

WEB Steps for DARS audits:

1. Clone your MNSCU COM and name it WEB. Because this is a one-column report you need to add a field in your WEB COM named DEMO. In the value of the DEMO enter your College/University name. Do not use FULLDEMO2 in this COM. It will not work in web audits. The FULLDEMO1 value will show on web audits. You will need to change the number of spaces in front of the value you have entered in both DEMO & FULLDEMO1 to manipulate the centering of those on the web audit.
2. Change INCLTOP using CLIENTS if desired (see <http://www.dars.mntransfer.org/updates/ComCLIENTS.pdf> for process). Creating an alternate INCLTOP (we named ours INCLWEB) allows you to distinguish and define your web audit with different messages.

What if some, but not all of your audits aren't ready to be available via the web?

Here you have 2 choices:

- a) Add a line to your new INCLTOP requirement that you create specifically for the web. Use the INCLTOP coding of #99 and follow it with a year/term that is a future year/term that cannot be on any student's record in ISRS. Follow the year/term with the DARS Program that you want to force in WEB Audit production. (In our example the year/term is 20055 and the program is DIP J770.) By doing this, you are defining the only Degree Audit students will be able to get via the Web.

Pseudo Name:	INCLWEB	Requirement Type:	T - Text
Last Modified:	Oct 10, 2002 10:10:57 AM	By:	TRALLELA
Common		Reporting	Reference/Other
		Text	
Header			OK No
1	*****		
2	Congratulations! You now have your Degree Audit via the Web!		
3	You may only receive an audit based on your major or program of		
4	record at DVLV University. Audits may be run only once per		
5	day. If you get an error message, check with the Records Office.		
6	If you get an audit with the wrong major		
7	you must file a major correction notice in the Records Office.		
8			
9	+ + + LEGEND FOR READING YOUR WEB AUDIT + + +		
10	OK Requirement Complete - Subrequirement not complete		
11	NO Requirement Not Complete + Subrequirement not complete		
12	*****		
13	#9920055DIP J770		

You can also limit the DARS Programs available via the Web by using the PROGRAM STATUS field in your DARS Programs.

Degree Program: BA SC13 19995

Program: BA SC13 First Y/T: 1999 5 Last Y/T: 9999

Title: BACHELOR OF ARTS
SCIENCE

Web Title:

Program Status: Test Marker List:

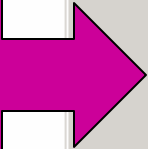
DPMask: T Test CIPS:

Comments: P Production
W Web/On-line

Last Modified: Dec 4, 2002 1:08:32 PM By: TRALLELA

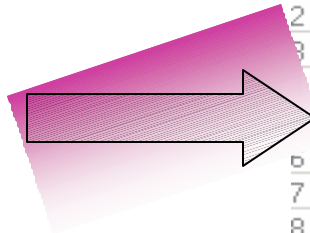
Requirement Name	Group 1	Group 2	O R	O P	Sum. Group	Cross Link	Alt. Catalog	Sort Flag	Extend
1 \$GRAD APP			<input type="checkbox"/>	<input type="checkbox"/>					
2 TOT-GPACR			<input type="checkbox"/>	<input type="checkbox"/>	S				
3 GENED-ENG			<input type="checkbox"/>	<input type="checkbox"/>	G				
4 GENED-HUM			<input type="checkbox"/>	<input type="checkbox"/>	G				
5 GENED-BEH			<input type="checkbox"/>	<input type="checkbox"/>	G				
6 SCIENCE			<input type="checkbox"/>	<input type="checkbox"/>	G				
7 ELECTIVE			<input type="checkbox"/>	<input checked="" type="checkbox"/>					

Set the status to T-Test on those audits that are not ready for the web!



Next step: Go to your WEB COM table. Add a field called RUNSTATUS. If you set the Value to 'P', DARS permits only a program with a STATUS field value of 'P' (production), or 'W' (Web or public access) to be run. A program with a status of 'T' will not run.

Field	Val
0 PAGELIM	1000
1 REVART	S
2 REVYT	R
3 RPTCHR	*R
4 RPTUSED	Y
5 RUNSTATUS	P
6 SELECTTEXT	COURSE LIST:
7 SETANDTXT	AND
8 SETORTXT	OR
9 SETSKIPBCT	0001
0 SINSTCD	
1 SINSTID	SOURCE
2 TEXTLIMIT	0006
3 TEXTORDER1	0000
4 TEXTORDER2	0002



If a student's ISRS major or catalog year/term corresponds to an audit you have in test status and they run their degree audit, they'll get an audit with the error message, "REPORT NOT AUTHORIZED FOR THIS PROGRAM" unless you set up a program in DARS called **NO AUDIT** as explained below.

There are two other scenarios where students will not be successful in getting an audit. To accommodate these scenarios, you should also create two new programs in DARS – one named **UNDECIDED** and one named **NO AUDIT**.

FIRST SCENARIO - If there is no major at all in ST1104UG for a student trying to run a web audit (or if anyone on your campus runs an audit and does not force a program & catalog year/term for that student, DARS processing is set to print an **UNDECIDED** audit. You may format your **UNDECIDED** Audit any way you want, but we suggest you include a text requirement at the top that explains to the student why they are getting this audit. You may wish to include your gen ed requirements in this audit as a default type of setting.

SECOND SCENARIO - When DARS finds a program or dates on the student's record but can't find a Program in DARS to match, the default audit set to run is one named **NO AUDIT**. (Make sure you include one space between the word 'NO' and the word 'AUDIT' when you create this program in DARS.) Again you may format the audit anyway you wish, but we suggest you include a text requirement to tell students what is wrong and what to do about it. You also have an option to suppress the INCLTOP & INCLBOT and/or the OK Message (All Requirements Complete). Go to http://www.dars.mntransfer.org/updates/pound_NA.pdf for these instructions.

3. Run test audits through your regular DARS processing BUT force the COM to WEB. This will allow you to see if your basic setup is working and if the INCLTOP you may have created in step 2 is looking/working the way you wish it to.
4. Contact Cynthia Mehoves to "turn on" your web audit functionality in ISRS. Cynthia.mehoves@csu.mnscu.edu Cynthia did say that it is possible to turn on the functionality for a short testing time; then turn it back off if you wish. Whether or not the switch can be flipped quickly depends on her availability at that time and the availability of the ITS staff who make the needed changes.

Once you have web audits turned on, any student using your online registration process will have the option of running a degree audit as an option under the student tab.

BEMIDJI
STATE UNIVERSITY.

Selected Year/Term:
[2003 Spring](#)

[Logout](#)
[Contact Us](#)

BSU I

My Home Registration **Student**

▶ [Check Term Grades](#)
▶ [Address Maintenance](#)
▶ [Demographic Maintenance](#)
▶ [Academic Record](#)
▶ [My Account](#)
▶ [Degree Audit Report](#)

▶ [Return to BSU Web Site](#)
▶ [Faculty/Staff Directory](#)
▶ [Class Schedule](#)
▶ [On-line Registration](#)
[Instructions](#)
▶ [Registration Help](#)
▶ [MnSCU](#)

Welcome to Bemidji State University
Student Services

- Please use the menu options to navigate through the site instead of your browser's back button
- Click on a tab above or menu item to the left to continue.

Remember to LOGOUT at the end of your session and close your browser.

5. Run test students through the web audit functionality in ISRS. Remember, for any given student, you are limited to running one audit per day, so you may want to have a number of student ID's & PINs available to test with.
6. Inform your students/staff of the new WEB audit function. Publicize and provide instructions as appropriate for your institution.