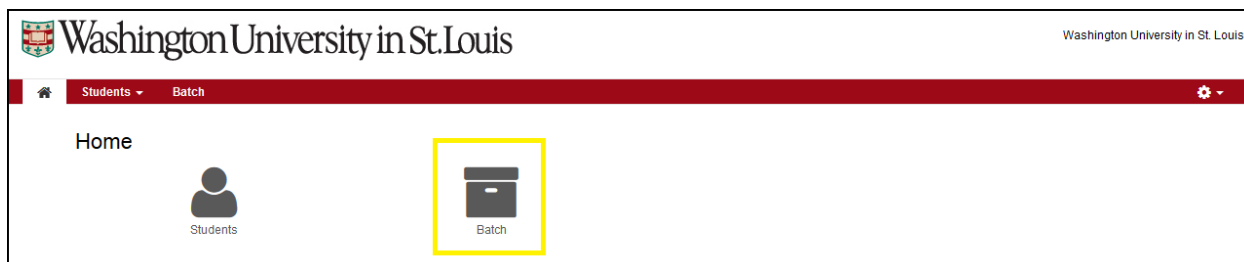


WUachieve Quick Reference Guide: Batch Processing

WUachieve is a web-based degree audit system. For users of past DARS versions, WUachieve is the new and more interactive version of DARSweb.

Use your WUSTL Key to log into WUachieve at wuachieve.wustl.edu.



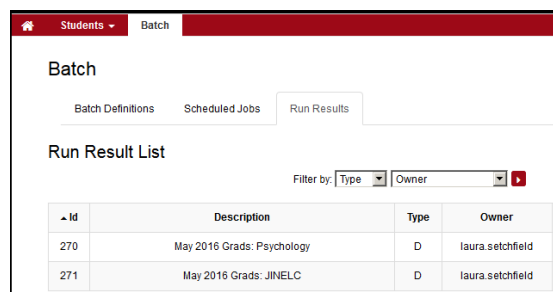
Select **Batch** to work with a group of students. Only select users have the ability to create batches that can then be shared.

The Batch tool is reserved for administrative use when multiple audits must be viewed simultaneously. For example:

- ✓ Departmental Registration Check
- ✓ Graduation Checkout

Tabs on the Batch screen include:

- ✓ Batch Definitions
- ✓ Scheduled Jobs
- ✓ Run Results



To view Batch results, navigate to the Run Results page and click on the purple AUDIT button. Always be mindful of the run date.

Remember:

The **Students** icon should be used whenever possible. Because WUachieve uses real-time data, we recommend running a fresh audit each time you access a new student.

For additional information contact Laura Setchfield or the appropriate school contact:

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Full user guide available at <http://registrar.wustl.edu/faculty-staff/wuachieve/>