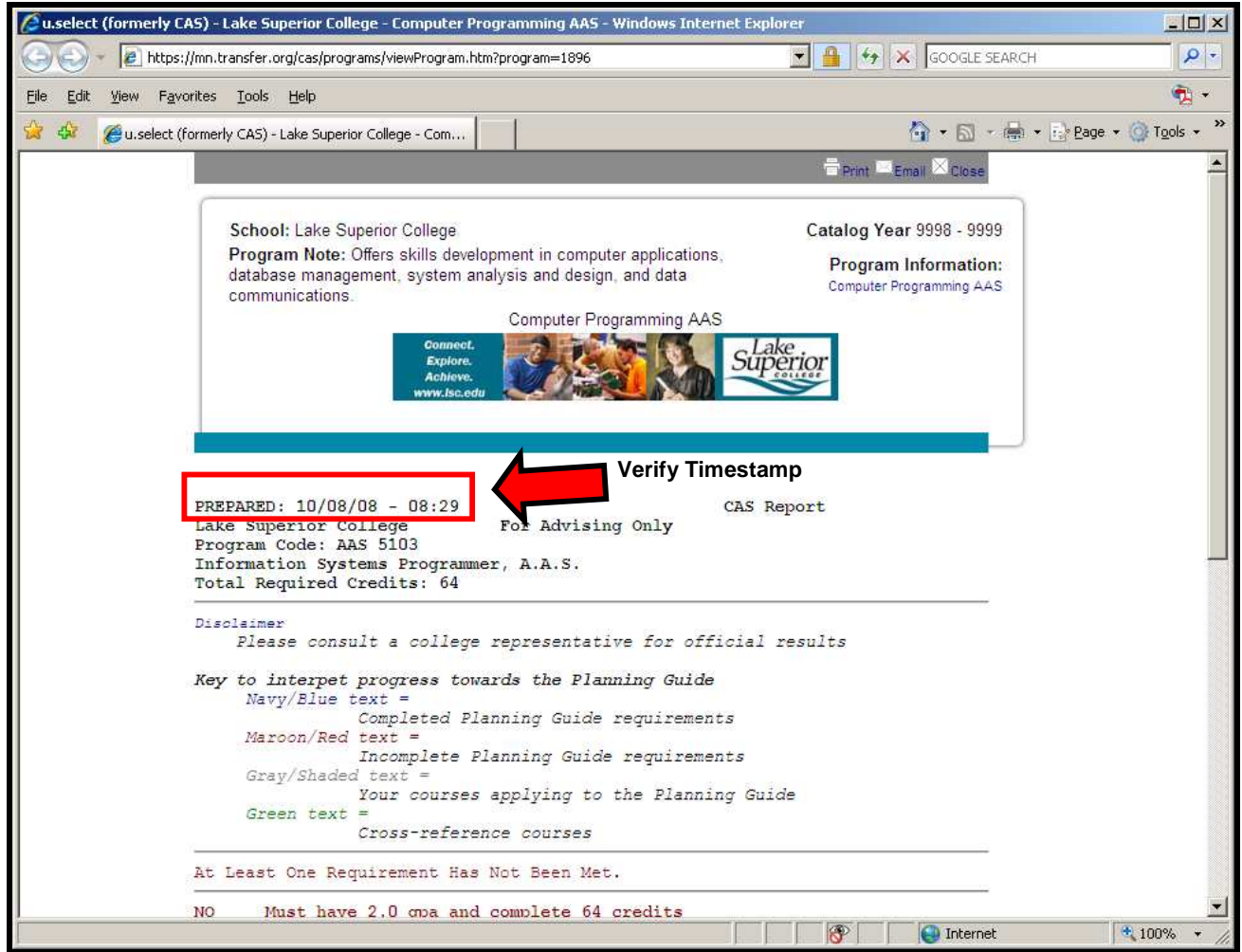
Program Code	Description
AA 4901	Associate in Arts (AA)
AAS 0530	Accounting AAS
AAS 1213	Dental Hygiene AAS
AAS 3001	Professional Pilot AAS
AAS 5051	Sales and Marketing AAS
AAS 5055	Commercial & Residential Wiring AAS
AAS 5064	Administrative Office Specialist AAS
AAS 5092	Supervisory Management AAS

Submit Cancel

5. A small notification will tell you the number of programs that have been submitted.



6. After the guides have finished updating, you can check the programs by selecting “Home” from the top navigation menu, then click “Programs by School” under the “Earn a Degree” heading, and select YOUR INSTITUTION from the list. Select a program; look at the timestamp on the program. It should be from the current day.



7. The process is complete.

Revised: 1/25/2010