Degree Audit Reporting System (DARS)
Generating an Audit using Planned Courses

To use the Planned Courses features:

1. Generate an audit (using Active Program of Study or a ‘What If’ Audit)
2. Click on Open All Sections
3. Add courses to the Course Cart using one of the following options:
   - Click on a linked course from the audit and select Add -OR-
   - Type a course in the Course to add field, then select Add to cart from the drop-down menu, and click on Go

**Pay close attention to Steps 4 & 5 to create your audit successfully!**

4. Enter required information for the courses in the Course Cart
   - Click on individual courses and select: term and projected grade, then click on Submit Edit

5. After courses in the cart have terms and grades assigned, click on the checkbox next to the courses, then select Make courses Planned from the drop-down menu, and click on Go
   - After selecting Make courses Planned, the courses will be removed from the Course Cart
   - To make changes to these courses after they are removed from the Course Cart or to delete them, select View Planned Courses from the audit or Planned Courses from the main DARSWeb menu and click on the link for the course to edit
     - Note: Course titles can be assigned to planned courses using this option

Continue on to the final step to view your new degree audit using your planned courses….

**Final Step!**

To view the degree audit with planned courses, close the current audit, and from the Audits option on the main DARSWeb menu, select Request New Audit. Run an audit for the Active Program of Study or a ‘What If’ Audit and click on the checkbox Include Planned Courses.

**Note:** If you don’t see the following text in red toward the beginning of the audit:

**THIS AUDIT INCLUDES PLANNED COURSES,**
go back to Request New Audit and be sure to click on the checkbox Include Planned Courses.