Self-Service (DARS)

• Self-Service is a web-based, interactive audit that reports a students’ progress towards their degree, minor or another interested degree.

• In this training, we will show advisors how to navigate Self-Service for the Degree Audit.

• The terms Self-Service is interchangeable with DARS. DARS was the original moniker for the audit. Both mean the same thing.
Self-Service: Signing On

Through the My ASU website

Saving the Self-Service link through the web browser will require ASU Single Sign-In
Self-Service Home Page

When you first access Self-Service (DARS) your home page will have a drop down box for Students and an icon for students.

At any point within the app, you may use the Home button ( ) in the top left of the menu bar to return to the home page.
A search for a student can start by either clicking on the dropdown box next to “Students” then selecting “Search” or you can click on the Students icon.
The Students button allows the user to perform a student search by Student ID, First Name, or Last Name.

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- The ? Icon opens an information box with instructions on how to search for a student.
Self-Service: Searching for Students by Student ID

- Enter an ID into the Student ID field, then press the Submit button or hit “Enter” from your keyboard. To search by a student ID, you will need the entire 10 digits in order to obtain the student’s information. A partial ID will show “No Matches” have been found.
### Self-Service: Searching for Students by First or Last Name

#### Student Search
- **Enter Student ID**
  - Student ID: [Input field]
  - Submit

#### Search by Student Name
- **First Name**: Jackson
- **Last Name**: [Input field]
- Search

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home, Jackson Allen</td>
<td>1202776375</td>
</tr>
<tr>
<td>Hunt, Jackson Collin</td>
<td>1202318472</td>
</tr>
<tr>
<td>Hurd, Jackson</td>
<td>1202958528</td>
</tr>
<tr>
<td>Iavoroni, Jackson</td>
<td>1205781833</td>
</tr>
<tr>
<td>Jackson, Abraham A, Jr</td>
<td>100074755</td>
</tr>
<tr>
<td>Jackson, Alvin Allen, II</td>
<td>1000599447</td>
</tr>
<tr>
<td>Jackson, Amanda</td>
<td>1000864189</td>
</tr>
</tbody>
</table>
• Once a student is found, you will be directed to the Completed Audit Requests Screen.
• The menu bar contains the following functions in the upper left corner: Student’s Name and ID, Audits, Exceptions and Profile.
Self-Service: Run a New Audit

- From the Audits dropdown menu you can select Request New to run a new audit or View to view audits previously run.
- A new audit can also be requested by clicking on the Run Audit button.
Self-Service: Request an Audit Screen

- This screen will list the student’s default audit and any other declared programs associated with the students ID.
- The Request an Audit screen has two options for running audits: either Run Declared Programs or Select a Different Program via dropdown selection.
- Click on the Advanced Settings to allows the user to request an Unmet Audit for the student.
• Click on the Run Declared Programs button to run a new audit against the current default program on the student’s record.
Once a declared program audit is requested, a “Running Audits” dialogue will appear above the “Completed Audit Requests” section.

You can cancel the audit by clicking the “Cancel Running Audits” link under the Update button on the top right.

The Update button is the refresh button.
• The most recently run audit will appear at the top of the Completed Audit Requests list.
• This screen will contain the following:
  • Audit Type: Default, What-If
  • Degree Title
  • Catalog Year
  • Created (Date and Time)
  • Run By (Requesters’ ASUrite ID)
  • Delete option
Self-Service: Audit View

To open the audit in the same tab, left click the View Audit link.

To open the audit in a new tab, right click the View Audit link. This will open a dropdown box with options to open the audit in a separate tab.
• The student’s name and degree will be listed in the center at the top of the screen. Other Student Information such as Student ID and Catalog year are listed underneath.

• The Request Audit button on the upper right side of the audit allows the user to return to the “Request an Audit Screen” directly from the audit.

• There are options within the audit such as; Open and Close All Sections and the Printer Friendly option.
Self-Service: Audit View Continued

- An enhancement to the audit is the interactive information icon.
- Clicking on the 🎨 icon will open up an information box that helps to explain icons that are used throughout the audit.
- This icon is placed at the top of the audit and at the bottom by the legend.
Self-Service: Audit View Continued

- A red box with an X icon designates a requirement or sub-requirement that has not been completed.
- A green box with a checkmark icon designates a requirement or sub-requirement that has been completed.
- A green box with three (3) dots icon designates a requirement or sub-requirement that is completed but in progress (IP).
- The title of a requirement will remain in a bold black font.
The requirement level has its own indicator of completion or not.

Courses that fall into a sub-requirement will be highlighted in light grey to emphasize that a course has met a requirement.

The courses listed in the course list link to the ASU Course Catalog.
The statement at the top of the audit that states if “All Requirements Have Been Met” show up in different ways depending on where the student is at with regards to completing the audit.

- If at least one required requirement has not been completed the statement is in bold red font.
- If the student has completed all requirements and no in progress courses are being used the statement is in bold green font.
- If the student still has some courses in progress but they are meeting all requirements the statement will be in black bold font.
- Requirements with “OPT” in front of the text are optional requirements and not needed to complete the degree, but are used more for information pertaining to the students records.
• Using the **Select a Different Program** option, the user can opt to run an audit against a degree program that is different from the one on the student's record, thereby creating a what-if scenario.
Self-Service: Select a Different Program (to run a What-if Audit continued)

- **To run a “What-If” audit:** start by requesting a new audit from the Audits dropdown menu. Then click on the “Select a Different Program” link.
- **Dropdown box:** will open up to allow you to request a different audit.
- **Degree Section:** select the letter of interest, Area of Interest and Field of Specialization.
- **Degree Program:** Audits will show up in this drop down list that meet the criteria from the Degree Section.
- **Catalog Year:** Once a Degree Program is selected only those catalog years that are valid will appear.
- **Once all areas are selected:** click on the “Run Different Program” button to run the “What-if” audit.
Self-Service: Select a Different Program (to run a What-if Audit continued)

- A What-If audit will be designated under audit type.
Self-Service: Select a Different Program
(to run a Specialized Audit)

- To run a Specialized audit (such as a TRANSCRIPTA or TRANSCRIPTC), follow the same steps as running a What-If audit.
- Degree fields: use the dropdown box to change the dash option to the blank option.
- Degree Program: the dropdown box will list a selection of Specialized audits to choose from.
- Choose the most recent catalog year and then Click the Run Different Program button.

- Example on next slide.
Self-Service: Select a Different Program (to run a Specialized Audit continued)

Change the fields in the Degree section from a dash (-) to blank.

Degree program drop box contains a list of the “Specialized” audits available.
To add an exception to a student’s audit click on the Exceptions tab on the students menu bar.

Then click on Add Exception button.
You can choose an exception by clicking on either the title of the Exception description or the Exception code.

Only the exceptions the advisor has access to will be displayed.
The (+/-) fields are automatically filled with a numerical value of 0. These fields must always have a number value.
Self-Service: Exceptions Continued

- Fill in the fields with the appropriate information.
- If your exception is completed, click the Save button.
- If your exception needs courses added, click the Add Course button.
Self-Service: Exceptions Continued
(Definitions of fields)

- **PSname**: The Psname is the “course” that is specific to a requirement or sub-requirement where you want the exception to go. Must be entered in all caps.
- **Exception Note**: 27-character note that appears in the audit. (ex: WPC EVAL (date)
- **Required # of Courses**: Used to modify the course count (if coded) for a requirement or sub-requirement.
- **Required hours**: Used to modify the hour count (if coded) for a requirement or sub-requirement.
- **Required GPA**: Used to modify the GPA (if coded) for a requirement or sub-requirement.
- **Memo**: The memo is used to expand on why the exception is being completed. The memo will not show up on the audit and is used for specifically for other advisors to review the information.
- **Authorized By**: The individuals ASUrite ID will automatically appear her, but can be changed if the advisor is doing the exception on behalf of a faculty member.
- **Date**: Automatically populated with current date.
- **Last Modified and Last Modified By**: Update with the ASUrite ID of the individual who completes or edits the exception.
Self-Service: Exceptions Continued (Adding courses)

• When adding courses, add 2 spaces before the course prefix in the appropriate fields. Then click “Add To List” button. If more courses need to be added to the exception, follow the previous steps.

• Once you have finished adding courses, click on the “Return” button.
Self-Service: Exceptions Continued
(Definitions of adding courses fields)

- **Course**: The course to be placed into the sub-requirement.
- **Replacement Course**: The course that will be used to replace the course in the first course field. Used with the RS and RT exception.
- **Match Control**: Used to combine courses.
- **Year Term Range**: Specific year and term of the course that is being placed in the sub-requirement. For exceptions in Self-Service (DARS) use a 5 digit numerical number:
  - FA: use #7 at end of term (ex: FA17 would be 20177)
  - SP: use #1 at end of term (ex: SP17 would be 20171)
  - SU: use #5 or #4 (ex: SU17 would be 20174 or 20175. If one doesn’t work try the other number.
Self-Service: Exceptions Continued
(Adding Courses)

• Once the courses are added and you have returned to the Exception page, click the Save button.

• If a required field is left blank in the exception and the save button is pressed, the exception will not save. The fields that are in error will show in red to be completed correctly.
**Self-Service: Exceptions Continued**

(Exception Views: View Only)

- Click on the exception code to enter view only. In this view no editing can be done to the exception.
- To return to the exceptions page click on the Done button.

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>PUP EVAL 5/14/14</td>
<td>PER TSTRICKLAND</td>
<td>RS</td>
<td>PUPPUP190</td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td>RM</td>
<td>LIT</td>
</tr>
<tr>
<td>20</td>
<td>Admissions/Readmissions use ONLY</td>
<td>AR</td>
<td>BUSEMPH1</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Admissions/Readmissions use ONLY</td>
<td>AR</td>
<td>BUSEMPH1</td>
<td></td>
</tr>
</tbody>
</table>
• To edit the exception, click on the Edit check box of the exception that needs correcting.
• You can only edit exceptions if you have access to create that particular exception (RM, RS, EQ etc....).
• A lock will appear if you do not have the ability to edit the exception.
• After editing the exception, click on the “Save” button.
Self-Service: Profile Tab

- The Profile tab contains the student’s default program, minor and concentration information.
- Click on the Profile down arrow and then Programs.

**Student's Academic Programs**

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Term</th>
<th>Marker</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>PP CRJ BS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Self-Service for Students

- Students will access their Self-Service audit through My ASU under My Programs and eAdvisor.
New Degree Audit Resource Center Link:
https://provost.asu.edu/curriculum-development/dars

Any questions or issues please contact your College Encoder

Thank you!