



UNIVERSITY OF
MARYLAND

u.achieve

How-to Guide

OFFICE OF THE REGISTRAR

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OVERVIEW

u.achieve is an online degree auditing tool that is available to students and advisors. The system is designed to help advisors evaluate a student's 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 we offer on campus (e.g., you may conduct an audit in a major that a student is considering switching into).

SYSTEM AVAILABILITY

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

M-F 7:30am-11pm

Saturday 7:30am-11pm

Sunday 5:30pm-11pm

Students

Students can access their version of u.achieve by going to www.testudo.umd.edu and then selecting the 'Degree Audit' link. Students then use their University directory login to use the system.

Advisors

You must have an active u.achieve account to access the system as an advisor. To obtain an account, go to <http://www.helpdesk.umd.edu/documents/3/3669/> and follow the instructions related to u.achieve access.

Once you have an account, your University Directory ID will get you into the system (this is the same login you use for other University systems such as ARES, your timesheet, and Corporate Time).

(Your Directory ID password can be adjusted via the University's Directory ID website at <https://identity.umd.edu/password/changepassword>; contact the OIT Helpdesk at 301-405-1500 if you experience problems with your Directory ID login.)

GETTING HELP

If you experience problems or have questions about the system, please contact us at uachieve@umd.edu.

Reporting Problems

If you are reporting a problem, please be as specific about the problem as possible. If the problem involves inaccuracies or errors in a particular audit, please provide us with as much of the following as possible, including:

- the student UID in which the error appears
- the specific audit in which the error appears (e.g., "Computer Science, major code 07010")
- the specific requirement that contains the error (e.g., "Requirement 1")
- specifics about the error (e.g., "the student took MATH141H and should be applied to Requirement 1")

USING THE SYSTEM

MINIMUM SYSTEM REQUIREMENTS - u.achieve SELF SERVICE 4.1

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:

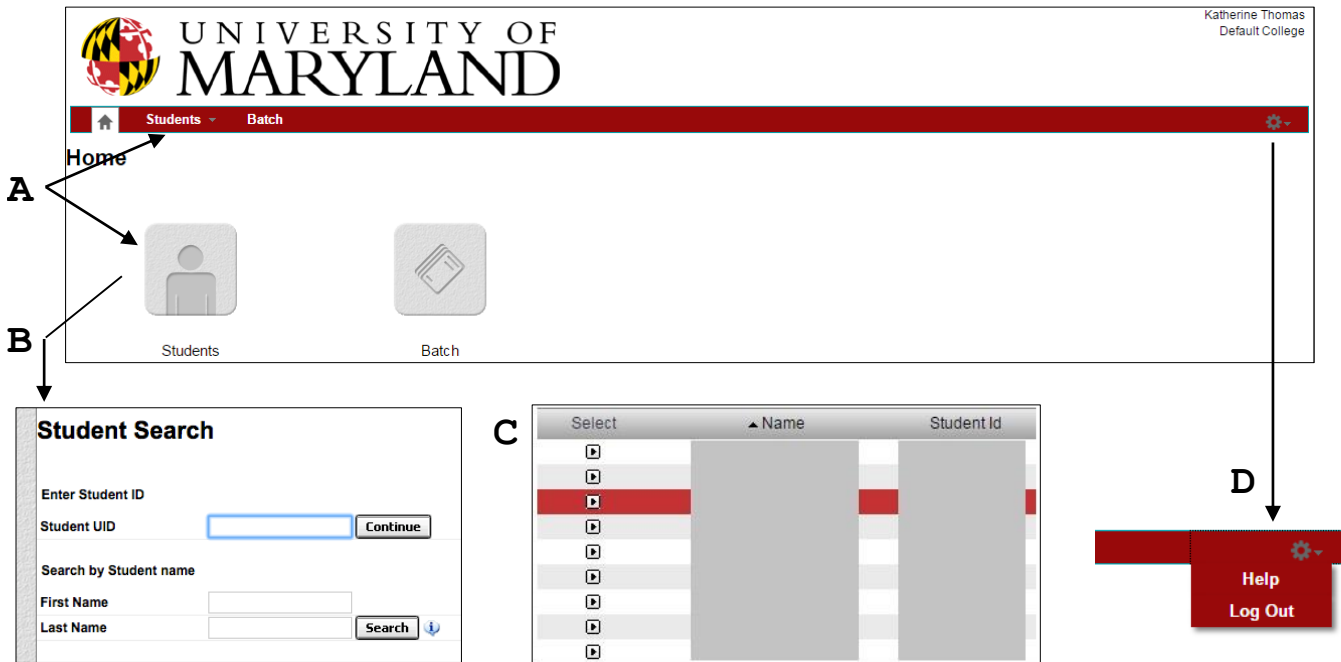
- Web connectivity
- Adobe Reader to view PDF audits

GETTING INTO THE SYSTEM

If you experience problems accessing the u.achieve, please ensure that you meet the vendor's minimum system requirements listed above.

1. Go to ARES: <http://www.ares.umd.edu>
2. Select '**Advisor Services**' from the listing at the left
3. Select '**u.achieve**'
4. Select '**Undergraduate Students**'
5. Enter your University **Directory ID and password**
(Contact the OIT Helpdesk at x51500 if you experience problems with your Directory ID login and/or contact us at uachieve@umd.edu to ensure that you have u.achieve access.)


1. FIND A STUDENT USING UID OR NAME




Step 1: Select 'Students' option: Click the 'Students' icon located on the home page or select 'Students' → 'Search' from the menu at the top of the page. (A)

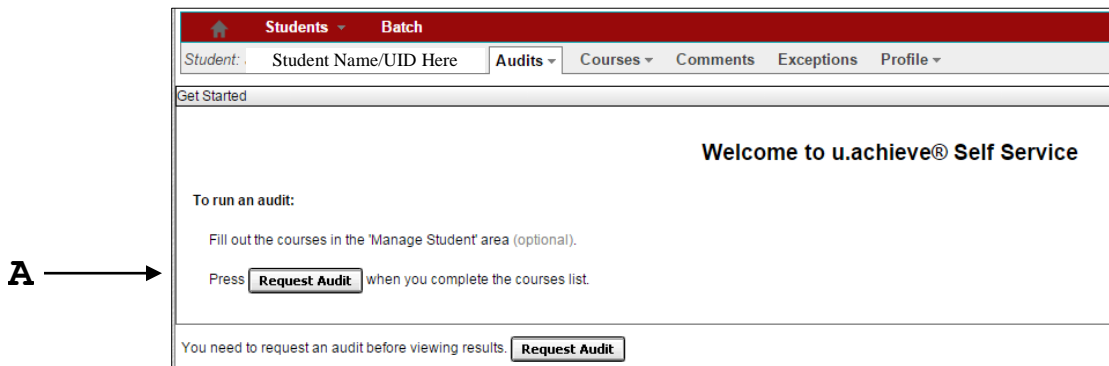
Step 2: Find a student by UID: If you know the exact ID of the student you wish to locate, enter it in the Student ID field and click 'Continue'. (B)

Step 3: Find a student by Name: If you know a student's first or last name, enter one or both in the First Name and Last Name fields and click the Search button. You can search by a partial or full name. For example, searching for Jo will return students named both Jon and Jonathan. (B)

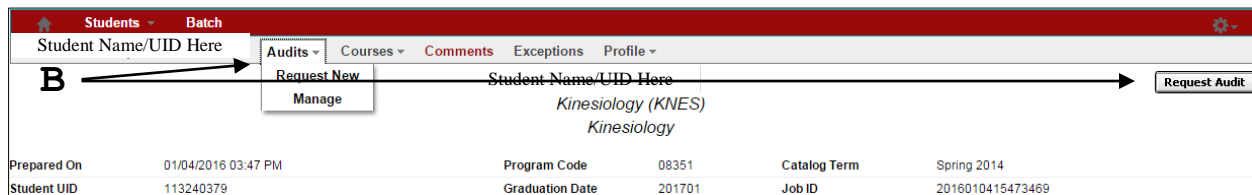
The search will return a list of possible matches, with the student's full name and UID. Select the appropriate student by clicking the  button. (C)

NOTE: To Log Out or for Help, click the gear icon  in the top right corner. (D)

2. REQUEST AN AUDIT

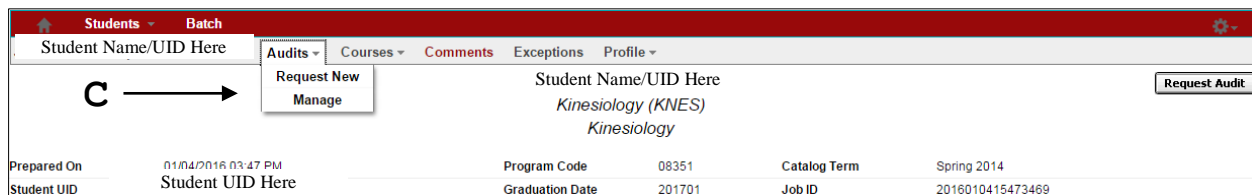


Request First Audit: When an audit is requested for a student for the first time, the screen will appear as it does in the example above. Click the 'Request Audit' button. (A)



Request New Audit: If audits have been run in the past for the student, by default, u.achieve will display the last audit requested for the student. In order for the student's 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 the most up-to-date information for the student.

NOTE: As a best practice, running a new audit for a student every time you view their record in u.achieve is a good idea because it ensures the information is completely up-to-date. (B)



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

D → **Completed Audit Requests**

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

New Audit

ID	Program	Title	Catalog Year	Created	Format	Run By	Type	View
37882	08351	Kinesiology	Spring 2014	01/04/2016 3:47 PM	PDF	sjquinn	+	View Audit
37855	08351	Kinesiology	Spring 2014	01/04/2016 3:46 PM	PDF	sjquinn	+	View Audit
37880	08351	Kinesiology	Spring 2014	01/04/2016 3:46 PM	PDF	sjquinn	+	View Audit
37794	08351	Kinesiology	Spring 2014	12/30/2015 9:09 AM	HTML	112793517	+	View Audit
37599	08351	Kinesiology	Spring 2014	12/26/2015 10:33 AM	HTML	110433217	+	View Audit
37458	08351	Kinesiology	Spring 2014	12/22/2015 4:34 PM	PDF	sjquinn	+	View Audit
29862	08351	Kinesiology	Spring 2014	12/07/2015 4:24 PM	HTML	110433217	+	View Audit
29595	08351	Kinesiology	Spring 2014	12/04/2015 12:07 PM	HTML	112793517	+	View Audit
29413	08351	Kinesiology	Spring 2014	12/02/2015 10:57 AM	PDF	ggooden	+	View Audit

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)

3. REQUEST AN AUDIT IN THE STUDENT'S REGISTERED PROGRAMS

Student: Student Name/UID Here Audits ▾ Courses ▾ Comments Exceptions Profile ▾

Request an Audit

Select A Program

A → Run Current Programs:

B →

School	Degree Program	Title	Catalog Year
	08351	Kinesiology (KNES)	Spring 2014

Run What-If Audit:
Choosing a degree program here will not change your declared degree program.

Degree: _____ College: - ▾

Program: - ▾

Catalog Year: - ▾

C → Options

Include In Progress Courses

What If Courses: '*' - Default ▾

Run Type: A-Audit and Evaluation ▾

Format: Regular (HTML) ▾

D → |

E

Completed Audit Requests

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

ID	Program	Title	Catalog Year	Created	Format	Run By	Type	View
37882	08351	Kinesiology	Spring 2014	01/04/2016 3:47 PM	PDF	sjquinn	[-]	View Audit
37855	08351	Kinesiology	Spring 2014	01/04/2016 3:46 PM	PDF	sjquinn	[-]	View Audit
37880	08351	Kinesiology	Spring 2014	01/04/2016 3:46 PM	PDF	sjquinn	[-]	View Audit

Step 1: Select 'Run Current Programs': This will run an audit for the student's registered programs. (A)

The system will display the student's current programs and catalog year. (B)

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. (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: Click 'Run Audit': You will return to the 'Completed Audit Request' screen while your request processes. (D)

Step 4: View Completed Audit: 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)

4. 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 the student has not declared a major or would like to change or add a major, minor or certificate.

A →

B →

C →

Step 1: Select 'Run What-if Audit': This will run an audit for the student's registered 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)

5. INTERPRETING THE AUDIT

DOWNLOAD FREQUENCY

Student data are downloaded from the Data Warehouse into u.achieve nightly. Therefore at times, a student's most recently added major or course may not appear in the audit. In such cases, you will need to wait until the nightly data refresh to view these additions in a student's record.

WHAT INFORMATION IS IMPORTED DIRECTLY FROM SIS?

The student's overall undergraduate GPA, which appears at the top of the audit reports, is taken directly from SIS and therefore, is not calculated within the u.achieve system; as such, this value is only as accurate as it is in SIS.

AUDIT STRUCTURE

The audit is structured as follows:

- Official Overall GPA
- University Degree Requirements
- Major Requirements
- General Education or Core Requirements
- General Elective Courses
- Unused Courses

VISUAL DISPLAY OF COURSES IN AN AUDIT

Courses are visually displayed so that you can identify, at a glance, certain attributes of courses that a student has taken.

AUDIT LAYOUT

Students Batch
⚙

Student: Student Name/UID Here
Audits
Courses
Comments
Exceptions
Profile

Student Name/UID Here
Kinesiology (KNES)
Kinesiology

Request Audit

Prepared On: 12/30/2015 09:09 AM

Student UID: Student UID Here

Program Code: 08351

Graduation Date: 201701

Catalog Term: Spring 2014

Job ID: 2015123009090698

Audit Results
Course History
Applied Exceptions
Markers

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

You are here: [Home](#) [Audit](#)

Hours | **GPA**

Complete
 In Progress
 Unfulfilled
 Planned

Categories

Category	Hours	GPA
Major	~55	2.984
Gen Education	~95	3.375
Gen Elective	~100	~3.5
Unused Courses	~100	~3.5

Open All Sections
 Close All Sections
 Printer Friendly

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

- Official Overall UG GPA of 2.0 MET
- UMD Degree Requirements
 Additional information regarding Degree Requirements at UMD can be found in Chapter 4 of the: UG Catalog
- Transfer and Prior Learning Credits
- [Major: KNES] Kinesiology Major Note:
 Be sure to check if courses you wish to take have pre-requisites or co-requisites. You can click on the courses below to find this information.
- [Major: KNES] Other Requirements
- [Major: KNES] Major Core
- [Major: KNES] Movement Activity
- [Major: KNES] Option Courses
- [Major: KNES] Foundations of Public Health
- [Major: KNES] Independent Studies Seminar
- General Education Required Credits
- [GenEd] Fundamental Studies
- [GenEd] Distributive Studies
- [GenEd] I-Series
 Courses fulfilling the I-Series requirement may double count with Distributive Studies and/or Diversity
- [GenEd] Diversity
 Courses fulfilling the Diversity requirement may double count with Distributive Studies and/or I-Series
- General Elective Courses
- Unused Courses

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

Legend

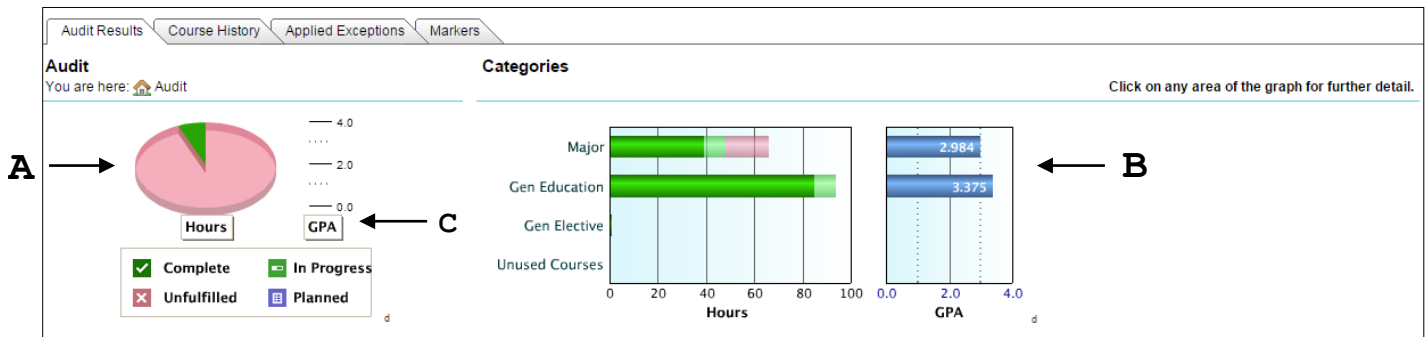
Complete
 Planned
 In Progress
 Unfulfilled
 None

I: Audit Header

Students - Batch		Student Name/UID Here		Audits - Courses - Comments - Exceptions - Profile	
Student Name/UID Here Kinesiology (KNES) Kinesiology					
Request Audit					
Prepared On	12/30/2015 09:09 AM	Program Code	08351	Catalog Term	Spring 2014
Student UID	Student UID Here	Graduation Date	201701	Job ID	2015123009090698

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).

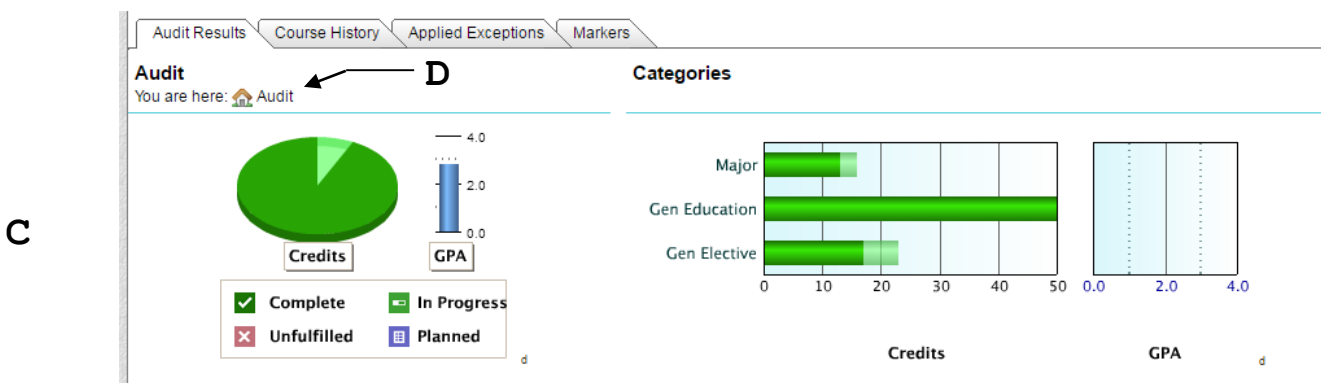
II: Interactive Charts & Graphs



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)

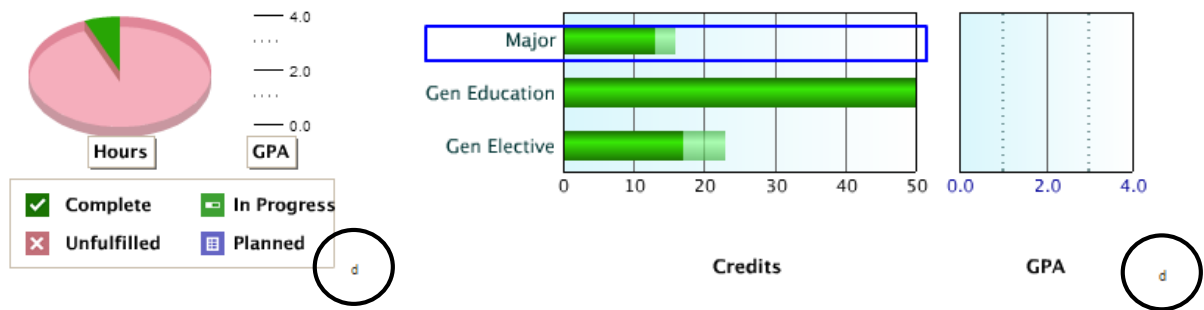
NOTE: GPA is not visible here (cumulative GPA is displayed in the body of the audit). Only after drill down will the GPA be calculated in the graph. See section entitled 'Drill Down'. (C)

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'. (B)



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'. (C)

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)

Course Codes








- DUP - Duplicate Course
- IP - In Progress Course
- RAC - UMD Course: Academic Clemency
- RNA - UMD Course: Not Applicable
- ROK - Repeatable Course
- RPT - Repeated Course
- TDU - Transfer Course: Duplicate
- TNA - Transfer Course: Not Applicable
- tna - Transfer Course: Not Acceptable

Special Grades

- NG - No Grade
- M_ - Mid-Term Grade
- T_ - Transfer Grade


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 requirement display will vary depending on the program.

1	  [GenEd] Fundamental Studies ← A		
	B → EARNED: 6.0 CREDITS	4.000 GPA	
	C → IN-PROGRESS 6.0 CREDITS		
2	D →  Academic Writing (FSAW)		
		Sp16 ENGL101 3.00 IP ACADEMIC WRITING	
		 Complete Fundamental Studies Professional Writing (FSPW)	
	E → NEEDS: 1 COURSE		
		 Oral Communication (FSOC)	
	F →  Math (FSMA)		
	Fa15 MATH220 3.00 A ELEM CALCULUS I		
	 Analytic Reasoning (FSAR)		
	Fa15 MATH220 3.00 A ELEM CALCULUS I		

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 toward 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

✓ Understanding Plural Society (DVUP)

A →	S114 HIST201	3.00	TA	HIST OF US II XHIST110 San Diego Community College District	B ←
			C ↑		

All transfer course information is generated from the transfer course database in SIS. Thus, if a course is set to be equivalent to a UMD course in SIS, then u.achieve will process the course as the UMD equivalent when generating an 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)

D →	Sp13 XHST1019	3.00	TA	MEDIEVAL CIVILIZATION XHST1019 College of Southern Maryland
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- 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)

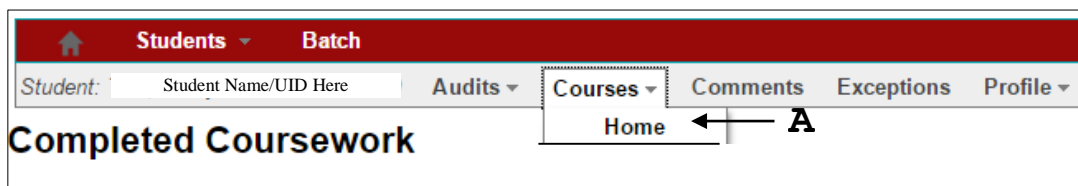
IV: Legend

Legend				
✓ Complete	📅 Planned	🔄 In Progress	✗ Unfulfilled	□ None

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.

6. VIEW LISTING OF ALL COURSES TAKEN (Option 1)

You may view a simple listing of all courses the student has taken, in non-audit form. This might be helpful if you would like to examine details about courses across different semesters, or, to examine student strengths/weaknesses by viewing courses taken grouped by course prefix.



B →

Completed Coursework

These are courses that have already been taken. Adding or deleting courses to this page will add or remove coursework to the student's record.

Filter by: Term Grade

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: Select 'Courses' → 'Home': 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: View 'Completed Coursework': 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'.

NOTE: Please disregard 'Earned Credit'. This value is not available at this time.

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

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

6. VIEW LISTING OF ALL COURSES TAKEN (Option 2)

You may view a simple listing of all courses the student has taken, in non-audit form.

A →

B →

C →

Term	Course Term	Course	Hours	Grade	Title	Status
Transfer Courses	S115	PSYC 100	3.00	TA	GENERAL PSYCHOLOGY	✓
Transfer Courses	S115	CHEM132	1.00	TA	INTRO GEN CHEM I LAB	✓
Transfer Courses	S115	CHEM131	3.00	TA	INTRO GEN CHEM I	✓
Transfer Courses	S114	HIST201	3.00	TA	HIST OF US II	✓
Transfer Courses	Fa13	PHYS121	5.00	TA	GENERAL PHYSICS	✓
Transfer Courses	Fa13	MATH141	4.00	TB	ANAL GEOM-CALCULUS II	✓
Transfer Courses	Sp13	MATH140	4.00	TP	CALCULUS AB/SCR 4	✓
Sp2016	Sp16	KNES385	3.00		MOTOR CONTROL&LEARNING	✓
Sp2016	Sp16	KNES300	4.00		BIOM OF HUM MOTION	✓
Sp2016	Sp16	KNES154W	2.00		SWIMLIFE TRAINING	✓
Sp2016	Sp16	ENGL395	3.00		WRITING FOR HEALTH PROF	✓
Sp2016	Sp16	ARTH221	3.00		COLOR ART SCIENCE & CLTR	✓
Fa2015	Fa15	KNES370	3.00	B+	MOTOR DEVELOPMENT	✓
Fa2015	Fa15	KNES360	4.00	B-	PHYSIOLOGY OF EXERCISE	✓
Fa2015	Fa15	KNES333	3.00	B+	MTR DVL IND DISABILITIES	✓

Step 1: Select 'Courses History': Select the 'Course History' tab from the main audit screen. (A)

Step 2: View 'Coursework': All coursework is listed here and includes 'Term', 'Course Term' in which the course was taken, 'Course' prefix and number, 'Hours' (or credits earned), 'Grade' (transfers course grades begin with a 'T'), course 'Title', and 'Status' (i.e. in progress, or completed).

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

Step 3: Filters: Click on the green columns in the bar graph to filter the course list by term or use the 'Filter by' drop down menu to filter by 'Grade' or 'Term'. 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"). (C)

7. ADD OR VIEW COMMENTS

These are comments related to general advising issues. For example, you may want to note that a student has agreed to look into summer internships, or, that the student was apprised of his/her academic dismissal status.

The screenshot displays the 'Comments' section of a software application. The interface includes a navigation bar with tabs for 'Students', 'Batch', 'Program Mappings', 'Reports', and 'Security'. Below the navigation bar, there are tabs for 'Comments', 'Transfer Evaluations', and 'Excel'. The 'Comments' section contains a text input area with an 'Add New Comment' button. Below the input area, there are two comment entries. The first entry is from Andrew Graddy (agraddy) to ADVISORS, dated JANUARY 4, 2016 11:38 AM, with the text 'OH MY! Cindy Tsai!'. The second entry is from Me (kthomas5) to PRIVATE, dated JANUARY 4, 2016 11:23 AM, with the text 'This is my private comment'. A modal dialog box is open at the bottom right, showing the 'Add New Comment' form. The form has a 'From: Me' header, a 'Share with:' section with radio buttons for 'Private', 'To: Student', and 'To: Other Advisors', and a large text input area. The 'Save' and 'Cancel' buttons are at the bottom right of the modal. Arrows labeled A, B, C, and D point to specific elements: A points to the 'Comments' tab, B points to the 'Add New Comment' button, C points to the 'Save' button in the modal, and D points to the 'Reply' icon in the comment list.

- Step 1: **Select 'Comments':** From the main audit screen, select 'Comments'. (A)
- Step 2: **Add Comment:** Click the 'Add New Comment' button to add a new comment. (B)
- Step 3: **Enter and Save Comment:** Selecting 'Private' means only the commenter can see the comment. Otherwise, select 'Share with:' 'Student' or 'Other Advisors'. Enter the comment and click 'Save'. (C)

The saved comment will display 'From' (i.e. the commenter), 'To' (student, advisors, both, or private), and the date and time of the comment. (C)

NOTE: The audit and all comments made in u.achieve are considered part of the student's educational record. Under FERPA, students are permitted to inspect their educational record. For that reason, comments marked 'Private' or 'Other Advisors' can be shared with students at their request. Please take this into consideration when making 'Private' comments or comments to 'Other Advisors'.

- Step 4: **Reply To or Modify a Comment:** You may 'Reply to' or 'Edit' your own comments. You may only 'reply to' comments made by other users. (D)