

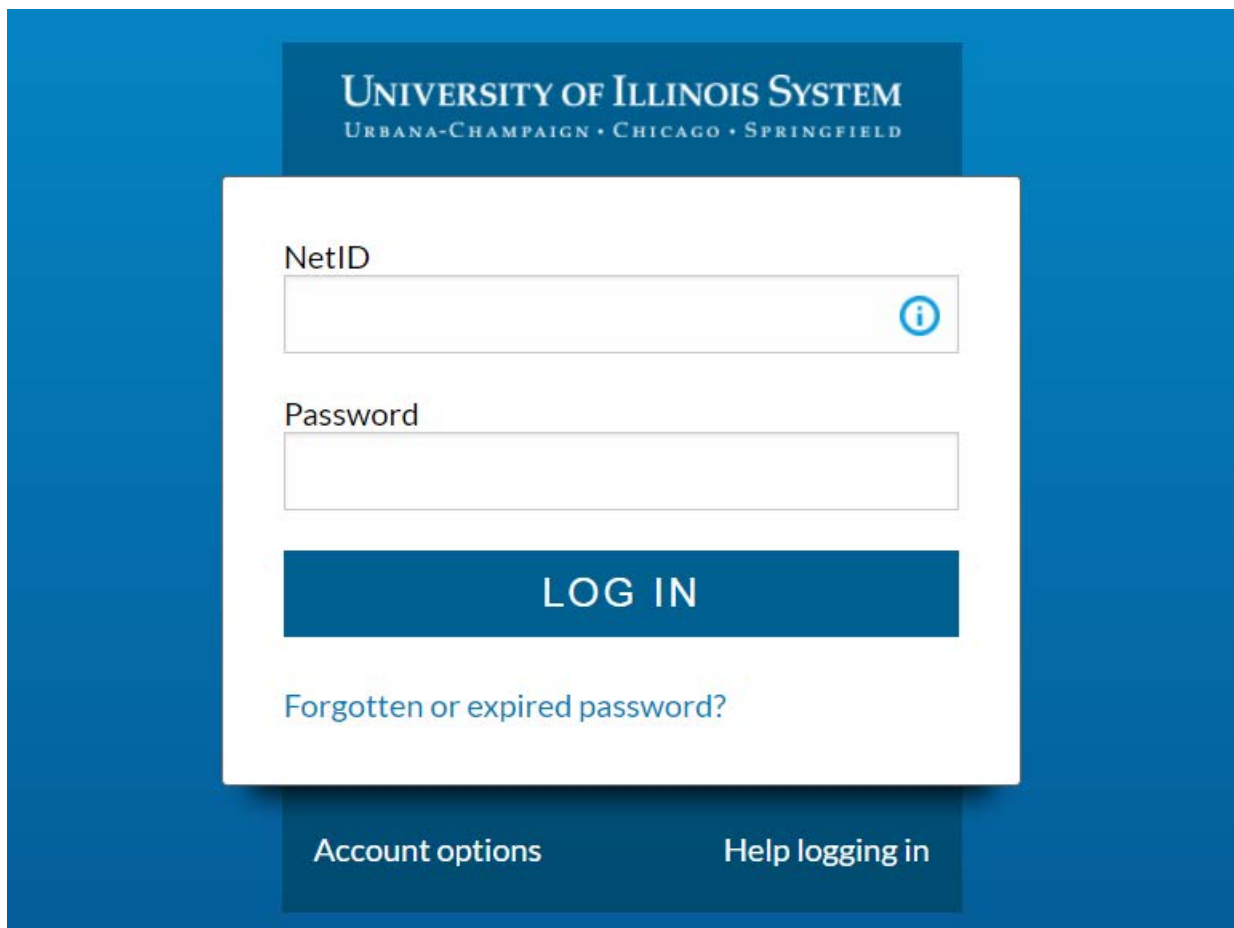
U.Achieve SelfService Documentation: For Advisors

Last updated: 12/05/2017

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1. Logging into the application:



UNIVERSITY OF ILLINOIS SYSTEM
URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

NetID

Password

LOG IN

[Forgotten or expired password?](#)

[Account options](#) [Help logging in](#)

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.

Select a School

School

[Continue](#)

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.

Home



Students



Encoding

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.

Student Search

Enter Student ID

Student ID

Submit

Search by Student Name

First Name

Last Name

Search

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 uAchieve 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.

Welcome to uAchieve Self-Service

To run an audit:

1. Fill out the courses in the 'Manage Student' area (optional).
2. Press **Request Audit** when you complete the courses list.

You need to request an audit before viewing results. **Request Audit**

You do not need to complete step 1 above. Clicking the **Request Audit** button takes you here:

Request an Audit

▾ Run Declared Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
UKV	5535572BSLA	LAS - BACHELOR OF SCIENCE DEGREE	201608				

▶ Select a Different Program:

Advanced Settings [Click to view available options.](#)

Run Declared Programs Cancel

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.

Completed Audit Requests

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

Run Audit Delete
select all/select none

ID	Instd	Program	Catalog Year	Created	Audit Type	Format	Run By	Course Type	View	Delete
147	UKV	5535572BSLA	201608	11/17/2017 11:08 AM		HTML	pein	IP	View Audit	<input type="checkbox"/>

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.

Psyc: Cog Psyc

Request Audit

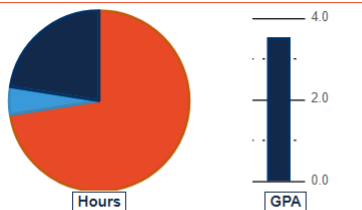
Prepared On	11/27/2017 01:19 PM	Program Code	55355570BSLA	Catalog Year	201608
Student ID	000000000	Graduation Date		Job ID	2017112713194332

Enter Exception Mode

Audit Results Course History

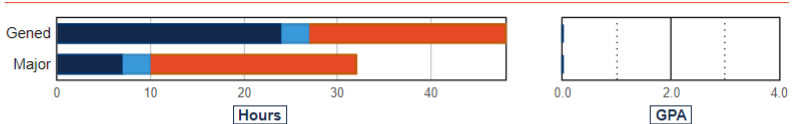
Audit

You are here: Audit



Categories

Click on any area of the graph for further detail.



Open All Sections

Close All Sections



Printer Friendly

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**

EARNED: 10.0 HOURS

NEEDS: 22.0 HOURS

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 >I



CLIN/DEV/ORG/SOC "BREADTH" COURSES

(3.0 HOURS TAKEN) 1 COURSE TAKEN

SP17 PSYC 201 3.0 B

NEEDS: 1 COURSE

SELECT FROM: PSYC 216, 238, 239, 245, 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

10.0 HOURS ADDED 3 COURSES TAKEN

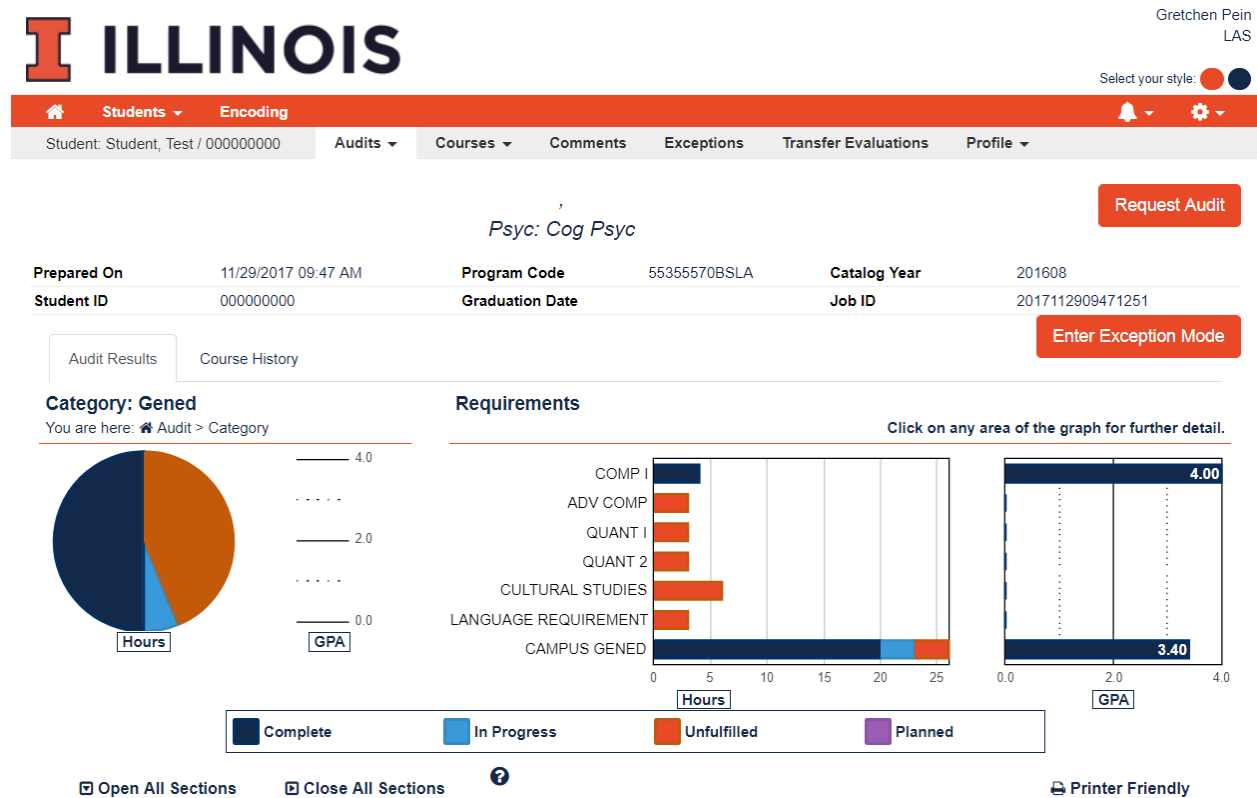
FA16 PSYC 101 4.0 A+

SP17 PSYC 201 3.0 B

FA17 PSYC 204 3.0 IP >I

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.

Psyc: Cog Psyc

Request Audit

Prepared On 11/29/2017 09:47 AM Program Code 55355570BSLA Catalog Year 201608
 Student ID 000000000 Graduation Date Job ID 2017112909471251

Enter Exception Mode

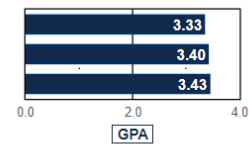
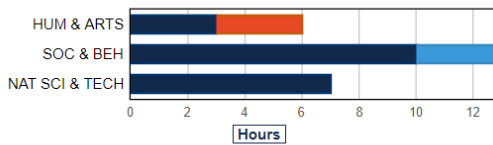
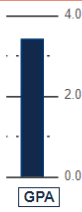
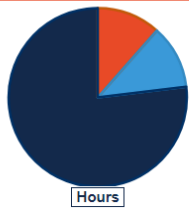
Audit Results Course History

Requirement: CAMPUS GENED

You are here: Audit > Category > Requirement

Subrequirements

Click on any area of the graph for further detail.



Complete
 In Progress
 Unfulfilled
 Planned

Open All Sections

Close All Sections



Printer Friendly

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 ENGL 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 >I

3) NATURAL SCIENCES AND TECHNOLOGY

7.0 HOURS ADDED

SP17 GEOG 103 4.0 A

SP17 GEOL 100 3.0 B-

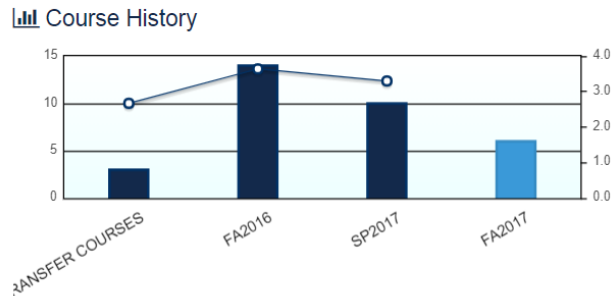
***** END OF ANALYSIS *****

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:

Psych: Cog Psyc Request Audit

Prepared On	11/29/2017 09:47 AM	Program Code	55355570BSLA	Catalog Year	201608
Student ID	000000000	Graduation Date		Job ID	2017112909471251

Audit Results
Course History



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')

Filter by: Grade ▼ Term ▼ ▶

Term	Course Term	Course	Hours	Grade	Title	Status
TRANSFER COURSES	SU16	BADM 1-- 002	3.00	TB-	BUSINESS ADMINISTRATION	✓
FA2016	FA16	ANTH 101	3.00	B		✓
FA2016	FA16	ENGL 101	3.00	B+		✓
FA2016	FA16	PSYC 101	4.00	A+		✓
FA2016	FA16	RHET 105	4.00	A		✓
SP2017	SP17	GEOG 103	4.00	A		✓
SP2017	SP17	GEOL 100	3.00	B-		✓
SP2017	SP17	PSYC 201	3.00	B		✓
FA2017	FA17	PS 100	3.00	IP		IP
FA2017	FA17	PSYC 204	3.00	IP		IP

Legend

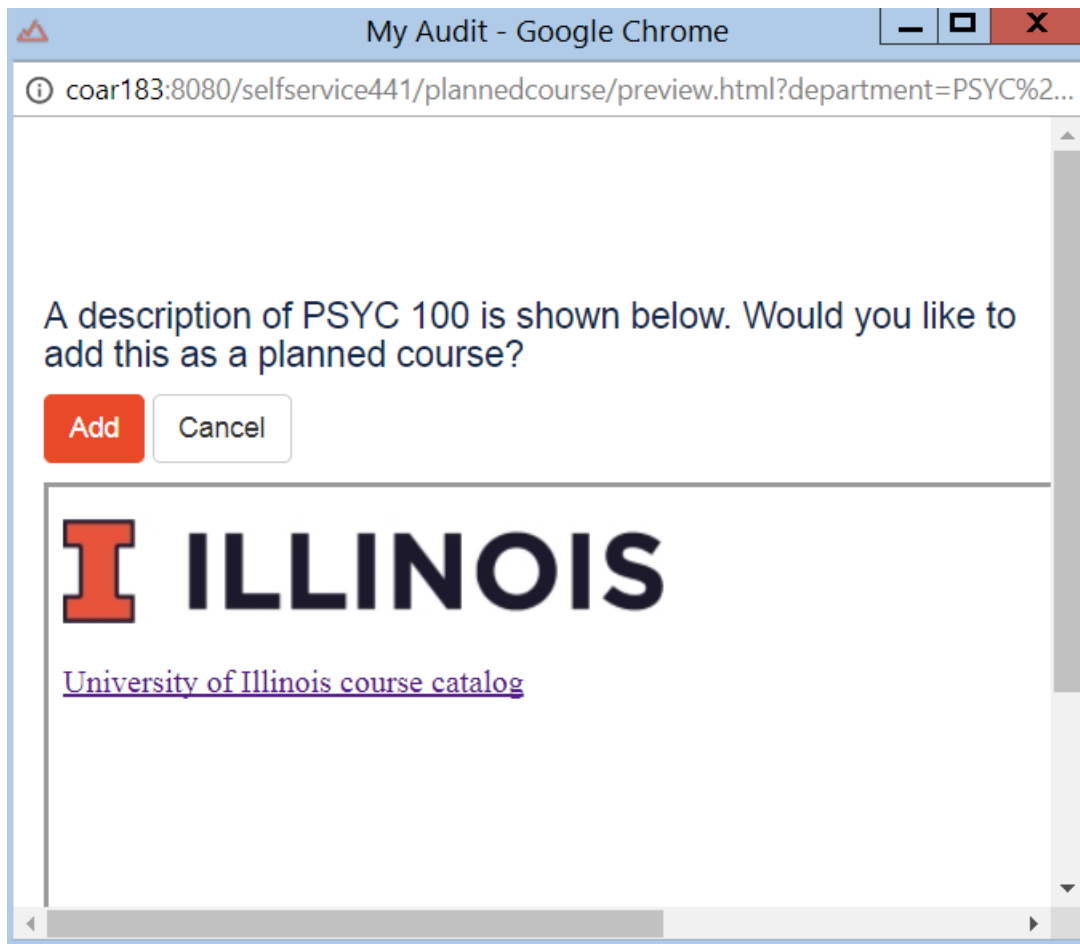
- ✓ - Completed Course
- IP- In Progress Course
- 📅 - Planned Course

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, 105](#)

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.

The screenshot displays the Illinois Student Center interface. At the top left is the 'ILLINOIS' logo. The user's name 'Gretchen Pein LAS' and a style selector are in the top right. A navigation bar includes 'Students', 'Encoding', and a search bar. Below this is a menu with 'Audits', 'Courses', 'Comments', 'Exceptions', 'Transfer Evaluations', and 'Profile'. The 'Courses' dropdown is open, showing 'Home', 'Transfer', and 'Planned'. A 'Request Audit' button is visible. The main content area shows audit details: 'Prepared On' (11/29/2017 09:47 AM), 'Student ID' (000000000), 'Program Code' (5535570BSLA), 'Catalog Year' (201608), 'Graduation Date', and 'Job ID' (2017112909471251). There are buttons for 'Enter Exception Mode' and 'Request Audit'. Below the details are tabs for 'Audit Results' and 'Course History'. The 'Audit' section shows 'You are here: Audit' and a pie chart for 'Hours' and a bar chart for 'GPA'. The 'Categories' section shows a horizontal bar chart for 'Hours' and a vertical bar chart for 'GPA'. A legend at the bottom identifies 'Complete' (dark blue), 'In Progress' (light blue), 'Unfulfilled' (orange), and 'Planned' (purple). At the bottom are links for 'Open All Sections', 'Close All Sections', a help icon, and 'Printer Friendly'.

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.**

Planned Coursework

Adding planned coursework will display on an audit if requested but does not actually add it to the student's record. It allows you to see how a course would impact your audit if it were taken.

Add Planned Course

Filter by: Term

Delete

select all/select none

Term	Course	Seq	Title	Grade	Credits	Edit	Delete
------	--------	-----	-------	-------	---------	------	--------

No planned courses found

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.”

Request an Audit

Run Declared Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
UKV	55355572BSLA	LAS - BACHELOR OF SCIENCE DEGREE	201608				

Select a Different Program:

Advanced Settings [Click to view available options.](#)

Run Declared Programs

Cancel

Advanced Settings [Click to view available options](#)

Include In Progress Courses	<input checked="" type="checkbox"/>
What If Courses	<input type="checkbox"/>
Run Type	Audit and Evaluation ▼
Format	Regular (HTML) ▼

Run Declared Programs

Cancel

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.