uAchieve Guide for Advising

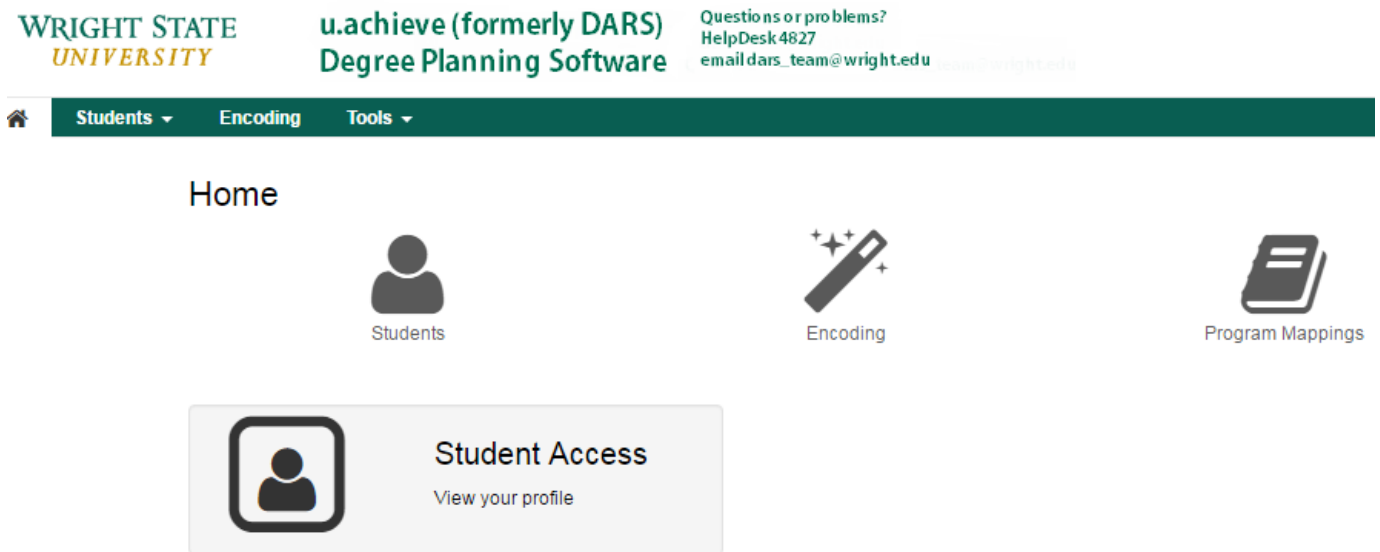**Contents**

Logging in to uAchieve

1. Go to https://wings.wright.edu
2. Select the uAchieve NEW link under the services tab on the right-hand side.
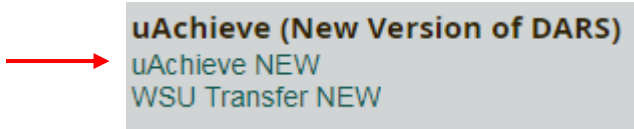
uAchieve Home Screen

The **Students** button will allow you to open a student record and submit a request for an audit. You can also search for students by name.

The **Encoding** button will allow you to look up transfer articulation rules inside of the uAchieve Database.

We are not currently using the **Program Mappings** button.

Students will only be able to review their audit by selecting the **View Your Profile** under the **Student Access** button.

The uAchieve Degree Audit

Searching for a Student

Select the **Students** button to search for a student by UID or First & Last Name.

- If using the UID, enter the student's UID and press Submit.
- If searching via name, enter the student's name and press search. It will be then that you can select the arrow next to the student's name

Enter Student ID

Student ID

[ ]

Submit

Search by Student Name

First Name

[ ]

Last Name

[ ]

Search ❓

Select	▲ Name	Student Id
▶		

Requesting an Audit

If an audit was created within the past week, it will display after hitting Submit.

> **Note:** As a best practice, running a new audit for a student **every time** you view their record in uAchieve Self-Service is a good idea because it ensures the information is completely up-to-date. See Page 4 for steps to run an audit if an audit already exists.

If no audit has been generated within the past week, you will come to the screen below:

Welcome to u.achieve 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

To run an audit, press **Request Audit.** This brings you to the screen below:

Request an Audit

▼ Run Declared Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
	HRMGT-BSB	HUMAN RESOURCES MANAGEMENT	201580	$MAJOR	MGMT-2ND	D	

▶ Select a Different Program:

Advanced Settings *Click to view available options.*

Run Declared Programs   Cancel

> **Note:** If the student has no Degree Program listed, you will need to add it. See Pages 9-10 for detailed instructions on how to add a degree program in uAchieve. You can also run a What-If Audit if the student is interested in several programs or if no program is declared.

If the student already has their declared major listed, you can select **Run Declared Programs.** Keep in mind that doing so will run every declared program listed on the student's record (which may include UC audits). This may take a few minutes.

Requesting an Audit if an Audit Already Exists

If an audit already exists, you will need to run a new one to ensure the validity of the data with which you are working. You can do this by selecting the **Audits** tab then the **Request New** at the top of the page.

🏠   Students ▾   Encoding   Tools ▾

Audits ▾   Courses ▾   Transfer Evaluations   Exceptions   Profile ▾

Request an Audit

Request New
Manage
Program Matcher

▶ Run Declared Programs:

Running a What-If Audit (Select a Different Program)

What-If Audits can also be run on this screen by selecting the **Select a Different Program** tab.

You can then select the College, Program and Catalog Year you wish to run.

Note: Selecting a Different Program **does not** change a student's major program.

The Advanced Settings Tab

The Advanced Settings tab includes several options:

Include In Progress Courses: Leave this checked.

List All: Do not change this from Default.

What If Courses: Can be set to include Planned Courses. Leave unchecked for advising.

Run Type: Do not change this from the default Degree Audit selection.

Format: UAchieve can run audits in HTML (interactive) and PDF (printer-friendly).

Reference: Can use a Reference Audit if student is interested in transferring any credit back to WSU from a local Ohio Institution.

Inst ID: Can select an Institution to run against a Reference Audit.

Viewing an Audit

Once an audit has been run, you can view it by selecting the **View Audit** button.

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	Instcd	Program	Catalog Year	▾ Created	Audit Type	Format	Run By	Course Type	View	Delete
10256		HRMGT-BSB	201580	07/18/2016 11:16 AM		HTML		IP	View Audit	☐

Note: An audit that includes In Progress coursework is denoted with the IP under Course Type.

uAchieve Audit Results

The uAchieve Audit is like the WINGS Express Interactive Audits with some minor differences.

The charts and graphs will still appear as they do in the interactive audits. The charts and graphs can be clicked on for a complete listing of what courses comprise that specific component of the degree.

Note: UAchieve has a new blue color to indicate that a course is in progress. If a segment of the audit is listed in blue, such as this student's Core Requirement, it indicates that the requirement will be completed after successfully passing the in-progress coursework.

Degree Requirements and Sub-Requirements are listed beneath the charts and graphs section and include all requirements needed to earn the degree.

Note: You can read course descriptions and add courses to a student's planner by clicking on the courses. This opens a new window with this information.

Other Tabs within the Audit

The **Course History** tab lists out the student's transfer coursework and coursework completed at WSU. It also graphs the student's term history and term GPAs.

The **Applied Exceptions** tab lists out exceptions that have been made on the student's record for the degree program.

The **Markers** tab lists out any markers that have been added to the student's record (minors, certificates, etc.).

Transfer Evaluations Tab

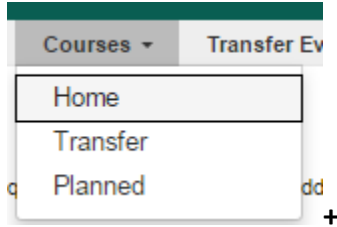The **Transfer Evaluations Tab** lists all transfer coursework that has been evaluated.

Source Id	Grp	Lock	Certify	Last Modified	Type	Term	Course	Title	Grade	Earned Credit	Condc	Seq	Edit	Del
▲ Columbus State Community College (Semester)														
3261	099	☑	Soft ▼	05/20/2015 6:31 PM	⚒	201480	BIO 0100	Intro to Biology	C	3.00	t	001		
					◎	201480	BIO@1130	Intro to Biology	TC	3.00	tc	001	☑	

The Source ID, GRP, Lock, Certify, and Last Modified categories are not important information for advising purposes.

The type category indicates whether the course is from the transfer institution or a WSU course. The **Arrow (⚒)** icon indicates the transfer course, the **Target (◎)** icon indicates the WSU course.

In the above example, the student completed BIO 0100 at Columbus State CC. It transferred to WSU as BIO@1130 (Biology Elective) with a grade of C. The student earned 3 hours of credit.

Courses Tab

The courses Tab lists all transfer credit work as well, but does not list both the sending and receiving institution information simultaneously.

The **Home** option lists what the transfer courses are at WSU.

The **Transfer** option lists what the course was at the sending institution.

The **Planned** option lists any planned courses the student has added to their record.

Profile Tab: Viewing Assigned Degree Programs
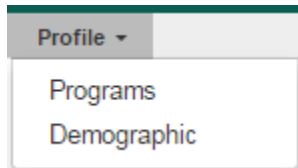
The **Profile** tab is where you can view assigned degree programs. If a student is not correctly assigned, please reach out to your department advisors to have the programs assigned correctly.

Change Academic Program

Adding, editing or deleting a program edits the student's course of study.

School	Degree Program	Term	Edit	Delete	Marker	Value	Edit	Del
	CRIMJUST-BA	Fall 2015	✏	☐	Add Marker			

The **Demographic** button does not contain data relevant to advising.