

# How to Enter a Student's Transfer Courses in DARS

## ISRS

1. Go to ISRS and open up your DA0001CP screen (reports menu):

ISRS Report Parameters  
UT0063UG 1.51 PROD Anoka-Ramsey Community College 05/27/2003

Report ID: DA0001CP Dars Audit Report

Report Parameter Description	Required	Parameter Value	Index
User ID, Report ID, Date Time:			<
<b>Tech Id of Student (up to 25):</b>	X	followed by Student tech Id(s) or SSN(s)	
Output to Darwin (Y/N/W):	y		
Degree Program:			
Use Com Table:			
Force Catalog YRTR:			
Darwin Report Options User ID:			
Email Address:			
Export to ISRS: N,EXPORT=D,L,S	N		

Printer Queue: Your Printer ID Form ID: hp16p or hp16L  
Deliver To: TRALLE LAURIE Address Bldg/Room:  
Start Time: 10:10 Start Date: May 27,2003  
Suppress header page:

Use the TAB and SHIFT/TAB keys to navigate forward and backward on this screen.

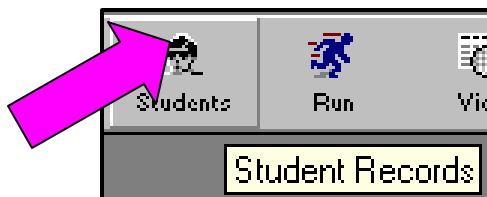
Accept Quit **Store**

Use the student's ISRS record to create a student record in DARS by typing the letter X in the first position of the 'Tech id of Student' field. Follow the X with the tech ID (don't need the leading zeroes) or the SSN. You can put in multiple students ~ the X only needs to be in once, but it must be in the first position of the field. If putting in multiple students use a comma, period or space as a separator.

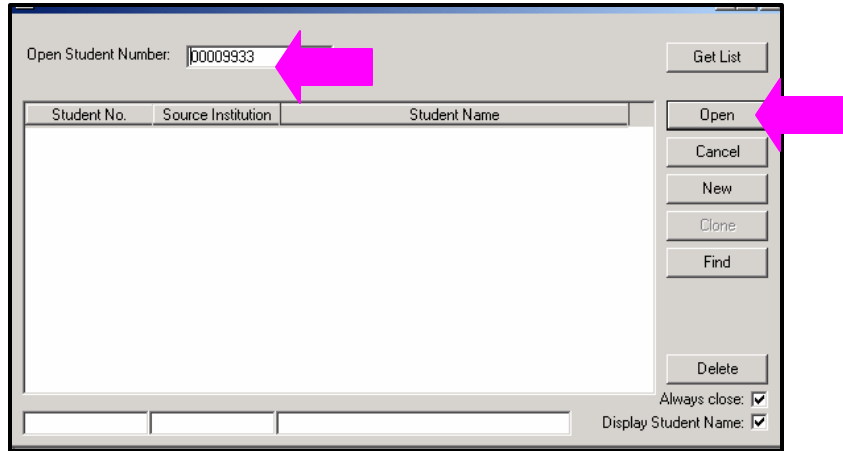
By using this field, you can be assured that the student's name in DARS will match exactly as it is in ISRS and that no duplicates will be created in DARS. The Tech ID and the student's name (last name first name – no comma) will populate in Joe Cool (Student Record) in DARS.

## DARS

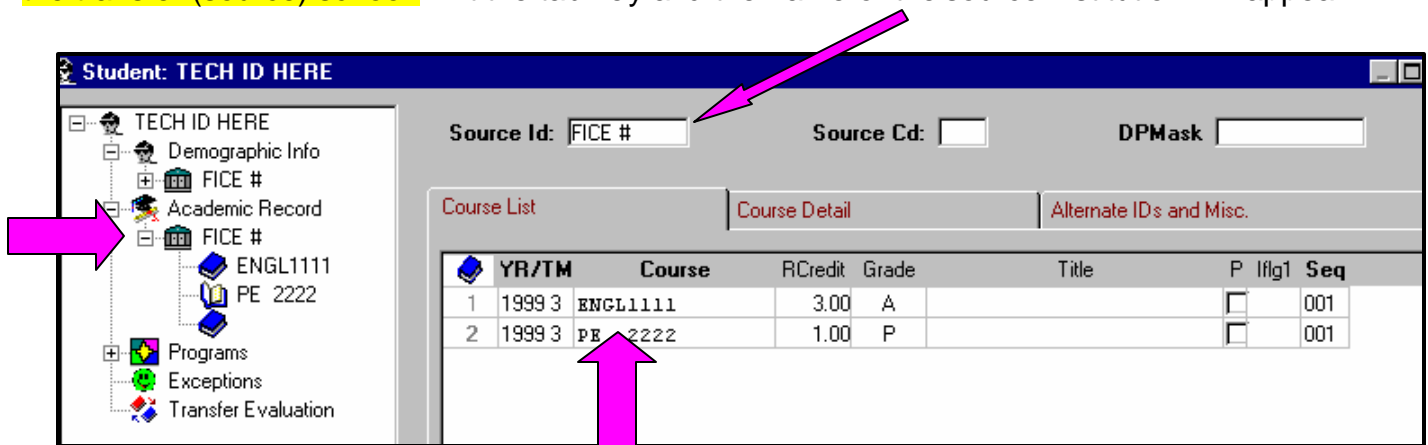
2. Click on the 'Joe Cool' Icon in DARS:



3. You'll get the 'Select Students' screen. Type in the Tech ID of the student and click Open. Remember to include leading zeros in Tech ID.



Click on 'Academic Record' in the Tree View. **Make sure you change the Source ID to the FICE # of the transfer (source) school.** Hit the tab key and the name of the source institution will appear.

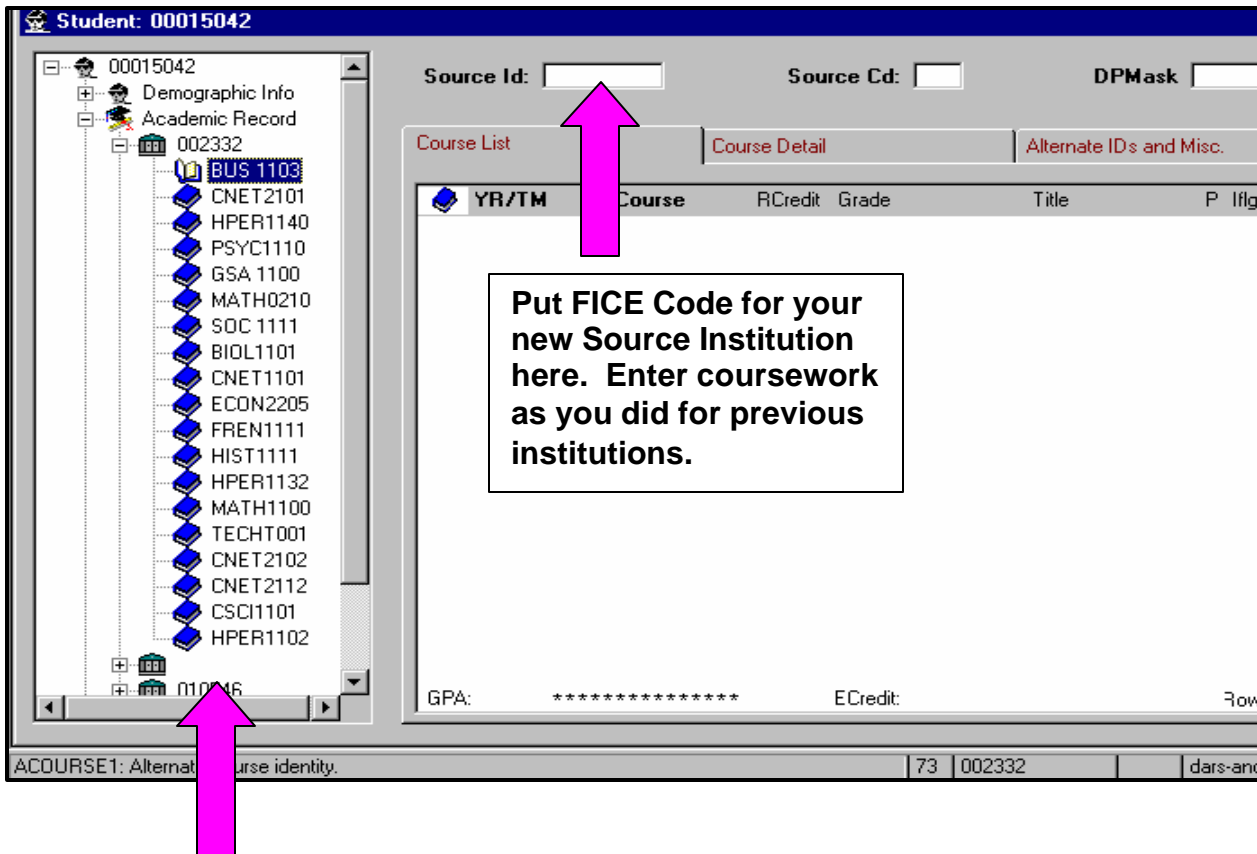
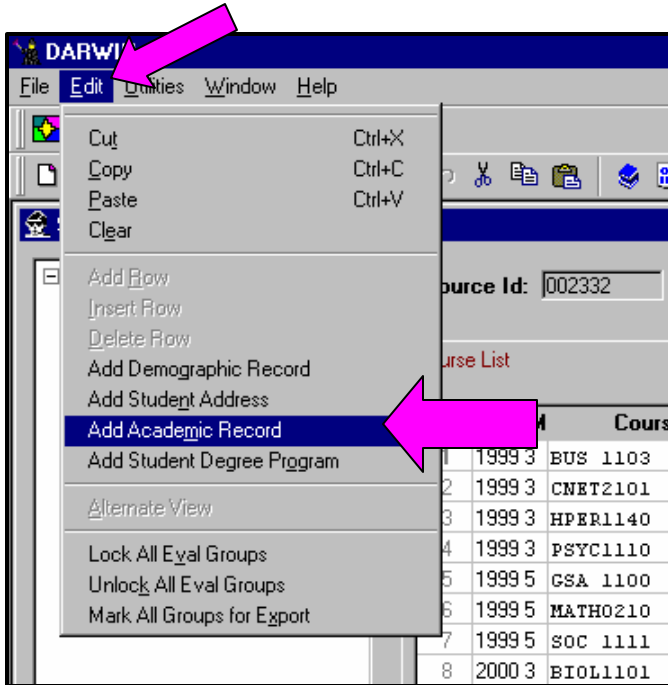


Left mouse click in the white space under the 'Course List' tab. You are now ready to enter the courses. Be sure to include the Year/Term (as in ISRS), the Discipline abbreviation & course #, the # of credits and the grade earned in the course. Be sure that the course mask matches exactly the way it comes in from the transfer school & matches exactly the way you've written the rules for that school in DARS TA – with the correct # of letters, spaces & numbers.

4. Once you have entered all the courses from the transcript, be sure to hit the SAVE button!

5. To add another transfer school to a student's record, click on the Academic Record line.

- Then click on the word 'Edit' at the very top. Select Add Academic Record from the pull-down menu.

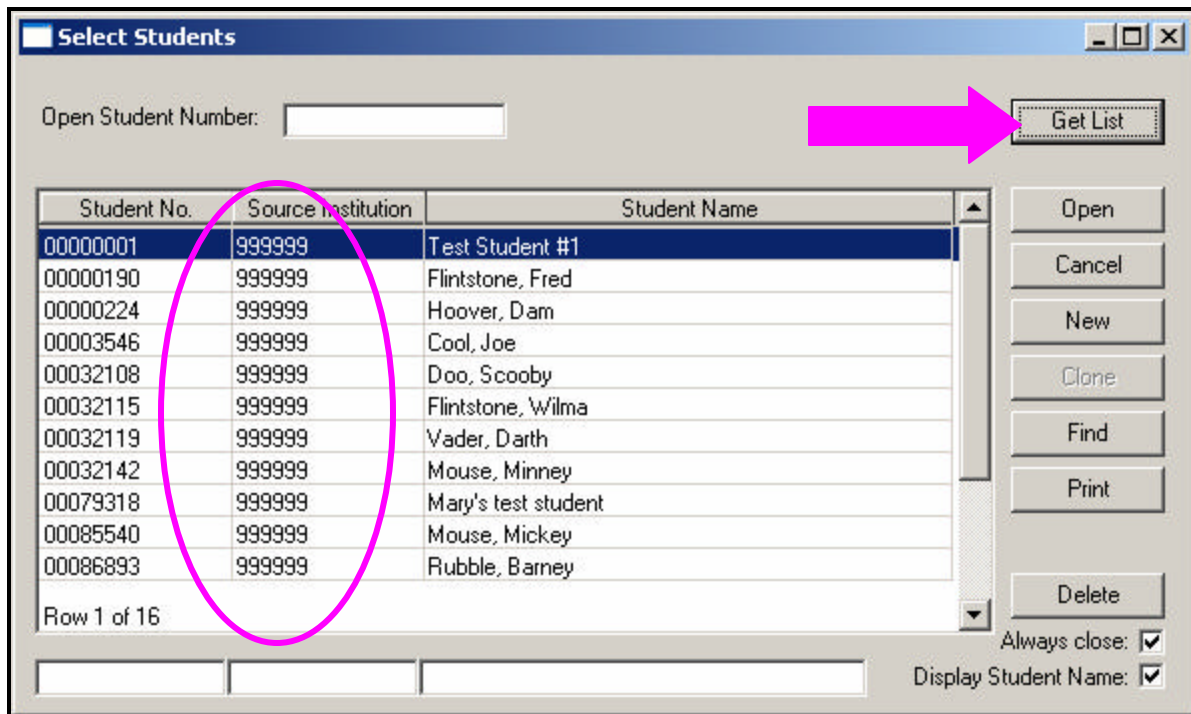


Now you have a new record ready to work with. **REMEMBER TO SAVE!!**

7. Remember that when you click on the Joe Cool Icon...



... and choose 'Get List', all the students listed there should show your FICE ID in the Source Institution column [[Our Source Institution displays FICE code 999999 for test development purposes]].



Once you have several hundred students in DARS, opening this screen using the 'Get List' option where the "Display Student Name" field is checked will take longer and longer. It's likely that you will choose to open a student in Joe Cool by first entering the tech ID in the "Open Student Number" field, rather than using the Get List feature.

Revised: 6/7/2005