

GriffAudit (Degree Audit)

Self-Service Faculty/Advisor Instructions

for Running “What-If” Audit of the New Core Requirements

GriffAudit is our automated degree audit system. Faculty, advisors and students will access the system from our self-service web pages.

To access the degree audit system follow the steps listed below:

- If you have the Banner Self Service icon on your desktop, click there, enter your Griffmail username & password and follow instructions below beginning with “Select Faculty and Advisors”; if not --
- Go to the college homepage: www.canisius.edu.
- Under the Canisius logo, select **faculty & staff**.
- Under On-line tools select **Web HR, Finance, Grading, Advising**.
- **Login to Secure Area** using your Griffmail username and password
- You will receive a welcome to the Canisius College Information System message and the first menu page.
- Select **Faculty and Advisors**.
- From the Faculty Services menu select **Advisor Menu**.
- *Note: you will need the student’s ID number to run an audit; if you do not have the ID # see instructions below.*
- From the Faculty & Advisors menu, select **GriffAudit (Degree Audit)**.

You are now in the degree audit menu. This menu allows you to either (1) run a degree audit on a student or (2) view of list of previous audits you have run for students.

It is important to note that each degree audit is run dynamically; each time you submit an audit request for a student a new audit is created. It is suggested that after you run a degree audit on a student and are finished working with the student and that particular audit, you delete the audit. This will insure that you are always working with an up-to-date degree audit.

How to run a degree audit:

- From the Faculty & Advisors menu select **GriffAudit (Degree Audit)** option.
- From the “GriffAudit (Degree Audit)” menu, select **Submit an Audit**.
- The current term will be displayed; click on **Submit**.
- Enter the ID of the student for which you wish to run an audit.
- You DO NOT need to enter the Student PIN.
- Click on **Submit ID**.
- The “Submit Audit” page will display; verify the student’s name (if the wrong student comes up, use the back arrow key and enter the correct number).
- To run an audit for the New Core, click on the grey “**What-If?**” box.
- Opposite “Select College/School” click on **Select**.
- Opposite “Select Degree” click on **Select**.

- Opposite “Select Major” click on the down arrow and highlight one of the following:
 - New Core Curriculum
 - New Honors Core for Class of 2010
 - New Honors Core for Class of 2011
 - New Honors Core for Class of 2012
- Click on **Select**.
- Opposite “Select CataLyt” click on **Select**.
- Opposite “Select Minor” click on **Select**.
- Click on **Run Analysis**.
- You will get the following message: “The audit has been submitted. Please allow up to 5 minutes for the audit to finish.” Currently, it takes between 45 – 60 seconds to produce an audit. This may change as more majors are added.
- Click on **view submitted audits**. You can do this while the audit is running. When you feel the audit may be ready to view, click on **Refresh the List** in the upper left corner.
- The audit you have just run will appear on the “List of Available Audits” page (if it does not appear, click on **Refresh the List** again).
- To view the audit click on the text displayed under “View Link.”
- The GriffAudit will display.
- Please note that we are currently experiencing a technical problem which is causing the “LEGEND” to format incorrectly. To view the LEGEND in its proper format, click on **View a Printer Friendly Report** in the blue area at the top.

How to find a student’s ID number:

- You will need the student’s ID number to run an audit; if you do not have the ID number:
 - From the Faculty & Advisors Menu select ID Selection option.
 - Select the current term from the pull down box.
 - Click the submit icon.
 - Enter the last name and first name of the student.
 - Leave the ALL search type selected.
 - Click the submit icon.
 - Select the correct student from the pull down box.
 - You will have to write the ID down. The ID does not move forward to the GriffAudit request form.

Degree Audit Content & Navigation:

- Degree audits are organized into requirements and sub-requirements.
- The red arrows indicate requirements; the completions status is indicated by either:
 - **NO** requirement not completed
 - **IP** requirement is completed but includes in-progress courses
 - **OK** requirement is completed with only graded courses

- The numbered sections indicate sub-requirements; codes associated with sub-requirements:
 - - sub-requirement not completed
 - + sub-requirement is completed (may include in-progress courses)

- Another indication that a sub-requirement is not complete – look for a “select from” list (indicated in red on the GriffAudit) and the word “NEEDS” (in black boldface type).

- Some **codes associated with courses**:
 - **IP** in-progress course
 - **>R** repeatable course (e.g., music performance courses)
 - **>X** no credit for this course
 - **RP** repeated course
 - **TR** indicates a transfer course

- **Other terms** you may see:
 - “**NEEDS**” – indicates number of courses or credit hours student needs to complete
 - “**SELECT FROM**” – lists the specific courses student needs to take (or choose from) to complete the sub-requirement
 - “**PROCESSED AS**” – course had a different prefix or course number when taken
 - “**EXCEPTION**” – indicates an exception to a rule has been made

- To run another audit click on **Return to Audit List** and either select an audit from the list you generated or submit a new audit.