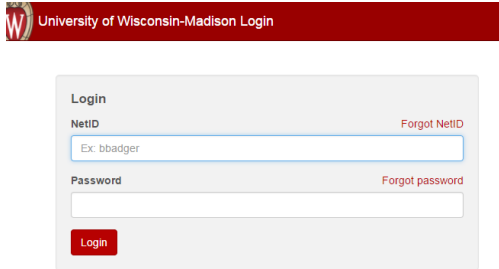


# DARS QUICK GUIDE: SINGLE STUDENT

Go to <https://dars.services.wisc.edu>

Login with your NetID.



University of Wisconsin-Madison Login

Login

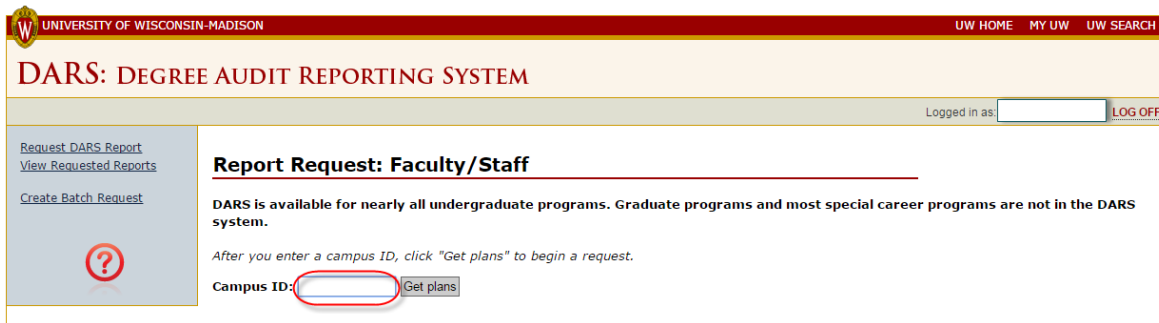
NetID Forgot NetID

Ex: bbadger

Password Forgot password

Login

Enter a **student's Campus ID** in the dialog box (circled in red below) and click **Get Plans**.



UNIVERSITY OF WISCONSIN-MADISON UW HOME MY UW UW SEARCH

## DARS: DEGREE AUDIT REPORTING SYSTEM

Logged in as:  [LOG OFF](#)

[Request DARS Report](#)  
[View Requested Reports](#)  
[Create Batch Request](#)

**Report Request: Faculty/Staff**

DARS is available for nearly all undergraduate programs. Graduate programs and most special career programs are not in the DARS system.

After you enter a campus ID, click "Get plans" to begin a request.

Campus ID:

You can submit a **"QUICK" REPORT** or a **WHAT-IF REPORT**.

**Quick Report:** requests a DARS for a declared major/certificate with default settings

Select the **Major/Degree Plan** by clicking the appropriate radio button.

Click the **Select Plan** button.

Select	Major/Degree Plan	Effective Date	Description	Option Code	Option Description
<input checked="" type="radio"/>	JBA 585	01 20 16	Journalism BA		
<input type="radio"/>	MAJ 891	08 24 15	Russian		
<input type="radio"/>	MAJ 499	03 31 14	History		

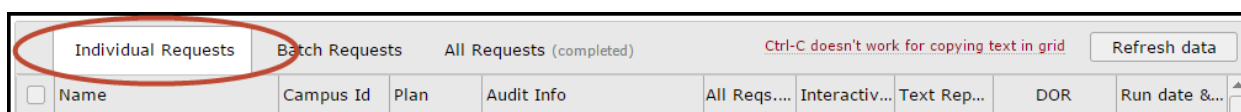
Select plan

Click the **Submit Request** button:

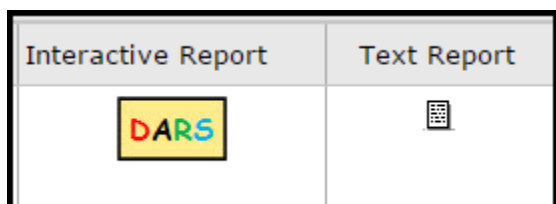
Click **View Requested Reports** link.



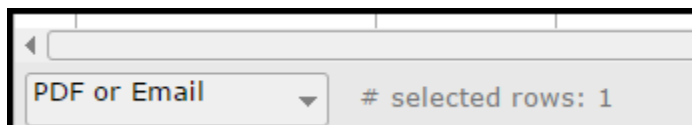
You can choose the **Individual requests** tab at the top of the page to see only individual reports or choose the **All Requests** tab to see all individual requests and batch requests.



Find the report you ran and choose the single column **Text Report** or **Interactive Report**



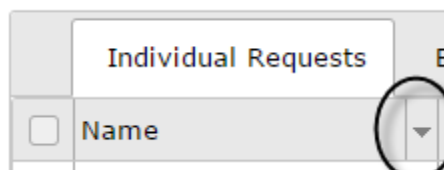
If you wish to generate a two column PDF select the checkbox next to the student's **Name** and then scroll down to the PDF or Email dropdown at the bottom left of the grid.



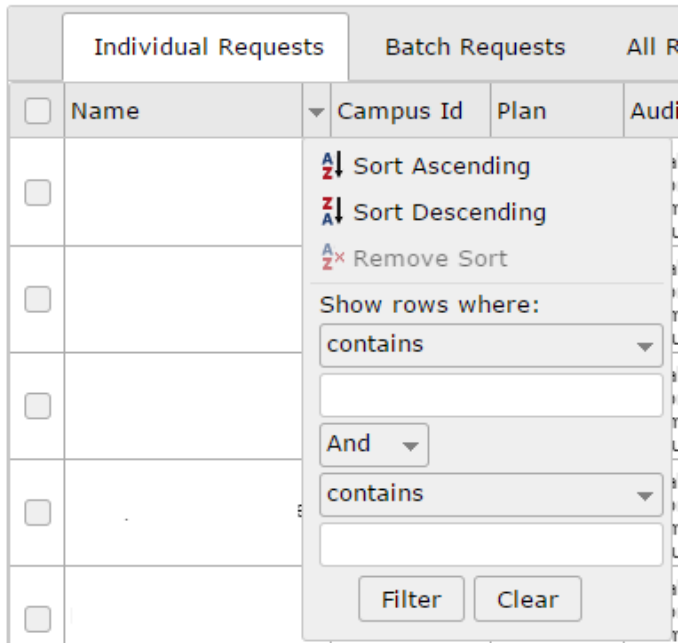
If you choose **PDF** it will be downloaded in your browser. If you choose **Email** the report will be sent to your **@wisc.edu** email account.

From this grid you can select the checkbox to the left of name if you wish to select all reports or select multiple boxes if you wish to email or generate just those reports to PDF format

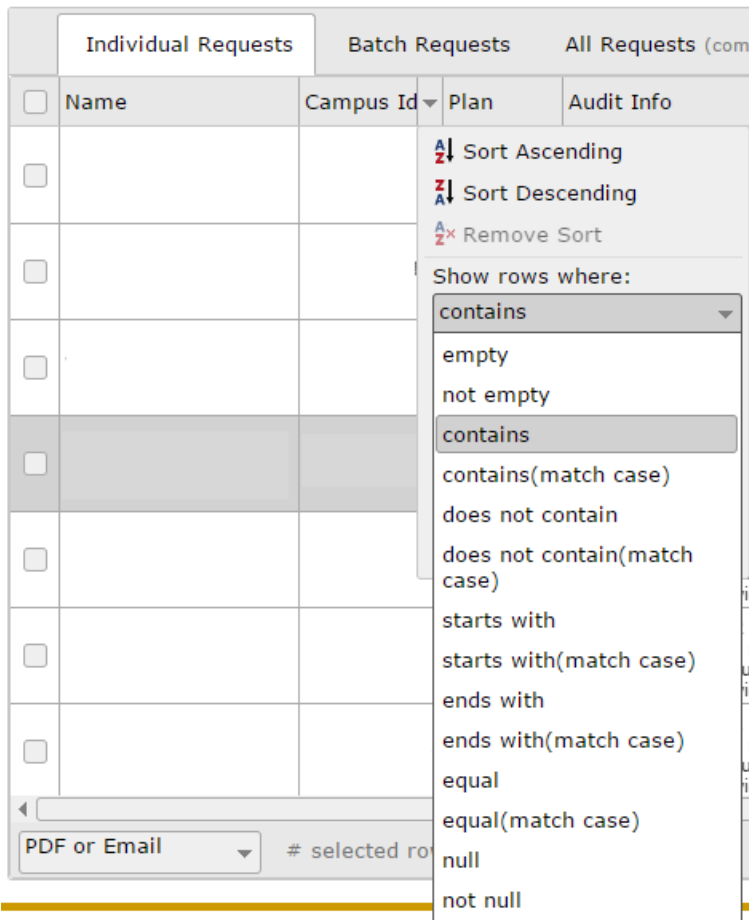
If you scroll over one of the column headers in the grid you will see a drop-down arrow appear.



Click the drop-down arrow to view sorting options



You can select two different sets of criteria to sort the results in the particular column you chose to sort. If you choose two sets you can select **AND/OR** in the drop-down between the two blank dialog boxes.



If you wish to copy information from the grid, for example a Campus ID, you must right click and choose copy as the Ctrl-C keyboard shortcut will not work in the current grid layout.

## What-If Report

Select a **School/College** code and **Degree Plan Name** (For a list of Degree Plans for the selected school/college, click the **Selection Help** button)

If you know the **Degree Plan Name** you can also type it in.

*Change any field(s) below to request a "What-If" report.*

**School, College or Population:** Letters & Science, College of

Lock in value:

**Degree Plan Name:** BA 000  [Selection Help](#)

Lock in value:

**Catalog Year:** 2017  [Apply rules](#)

**Sem:** 3

**AltYr1:** 20121  Note: Verify AltYr1 value.

**Honors Options:** Keep current status

**Include Courses From:** Previous, current and future terms.

Lock in value:

**Advisor Name(s):**

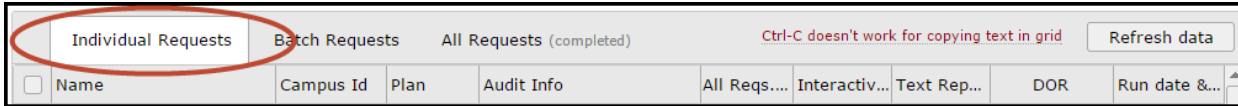
Modify selection fields to reflect what degree plan attributes you wish to run.

Click the **Submit Request** button.

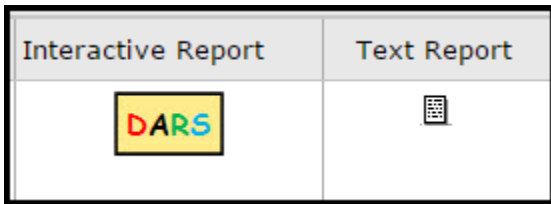
Click View Requested Reports link.



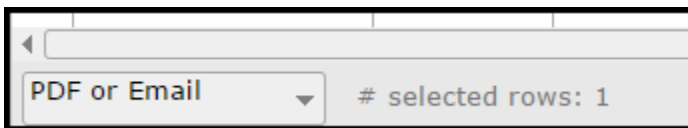
Next you can click on the tabs at the top of the results page based on what you would like to view. You can choose **Individual Requests**, **Batch Requests**, or **All Requests**.



Find the report you ran and choose the single column **Text Report** or **Interactive Report**.

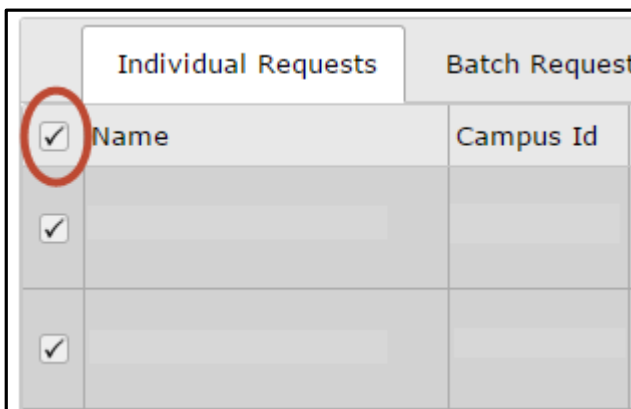


If you wish to generate a two column PDF select the checkbox next to the student's **Name** and then scroll down to the PDF or Email dropdown at the bottom left of the grid.

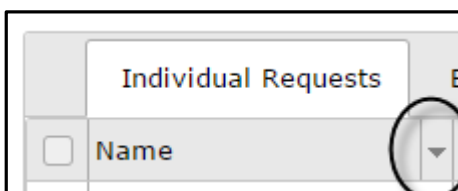


If you choose **PDF** (two column audit) it will be downloaded in your browser. If you choose **Email** the report will be sent to your **@wisc.edu** email account.

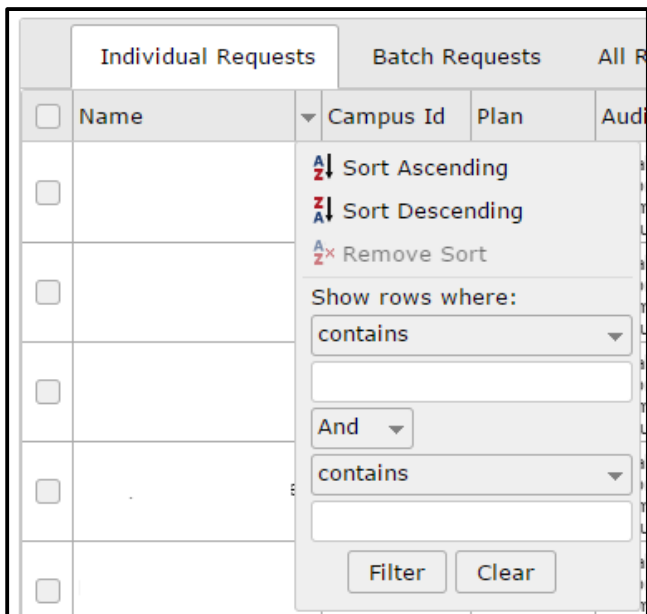
From this grid you can select the checkbox to the left of name if you wish to select all reports.



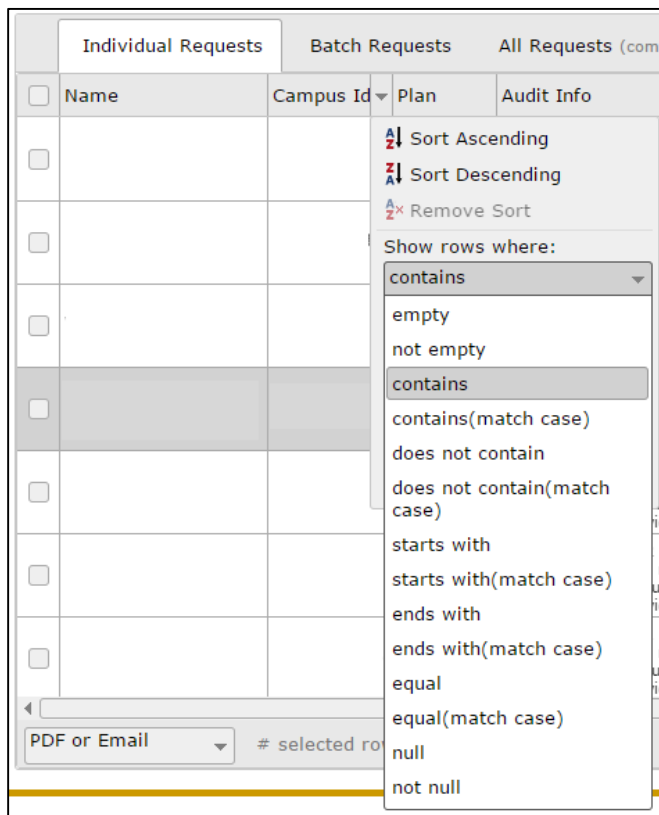
If you scroll over one of the column headers in the grid you will see a drop-down arrow appear.



Click the drop-down arrow to view filter options.



You can select two different sets of criteria to sort the results in the particular column you have chosen. If you choose two sets you can select **AND/OR** in the drop-down between the two blank dialog boxes.



If you wish to copy information from the grid, for example a Campus ID, you must right click and choose copy as the Ctrl-C keyboard shortcut will not work in the current grid layout.

**// END //**