UNIVERSITY OF MARYLAND

u.achieve

Student How-to Guide
BASIC

OFFICE OF THE REGISTRAR
2016

CONTENTS

OVERVIEW

u.achieve is an online degree auditing tool that is available to students and advisors. The system is designed to helps student and advisors evaluate progress towards completion of requirements for a major/program by taking courses the student has taken and inserting them into the requirements for a degree. The system can be used to examine progress in a student's registered major or in any other major/program offered on campus (e.g., you may conduct an audit in a major that a student is considering switching into).

LOG IN TO U.ACHIEVE
Go to www.testudo.umd.edu and click 'Degree Audit'.
Use your University directory ID and password to login.

SYSTEM AVAILABILITY
u.achieve is available on the same schedule as other student-based systems on campus:

<div style="color:red">

    M-F   7:30am-11pm
    Saturday 7:30am-11pm
    Sunday   5:30pm-11pm

</div>

GETTING HELP
If you have any questions about the accuracy of your audit, missing information, or progress toward your degree, please contact your academic advisor.

If you experience any technical difficulties with u.achieve (e.g., you are unable to login), please contact Technical Support at 301.405.1500 or itsc@umd.edu.

MINIMUM SYSTEM REQUIREMENTS
Operating System:
- Windows
- MAC

Browser:
- IE 8 or 9
- Firefox 3.5 and 8,9
- Safari 5.1.2
- Chrome

Java:
- SE (6 or 7)
- EE 6 or 7)

Other:
- Web connectivity
- Adobe Reader to view PDF audits

DOWNLOAD FREQUENCY
Student data are downloaded to u.achieve nightly. Therefore, at times, a your most recently added major, minor, or course(s) may not appear in the audit. In such cases, you will need to wait until the nightly data refresh to view these additions in your audit the following day.

1. REQUEST AN AUDIT FOR THE FIRST TIME

Request First Audit: When an audit is requested the first time, the screen will appear as it does in the example above. Click the 'Request Audit' button. (A)

Request New Audit: If you have previously run audits, by default, u.achieve will display the last audit requested. In order for your most current academic information to appear in the audit, you will need to select 'Audits' → 'Request New' or 'Request Audit' to run a new audit. Doing so will return your most up-to-date information.

NOTE: As best practice, running a new audit after you log in ensures the most up-to-date information is displayed. (B)

View Audit History: To view a list of all completed audit requests, select 'Audits' → 'Manage'. (C)

Completed Audit Requests: All completed audit requests will display here. Details include the audit 'ID' number, 'Program' code and major 'Title', 'Catalog Year', date and time the audit was 'Created', 'Format' (HTML or PDF), 'Run By' (advisor or student), and 'Audit Type'. (D)

2. REQUEST AN AUDIT IN YOUR REGISTERED PROGRAM(S)

Step 1: <u>Select 'Run Current Programs'</u>: This will run an audit for your registered programs. (A)

The system will display current programs and catalog year. (B)

Step 2: <u>Select Audit 'Options'</u>: There are several options that allow you to customize the audit. You can choose to include or exclude 'In Progress' courses or view the audit in PDF or HTML 'Format'. We recommend using HTML. (C)

NOTE: The 'What-if Courses' and 'Run Type' options have not been configured at this time. Please run using the default options.

Step 3: <u>Click 'Run Audit'</u>: You will return to the 'Completed Audit Request' screen while your request processes. (D)

Step 4: <u>View Completed Audit</u>: Once completed, the new audit will appear atop the list of completed audit requests. Note the 'Created' date to verify that you are viewing the most current audit. Click the 'Program Code' or 'View Audit' to open the audit results.

HINT: Click any column title to re-sort the audits in ascending or descending order. (E)

3. REQUEST A 'WHAT-IF' OR BENCHMARK AUDIT

Running a 'What-if' audit allows the advisor and student to see how current courses apply to another program. This is helpful if you have not declared a major or would like to change or add a major, minor or certificate.

Step 1:   Select 'Run What-if Audit': This will run an audit for the selected programs. Choose the degree information including 'College', 'Program', and 'Catalog Year'.

To run a benchmark audit, select the appropriate college with the 'BK' suffix. For example, select 'BSOSBK' to run benchmark audits for BSOS majors. (A)

Step 2:   Select Audit 'Options': There are several options that allow you to customize the audit. You can choose to include or exclude 'In Progress' courses or view the audit in PDF or HTML 'Format'. We recommend using HTML. (B)

NOTE: The 'What-if Courses' and 'Run Type' options have not been configured at this time. Please run using the default options.

Step 3:   Click 'Run Audit': You will return to the 'Completed Audit Request' screen while your request processes. Once completed, the new audit will appear atop the list of completed audit requests. Note the 'Created' date to verify that you are viewing the most current audit. (C)

4. INTERPRETING THE AUDIT

AUDIT LAYOUT

I: Audit Header

In this section, the student's program information is displayed, including 'Prepared On' date and time, 'Program Code' (major, minor or certificate), 'Catalog Term' (term in which student matriculated in the program), 'Student UID', 'Graduation Date' and 'Job ID' (identification number for the audit).

II: Interactive Charts & Graphs
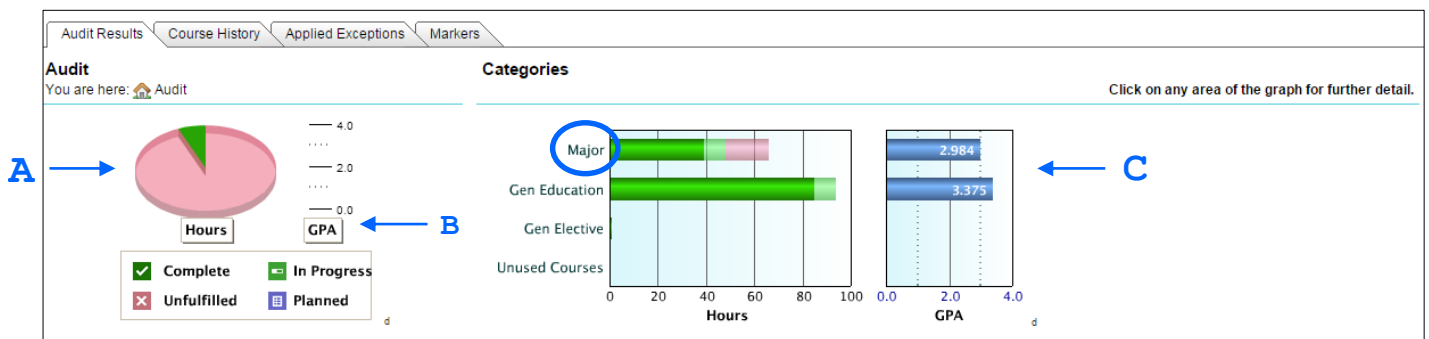
Pie Chart: The pie chart displays the student's overall progress toward their degree. The different sections are color coded to represent credits 'Completed', 'In Progress', 'Unfulfilled', and 'Planned' ('Planned' is not implemented at this time). (A)

NOTE: GPA is not visible here (cumulative GPA is displayed in the body of the audit). Only after drill down will the GPA be calculated in the graph. See section entitled 'Drill Down'. (B)

Bar Graphs: The left bar graph displays credits in one of four Categories, 'Major', 'General Education' (or Core), 'General Elective', or 'Unused Courses'. Bars are color coded to represent credits 'Completed', 'In Progress', and 'Unfulfilled'. The right bar chart displays the GPA for each 'Category'. (C)

Drill Down: Click any bar on the graph to drill down for additional details. For example, by clicking the 'Major' bar, the audit will filter to display major requirements only and charts and graphs will provide more detailed information about progress toward each requirement in the major. It is possible to drill down even further by clicking on the specific requirement, e.g. the bar entitled, 'KNES Other Reqs' (see below).
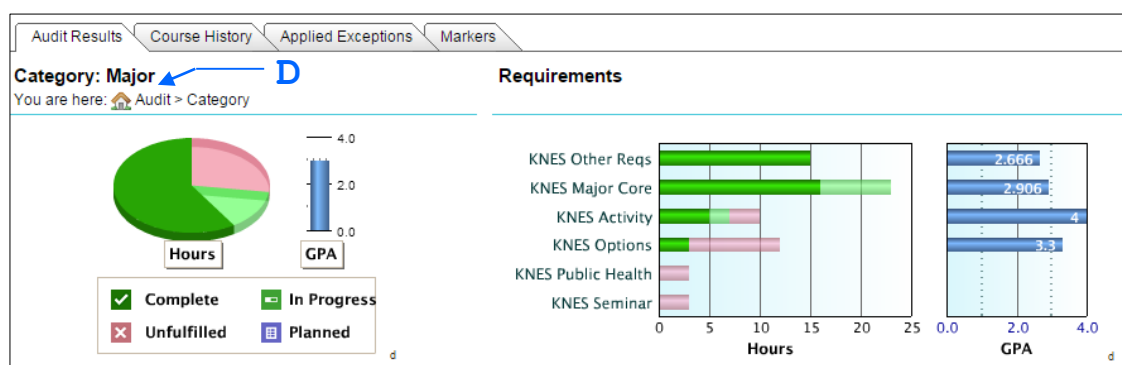
To return to the full audit, click 'Audit'. (D)
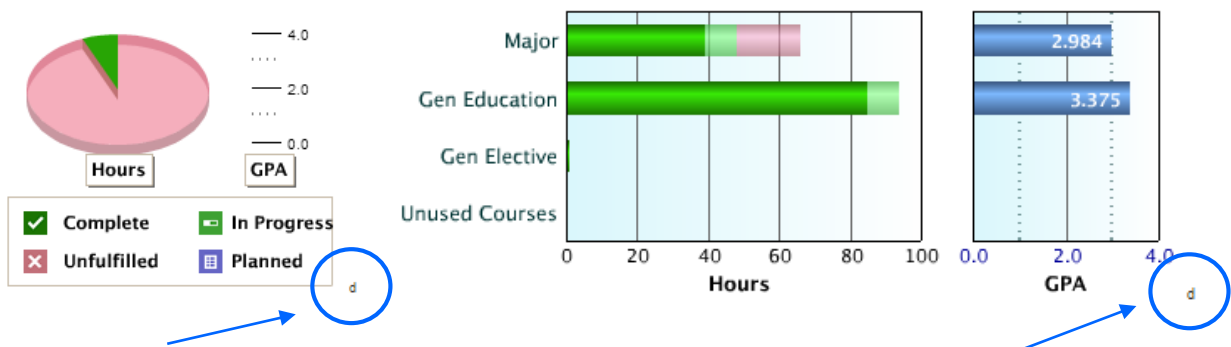
HINT: Click on the small 'd' icon for additional details about the charts and graphs.

III: Audit Requirements

View the Requirements: You can toggle all requirements open or closed by clicking the 'Open All Sections' or 'Close All Sections' links at the top of the audit. You can also open one requirement at a time by clicking the ▶ button next to each section. (A)

Interpret Audit Results: Hover over or click to open the Information icon ⓘ for details on 'How to Interpret Audit Results'. (B)

REQUIREMENT – BASICS

In this example, the '[GenEd] Fundamental Studies' requirement is expanded to show all the courses taken or needed to satisfy this requirement. The requirements will display differently depending on the program.

1. The Requirement

REQUIREMENT TITLE: The first line of the requirement is the title. (A)
- e.g. This requirement is entitled '[GenEd] Fundamental Studies'.
- Note the ❌ symbol which indicates that the requirement is incomplete.

EARNED: The number of 'Credits' or 'Courses' that the student has completed for the requirement. (B)
- e.g. This student has earned 6.0 credits toward this requirement.

IN PROGRESS: Number of credits in which the student is registered for the current term. (C)
- e.g. This student is currently registered for 6.0 credits for the current term (Spring 2016)

2. The Sub-requirement

SUB-REQUIREMENT TITLE: Each requirement is comprised of one or more sub-requirements. The sub-requirements must be completed to satisfy the requirement. (D)
- e.g. In this example, five (5) sub-requirements must be completed to satisfy the GenEd Fundamental Studies requirement. This student has completed two of the five sub-requirements as indicated by the ✅ symbol.

NEEDS: The number of courses and/or credits the student needs to satisfy the entire requirement. (E)
- e.g. The student needs 1 courses to complete the 'Fundamental Studies Professional Writing (FSPW)' requirement.

COURSE INFORMATION: A 'Completed' ✅ or 'In Progress' 🟩 sub-requirement will display the course(s) applied to that sub-requirement. (F)
- In-Progress: Displays the term in-progress, credits attempted, the code 'IP' (in-progress), and the course title.
- Completed: Displays the term completed, credits earned, the final grade, and course title.

TRANSFER COURSES

All transfer course information is generated from the transfer course system. Thus, if a transfer course is equivalent to a UMD course, then u.achieve will display the UMD equivalent in the audit.
- The UMD equivalent will appear on the left side of the audit (A) and the transfer course and associated institution will appear on the right side of the audit in the 'Title' column. (B)
- Transfer courses are marked with an 'X' prefix.
- Transfer course grades begin with a 'T'. In this example, the student earned an A in the course, so the grade appears in the audit as 'TA'. (C)

- If the transfer course does not have a UMD equivalent, then it will appear on both the left and right side of the sub-requirement with an 'X' prefix. (D)

IV: Legend

Legend: The 'Legend' appears at the bottom of the audit and within the Information icon. These symbols appear next to each requirement in the audit and are a quick and helpful tool for determining the status of each requirement.

5. VIEW LISTING OF ALL COURSES TAKEN

You may view a simple listing of all courses taken, in non-audit form. This might be helpful if you would like to examine your course load in a specific semester, or, to examine strengths/weaknesses by viewing courses taken grouped by course prefix.

▲ Term	Course	Title	Grade	Registered Credit	Earned Credit	Seq	Last Modified
000000	GPA	GPA=3.158	GPA	0.00	0.00	001	12/24/2015 12:12 PM
Spring 2012	XCHEM1	CHEMISTRY/SCR 1	TNC	0.00	0.00	001	12/24/2015 12:01 PM
Spring 2013	MATH140	CALCULUS AB/SCR 4	TP	4.00	0.00	001	12/27/2015 3:55 PM
Fall 2013	MATH141	ANAL GEOM-CALCULUS II	TB	4.00	0.00	001	12/24/2015 10:55 AM
Fall 2013	PHYS121	GENERAL PHYSICS	TA	5.00	0.00	001	12/24/2015 10:55 AM
Spring 2014	BSCI105	PRIN BIOL I	C	4.00	0.00	001	12/24/2015 11:45 AM
Spring 2014	BSCI279R	UG RESEARCH ROTATION	A+	1.00	0.00	001	12/24/2015 11:49 AM
Spring 2014	ENGL101	ACADEMIC WRITING	A-	3.00	0.00	001	12/24/2015 11:47 AM
Spring 2014	KNES287U	SPORT+AMER SOCIETY	B+	3.00	0.00	001	12/24/2015 11:44 AM
Spring 2014	STAT100	ELEM STAT & PROB	A	3.00	0.00	001	12/24/2015 11:49 AM
Summer 1 2014	HIST201	HIST OF US II	TA	3.00	0.00	001	12/24/2015 10:56 AM
Fall 2014	ARTT110	ELEM DRAWING I	A	3.00	0.00	001	12/24/2015 11:48 AM
Fall 2014	BSCI201	HUMN ANAT&PHYSLG I	B-	4.00	0.00	001	12/24/2015 11:44 AM
Fall 2014	COMM107	ORAL COMM PRIN	A	3.00	0.00	001	12/24/2015 11:45 AM
Fall 2014	KNES131V	JOGGING (BEG)	A	2.00	0.00	001	12/24/2015 11:50 AM
Fall 2014	KNES350	PSYCH OF SPORTS	C+	3.00	0.00	001	12/24/2015 11:46 AM

Step 1:   <u>Select 'Courses'→ 'Home'</u>: Select 'Courses' and 'Home' from the main audit screen.

NOTE: Transfer courses are listed under 'Home'. Transfer courses with no equivalents begin with an 'X' and transfer course grades begin with the letter 'T'.

Step 2:   <u>View 'Completed Coursework'</u>: All completed coursework is listed here and included the 'Term' in which the course was taken, the 'Course' prefix and number, the course 'Title', the 'Grade', 'Registered Credit', and 'Last Modified Date'.

HINT: You can re-sort the list by clicking on any column header. (B)

Step 3:   <u>Filters</u>: Coursework can be filtered by 'Term' or 'Grade' using the dropdown at the top of the screen. (C)

6. VIEW COMMENTS

Here you can view comments from your advisor related to general advising issues.