

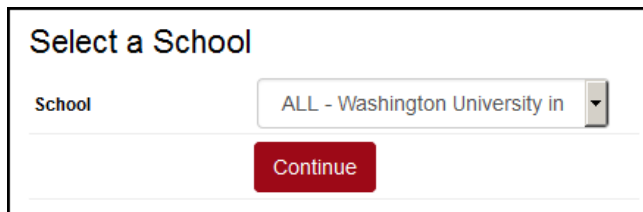
Introduction

WUachieve Self-Service is a web-based interactive degree audit system for students, advisors, and select staff. For users of past DARwin versions, Self-Service is the new and more interactive version of DARsweb.

Log In

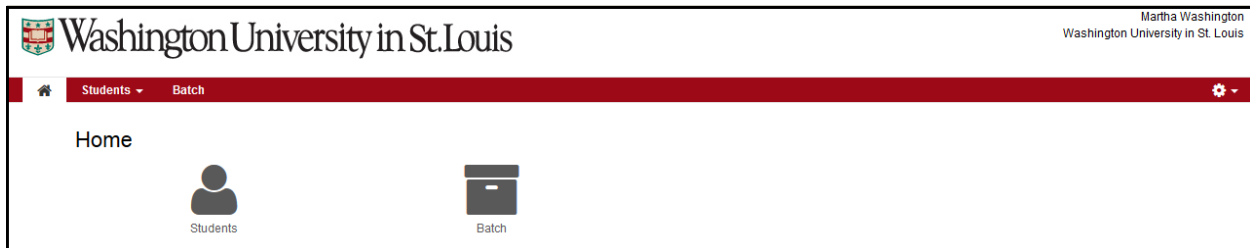
Use your WUSTL Key to log into WUachieve Self-Service at dars.wustl.edu. (This URL will be changing in the near future. You will be notified of the change.)


You will be prompted to Select a School. You can select Washington University or your individual school. This will not impact any views or functionality while using the system.



Self-Service Home

The WUachieve Self-Service Home page is displayed. A red menu bar will appear across the top of the page.

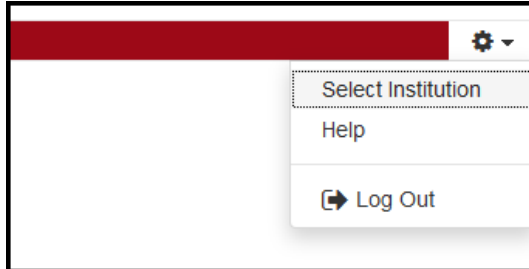


- ✓ Select **Students** to view/request a degree audit for an individual student.
- ✓ Select **Batch** to view/request a batch of audits.
- ✓ At any point within the app, you may use the **Home** button () in the top left of the menu bar to return to the home page.

NOTE: If you are a staff member but also a student, you will be able to access your student profile from the Home page. The **Student Access** button will direct you to a student landing page where you can request an audit.

Settings

The settings menu may be viewed via the **Gear** button (⚙️) drop-down on the right end of the menu bar.



- ✓ **Select Institution** does not impact any views of functionality while using the system.
- ✓ The **Help** option includes help relevant to WUachieve.
- ✓ Always remember to log out when you are finished using the application.

Students

Student Search

After selecting Students you can search by either student ID or preferred student name. You may be restricted to the list of students specifically assigned to you. If you are an advisor you may see a list of your advisees below the Student Search. You can select students from this list.

A screenshot of the Student Search interface. The page header includes the Washington University in St. Louis logo and name, and the name "Martha Washington" with "Washington University in St. Louis" below it. A red navigation bar contains "Students" and "Batch" tabs, and a gear icon. The main content area is titled "Student Search" and contains two search sections. The "Enter Student ID" section has a text input field labeled "Student ID" and a red "Submit" button. The "Search by Student Name" section has two text input fields labeled "First Name" and "Last Name", and a red "Search" button with a magnifying glass icon.

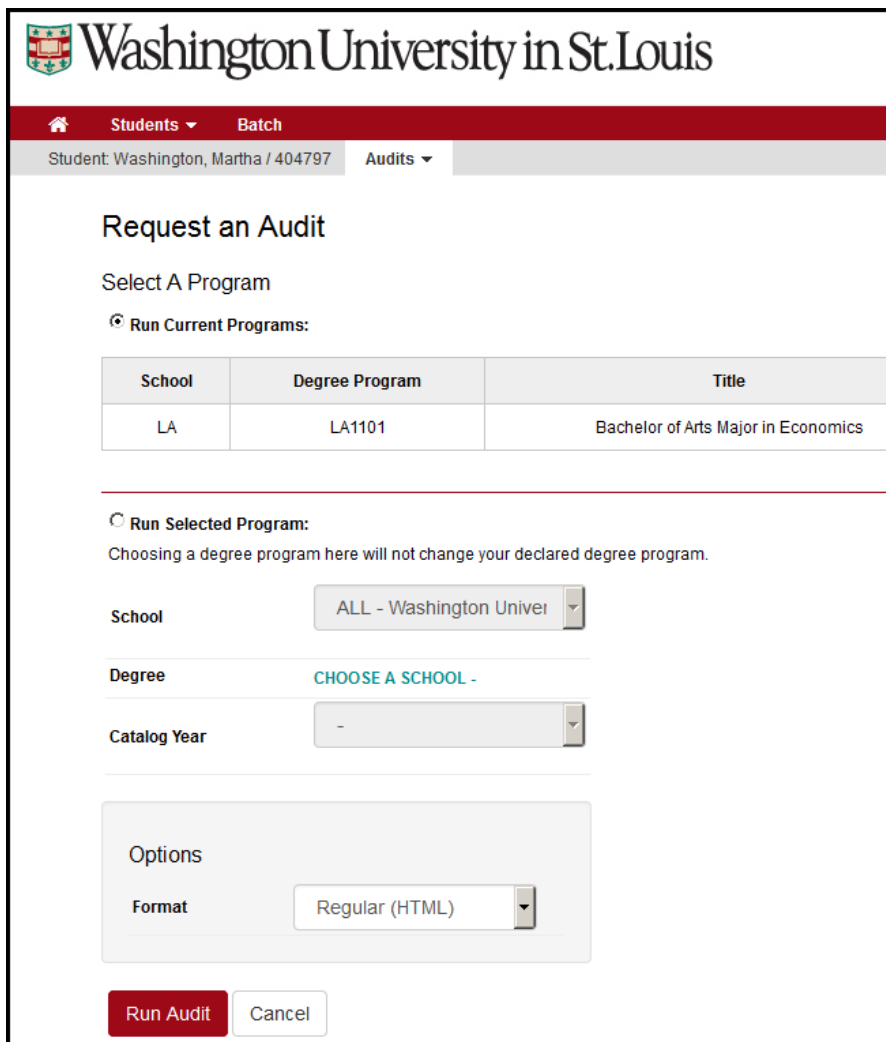
If a student is found, you will either be directed to the last-run audit for that student or you will be prompted to request an audit.

NOTE: The red menu bar at the top of the WUachieve Self-Service screen provides navigation between Students and Batch. Once a student is selected, a bottom gray menu bar appears with the student information and additional menu options.



Request an Audit

On the grey menu bar under **Audits** click **Request New** to view the Request an Audit screen. When requesting an audit for an individual student you can select from either the student's current program or a program of your choosing.



School	Degree Program	Title
LA	LA1101	Bachelor of Arts Major in Economics

Options

Format: Regular (HTML)

Run Audit Cancel

When running a selected program (also called a “what-if” audit) you must first select a school and then a program. If necessary, you can request an audit under a different catalog year.

At the bottom of the audit request page you can choose either an interactive, Regular (HTML) format or PDF format.

NOTE: WUachieve Self-Service automatically opens the last audit run for a student (and this may have been a what-if audit). It is important to *always* run a new audit when pulling up a new student in WUachieve Self-Service.

Audit Results

On the grey menu bar under **Audits** click **Manage** to view the Completed Audit Requests screen. You will see a list of the most recently run audits. Clicking View Audit will pull up either the interactive audit or PDF.

Washington University in St. Louis

Students Batch

Student: Washington, Martha / 404797 Audits

Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "New Audit" button will run a new audit report. Deleting audits removes them from this list.

Run Audit Delete

select all/select none

ID	Program	Catalog Year	Created	Format	Run By	Type	View	Delete
27089	LA1101	201405	05/28/2015 10:27 AM	HTML		✓	View Audit	<input type="checkbox"/>
25846	LA0101	201005	01/13/2015 3:57 PM	PDF		✓	View Audit	<input type="checkbox"/>

The HTML audit is interactive. It allows you to expand and collapse sections of the audit. The PDF version should display in an Adobe Reader window inside your browser. The preferred browser for viewing PDF audits is Internet Explorer.

Washington University in St. Louis

Students Batch

Student: Washington, Martha / Audits

Washington, Martha
AB Major in Economics

Request Audit

Prepared On 06/02/2015 04:28 PM Program Code LA1101 Catalog Year 201405
Student ID Graduation Date Job ID 2015060216280210

Audit Results Applied Exceptions

Open All Sections Close All Sections Printer Friendly

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

- > Economics Major GPA
- > x Economics Prerequisites
- > x Major in Economics Required Math Courses

Batch

Run an Existing Batch

Batch allows administrators and advisors to run and print batches of audits. Only select users have the ability to create batches that can then be shared. Batch appears as an icon on the WUachieve Self-Service Home page and also in the red menu bar.

The screenshot shows the 'Batch' page in the WUachieve system. The page title is 'Batch' and it has three tabs: 'Batch Definitions', 'Scheduled Jobs', and 'Run Results'. The 'Batch Definitions' tab is active. Below the tabs is a 'Batch Definition List' with a filter by 'Type' and 'Owner'. The list contains one entry with the following data:

Run Batch	Id	Description	Owner	Clone
Run	44	TEST Batch		

- ✓ The Batch Definitions tab displays a list of Batch reports.
- ✓ The Scheduled Jobs tab shows any batches scheduled for routine or future runs.
- ✓ The Run Results tab shows a list of run Batches and their associated audits.

NOTE: Only one batch may be selected to run at one time.

Batch Results

When the batch run is complete, the audits may be viewed and/or printed. To view audits, navigate to the Run Results tab and click the purple **Audit** button in the View Audits column.

- ✓ To view/print a single audit, click on the red **PDF** button for the audit of interest.
- ✓ To view/print all audits click on the red **Open All in PDF** button.

The screenshot shows the 'Run Results' page in the WUachieve system. The page title is 'Run Result List' and it has three tabs: 'Batch Definitions', 'Scheduled Jobs', and 'Run Results'. The 'Run Results' tab is active. Below the tabs are two buttons: 'Back to Result List' and 'Open All in PDF'. The 'Run Result List' table contains the following data:

Job ID	Student	Name	Degree	Term	Status	openPdf	openTxt
BAT0005700000001			EN6291	201005	Successful	PDF	
BAT0005700000001			SI6504	201305	Successful	PDF	

Contacts

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