

## Instructions for Creating a Batch of Degree Audit Evaluations

### Introduction

The batch degree audit form (BEVL) provides the ability to produce multiple degree evaluations on multiple students. Students can be entered by either a saved list (see separate instructions for creating and using a saved list for BEVL) or entering each student's ID and selecting their program.

### Instructions

1. Go to the mnemonic BEVL.
2. The evaluation criteria fields are prepopulated with default settings specifically set for TWU:

The screenshot shows the 'EVAL - Evaluate Student Program' interface. At the top, it displays 'Program : Biology - BS' and 'BIOLOGY.BS' on the left, and 'Catalog : 2014' on the right. Below this, there are several settings:

- 'Include Code/Cutoff Date' is set to 'I In-Progress work included'.
- 'Format' is set to 'H HTML Report'.
- 'Related Courses Policy' is set to 'N Not Displayed'.
- 'Always Show Extra Courses' is set to 'No'.
- 'Ignored Statuses' has three dropdown menus, each with the number '1' selected.

- a. You will want to leave all of the settings at default except for "Format". The format is one setting you may wish to change.
  - b. The default format is set at HTML report, which produces the report in a color-coded, large font, and user-friendly format. For batch evaluations, it also provides an index of the students at the beginning.
  - c. Other options are single and double column formats. These formats are basic text that use single alpha characters to mark progress. The single-column format does not reduce the length of the audit compared to HTML, however the double-column format produces a significantly more condensed version of the audit, which may be a better option if paper/space is an issue.
  - d. Examples of the three formats are provided at the end of this document.
3. Select the desired format.
  4. Next either enter a saved list name if you have created a saved list (see other instructions for creating saved lists for BEVL) or enter students individually:

The screenshot shows the student entry section of the form. At the top, there is a 'Saved List Name' text box. Below it, there are two columns: 'Student' and 'Programs'. The 'Student' column has two rows, each with a small box containing the number '1' or '2' and a text input field. The 'Programs' column has two rows, each with a text input field. A red arrow points from the 'Saved List Name' box to the first row of the 'Student' column.

5. If entering students individually, just enter the ID and hit tab. A window will appear to have you select the desired program.

**BEVL - Batch Academic Evaluation**

Include: In-Progress work included

Report Format: H HTML Report

Related Courses Policy: N Not Displayed

Always Show Extra Courses: No

Ignored Statuses: 1, 2, 3

Update Graduates file: No

Saved List Name: \_\_\_\_\_

Student	Programs
1 Ms. [REDACTED]	BIOLOGY.BS
2 Ms. [REDACTED]	NURS.BS

6. Click Save.
7. A new window will open with the completed degree audit evaluation. Save as PDF or print to keep a record. **\*\***(If single or double column format was selected, you will first need to export to a PDF from the Report Browser window).**\*\***

**Index**

Ms. [REDACTED] ( [REDACTED] ) - Biology - BS  
Ms. [REDACTED] ( [REDACTED] ) - Nursing - BS

**TEXAS WOMAN'S UNIVERSITY**  
**Academic Evaluation**  
Report Date: 02/25/16

**Student: Ms. [REDACTED] ( [REDACTED] )**

**Program:** Biology - BS (BIOLOGY.BS)  
**Catalog:** 2014  
**Anticipated Completion Date:** 08/24/18  
**E-Mail Address:** [REDACTED]@twu.edu

## Format Examples

**HTML:**

**TEXAS WOMAN'S UNIVERSITY**  
**Academic Evaluation**  
 Report Date: 02/25/16

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**Student:** Ms. [REDACTED] ( [REDACTED] )

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**Program:** Biology - BS (BIOLOGY.BS)  
**Catalog:** 2014  
**Anticipated Completion Date:** 08/24/18  
**E-Mail Address:** [REDACTED]@twu.edu

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**Advisor Name:**

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**DISCLAIMER:**

This degree audit report is a supplemental tool provided to assist you in determining your progress toward completing a degree at Texas Woman's University.

This is not to be considered an official certification of degree completion.

Please contact your academic advisor if you have any questions or believe there are any errors or discrepancies.

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**Program Summary: (In Progress)**

	Required	Current Earned	Current Remaining	Anticipated Additional	Anticipated Remaining
Institutional Credits:	30.00	73.00	0.00	11.00	0.00
Institutional GPA:	2.000	3.808	Met		
Overall Credits:	120.00	147.31	0.00	11.00	0.00
Overall GPA:	2.000	3.627	Met		

(\*) Anticipates completion of in-progress courses

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**Program Requirements:**

**1: 2014 Core Requirements (Pending completion of unfinished activity)**  
 Credits Earned: 42.99      Complete all 10 subrequirements:

**A: (10) Communication (Complete)**  
 Complete ENG 1013 and ENG 1023.  
 Credits Earned: 6

**Requirement: (Complete)**  
 Credits Earned: 6

Course	Title	Needed	Term	Grade	Credits	Notes
1. ENG*1013	COMPOSITION I		00/SP	TB	3	*TE
2. ENG*1000	Comp 2		00/FA	TB	3	*TE

**Single-Column Format:**

02/25/16	TEXAS WOMAN'S UNIVERSITY Academic Evaluation	Page 1
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Student.....	Ms. ( )	
Program.....	Biology - BS (BIOLOGY.BS)	
Catalog.....	2014	
Ant Completion Date:	08/24/18	
E-Mail Address.....	@twu.edu	
-----		
Advisor Name:		
DISCLAIMER:		
This degree audit report is a supplemental tool provided to assist you in determining your progress toward completing a degree at Texas Woman's University.		
This is not to be considered an official certification of degree completion.		
Please contact your academic advisor if you have any questions or believe there are any errors or discrepancies.		
Program Status: In Progress		
	Required	Current.....
		Earned Remaining
		Anticipated(*).....
		Additional Remaining
Institutional Credits:	30.00	73.00 0.00
Institutional GPA....:	2.000	3.808 Met
Combined Credits:	120.00	147.31 0.00
Combined GPA....:	2.000	3.627 Met
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(*) Anticipates completion of in-progress courses		
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Statuses: W-Waived, C-Complete, I-In progress, N-Not started		
P-Pending completion of unfinished activity		
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P) 1: 2014 Core Requirements		
Credits: 42.99		
Complete all 10 subrequirements:		
C) A: (10) Communication		
> Complete ENG 1013 and ENG 1023.		
Credits: 6		
C) Requirement:		
Credits: 6		
ENG*1013 COMPOSITION I.....	00/SP	TB 3 *TE
ENG*1000 Comp 2.....	00/FA	TB 3 *TE
C) B: (20) Mathematics		
> Complete one of the following courses: MATH 1013, MATH		
> 1023, MATH 1303, MATH 1313, MATH 1703, MATH 1713, or MATH		
> 2014.		
Credits: 3.33		
C) Requirement:		
MATH*1303 ELEM ANALYSIS.....	07/SP	TA 3.33 *TE
C) C: (30) Life/Phys Sci		

**Double-Column Format:**

02/25/16		TEXAS WOMAN'S UNIVERSITY		Page 1	
		Academic Evaluation - For Ms. ( )			
Program: Biology - BS (BIOLOGY.BS) Catalog: 2014 Ant Completion Date: 08/24/18 E-Mail Address: @twu.edu					
Advisor Name:  DISCLAIMER: This degree audit report is a supplemental tool provided to assist you in determining your progress toward completing a degree at Texas Woman's University.  This is not to be considered an official certification of degree completion.  Please contact your academic advisor if you have any questions or believe there are any errors or discrepancies. Program Status: In Progress			> BIOL > 1012, BIOL 1022, BIOL 1113, BIOL 1123, CHEM 1013, CHEM 1023, CHEM 1113, CHEM 1123, CHEM 1213, CHEM 1223, PHYS 1133, PHYS 1143, PHYS 2153, PHYS 2163, SCI 1114, SCI 1123, > SCI 2103, SCI 2113, ZOOLOGY 2013, ZOOLOGY 2023, and ZOOLOGY 2033. Credits: 6.66 C) Requirement: Credits: 6.66 BIOL*1012 HUMAN BIOLOGY.. 07/SP TA 2.66 *TE BIOL*1011 HUMAN BIOLOGY L 07/SP TA 0.67 *TE ZOOLOGY 2013 ANAT PHYS I... 07/SP TA 2.66 *TE ZOOLOGY 2011 HUMAN A P LAB.. 07/SP TA 0.67 *TE  C) D: (40) Lang/Phil/Cultr > Complete one of the following courses: ENG 2013, ENG 2033, > ENG 2043, ENG 2053, ENG 2073, ENG 2123, ENG 2133, ENG 2143, > PHIL 1023, PHIL 2033, PHIL 3053, PHIL 3073, PHIL 3083, WS 3083, PHIL 3193, WS 3193, or WS 2013. Credits: 3 C) Requirement: ENG*2043 WORLD LIT MASTER 03/FA TA 3 *TE  C) E: (50) Creative Arts > Complete one of the following courses: ART 2403, ART 2413, > ART 2713, ART 3053, DNCE 2143, DNCE 2383, WS 2383, DNCE 2393, DRAM 2493, MU 2713, MU 2813, MU 3703, WS 3703, or > MU 3713. Credits: 3 C) Requirement: DNCE*2393 UNDERSTANDING A 15/FA A 3  C) F: (60) American Hist > Complete HIST 1013 and HIST 1023. Credits: 6 C) Requirement: Credits: 6 HIST*1013 US HIST 1492-18 14/FA A 3 HIST*1023 US HIST 1865-PR 15/SP A 3  C) G: (70) Gov/Politic Sci > Complete GOV 2013 and GOV 2023. Credits: 6 C) Requirement: Credits: 6 GOV*2013 U.S. NATIONAL GO 14/FA A 3 GOV*2023 TEXAS GOVERNMENT 15/SP A 3  C) H: (80) Soc & Behav Sci		
INSTITUTIONAL Credits: 30.00 73.00 0.00 11.00 0.00 GPA..... 2.000 3.808 Met COMBINED Credits: 120.00 147.31 0.00 11.00 0.00 GPA..... 2.000 3.627 Met  (*) Anticipates completion of in-progress courses Statuses: W-Waived, C-Complete, I-In progress, N-Not started P-Pending completion of unfinished activity					
P) 1: 2014 Core Requirements Credits: 42.99 Complete all 10 subrequirements: C) A: (10) Communication > Complete ENG 1013 and ENG 1023. Credits: 6 C) Requirement: Credits: 6 ENG*1013 COMPOSITION I... 00/SP TB 3 *TE ENG*1000 Comp 2..... 00/FA TB 3 *TE  C) B: (20) Mathematics > Complete one of the following courses: MATH 1013, MATH 1023, MATH 1303, MATH 1313, MATH 1703, MATH 1713, or MATH 2014. Credits: 3.33 C) Requirement: MATH*1303 ELEM ANALYSIS.. 07/SP TA 3.33 *TE  C) C: (30) Life/Phys Sci > Complete 6 hours in the following courses: BACT 1003,					