

How to Enter a Student's Transfer Courses in DARS

ISRS

1. Open the DA4002CP screen (reports menu) in ISRS:

The screenshot shows the 'ISRS Report Parameters' window for report ID DA4002CP. The window title is 'ISRS Report Parameters' and it includes window control buttons. The header displays 'UT0063UG 1.75 Metropolitan State University 08/11/2015'. The report ID is 'DA4002CP' and the report name is 'Load Student Demographics'. A dropdown menu for 'Parameters' is set to 'Default'. Below this is a table with columns: 'Report Parameter Description', 'Required', 'Parameter Value', and 'Index'. The first row is 'Tech Id of Student (up to 25):' with an empty text input field. The second row is 'Batch Load (Enter Report ID):' with an empty text input field and a '<' button. The 'Delivery Method (Check one):' section has three radio buttons: 'E-mail', 'Online' (selected), and 'Printer'. There are input fields for 'E-mail Address', 'Printer Queue' (set to 'file'), and 'Form ID'. The 'Deliver To:' field contains 'PATRICK KRISTEN'. The 'Start Time:' field contains '12:12'. The 'Address Bldg/Room:' field is empty. The 'Start Date:' field contains '08/11/2015'. The 'Process Monitor:' field has a 'Gkp1' button. The 'Suppress header page:' checkbox is checked. A 'Submit Report:' button with 'GKp2' is at the bottom. A footer note says 'Use the TAB and SHIFT/TAB keys to navigate forward and backward on this screen.'

Use the student's ISRS record to create a student record in DARS by typing the student ID in the 'Tech id of Student' field. You can put in multiple students through the Batch Load process. If using that method, the report ID must be chosen from the drop down in the "Batch Load" field.

Use a comma, period, or space as a separator if putting in multiple students on the Tech Id line.

By using this field, you can be assured that the student's name in DARS will match exactly as it is in ISRS and that no duplicates will be created in DARS. The Tech ID and the student's name (last name, first name middle initial) will populate in Joe Cool (Student Record) in DARS.

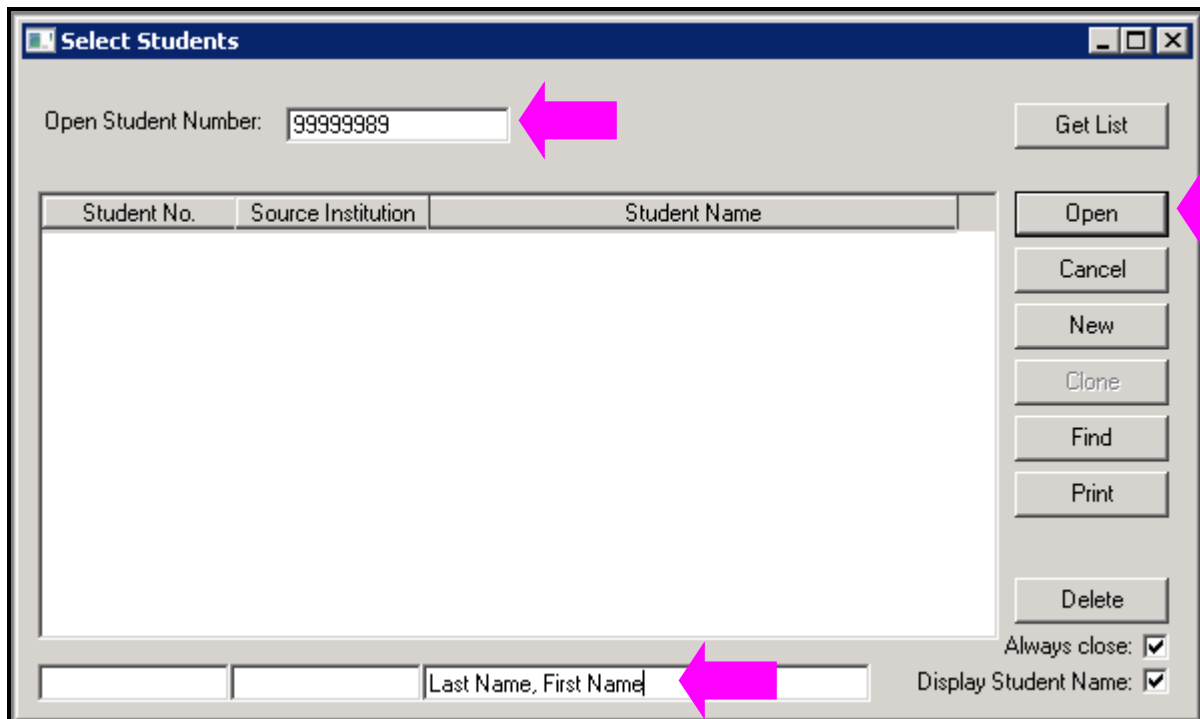
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DARS

2. Click on the 'Joe Cool' Icon in DARS:



3. You'll get the 'Select Students' screen. Type in the Tech ID of the student and click Open. Remember to include leading zeros in Tech ID. Alternatively, you can search by the student's name in the bottom of the 'Student Name' box.



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4. Click on 'Academic Record' in the Tree View. **Make sure you change the Source ID to the FICE number of the transfer (source) school.** Hit the tab key and the name of the source institution will appear.

Student: TECH ID HERE

Source Id: FICE # Source Cd: DPMask

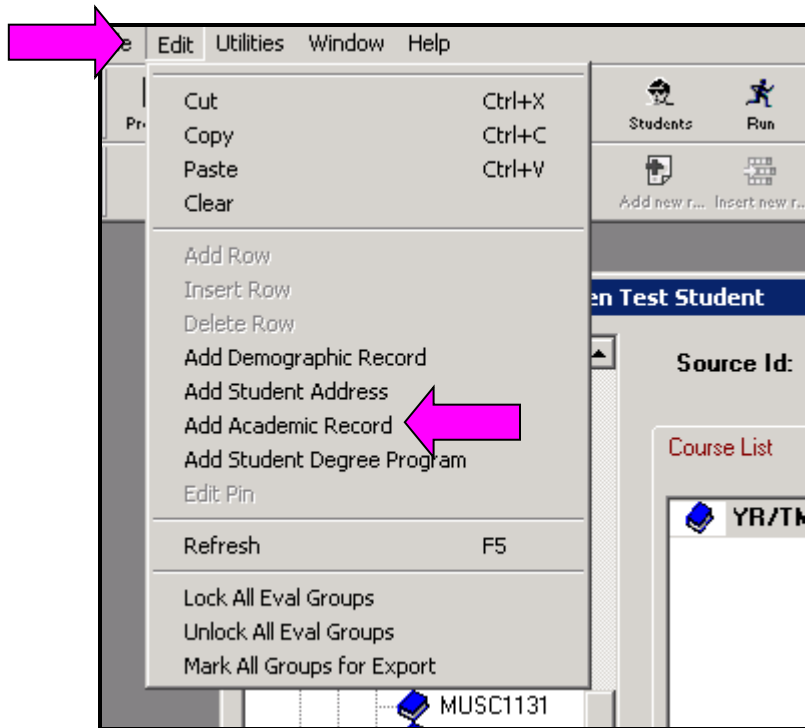
Course List Course Detail Alternate IDs and Misc.

	YR/TM	Course	RCredit	Grade	Title	P	lflg1	Seq
1	1999 3	ENGL1111	3.00	A		<input type="checkbox"/>		001
2	1999 3	PE 2222	1.00	P		<input type="checkbox"/>		001

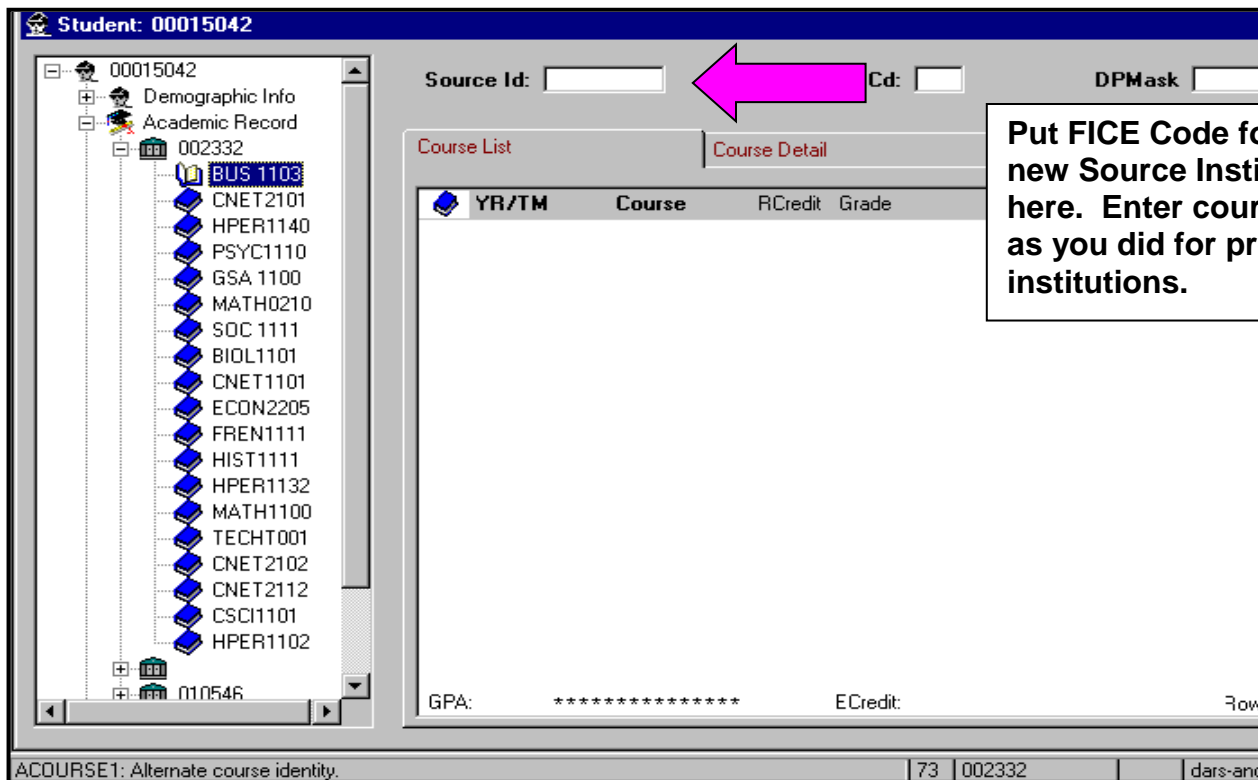
Click in the white space under the 'Course List' tab. You are now ready to enter the courses. Be sure to include the Year/Term (as in ISRS), the Discipline abbreviation, course number, the number of credits, and the grade earned in the course. Be sure that the course mask matches exactly the way it comes in from the transfer school and matches exactly the way you've written the rules for that school in DARS TA – with the correct number of letters, spaces and numbers.

5. Once you have entered all the courses from the transcript, be sure to hit the SAVE button!
6. To add another transfer school to a student's record, click on the Academic Record line in Joe Cool.
7. Then click on the word 'Edit' at the very top. Select Add Academic Record from the pull-down menu.

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With the next schools to be entered in Joe Cool:



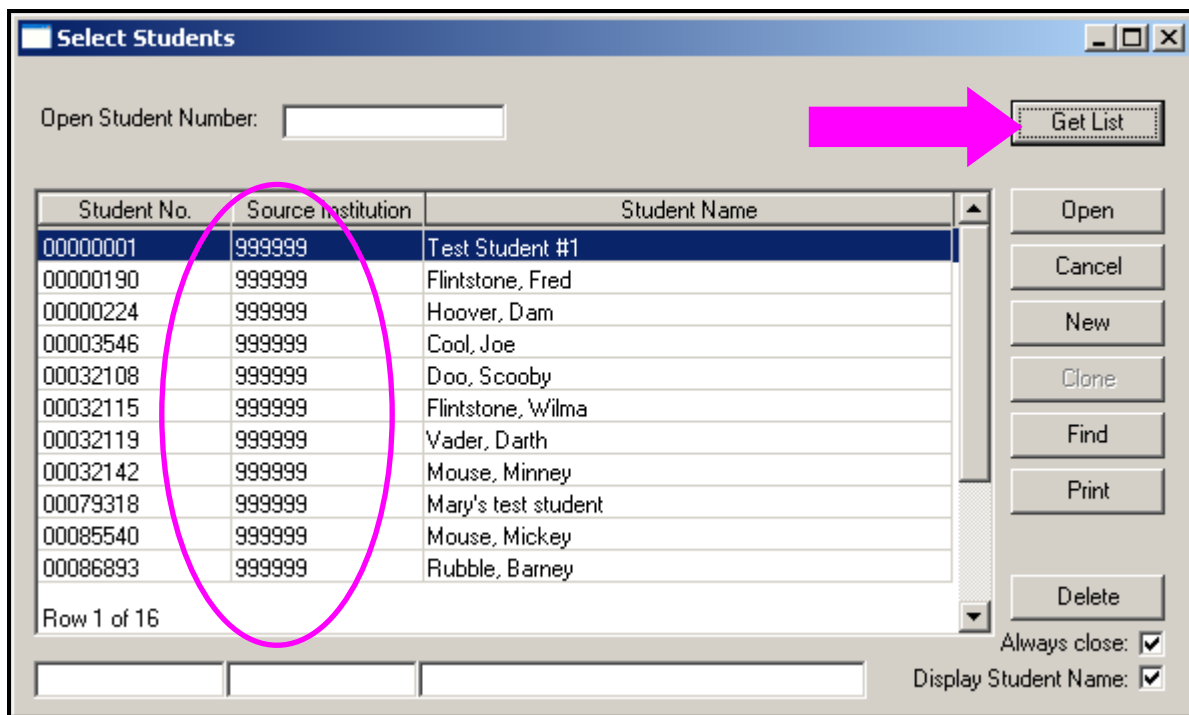
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Now you have a new record ready to work with. **REMEMBER TO SAVE!!**

8. Remember that when you click on the Joe Cool Icon...



... and choose 'Get List', all the students listed there should show your FICE ID in the Source Institution column (Our Source Institution displays FICE code 999999 for test development purposes).



Once you have a lot of students in DARS, opening this screen using the 'Get List' option where the "Display Student Name" field is checked will take longer and longer. It's likely that you will choose to open a student in Joe Cool by first entering the tech ID in the "Open Student Number" field, rather than using the Get List feature.

Revised: 08/11/15