



u.achieve Basic Encoding Workshop

Who Should Take This Course: This course is for the beginning u.achieve/DARwin encoder and is appropriate for ANY version of u.achieve or DARwin.

Course Content: The u.achieve Basic Encoding Workshop is a multi-media, blended training approach that combines self-paced, individual learning with lab-style learning, guided hands-on practice, and trainers with real-world degree audit experience. The workshop begins with a pre-workshop web course to get you familiar with the basics of the software. You then join us and up to 20 of your peers at the redLantern training facility for 3.5 days of intensive trainer-led lecture and exercises on degree audit encoding using the u.achieve/DARwin client. The training is reinforced when you are back at work with post-workshop web-based lessons.

Specific lesson content includes:

- Navigation tips and tricks
- Grade table overview
- Building and testing a degree program
- Defining courses in u.achieve/DARwin
- Allowing course repeat
- Restricting course reuse
- Processing flow
- Collecting and reporting “excess” courses
- Interpreting credit ranges and limits
- Encoding programmatic choices and And/Or logic
- Adding course conditions
- Defining course relationships for cross-listed, duplicate, and equivalent courses
- Adding date ranges
- Accepting different catalog year work
- Handling student exceptions
- Adding supplemental requirements, such as minors, multiple majors, honors, etc.
- Changing course IDs
- Computing total hours
- Enforcing residency
- Customizing the audit

Workshop fee covers the pre- and post-workshop web-based training, 3.5 days of training at redLantern, training and exercise materials to take home, two lunches, and daily breaks.

[Course Registration](#)

Note: Space is limited to 20 participants. redLantern reserves the right to reschedule the workshop if a minimum number of learners is not registered by three weeks before the start date.

Registration Fee: \$1250

Other Links:
[Training Schedule](#)
[Hotels](#)

For further details, contact Chris Starkey at chris.starkey@redLanternU.com or 513-834-8765.