



**User Conference 2010**  
**Pre-Users Conference Workshops**

**Encoding and Troubleshooting for IA (u.direct, u.achieve/DARwin, u.select)**

**“Make Your Encoding Web-Savvy: Encoding for IA, u.direct, u.select, and u.achieve”**

Presenter: TBD

Description: This workshop will provide instruction to ensure that your campus encoding produces customized Interactive Audits in web-based products including u.direct, u.select, and u.achieve Self-service. Participants will receive step-by-step encoding instructions and a trouble-shooting guide to common issues and strategies to achieve optimal functionality and appearance.

Who Should Attend:

- Functional encoders from institutions that have or are planning to implement the Interactive Audit in the next year.
- Encoders from institutions that have implemented Interactive Audit and seeking help tweaking and troubleshooting
- Anyone responsible for ensuring that reports using the Interactive Audit are accurate and effective.

Topics:

- Demo of features & functionality
- COM Table settings for audit appearance
- Enabling charts and graphs
- Enabling course history
- Cleaning up requirements for proper reporting
- Estimated hours clearly defined
- Requirements – hidden or not
- GPA values in graphs
- Trouble-shooting