1. **Logging into the application:**

Log into the application using your netid and password. Once in you will be asked to select a college code. *Select the college you’re associated with*, not the college of student’s enrollment.
The Home Page:

After selecting a college you are taken to the Home page. Select a student to run a degree audit by selecting ‘Search’ under Students on the menu bar or by clicking the Students icon.

The Encoding icon is for transfer articulation encoding. Most users will not have access to that feature.

Clicking the ‘Students’ icon takes you to the student search page. If you know the student UIN you can enter it in the ‘Student ID’ field. You can also do a search by student name.
Requesting an Audit:

From the menu bar seen in the image below you can request a degree audit, view the student’s coursework as stored in the u.Achieve database, view any exceptions that have been entered by AROs, view the transfer course evaluations for the student, or check out the student profile (includes the student’s default degree program along with the student name and UIN).

Our test student is called TEST STUDENT and the UIN is 000000000.

You do not need to complete step 1 above. Clicking the Request Audit button takes you here:
You can run the declared degree program or you can run a different program by clicking ‘Select a Different Program’.

Use **Click to view available options** to run an audit using planned (what-if) courses.

Once you submit your degree audit request you will be taken the completed audit request page.

Click on the **View Audit** link to see the completed degree audit. The audit looks a bit different from the DARwin audit. At the top of the audit you will see charts and graphs.
The audit displays an ‘Hours’ pie chart which is depiction of the total hours required for a degree. Next to it is a ‘GPA’ chart which will normally be the student’s University of Illinois grade point average.

To the right of the Audit chart is the Categories chart area. Each degree program in u.Achieve has requirements marked for display here by category - for example, general education requirements, major requirements, etc.

If you roll your cursor over any chart you will see the hours associated with that part of the chart.

The rest of the audit should look very familiar. This is a typical requirement.
# Psychology Major - Cognitive Psychology Concentration

## 32 Hours Required

<table>
<thead>
<tr>
<th>Earned</th>
<th>10.0 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Needs</td>
<td>22.0 Hours</td>
</tr>
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</table>

### Core Courses

#### Introductory Psychology Course

- Needs: 1 course
- Select From: PSYC 100, 103, 105

#### Bio/Cognitive "Breadth" Course

- (3.0 Hours Taken) 1 Course Taken
- FA17 PSYC 204 3.0 IP

#### ClinDev/Org/Soc "Breadth" Courses

- (3.0 Hours Taken) 1 Course Taken
- SP17 PSYC 201 3.0 B

- Needs: 1 course
- Select From: PSYC 216, 239, 246, 250

### Concentration Courses (Need 13 Hrs of Advanced Credit)

#### Cognitive "Gateway" Course

- Needs: 1 course
- Select From: PSYC 224, 248

#### Lab Course

- Needs: 1 course
- Select From: PSYC 331

#### Advanced Level Courses

- Needs: 4 courses
- Select From: PSYC 321, 351, 356, 357, 425, 427, 450, 468, 489

### Courses Applied Toward Total Psych Hours

<table>
<thead>
<tr>
<th>Hours Added</th>
<th>Courses Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.0</td>
<td>3</td>
</tr>
</tbody>
</table>

- FA16 PSYC 101 4.0 A+
- SP17 PSYC 201 3.0 B
- FA17 PSYC 204 3.0 IP
**Chart Drill Down Feature:**

You can drill down to see what requirements make up each category by clicking on the chart. For example, clicking on the Gened chart takes you here:

Notice that the charts have changed. The **pie and the GPA chart** now show values from LAS requirements that make up the Gened category (some requirements in the general education audit category have been defined to hide the GPA). And the **Requirements chart** shows hours complete, in-progress and unfulfilled for all of the LAS general education requirements.

If you click one of the requirements that make up the General Education category you will drill down further to see the sub-requirements that make up that particular general education requirement.

If you click the **CAMPUS GENED requirement** you will see three sub-requirements displayed along with the hours for each sub-requirement. The pie and the gpa charts change as well.
The audit part of this screen changes from the entire audit to just the requirements that make up the general education category. Since the chart category has only one requirement we see only the LAS general education requirement from the degree audit.

------ AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED ------

▼  GENERAL EDUCATION

EARNED: 2  SUB-GROUPS
NEEDS: 1  SUB-GROUP

1) HUMANITIES AND THE ARTS
3.0 HOURS ADDED
FA16 ENOL 101 3.0 B+

NEEDS: 3.0 HOURS

2) SOCIAL AND BEHAVIORAL SCIENCE
13.0 HOURS ADDED
FA16 ANTH 101 3.0 B
FA16 PSYC 101 4.0 A+
SP17 PSYC 201 3.0 B
FA17 PS 100 3.0 IP

3) NATURAL SCIENCES AND TECHNOLOGY
7.0 HOURS ADDED
SP17 GEOG 103 4.0 A
SP17 GEOL 100 3.0 B-

******************************* END OF ANALYSIS *******************************
There are two tabs in the chart section of the audit – *Audit Results* and *Course History*. Clicking the ‘Audit Results’ tab will display the degree audit. Clicking ‘Course History’ tab takes you here:

![Course History](image)

Click on green columns to filter course list below by term or use the ‘Filter by’ drop down menu below. If you wish to return to the entire course list, just reset the ‘Filter by’ settings to their ‘generic’ settings (usually the title of the filter such as ‘Year’ and ‘Term’)

<table>
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<td>PSYC 204</td>
<td>3.00</td>
<td>IP</td>
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<td>IP</td>
</tr>
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</table>

**Legend**

- ✓: Completed Course
- IP: In Progress Course
- IP: Planned Course

---

<table>
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The ‘select a course’ active link:

Courses in the audit on the ‘SELECT FROM:’ line are active links. When you click one a window pops up with the course from the online course catalog. Here is an example:

INTRODUCTORY PSYCHOLOGY COURSE
NEEDS: 1 COURSE
SELECT FROM: PSYC 100, 103, 106

Click ‘PSYC 100’ and this window will pop up:

You will need to drill down to find the course description using the link provided. Once you have the course description in the window you can expand the window. Use the scroll bar on the popup window to view the course description along with the section offerings for the semester. You can also add the course as a ‘what if’ course and include it in a degree audit.
**Adding Planned (What-If) Courses:**

Your main screen must be on the ‘Planned Coursework’ page at the time you click the Add button in the audit’s course description popup window. You can get to the Planned Coursework page from the Student menu bar.

Once you’ve selected “Planned” in the **Courses** dropdown, go back to the audit using the **Audits** dropdown. From the audit, you may now select courses to add as planned. You can also manually enter the term, subject, number, and hours for planned courses, but be sure to leave two spaces between the subject (MATH) and number (220). *Whether you click a live link to add a planned course or manually enter it, you must indicate hours for the course.*
When you have added Planned Courses, return to the Audits dropdown and request a new audit, but instead of Run Declared Programs, select Click to view available options at “advanced settings.”
Check the “What If Courses” box and then Run Declared Programs. You should see the planned courses in the audit; they are marked with a W to the right of the course information.