



1. Logon to Ursa at <http://ursa.unco.edu> using your network user name and password.

2. When you're in Ursa, your name will appear under the Ursa header. (Fig. 1)

3. Click on the **Employee** or the **Faculty** tab, as appropriate. (Fig. 1)

4. Click on the **Banner Self-Service** folder. (Fig. 2)

5a. Click on the **Faculty and Advisors** folder. (Fig. 3)

5b. Click on the **Student Information Menu** folder. (Fig. 3)

Your screen should now look like Fig. 3.

5c. Click on **Degree Evaluation**. (Fig. 3)

6. Use the **Select a Term** drop-down menu to select a term and click on **Submit**. (Fig. 4)

7. Enter the student's **Bear Number** in the **Student or Advisee ID** field or search for the student using the **Student and Advisee Query** field and clicking on Submit. (Fig. 5)

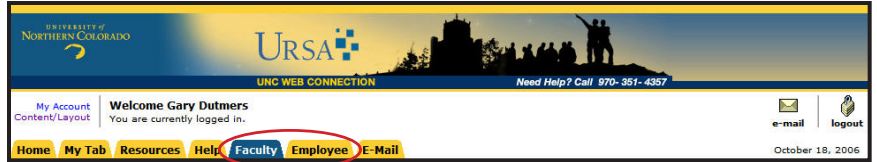
8. On the next screen – the Student Verification screen – (not shown), verify that you have the correct student and click on **Submit**.

9. Curriculum information is indicated on the **Degree Evaluation** screen. (Fig. 6) Select an option at the bottom of the page:

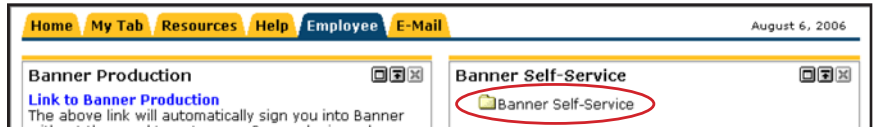
- Previous Evaluations
- Generate New Evaluation
- What-if Analysis

10. Click on **Generate New Evaluation** to bring up the current program information. (Fig. 7)

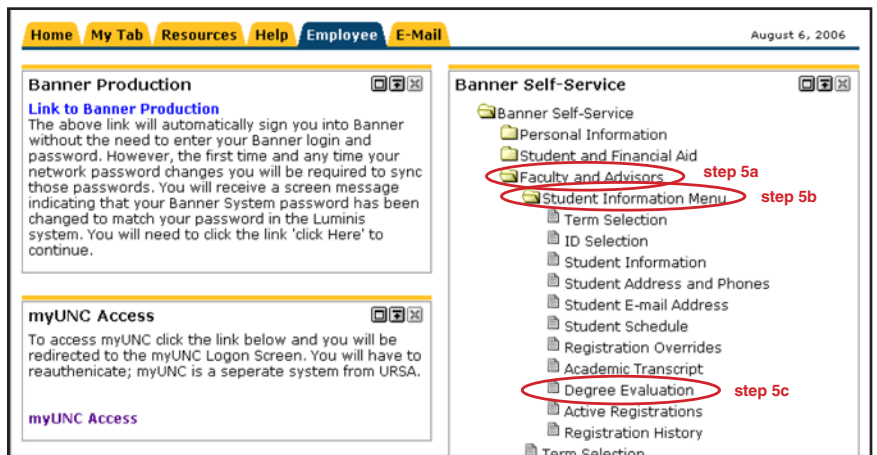
(Fig. 1)



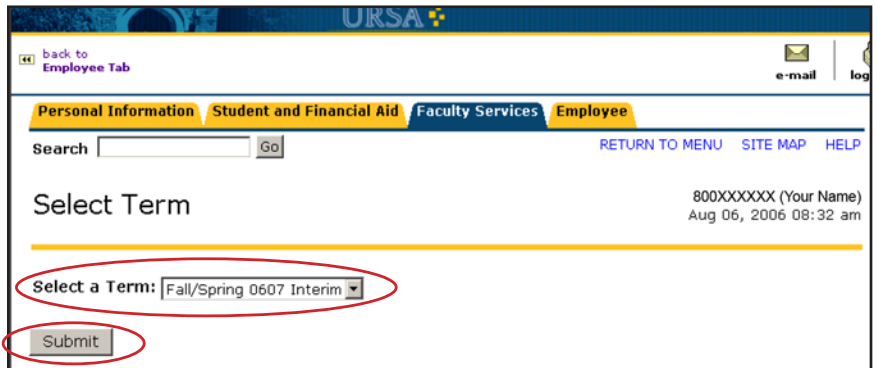
(Fig. 2)



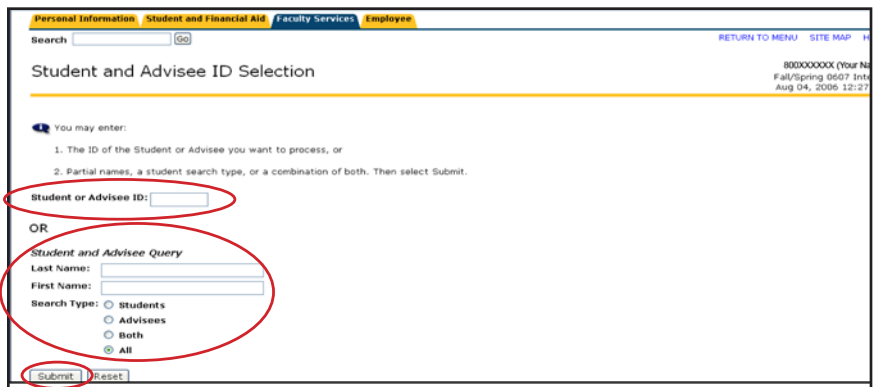
(Fig. 3)



(Fig. 4)



(Fig. 4)



11. Mark the radio button next to the **Program** you want evaluated by clicking on it and then click on **Generate Request**. (Fig. 7)
12. The **Degree Evaluation Options** screen provides three options: (Fig. 8)
  - **General Requirements** – an overview of the courses that are being used in the requirements.
  - **Detail Requirements** – a detailed compliance indicating which requirements have been met or not met.
  - **Additional Information** – special information about requirements such as notes for clearance and courses not used.

Select one of the options by clicking on the radio button next to it, and then click on **Submit** to generate an evaluation report (not shown).

13. Click on **Back to Display Options** at the bottom of any evaluation report (not shown) to return to the **Degree Evaluation Options** screen.

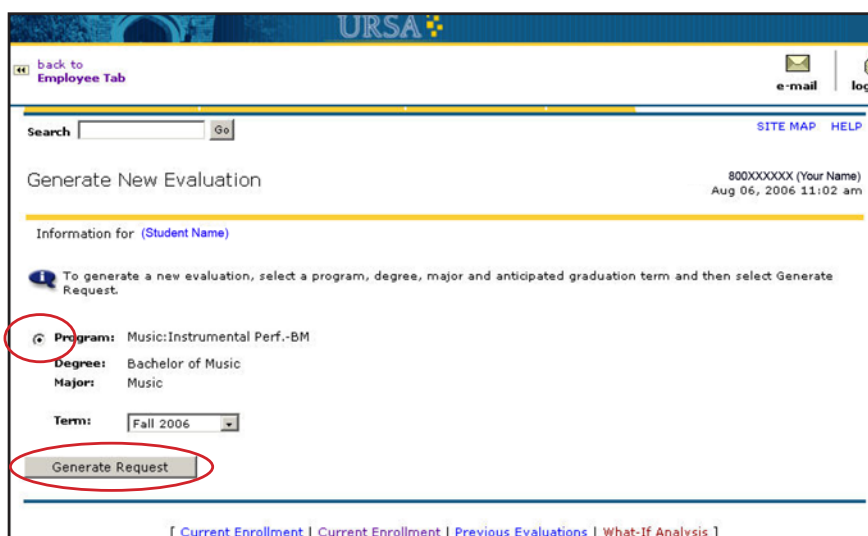
To protect students' privacy, be sure to log out of Ursa by clicking on the **Logout** icon when you're finished.



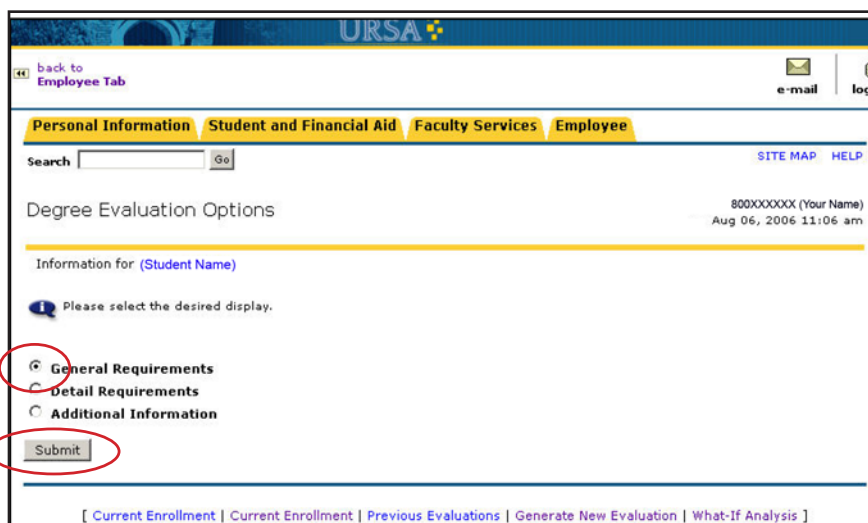
(Fig. 6)



(Fig. 7)



(Fig. 8)



***This and other Ursa help sheets are available at [www.unco.edu/aboutursa](http://www.unco.edu/aboutursa) or in the Help Sheets channel of the Help tab in Ursa.***