



Oracle Business Intelligence

Degree Audit Reporting System

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Introduction

What is DARS and what does it do?

DARS is an acronym for a program called the Degree Audit Reporting System. At its core, DARS is a highly automated system that helps students and advisors track progress towards completion of a degree. By comparing the college catalog degree requirements to the courses a student has completed, DARS tells students and advisors which requirements have been met, which are still outstanding, and the courses that will meet those requirements.

When you request a DARS report the DARS “engine”, in real-time, gets all HSU coursework along with all entered transfer coursework that exists in PeopleSoft and applies those courses to the student’s degree program based on rules that define each degree program in DARS (this is referred to as DARS encoding). Manual exceptions are created on a per-student basis to adjust courses/requirements as needed.

What is OBI and what does it do?

OBI is an acronym for Oracle Business Intelligence. OBI is a comprehensive business intelligence platform that delivers a full range of analytic and reporting capabilities. Fundamentally, OBI is a reporting tool that is designed to aggregate thousands of rows of data into easier to analyze reports.

What is the DARS dashboard in OBI and what does it do?

<http://obi.humboldt.edu>

We have created multiple DARS dashboards in OBI that gathers millions of rows of data from our nightly DARS batch run (all active students) and presents the data in a more readable/useful format for further analysis/reporting.

4.2.0 - DARS Plan Overview

Purpose

This dashboard reports on DARS planner data, at a detailed or summary level. You might use this dashboard to view specific students for advising purposes, or for an overall outlook on the status of planning for a particular group.

The screenshot shows the '4.2.0 - DARS Plan Overview' dashboard. It has three tabs: 'Plan Overview' (selected), 'Plan Status', and 'Plan Overview (Export Friendly)'. Below the tabs is a filter section with a dropdown arrow on the left. The filters are arranged in two columns. The first column contains: Student Id, Acad Level, Advisor Name, and Advisor Type, each with a '--Select Value--' dropdown. The second column contains: Degree Program College, Degree Program, Degree Program Title, and Degree Department, each with a '--Select Value--' dropdown. The third column contains: Plan College, Plan DProg, Plan DProg Title, and Plan Department, each with a '--Select Value--' dropdown. The fourth column contains: Active Plan (at least 1 future term) with a '--Select Value--' dropdown, Term List (ex. 2174) contains any with a text input field, 3 or more future terms planned with a '--Select Value--' dropdown, Advisor Hold with a '--Select Value--' dropdown, Approved Leave with a '--Select Value--' dropdown, and Enrolled Current Term with a '--Select Value--' dropdown. An 'Apply' button is located at the bottom right of the filter section.

Plan Overview

The “**Plan Overview**” report is best for detailed student plan data. The first three columns of filters can help narrow down your selection, to a specific advisor, level, or major, for example.

The “Degree Program” filters (ex. Degree Program Title) refer to the major assigned to the student. The “Plan” filters (ex. Plan DProg Title) refer to the major assigned to the student’s DARS Plan, as these can differ.

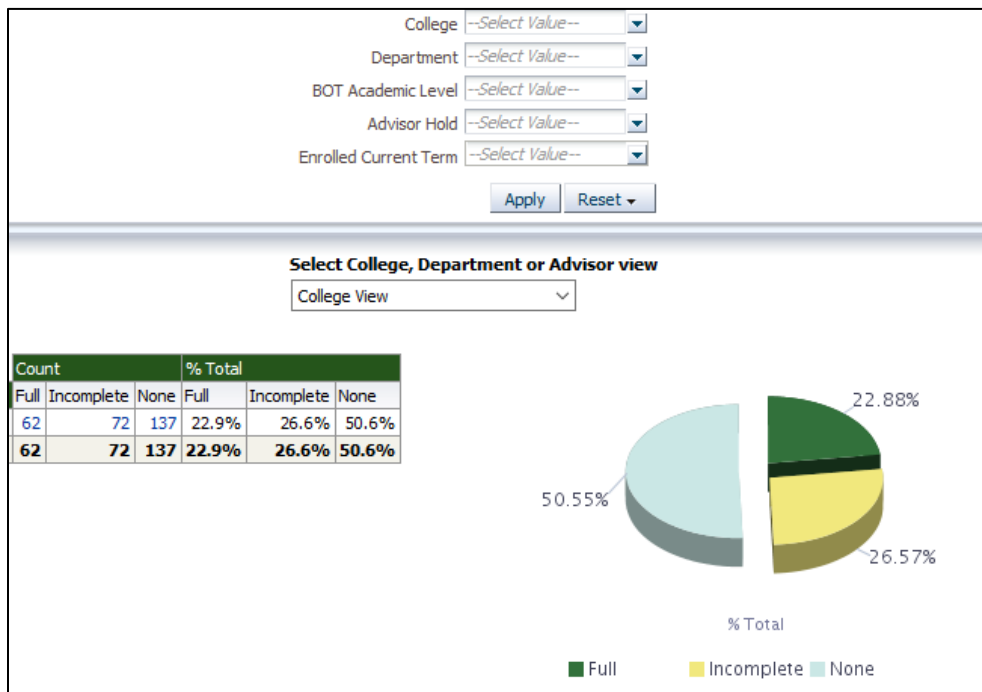
This is a close-up screenshot of the filter options from the dashboard. It shows the following filters from top to bottom: Plan Participation with a '--Select Value--' dropdown; Term List (ex. 2174) contains any with a text input field; 3 or more future terms planned with a '--Select Value--' dropdown; Advisor Hold with a '--Select Value--' dropdown; Approved Leave with a '--Select Value--' dropdown; and Enrolled Current Term with a '--Select Value--' dropdown. An 'Apply' button is at the bottom right. A mouse cursor is visible near the bottom left corner.

Details on the last column of filters

- **Plan Participation** - Filter on plan status (Full, Incomplete, or None).
 - **Full** – Student has an active plan, with at least 3 future terms planned, or planned up to their expected graduation date
 - **Incomplete** – Student has an active plan with fewer than 3 future terms planned
 - **None** – Student does not have an active plan
- **Term List** – View plans completed for a specific term
- **3 or more future terms planned** – View students who have 3 or more terms planned
- **Advisor Hold** – View students who currently have an advising hold.
 - Advising holds are placed on students every semester until their advisor removes the hold --- mandatory advising --- advisors should not remove advising holds until the student has planned at least three semesters ahead
- **Approved Leave** – View students with approved leave. They may have unique planning needs.
- **Enrolled Current Term** – View students currently enrolled this term

Plan Status

The “Plan Status” report provides a summary of plan status (Full, Incomplete, None) by college, department or advisor. Use the View drop down to change how the data is grouped.




Plan Overview (Export Friendly)

This report is the same as Plan Overview, except that it includes a link to export data to Excel or CSV.

4.2.0.1 - DARS Course Planned Demand

Purpose

This dashboard provides a count of all courses found in active DARS plans (*i.e., preferred or "starred" plans*). Students can only have one active plan.

Important Note:  This dashboard does not provide data on students who have **not** completed a plan. When using this dashboard, overall planner participation should be taken into consideration.

It is recommended that users review overall planner participation chart (*to the right*), overall participation by college or department (Plan Status tab), or more fine grain participation details can be found in dashboard [4.2.0 DARS Plan Overview](#).

The count of students planning to take a course are not adjusted for likely attrition of students before the target term. Further, all new first-time and transfer students do not initially have a DARS degree plan in place.

Thus, the demand numbers for courses typically taken by new students will be understated to a greater degree than courses typically taken by continuing students.

Use the filters if you want to limit the data you are seeing, before exporting. For example, these filters will show you counts for Fall 2019 and Spring 2020 planned courses in Art.

Plan Term: Plan Subject:

Typically Offered: Plan Course:

			2194	2202
			Fall Semester 2019	Spring Semester 2020
Plan Course	Plan Course Title	Typically Offered	Demand count	Demand count
ART 100	Global Perspectives in Art	No	12	
		Yes		59
ART 103	[INACTIVE] Introduction to Art History	No	2	1
ART 103A	Survey of Art History I	Yes	16	4
ART 103B	Survey of Art History II	Yes	24	7

The counts are hyperlinked. If you click on one, it will take you to a detailed report of the specific students who make up the count.

Click **'Return'** at the bottom of the detailed report to return to the dashboard.

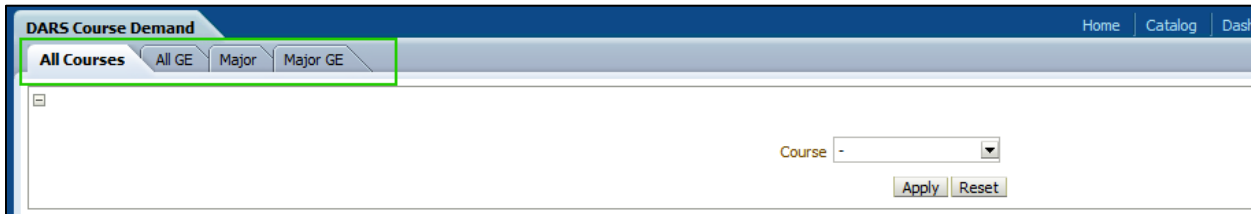
4.2.1 - DARS Course Needed Demand

Purpose

This dashboard covers course demand with options for filtering on all courses, all GE courses, Major, or Major GE. The demand is based on how many students could potentially use the selected course to meet an outstanding requirement in DARS. This does not include DARS planner data.

Most General Education and major curriculum is structured so that students have a variety of ways to complete degree requirements - *this means the demand data may appear inflated in courses used across GE, DCG, Institutions and/or courses used across multiple majors.*

To switch reports, click on the tabs at the top of the dashboard.



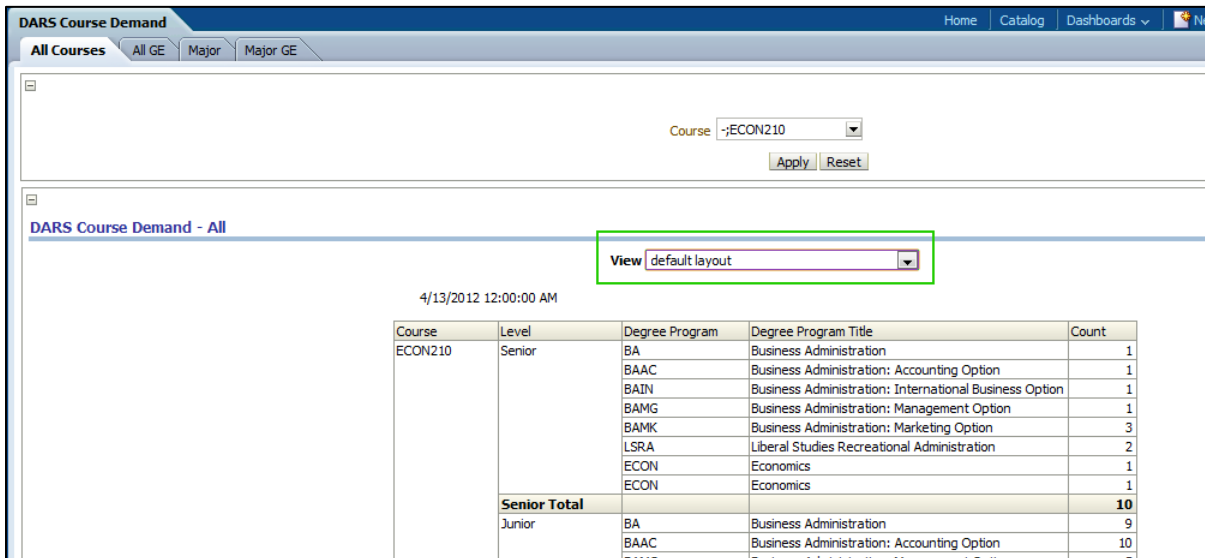
All Courses Tab

The “**All Courses**” report - lets you select any course and see the degree program course counts for people that can still use this course in their DARS across all degree programs.

Columns include:

Course | Level | Requirements (Optional) | Sub-Requirements (Optional) | Degree Program | Counts

Select the course you want to view, then click **Apply**.




On this report you can also drop the “View” box down, to see additional fields. In this case the additional fields you can add to the view are the Requirement/Sub-Requirements, for a more detailed breakdown of the counts.

All GE Tab

The “All GE” report - is pretty much the same as All Courses, except it is limited to just showing information as it applies to GE requirements across all degree programs.

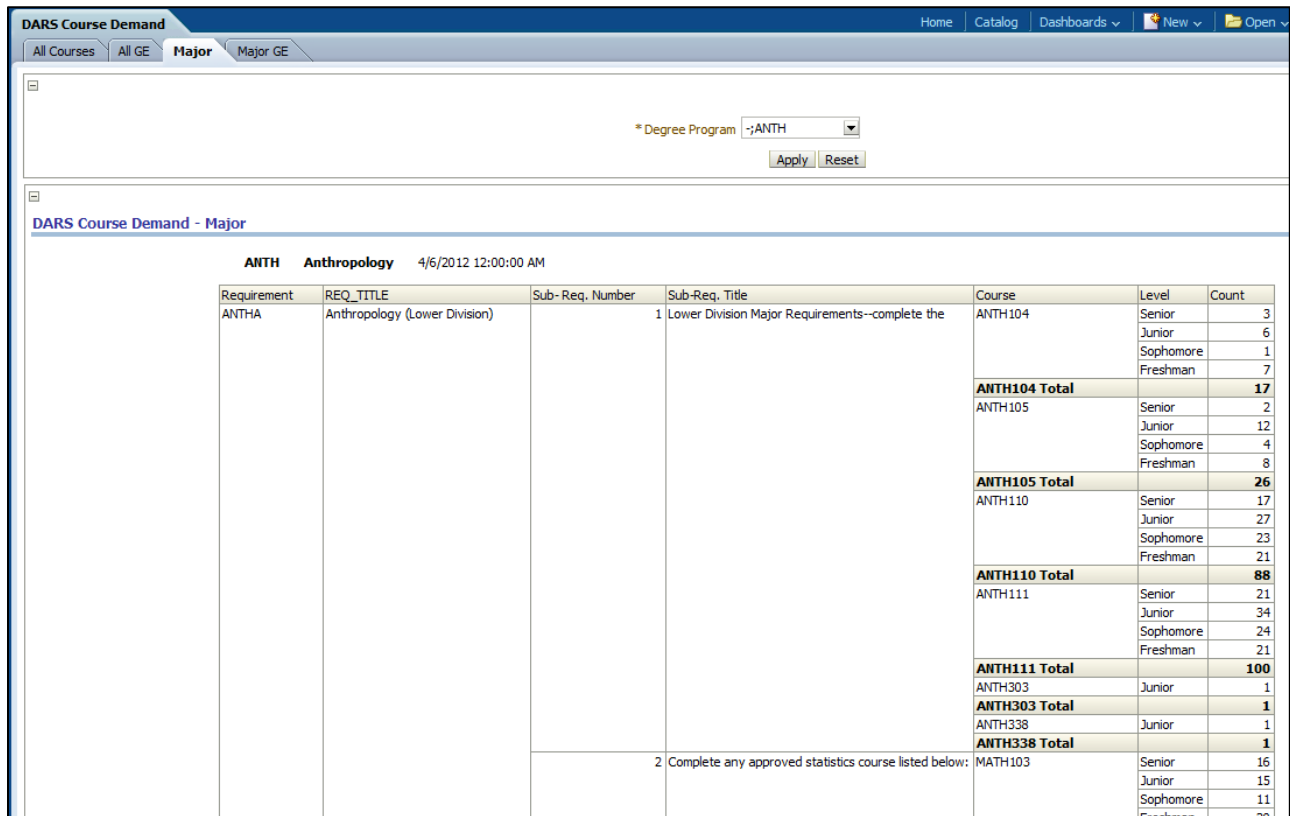
Columns Include: Course | Level | Requirements | Counts

 Note that counts for courses (applies to both All Courses and All GE reports) that cross into GE and Major Requirements will probably not have very accurate numbers. For example, most 309 courses will have skewed counts. ECON309 for example, currently would show that the total demand is 2817. The numbers are skewed because those courses can be used in upper division GE across all majors, so while technically anyone can take ECON309 to meet their degree program requirements certain majors will be more or less likely to take certain 309 courses.

Major Tab

The “Major” report - is starting at the Major and getting the course counts for those people in the selected Major only for courses that are not GE courses. The major reports require a degree program to be selected.

Columns Include: Requirement | Sub-Requirement | Course | Level | Counts



The screenshot shows the DARS Course Demand interface with the 'Major' tab selected. The 'Degree Program' is set to 'ANTH'. The table below displays the course demand for Anthropology requirements.

Requirement	REQ_TITLE	Sub-Req. Number	Sub-Req. Title	Course	Level	Count			
ANTHA	Anthropology (Lower Division)	1	Lower Division Major Requirements--complete the	ANTH104	Senior	3			
					Junior	6			
					Sophomore	1			
					Freshman	7			
							ANTH104 Total		17
				ANTH105	Senior	2			
					Junior	12			
					Sophomore	4			
					Freshman	8			
							ANTH105 Total		26
				ANTH110	Senior	17			
					Junior	27			
					Sophomore	23			
					Freshman	21			
			ANTH110 Total		88				
ANTH111	Senior	21							
	Junior	34							
	Sophomore	24							
	Freshman	21							
			ANTH111 Total		100				
ANTH303	Junior	1							
			ANTH303 Total		1				
ANTH338	Junior	1							
			ANTH338 Total		1				
		2	Complete any approved statistics course listed below:	MATH103	Senior	16			
					Junior	15			
					Sophomore	11			
					Freshman	20			

Major GE Tab

The “**Major GE**” report - is starting at the Major and getting the course counts for those people in the selected Major only for courses that are GE courses.

Columns Include: Requirement | Sub-Requirement | Course | Level | Counts

4.2.1.1 - DARS Golden Four (G4)

Purpose

This dashboard provides summary information on students related to G4 requirement status.

G4

You can view students who have completed a least 60, 45 or 0 number of Units.

* Completed at Least x Units	<input type="text" value="60"/>	Student Id	<input type="text" value="--Select Value--"/>	Advisor Name	<input type="text" value="--Select Value--"/>
		Student Preferred Name	<input type="text" value="--Select Value--"/>	College	<input type="text" value="Arts, Hum & Soc Sci"/>
				Degree Program	<input type="text" value="--Select Value--"/>
					<input type="button" value="Apply"/> <input type="button" value="Reset"/>

The report will return the student’s requirements, sub-requirements, required units and their sub-requirement status.

Degree Program Title	Requirement Name	Req Units	Sub_Requirement Title	Sub-Req Status
Anthropology	GE A		A1: Written Communication	Not complete
			A2: Oral Communication	Complete
			A3: Critical Thinking	Complete
	GE B		Mathematical Concepts and Quantitative Reasoning.	Not complete
	UNITS		85.00	

G4 – Transfer Students

The “G4 Transfer” report works the same way, except it looks at Transfer Units and requires the term in which the student was admitted.

4.2.2 - DARS GPA Report

Purpose

This dashboard is used to help identify those students who might be on Academic Probation.

Student Id

Student Preferred Name

Advisor Name

Academic Level

College

Degree Program

Exp Grad Date (MM/DD/YYYY) <=

GPA Earned Between -

Level	Expected Graduation Date	Degree Program	Degree Program Title	Requirement Name	Requirement Title	GPA Earned
Senior	5/16/2018	PSYC	Psychology	GPAH	Overall Humboldt GPA	1.62
Junior		SOC	Sociology	GPAH	Overall Humboldt GPA	1.38
Junior		SOC	Sociology	GPAH	Overall Humboldt GPA	1.38
Junior		ZOOL	Zoology	GPAH	Overall Humboldt GPA	1.72
Senior	12/30/2020	BAFI	Business Administration: Finance Concentration	GPAH	Overall Humboldt GPA	1.50
Junior		ZOOL	Zoology	GPAH	Overall Humboldt GPA	1.71
Senior	5/30/2021	BICM	Biology (Cellular/Molecular Concentration)	GPAH	Overall Humboldt GPA	1.90
Senior	12/19/2018	MUS	Music-General Music Studies	GPA	Overall GPA	1.93
				GPAH	Overall Humboldt GPA	1.93

4.2.3 - DARS Graduation Reports

Purpose

This dashboard reports on graduation information for students related to program status and application for graduation.

Applied Grad – Not Complete

The “**Applied Grad – Not Complete**” report will show you who has applied for graduation in the next 6-months, but according to the DARS they are not complete. This doesn’t always mean they will not graduate (*especially if there major contract exceptions haven’t been inputted into the system yet*), but it is a list of people you might need to look at.

DARS Last Ran	Student ID	Name	Email	Advisor Name(s)	Level	Expected Grad. Date	Degree Program	Program Title	Program Status	Requirement	Req. Title
4/19/2013 12:00:00 AM					Senior	2013-05-22	MUSP	Music-Performance Option	Not Complete	MUSPI	INSTRUMENTAL EMPHASIS
									Not Complete	MUSPP	PIANO EMPHASIS
									Not Complete	MUSPV	VOCAL EMPHASIS
					Senior	2013-05-22	HIST	History	Not Complete	GWPE	GWPE
					Senior	2013-08-07	LSRA	Liberal Studies Recreation Administration	Not Complete	LSRA	Liberal Studies: Recreation Administration
									Not Complete	LSRAA	Liberal Studies: Recreation Administration -Business Minor
									Not Complete	LSRAA2	Liberal Studies: Recreation Administration - Minor Field
					Senior	2013-05-22	BAMG	Business Administration: Management Option	Not Complete	GWPE	GWPE
					Senior	2013-05-22	ISIB	Interdisciplinary Studies: International Business Studies	Not Complete	ISIBB	International Business Studies Concentration [ISIB]
									Not Complete	UDTOTAL	Upper Division Total
					Senior	2013-08-07	JN	Journalism	Not Complete	GWPE	GWPE
					Senior	2013-05-22	KISS	Kinesiology - Physical Education Option	Not Complete	KISS	Kinesiology Core: Education %CC%
									Not Complete	KISSA	Kinesiology Education Option %CC%
					Senior	2013-08-07	GEOL BA	Geology Degree Requirements (BA)	Not Complete	GEOL BA	Geology Degree requirements (BA)
									Not Complete	GWPE	GWPE
								Not Complete	MAJ GPA	Major GPA	
				Senior	2013-05-22	ENLS	English: Literary Studies	Not Complete	ENGLA	English: PATHWAY A-Literary Studies	
								Not Complete	BICM	Biology: Cellular/Molecular Emphasis Lower Division	
								Not Complete	BICMA	Biology: Upper Division	
								Not Complete	DCG	Diversity and Common Ground	
								Not Complete	CCF	CCF	

Applied Grad – Not Complete GWPE ONLY

The “**Applied Grad – Not Complete GWPE ONLY**” report is the same as the report above, except it returns GWPE records only.

Completed DPROG

The “**Completed DPROG**” report returns undergraduates with a completed Degree Program. You can filter the data in various ways (Student ID, Advisor, College, Degree Program).

Seniors – Not Applied Grad

The “**Seniors – Not Applied Grad**” report returns the number of hours completed for Seniors that haven’t applied for graduation yet.

4.2.4 - DARS Overview

Purpose


The DARS Overview dashboard was developed around paper spreadsheets that the College of Professional Studies utilized. This dashboard provides an overview, from a DARS perspective, of all students in a particular degree program. This allows you to discover, for example, groups of students who may need additional advising, positive or negative trends, or individuals in need of further assistance.

The different tabs allow you to choose whether to filter data by Degree Program, Student ID, or Advisor name.

Basic Filtering

Filters with an asterisk (*) are required.

The screenshot shows the 'Filters' section of the DARS Overview dashboard. The filters are organized into a grid. A red box highlights the required filters: College, Degree Program, View Courses?, and View Sub. Req.?. Other filters include Academic Level, Student Gender, Inc/Exc Req. Col., Catalog Year, Student Ethnic Group, Requirement Category, Student Id, Received Financial Aid, Student Name, and Expected Graduation Date. There are 'Apply' and 'Reset' buttons at the bottom right.

1. Depending on the tab (report) you are using, select either a degree program, a student ID or advisor name.
2. View Courses?
 - a. Select **Yes** to see the courses used in the requirements.
 - b. This option turns on/off the viewing of the courses. Turning off the courses will create a more compact view, but less detail.
3. View Sub. Req.?
 - a.  Initially, keep the View Sub. Req. set to **No**.
 - b. You must limit the number of columns viewed before setting it to **Yes**; otherwise, you will generate an error. This is explained further later in this document.
4. Press the **Apply** button.
5. The results of the search will be displayed, as the following screen shot:

Explanation of Results

Summarized Batch DARS View								GE 36	GE A	GE B	GE C		
Senior ANTH Anthropology Complete 4/6/2012 12:00:00 AM								LD GE 36 Min	AREA A - Basic Subjects	AREA B - Science and Math	AREA C - Arts and Humanities		
Catalog Year	Student ID	Name	Gender	Ethnic Group	Fin Aid	Grad Date	Requirement Status	Course(s)	Requirement Status	Course(s)	Requirement Status	Course(s)	
200540			M	White	-	2012-12-19	Complete		Complete		Complete		
							Requirement Status				Complete		
							Course(s)		COMM 100(A-), ENGL 100(B), FOR 100(B)		BIOL 104(C), BIOL 104(C), GEOL 109(B), GEOL 109(B), MATH 103(A-)		ART 104F(CR), MUS 104(C), PHIL 107(B)
200620			F	Hispanic/Latino	-	2012-05-16	Complete		Complete		Complete		
							Requirement Status				Complete		
							Course(s)		COMM 100(A), GE A1(CR), PHIL 100(B-)		BIOL 104(C-), BIOL 104(C-), MATH 103(B-), OCN 109(B), OCN 109(B)		GE C1(B+), GE C2(CR), GERM 106(C-)

Report Grouping

Students are grouped first by level (Senior, Junior, etc.), then audit completion (Complete/Not Complete), and then catalog year (ascending). This way, "like" students are displayed together for easier analysis. Each grouping is broken out into its own section. For example, in the sample above the first two records of the "Senior-Anthropology-Complete" grouping are displayed. Scrolling down further would reveal the "Senior-Anthropology-Not Complete" grouping, etc. The date reflects the date the audit was run for these students.

Biographical and Demographic Data

The first eight columns Catalog Year through Advisor Name(s) can be right-clicked and excluded to create a more compact view if the biographical and demographic data is not required.

DARS Data

The columns after the biographical and demographic fields contain the output of the DARS. The screenshot below displays the first 5 columns after the biographical and demographic area.

GE 36	GE A	GE B	GE C	GE D
LD GE 36 Min	AREA A - Basic Subjects	AREA B - Science and Math	AREA C - Arts and Humanities	AREA D - Social Science
Not complete	Not complete	Not complete	Not complete	Complete IP
	ENGL 100(CR), GE A3(B)	BIOL 104(RG), BIOL 104(RG), MATH 103I(A)	ENGL 105(A-), FREN 106(A), MUS 108G(A-)	ANTH 104(A-), ES 105(RG), GE D 18(B)
Not complete	Not complete	Complete	Not complete	Complete IP
	COMM 100(B+)	BIOL 104(CR), BIOL 104(CR), MATH 103(B), OCN 109(C), OCN 109(C)	ART 104N(B+)	ANTH 104(A), ECON 104(RG), NAS 104(RG)
Complete	Not complete	Not complete	Complete	Complete IP
	COMM 100(C-), ENGL 100A(C-)	MATH 103(C-), STAT 108(RG)	DANC 103(A-), GE C3(A), WS 107(B+)	ANTH 104(RG), ANTH 105(A-), HIST 110(B-)
Not complete	Not complete	Not complete	Not complete	Complete IP
	ENGL 100(A-)	OCN 109(RG), OCN 109(RG), STAT 106(RG)	ART 103(A-), MUS 106E(A), MUS 106E(A), MUS 106E(RG)	ANTH 105(B), PSYC 104(RG), WS 106(CR)

From left to right the columns contain:

- GE requirements
- Upper division GE and institutional items like DCG/GWPE
- Degree program specific requirements (for ANTH we would see requirements like ANTHA, ANTHB, ANTHC, etc.)
- GPA/Totals/Residency columns
- An exception column (this column would show DARS exceptions)
- “Minor” columns.

Blank Cells

If a requirement column has a status that is “blank” meaning one that doesn’t contain “Complete”/”Not Complete”/”Complete IP”, that means that requirement doesn’t apply to that person. You will notice this mostly when looking at the minor requirements since people take different minors (or no minor) they will only have a status in the requirements that apply to them. The requirement names and titles come from how DARS is encoded for that degree program/requirement.

Drilling Down

The student ID number and the requirement status are hyperlinks. Selecting these hyperlinks will display more detail about that student/requirement. Selecting the requirement status will simply provide more detail on that requirement for that student. Selecting student ID will provide more detail on all requirements for that student. In addition when you click on the student ID you have the option to run a current DARS report. This will take you to a PeopleSoft page with the student information already to submit to view a current audit.

Caveats and Additional Information

These DARS dashboards should be used to assist in determining which students need advising, data trends, etc. This report is missing the details needed for complete advising. Therefore, when actually advising a student, it is best to print off a current DARS report and advise from that.

Requirement	Req. Status	Req. GPA	Req. Units Comp.	Sub-Req. #	Sub-Req. Status	Sub-Requirement Title	Year/Term Taken	Course	Title	Transfer Course Reference	Status	Grade	Credit	Potential courses for sub-requirement
ANTHA	Not complete	2.00	6.00	1	Not complete	Lower Division Major Requirements--complete the	200740	ANTH104	HUM WAYS OF LIFE: CULT ANTH	WHILAP : ANTHRO 102		C	3.00	ANTH104 ANTH105 ANTH110 ANTH111
							201220	ANTH105	ARCHAEOLOGY & WORLD PREHISTOR		In progress	RG	3.00	ANTH104 ANTH105 ANTH110 ANTH111
				2	Not complete	Complete any approved statistics course listed below:								MATH103 STAT106 STAT108

For example, in the above screen shot of the detailed ANTHA on a student shows interesting results. We can see that in sub-requirement 1 (of ANTHA) that the student has taken two courses ANTH104 (received a C) and

ANTH105 (this one in-progress). So you might wonder why then is the sub-requirement status “Not complete”, this is because the sub-requirement is not complete (it is not even completed in progress).

When viewing these reports, it is helpful to have some knowledge about how the degree programs/requirements are encoded. In this case sub-requirement 1 requires 4 courses to be considered complete (this person has to complete ANTH110 &111 before it is complete) – that information is not reflected on the dashboard, but is reflected on the DARS. Another issue is that in sub-requirement 2 you see that the potential courses (courses that might be able to be used in that sub-requirement) lists MATH103 – however Math 103 is not always a statistics class. In this case, only Math 103 that contains “STAT” in the title can be used for this approved statistics course.

Also, catalog year is very important (which is why like years are grouped together), since requirements can change from year to year. For example, starting in 201240 (Fall 2012) the above ANTHA requirement has been completely changed, it requires 5 basic core courses (ANTH104, 105, 303, 338, & 310) and completely removes the stats requirement from ANTHA. It is essential that program changes are taken into account when viewing this data.

In addition, when viewing through the dashboard it is not possible to determine if a student is a dual major. If you were to simply advise the student based on one major, you might miss something important. Running a current DARS report would show you the two (or more) audits to enable proper advising.

Additional Filtering Options

Going back to the filter section, I have highlighted the middle section in blue in this screen shot:

The screenshot shows a web interface for DARS Classic overview reports. At the top, there are three tabs: "by Degree Program" (selected), "by Student ID", and "by Advisor". Below the tabs is the title "Classic DARS overview reports by degree program, by student ID and by advisor". The main area contains a "Filters" section, which is highlighted with a blue box. This section includes several dropdown menus: "College" (with "--Select Value--"), "Academic Level" (with "--Select Value--"), "Student Gender" (with "--Select Value--"), "Inc/Exc Req. Col." (with "is equal to / is in" and "--Select Value--"), "* Degree Program" (with "--Select Value--"), "Catalog Year" (with "--Select Value--"), "Student Ethnic Group" (with "--Select Value--"), "Requirement Category" (with "--Select Value--"), "Student Id" (with "--Select Value--"), "Received Financial Aid" (with "--Select Value--"), "Student Name" (with "--Select Value--"), and "Expected Graduation Date" (with a date input field). To the left of the filters, there are two radio button options: "* View Courses?" (with "Yes" and "No" options) and "* View Sub. Req.?" (with "Yes" and "No" options, where "No" is selected). At the bottom right of the filter section, there are "Apply" and "Reset" buttons.

This middle section can be used to limit the number of rows returned. The choices are limited by the other choices. For example, in this case since we have selected the degree program ANTH, the ethnic group drop down will only show me the ethnic codes for people in the degree program ANTH – etc.

The last item in the filter section highlighted in green to the right in this screen shot:

by Degree Program by Student ID by Advisor

Classic DARS overview reports by degree program, by student ID and by advisor

Filters

College	--Select Value--	Academic Level	--Select Value--	Student Gender	--Select Value--	Inc/Exc Req. Col.	is equal to / is in	--Select Value--
* Degree Program	--Select Value--	Catalog Year	--Select Value--	Student Ethnic Group	--Select Value--	Requirement Category	--Select Value--	
* View Courses?	<input type="radio"/> Yes <input type="radio"/> No	Student Id	--Select Value--	Received Financial Aid	--Select Value--			
* View Sub. Req.?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Student Name	--Select Value--	Expected Graduation Date				

Apply Reset

This allows you to quickly limit the number of requirements shown on the overview. From the drop down, you select only the requirement columns (Inc/Exc Req. Col.) you want to display – For example, you could select to only display the ANTHA and ANTHB requirements. The other drop-down will limit the report to specific requirements. This allows you to easily narrow in on specific details of certain requirements. Once you have placed a limit of just a few columns, this is the point that if wanted you then can select “**View Sub. Req.**” equal to “**Yes**” (1st screen shot of required filters). This will then expand the few requirements selected into their sub-requirements for further analysis.

4.2.6 - DARS Requirements Needed

Purpose

This dashboard shows unmet student requirements. The three reports available are for filtering by "Degree Program", "Student ID" or "Advisor." This report is simplified when compared to the Overview report, allowing you to see everything on the screen, but still be able to drill down if needed.

By Degree Program

DARS Requirements Needed						
Senior	ANTH	Anthropology	Not Complete	10/5/2012 12:00:00 AM		
Catalog Year	Student ID	Name	Expected Grad Date	Advisor Name(s)	Req. Title	Req. Name
200640			2012-12-19	Glenn,Mary Elizabeth	Overall Humboldt GPA	GPAH
200720			2013-05-22	Cashman,Eileen Marie	AREA A - Basic Subjects	GE A
					Anthropology (Breadth & Specialty)	ANTHE
					Anthropology (Culminatory)	ANTHF
					Anthropology (Lower Division)	ANTHA
					Anthropology (Regional Studies)	ANTHD
					Anthropology (Upper Division)	ANTHC
					GWPE	GWPE
					Major UD Res	MAJ UDRES
					Upper Division General Education	UD GE

By Student ID

DARS Requirements Needed						
Junior 0000 Undeclared Not Complete 10/5/2012 12:00:00 AM						
Catalog Year	Student ID	Name	Expected Grad Date	Advisor Name(s)	Req. Title	Req. Name
201240				Thomas,Michael Francis	AREA A - Basic Subjects	GE A
					AREA B - Science and Math	GE B
					AREA C - Arts and Humanities	GE C
					AREA D - Social Science	GE D
					AREA E - Human Integration	GE E
					American Institutions	INST
					Diversity and Common Ground	DCG
					GE Residency	GE RES
					GE Total	GE TOTAL
					GE UD Min	GE UD MIN
					GWPE	GWPE
					Humboldt Residency	RES
					LD GE 36 Min	GE 36
					Major GPA	MAJ GPA
					Major UD Res	MAJ UDRES
					Major minimum units for Bachelor of Science Degree	MAJ MIN
					Min Units	UNITS
					Overall GPA	GPA
					Overall Humboldt GPA	GPAH
					UD Residence	UD RES
					Upper Division General Education	UD GE
					Upper Division Total	UDTOTAL

By Advisor

DARS Requirements Needed						
Senior BAMG Business Administration: Management Option Not Complete 10/5/2012 12:00:00 AM						
Catalog Year	Student ID	Name	Expected Grad Date	Advisor Name(s)	Req. Title	Req. Name
200840			2013-05-22		AREA B - Science and Math	GE B
					Business Administration-Lower Division Core	BA-LD
					Business Administration-Upper Division Core	BA-UD
					Minor: Economics	ECON MINR
Freshman ECON Economics Not Complete 10/5/2012 12:00:00 AM						
Catalog Year	Student ID	Name	Expected Grad Date	Advisor Name(s)	Req. Title	Req. Name
200940					Economics: Pathway 1-Analytical Tools & Methods	PATHWAY1
					Economics: Pathway 2-Business Economics	PATHWAY2
					Economics: Pathway 3-Economics, Politics & Society	PATHWAY3
					Economics: Pathway 4-Environmental & Natural Resource Planning & Policy	PATHWAY4
					Economics: Pathway 5-Individually Designed	PATHWAY5
					Major Grade Point Average (Economics)	MAJGPAECN
					Major minimum units for BA Degree (Economics)	MAJ MINE

4.2.7 - DARS Student Course List

Purpose

This dashboard reports on degree progress details by student.

This report provides an overview of a student's course list with status, grade and earned credit.

Degree Program Status	Course	Title	Grade	Transfer Course Reference
Not Complete	ANTH104	CULTURAL ANTHROPOLOGY	B+	
	ANTH105	ARCHAEOLOGY & WORLD PREHISTOR	A-	
	ANTH110	INTRO BIOLOGICAL ANTHROPOLOGY	A	MONTEREY: ANTH 2
	ANTH302	ANTHROPOLOGY OF RELIGION	A	

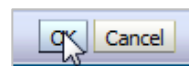
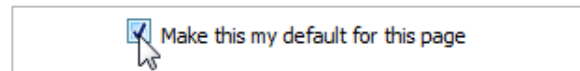
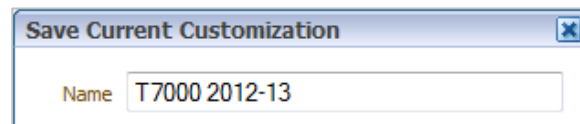
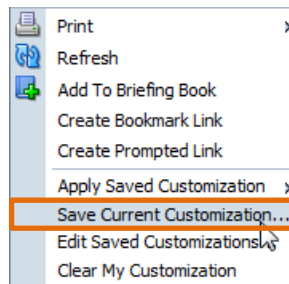
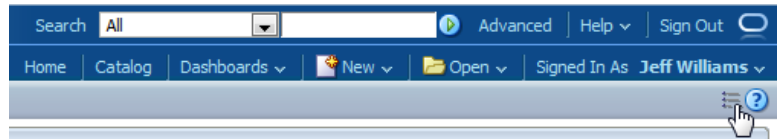
Requirement	Req. Status	Year/Term Taken	Earned Credit
ANTHA	Complete	201740	3.00
ANTHA	Complete	201740	3.00
GE B	Complete	201620	3.00
UD GE	Not complete	201820	3.00
DCG	Not complete	201820	3.00

Save the Current Report Filter and View Settings

Save the Current Report Filter and View Settings

You can save the changes (customizations) you have made. Saving the customization saves your filter settings, excluded columns and view choice. The data will still be refreshed each time you visit the page. Customizations only apply to the current page/tab. You can save a number of different customizations for each page.

1. Select the Page Options button.
2. Choose Save Current Customization...
3. Add a name for the customization in the box that appears. The name can be anything that is meaningful to you.
4. Check Make this my default for this page to have this same view appear every time you visit this specific page.
5. Click OK to save this customization.



Exporting

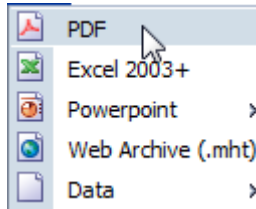
Exporting a Report for Printing

At the center of the bottom of the report, there are Print and Export links.

6. Select Export

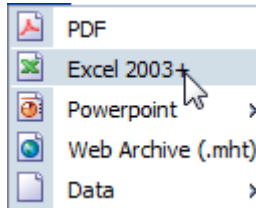
[Print](#) - [Export](#)

7. To create PDF file for printing, choose PDF. The file will open in a PDF viewer and can be printed or saved.



8. If you would like to edit the file before printing, choose Excel 2003 or 2007.

Note: The appearance of the file in Excel will be similar to the appearance online. The Excel 2003+ version is helpful if you would like to exclude columns, modify text, change colors, etc.



9. The file will be downloaded.

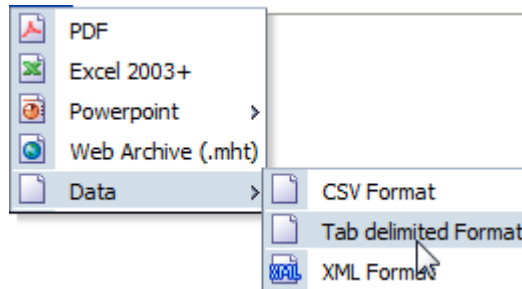
Note: Depending on your settings, the file may be downloaded to the Downloads directory.

Exporting Data for Analysis

At the center of the bottom of the report, there are Print and Export links. Exporting data using this method produces a spreadsheet with an unformatted block of data, which is useful when creating PivotTables and other types of analyses.

1. Select Export
2. Choose Data, then Tab Delimited Format.
3. The file will be downloaded. Depending on your settings, the file may be downloaded to the Downloads directory.

[Print](#) - [Export](#)



FAQ

Frequently Asked Questions

Q. How do I search with part of a name?

A. For the greatest flexibility, change the matching criteria to Contains. You can then type in the text of the description.

Q. How do I get access to OBI DARS?

A. You will need to Request Access if you have not done so. Please follow this link to arrange access to OBI: <https://its.humboldt.edu/accounts-passwords/requesting-access>

When requesting, please specify:

- **Find Roles By:** System :: OBI :: DARS
- **Role name:** DARS Dashboard
Advanced roles are reserved for the Registrar's Office.

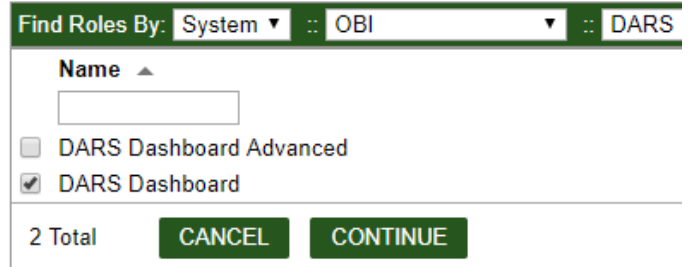
Q. Where can I find more information on how to use OBI?

- <https://its.humboldt.edu/apps-software-file-storage/helpful-obi-resources>



Name Contains [input] Search [checkbox] Match Case

2 Select resources and permissions



Find Roles By: System :: OBI :: DARS

Name ▲

[input]

DARS Dashboard Advanced

DARS Dashboard

2 Total [CANCEL] [CONTINUE]