



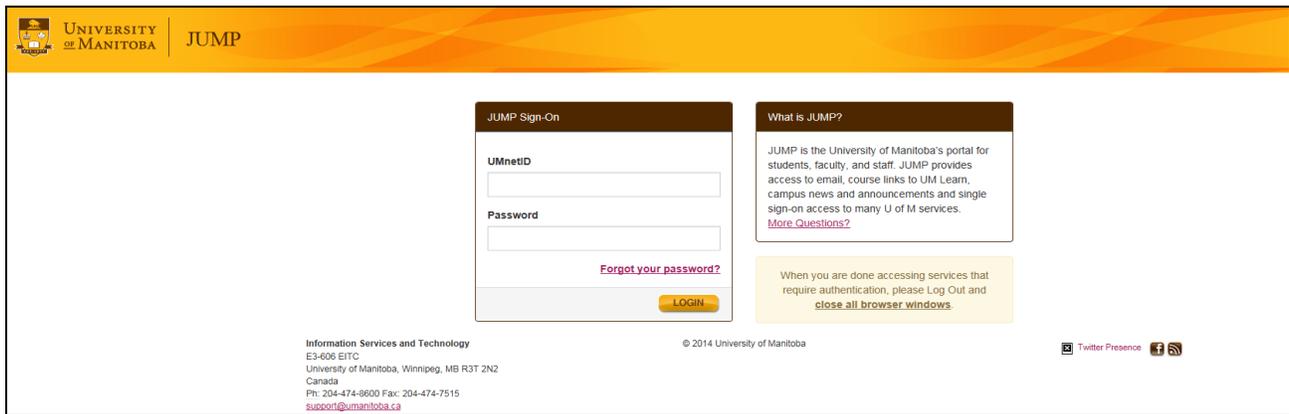
UM Achieve Degree Audit Training Manual

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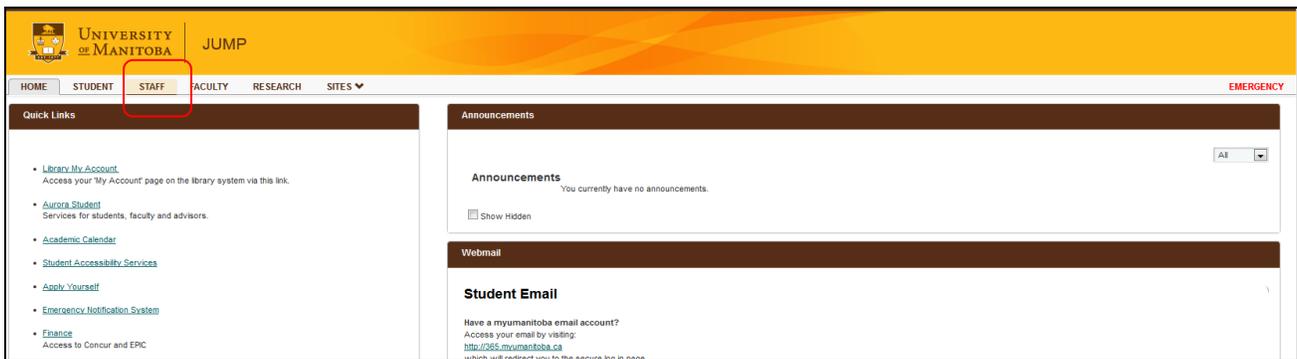
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Accessing UM Achieve

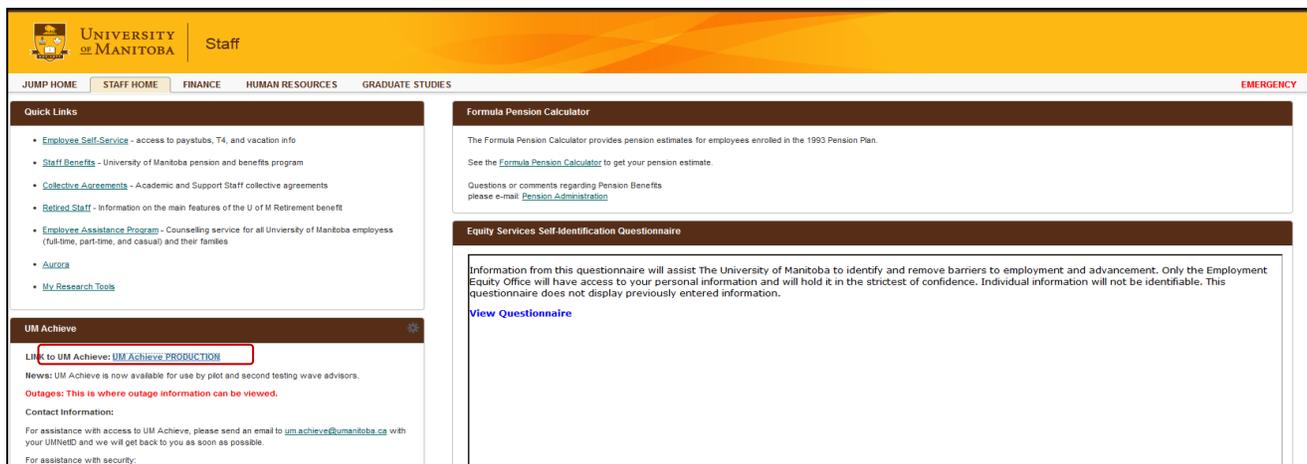
- Log into JUMP using your UMNEDID and Password



- Click on Staff Home Tab

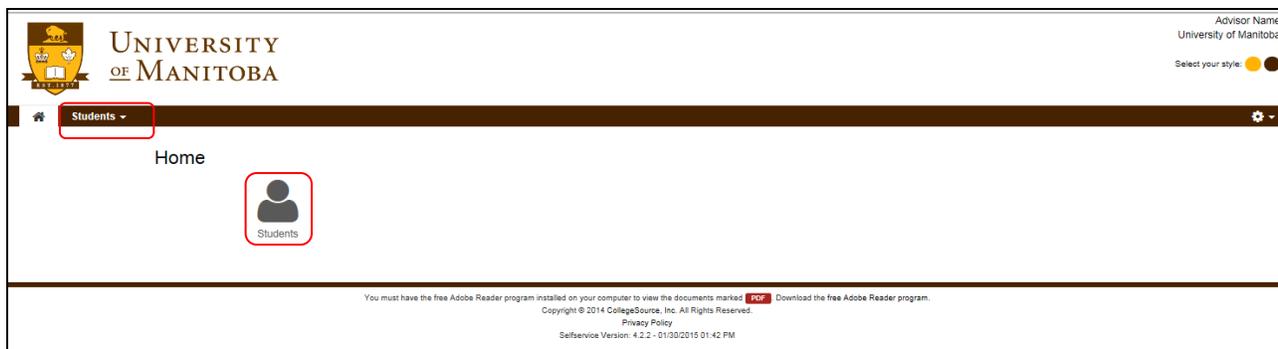


- Click on UM Achieve PRODUCTION link

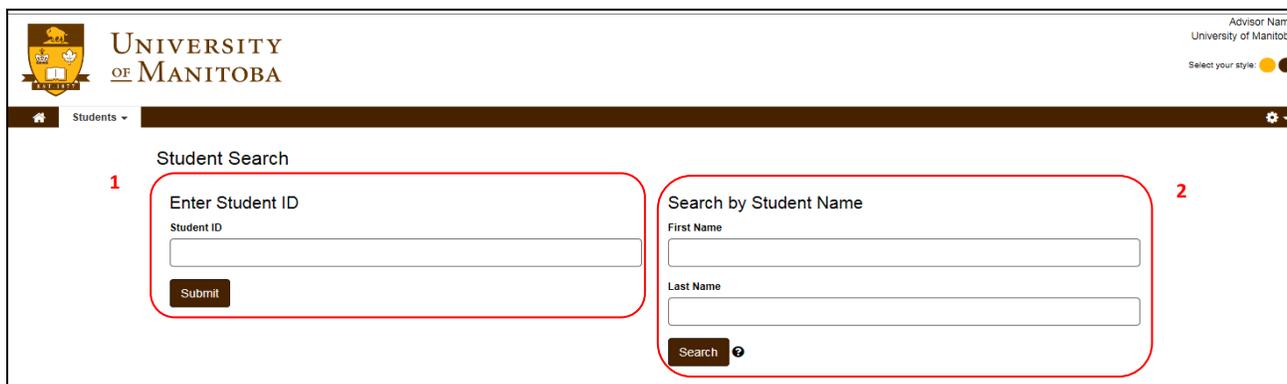


How to Search for a Student

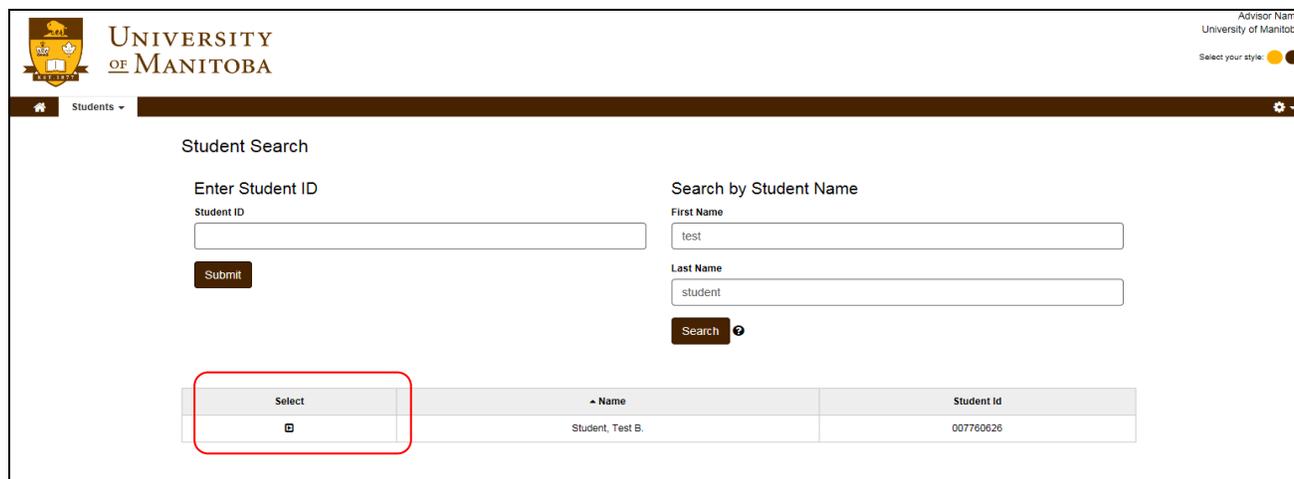
- Click on *Students* tab at top of page OR Click on the *Students* Icon



- There are two ways to search for a student:
 - Enter Student ID (with 2 leading zeroes) and click the *Submit* buttonOR
 - Search by the student's first name, last name, or both. Click the *Search* button



- The following page will populate. Select your student by clicking on arrow button below.



How to request a new audit

- Student's degree and Catalog Year (catalog term) will display on this page.

Note: Any student's with a catalog year before Fall 2015, can only be run as a What-If Audit (see page 12). A regular audit will result in an error. This is because the programs built into the system start as of Fall 2015 forward.

The screenshot shows the 'Request an Audit' page for a student named 'Test, Electrical' with ID '006814644'. The page title is 'Request an Audit'. Under the heading 'Run Declared Programs:', there is a table with the following data:

Faculty/College	Degree	Catalog Year
	Engineering - B.Sc. Electrical (Elec Eng)	Fall 2015

Below the table is a button labeled 'Run Declared Programs' and a 'Cancel' button. There is also an 'Advanced Settings' link with the text 'Click to view available options.'

- To run an audit for the student's current program, click the *Run Declared Programs* button.
- To run a What-If Audit for a student, see page 12 for more information.
- Degree Audits previously run for a student, will appear in the list of Completed Audit Requests (with most recent at the top of list).

The screenshot shows the 'Completed Audit Requests' page for a student named 'Test, Agroecology' with ID '007660306'. The page title is 'Completed Audit Requests'. Below the title is a 'Run Audit' button and a 'Delete' button with the text 'select all/select none' below it. The main content is a table with the following data:

ID	Program	Catalog Year	Created	Format	Run By	Type	View	Delete
5730	07A-065C	000000	11/04/2015 3:24 PM	HTML	007688171	✓	View Audit	<input type="checkbox"/>
5729	07A-065C	000000	11/04/2015 3:22 PM	HTML	007688171	✓	View Audit	<input type="checkbox"/>

Understanding a Degree Audit

General Student Information

Student: Test, Electrical / 006814644

Program Code: 03E-024
Graduation Date: UNKNOWN

Prepared On: 02/09/2016 09:50 AM
Student ID: 006814644

Catalog Year: Fall 2015

Audit
You are here: Audit

Categories
Click on any area of the graph for further detail.

Pie Chart
Hours: Complete (green), In Progress (blue), Unfulfilled (red)

Categories Bar Graph
Hours: Prelim. Courses (green), Deg Core & Mj (blue), Unfulfilled (red)

Expand/Collapse Options
Open All Sections, Close All Sections

Student's admit term
Admit Term: Fall 2014

Click on this question mark to get a pop-up legend to display with an explanation on items in the audit.

The **Categories** bar graph shows the status of some of the specific requirements in the audit.

Click on this **question mark** to get a pop-up legend to display with an explanation on items in the audit.

Degree Requirements
Required courses for a student's degree, are typically broken down into requirements varying by degree. Requirements can be further broken down into sub-requirements. Each sub-requirement must be fulfilled in order to complete the whole requirement.

Engineering Example
Requirement: "Preliminary Courses: Engineering" contains 4 sub-requirements
Sub-Requirements:
1) Written Requirement for Engineering
2) Mathematics Requirement for Engineering
3) Preliminary Engineering Courses Required
4) Complementary Electives

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

Preliminary Courses: Engineering
EARNED: 36.0 HOURS

- 1) Preliminary Engineering courses
21.0 HOURS ADDED

F 16 COMP 1012	3.0	IP	Computer Programming for Scientists and Engineers
F 11 CHEM 1300	3.0	B	University 1 Chemistry: Structure and Modelling in Chemistry
S 12 ENG 1430	3.0	A	Design in Engineering
S 12 ENG 1440	3.0	B+	Introduction to Statics
F 14 PHYS 1050	3.0	B+	Physics 1: Mechanics
W 15 ENG 1450	3.0	C+	Introduction to Electrical and Computer Engineering
S 16 ENG 1460	3.0	A+	Introduction to Thermal Sciences
- 2) ENGL course
1 COURSE TAKEN

F 13 ENGL 1310	3.0	C	Thematic Approaches to the Study of Literature >>MATCHED AS: ENGL1400
----------------	-----	---	--------------------------------------------------------------------------
- 3) MATH courses
9.0 HOURS ADDED

F 12 MATH 1210	3.0	B	Techniques of Classical and Linear Algebra
F 14 MATH 1500	3.0	B	Introduction to Calculus >>MATCHED AS: MATH1510
F 14 MATH 1700	3.0	B	Calculus 2 >>MATCHED AS: MATH1710
- 4) Complementary Studies Elective 1
courses must be at 1000 level or higher
PHIL 1290 is the recommended elective
3.0 HOURS ADDED

F 12 PHIL 1290	3.0	B	Critical Thinking
----------------	-----	---	-------------------

Degree Core & Major: Civil Engineering

- 1) Civil Engineering Degree Core
58.0 HOURS ADDED 17 COURSES TAKEN

F 16 CIVL 2800	4.0	IP	Solid Mechanics 1
----------------	-----	----	-------------------

Courses that **will not** fulfill the sub-requirement

Courses that **will** fulfill the sub-requirement

4) Complementary Studies Elective 1
Courses must be at 1000-4000 level
PHIL 1290 is the recommended elective
1 COURSE TAKEN

S 14 ANTH 2430	3.0	A	Ecology, Technology and Society
----------------	-----	---	---------------------------------

NOT FROM: ARTS.1110

SELECT FROM:

> ACC **** ACT **** ANTH **** ARA **** ARTS **** ASIA **** CDN ****
 CATH **** CLAS **** ECON **** ENGL **** ENTR **** FILM **** FREN ****
 GMGT **** GRMN **** GPE **** GRK **** HER **** HIST **** HRIR ****
 ICEL **** IDW **** INTR **** ITLN **** JUD **** LABR **** LATN ****
 LING **** MIS **** MSCI **** MKT **** NATV **** OPM **** PHIL ****
 POL **** POLS **** PSYC **** RLGN **** RUSN **** SEM **** SLAV ****
 SOC **** SCM **** SPAN **** THTR **** UKRN **** UCHS **** WOMN ****
 YDSH ****

21.0 HOURS ADDED			
F 16 COMP 1012	3.0	IP	Computer Programming for Scientists and Engineers
F 11 CHEM 1300	3.0	B	University 1 Chemistry: Structure and Modelling in Chemistry
S 12 ENG 1430	3.0	A	Design in Engineering
S 12 ENG 1440	3.0	B+	Introduction to Statics
F 14 PHYS 1050	3.0	B+	Physics 1: Mechanics
W 15 ENG 1450	3.0	C+	Introduction to Electrical and Computer Engineering
S 16 ENG 1460	3.0	A+	Introduction to Thermal Sciences
2) ENGL course			
1 COURSE TAKEN			
F 13 ENGL 1310	3.0	C	Thematic Approaches to the Study of Literature ->MATCHED AS: ENGL1400
3) MATH courses			
9.0 HOURS ADDED			
F 12 MATH 1210	3.0	B	Techniques of Classical and Linear Algebra
F 14 MATH 1500	3.0	B	Introduction to Calculus ->MATCHED AS: MATH1510
F 14 MATH 1700	3.0	B	Calculus 2 ->MATCHED AS: MATH1710
4) Complementary Studies Elective 1 courses must be at 1000 level or higher PHIL 1290 is the recommended elective			
3.0 HOURS ADDED			
F 12 PHIL 1290	3.0	B	Critical Thinking
✖ Degree Core & Major: Civil Engineering			
✖ 1) Civil Engineering Degree Core			
58.0 HOURS ADDED			
17 COURSES TAKEN			
F 16 CIVL 2800	4.0	IP	Solid Mechanics 1
F 16 CIVL 2840	3.0	IP	Civil Engineering Geomatics
F 16 CIVL 3750	4.0	IP	Hydrology
W 17 CIVL 2770	5.0	IP	Civil Engineering Materials
W 17 CIVL 3590	4.0	IP	Numerical Methods in Engineering Analysis
W 17 CIVL 3740	4.0	IP	Hydraulics
W 17 CIVL 4480	3.0	IP	Technology, Society, and the Future

If a course is equivalent, it will show in the audit as, "MATCHED AS:" the equivalent course.

2) Complementary Studies Elective 2			
3.0 HOURS ADDED			
F 10 PHIL 2740	3.0	B	Ethics and Biomedicine
-> NOT FROM: ARTS 1110			
SELECT FROM:			
ACC **** ACT **** ANTH **** ARA **** ARTS **** ASIA **** CDN ****			
CATH **** CLAS **** ECON **** ENGL **** ENTR **** FILM **** FREN ****			
GMGT **** GRMN **** GPE **** GRK **** HER **** HIST ****			
ICEL **** IDN **** INTR **** ITLN **** JUD **** LABR ****			
LNG **** MJS **** MSCJ **** MKT **** NATV **** OPM ****			
POL **** POLS **** PSYC **** RLGN **** RUSN **** SEM ****			
SOC **** SCM **** SPAN **** THTR **** UKRN **** UCHS ****			
YDSH ****			
3) Natural Science Elective			
1 COURSE TAKEN			
S 08 BIOL 1020	3.0	B+	Biology: Principles and Themes
SELECT FROM:			
BIOL 1300 BIOL 1410 CHEM 1310 CHEM 1320 ENTM 2050 GEOL 1340 GEOL 2250			
MBIO 1220 PHYS 1810 PHYS 1820 PHYS 2260 PHYS 2380 PHYS 2650 PHYS 3180			
PHYS 3220			
✖ Electrical Engineering - No Focus Area			
✖ 1) Technical Electives Group A			
NEEDS: 4 COURSES			
SELECT FROM:			
ECE 3650 ECE 4100 ECE 4140 ECE 4160 ECE 4200 ECE 4250 ECE 4270			
ECE 4280 ECE 4290 ECE 4300 ECE 4310 ECE 4360 ECE 4370 ECE 4390			
ECE 4420 ECE 4580 ECE 4610 ECE 4630 ECE 4850 ECE 4860 ECE 4870			
ECE 4880			
✖ 2) Technical Electives Group A or B			
NEEDS: 3 COURSES			
SELECT FROM:			
ECE 3650 ECE 4100 ECE 4140 ECE 4160 ECE 4200 ECE 4250 ECE 4270			
ECE 4280 ECE 4290 ECE 4300 ECE 4310 ECE 4360 ECE 4370 ECE 4390			
ECE 4420 ECE 4580 ECE 4610 ECE 4630 ECE 4850 ECE 4860 ECE 4870			
ECE 4880			

If you click on the course, it will open a pop-up window with the course title, credit hours and course description.

Requirements that have not been completed:
If you have a requirement or sub-requirement that is not complete, there will be information below the requirement/sub-requirement. It will list either the number of hours or number of courses needed to complete the requirement or sub-requirement.

Total Hours/GPA and Residency Requirement
This requirement will vary by degree

✖ Electrical Engineering Total Hours GPA and Residency Requirement		
EARNED:	128.0 HOURS	2.96 GPA
NEEDS:	31.0 HOURS	
✖ 1) Complete a minimum of 159 cr		
128.0 HOURS ADDED		
NEEDS: 31.0 HOURS		
✓ 2) Residency Requirement:		
80 cr must be taken at the University of Manitoba		
(80.0 HOURS TAKEN)		

Excess Courses

Any courses that do not satisfy degree requirements will be in this section of the degree audit.

This section will contain courses that students have taken in excess of their degree as well as:

- Repeats
- VW's/AW's
- Failed course work

LEGEND - Course Codes

IP = In-progress courses

TR = Transfer course

VW = Voluntary Withdrawal

PL = Planned courses

Through S 06 = Courses completed prior to 2006

Excess Courses
Courses that do not fit in the degree program

S 05 130 135	4.0 A	STATICS
F 09 BIOE 2110	3.0 A	Transport Phenomena
F 09 BIOE 2580	4.0 A	Biosystems Engineering Design Trilogy 1
R 05 074 101	3.0 B+	COMP SCI I
F 08 CHEM 2210	3.0 B+	Introductory Organic Chemistry 1: Structure and Function
F 09 BIOE 2590	3.0 B+	Biology for Engineers
W 13 CIVL 2790	4.0 B+	Fluid Mechanics
R 05 130 113	1.0 B	INTRO TO ENG
F 08 CHEM 2360	3.0 B	Biochemistry 1: Biomolecules and an Introduction to Metabolic Energy
F 09 CIVL 2800	4.0 B	Solid Mechanics 1
F 14 ENG 2010	3.0 B	TECHNICAL COMM
R 05 004 131	3.0 C+	PRAIRIE LIT
R 05 130 140	4.0 C+	ENG DESIGN
S 05 130 112	4.0 C+	THERMAL SCIENCE
W 08 CHEM 1310	3.0 C+	University 1 Chemistry, An Introduction to Physical Chemistry
S 08 BIOL 1030	3.0 C+	Biology 2: Biological Diversity, Function and Interactions
F 08 COMP 1020	3.0 C+	Introductory Computer Science 2
W 09 CHEM 2220	3.0 C+	Introductory Organic Chemistry 2: Reactivity and Synthesis
R 05 015 129	3.0 C	CRIT THINK 1
R 05 136 151	3.0 C	APPLIED CALC 1
R 06 002 130	3.0 C	STRUCTUR MODEL
F 08 MBIO 2100	3.0 C	General Microbiology A
W 13 MECH 3482	4.0 C	Kinematics and Dynamics
W 09 CHEM 2370	3.0 D	Biochemistry 2: Catabolism, Synthesis, and Information Pathways
R 05 002 090	0.0 PASS	PREP CHEMISTRY
R 05 002 130	0.0 D	STRUCTUR MODEL
R 05 016 090	0.0 PASS	PREP PHYS
R 05 016 105	0.0 D	MECHANICS
R 05 136 171	0.0 F	APPLIED CALC 2
R 06 016 105	0.0 D	MECHANICS
S 06 002 131	0.0 F	INTRO PHYS CHEM
S 06 136 130	0.0 F	VEC GEO LIN ALG
S 06 136 171	0.0 F	APPLIED CALC 2

F 06 BIOL 1020	0.0 D	Biology 1: Principles and Themes
W 08 MATH 1300	0.0 F	Vector Geometry and Linear Algebra
W 10 CIVL 2790	0.0 D	Fluid Mechanics
W 10 MATH 1210	0.0 F	Techniques of Classical and Linear Algebra
W 10 MATH 1710	0.0 F	Applied Calculus 2
F 10 BIOE 3590	0.0 F	Mechanics of Materials in Biosystems
F 10 MATH 1210	0.0 F	Techniques of Classical and Linear Algebra
W 11 MECH 3482	0.0 F	Kinematics and Dynamics
W 11 STAT 2220	0.0 F	Contemporary Statistics for Engineers
F 15 ECE 4290	0.0 IP	Microwave Engineering
W 16 ECE 3780	4.0 IP	Digital Systems Design 1
W 16 ECE 4890	4.0 IP	RF Devices and Wireless Systems
VWIAWIAU Courses		
R 06 002 131	0.0 VW	INTRO PHYS CHEM
R 06 022 132	0.0 VW	ANAT HUMAN BODY
R 06 071 125	0.0 VW	BIOLOGY B
R 06 130 118	0.0 VW	INTRO ELEC CIRC
R 06 136 171	0.0 VW	APPLIED CALC 2
F 06 MATH 1300	0.0 VW	Vector Geometry and Linear Algebra
F 06 MATH 1700	0.0 VW	Calculus 2
F 06 PHYS 1050	0.0 VW	Physics 1: Mechanics
S 07 MATH 1710	0.0 VW	Applied Calculus 2
W 08 MATH 1710	0.0 VW	Applied Calculus 2
W 09 MATH 1710	0.0 VW	Applied Calculus 2
W 09 PHYS 1070	0.0 VW	Physics 2: Waves and Modern Physics
W 10 ANTH 2430	0.0 VW	Ecology, Technology and Society (B)
W 15 ECE 4830	0.0 VW	Signal Processing 2

Viewing an existing audit

- To view a degree audit that was previously run, click on the **Audits** link at the top of the page and select **Manage**
- This will take you to the Completed Audit Requests page for the student you have searched for (if it is the first time you are running an audit for a student, there will be previous audits on this page)
- Audits that are older than 14 days are automatically deleted

Audits ▾

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](#)

ID	Instod	Program	Catalog Year	Created	Audit Type	Format	Run By	Course Type	View
52485		Engineering - B.Sc. (Civil)	Fall 2015	04/06/2017 10:23 AM		HTML	Student	IP	View Audit
52484		Engineering - B.Sc. (Civil)	Fall 2015	04/06/2017 10:22 AM		HTML	Student	IP	View Audit
52483		Engineering - B.Sc. (Civil)	Fall 2015	04/06/2017 10:21 AM		HTML	Student	IP	View Audit
52482		Engineering - B.Sc. (Civil)	Fall 2015	04/06/2017 10:21 AM		HTML	Student	IP	View Audit

- If you wish to request a new degree audit, Click the **Start Over** button or **Request New** in the Audits tab

Audits ▾

Request New
 Manage
 Program Matcher (Under Construction)

Bison, Billy
Engineering - B.Sc. (Civil) [Start Over](#)

Prepared On: 04/06/2017 10:23 AM Program Code: 03C-023 Catalog Year: Fall 2015
 Student ID: 00998765 Graduation Date: 03-FEB-2018

Audit Results Course History Applied Exceptions

Audit
You are here: # Audit

Hours

UMAchieve GPA

Hours

UMAchieve GPA

Pie chart, Bar Graphs, and UMAchieve GPA above are approximations for degree requirement completion. For official calculations, please contact your Academic Advisor.

Open All Sections Close All Sections Printer Friendly

Admit Term: Winter 2013

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

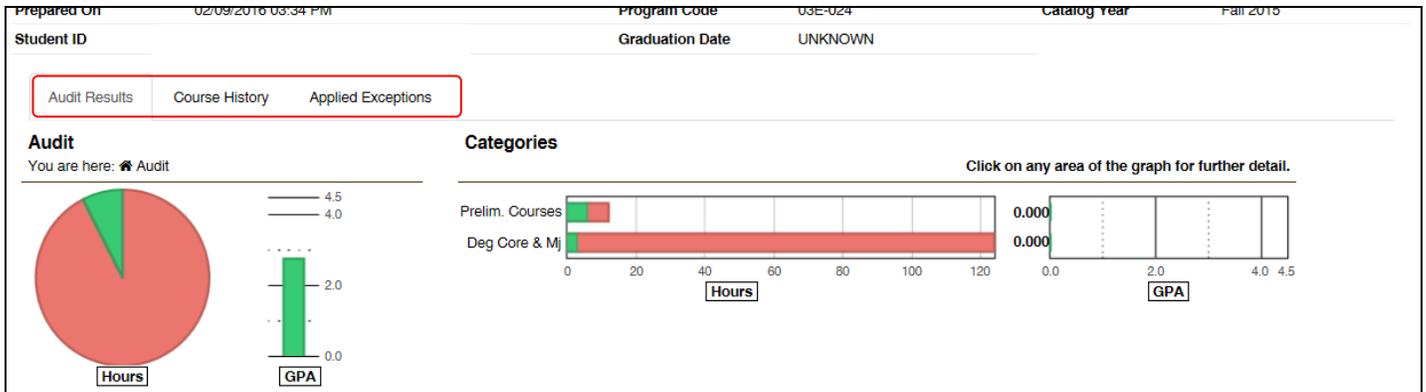
- > Entrance requirements for majors, minors, and programs may not be reflected in what-if audits
- Students: Please be aware that any changes to degree requirements for the next academic year are not available until June.
- > Preliminary Courses: Engineering
- > Degree Core & Major: Civil Engineering
- > Civil Engineering - Technical Electives
 - A total of 5 courses must be taken from Group A & B
 - Civil Engineering Residency Requirement (Minimum number of credit hours to be completed at the University of Manitoba for your program. See the calendar

Other Information on the audit

There are three tabs that can be found on the audit itself. These are the Audit Results, Course History and Applied Exceptions tabs. You can find an explanation of each below.

Audit Results

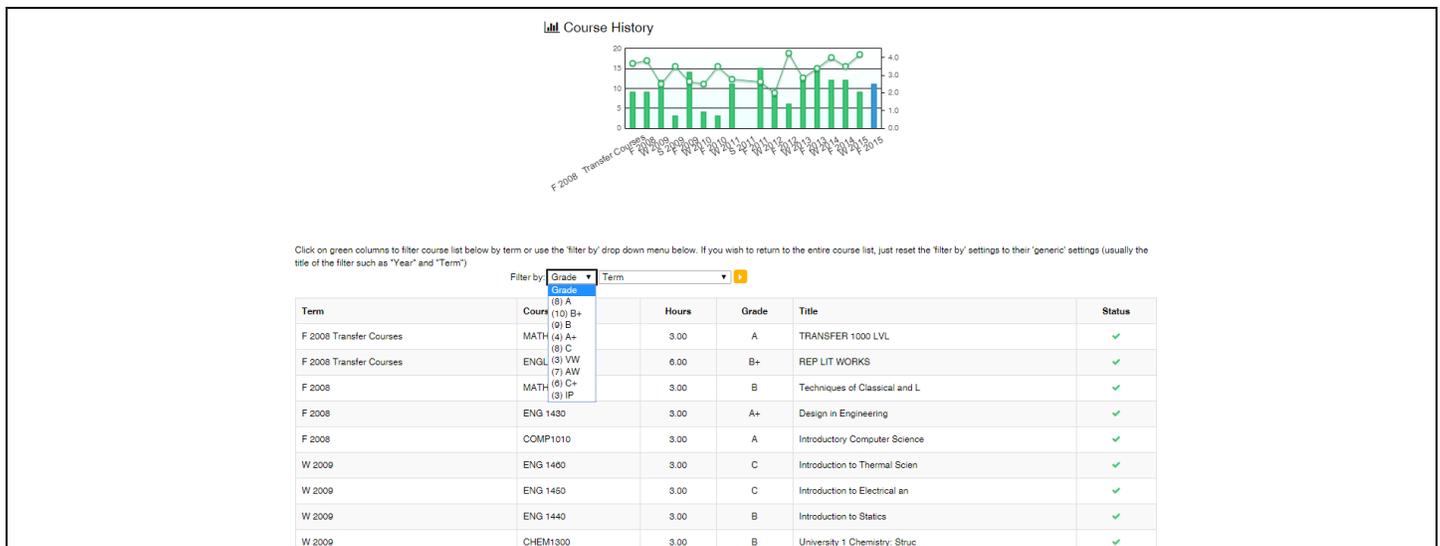
The Audit Results Page displays a student's audit results.



Course History

The **Course History Tab** includes information such as completed, in-progress and transfer courses as well as term GPA. Course History can be sorted or filtered by grade and/or by term

- To sort the table, click on the header for the column by which you would like to sort.
Example: Click on the *Course* header, the table will be sorted by course A-Z
- To filter the table for a grade or term, use the drop down list in the "Filter by" section and click on the arrow.



Applied Exceptions

This section of the audit would show any exceptions that have been applied to a student's audit.

*Note – Only applicable to Faculty Academic Advisors that complete overrides/exceptions on degree programs.

*Note – Please see the Exceptions manual for more detailed information about adding exceptions. The manual can be found in Sharepoint under UM Achieve Support.

The exceptions listed below have been applied in your audit.

Filter by: Code ▾ ▶

Code	Audit Note	Pseudo Name	Course	RCourse	Req Name	Memo
CS	Sub MATH1XXX for MATH1510		MATH1XXX	MATH1510		Allowing transfer course MATH 1XXX to substitute for MATH 1510

What-If Degree Audit

A What-If Audit allows a student to compare their academic record/progress to any program they may indicate, without having to change their current program.

Note: This is useful for students who are considering changing their major, but do not know how their record might apply to the requirements of the new program.

In the example below, an advisor is meeting with a student in the Civil Engineering program, who would like to know how their course history would apply to the Electrical Engineering program, if they were to change programs.

- Go to main homepage
- Enter Student ID or search for your student by name

Students ▾
Student: Bison, Billy / 009998705 Audits ▾ Exceptions

Request an Audit

Run Declared Programs: ▶

Run a What-If Audit: ▶

Choosing a degree program here will not change your current program.

School: - University of Manitoba ▾

Degree: Engineering - B.Sc. (Electrical) ▾

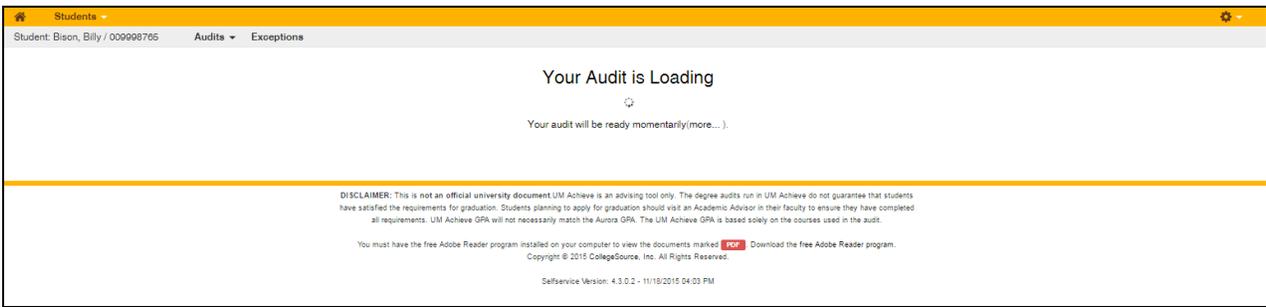
Catalog/Calendar Year: - ▾
-
Fall 2015
Fall 2016

Advanced Settings Click to view available options.

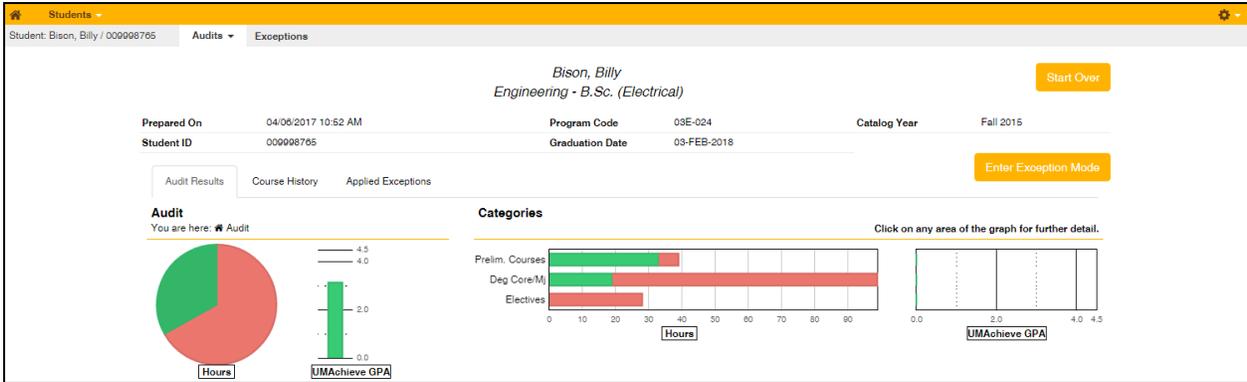
Run What-If Audit Cancel

- ✓ Click on Run a What-If Audit link
- ✓ From the Degree drop down menu, select desired program for What If Scenario
- ✓ Select applicable Catalog Year
- ✓ If necessary, select appropriate minor or concentration
- ✓ Click on Run What-If Audit button

- Audit will run



- Advisor can now see what the student would need to if they were switching to Civil Engineering from Electrical

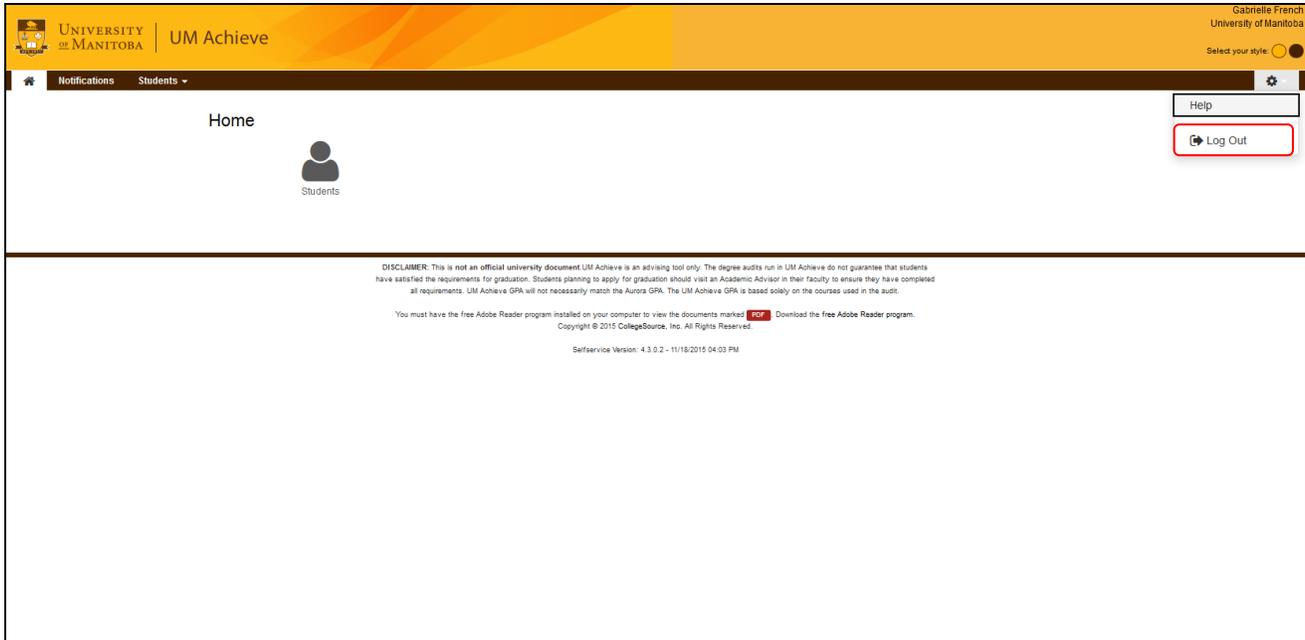


Logging out of UM Achieve

It is important to log out of UM Achieve when you are finished running audits.

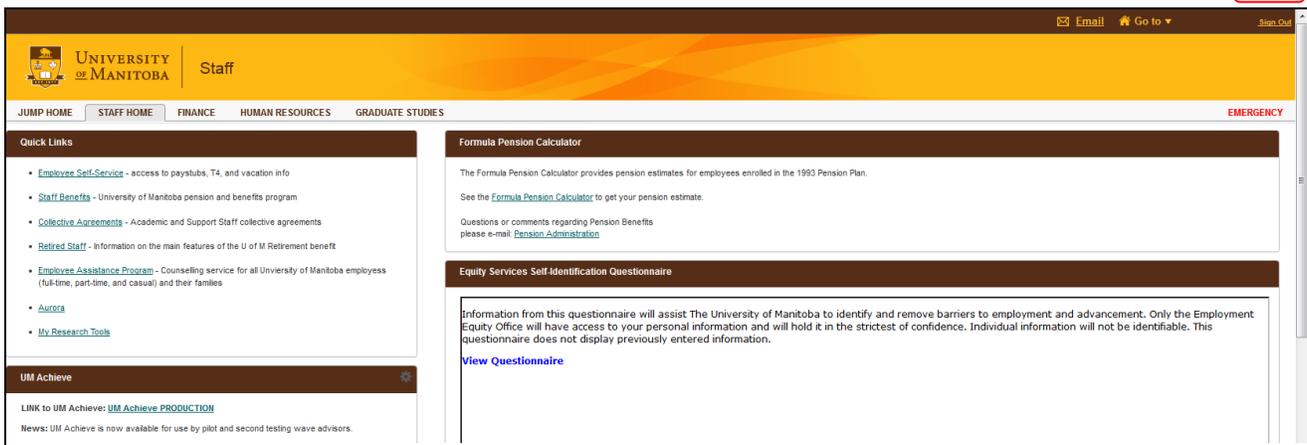
1. Logging out of UM Achieve:

- In Self Service, click on the small wheel in the upper right hand corner
- Click on Log Out



2. Logging out of JUMP:

- Click on Sign Out in the upper right hand corner of JUMP



Accessing the Audit Testing Environment

You will be using **UM Achieve UAT** to test audits that have not been released to students. To get to the environment, please follow the steps below.

- Use the following URL to access **JUMP UAT**:
- Log into **JUMP UAT** using your **UMNET ID** and your **UAT** password.

If you do not remember your password for JUMP UAT please contact

IST Help & Solutions Centre

support@umanitoba.ca

204-474-8600

123 Fletcher argue

You **MUST** indicate you are requesting a password reset for **JUMP UAT** or you run the risk of resetting your production password

- Click on the **UM Achieve** tab

- Click on the **UM ACHIEVE UAT** link

In this environment, you do not need to delete your audits and you are now able to test exceptions.

Please remember the UAT environment uses old student record data. Please do not expect to see the same student data (courses, grades, registration, etc.) in UAT as you would see in the PRODUCTION environment.

Important Notes to Remember

- UM Achieve is integrated with Aurora Banner. The system reads Banner and populates student information into the audits.

Running Declared Programs Audits

- When an audit is run for the student's declared program, UM Achieve will look at Banner and pick up any courses that are check marked/applied to the student's SHADEGR record. Once this is identified, UM Achieve will populate those courses into the degree requirements in the audit. Any courses that are NOT check marked/applied to the student's SHADEGR record, will fall into excess.

Running What-If Audits

- When an audit is run for a student in a What-If scenario, UM Achieve will look at Banner and pick ALL courses in a student's history regardless of whether or not it is check marked/applied to the student's SHADEGR record.

Legacy Courses

- These courses will flow into excess and will require a Faculty Academic Advisor for an exception.
 - Example 1: 017.120 can be used to fulfill a psychology major requirement of PSYC 1200. Please send these students to their home faculty for assistance.

Questions/Assistance

Please contact the UM Achieve Degree Audit Team by e-mail at: um.achieve@umanitoba.ca