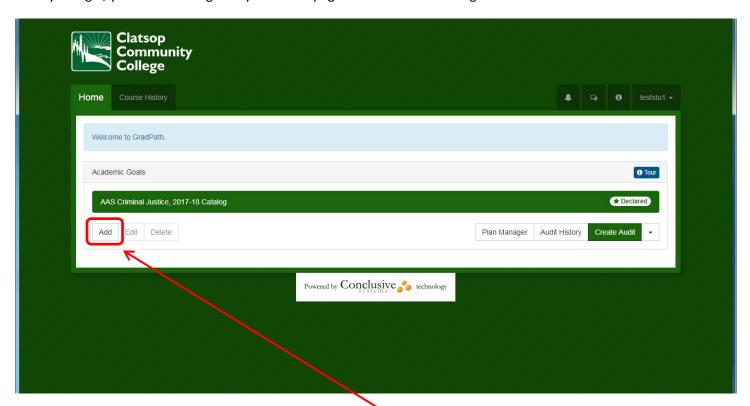
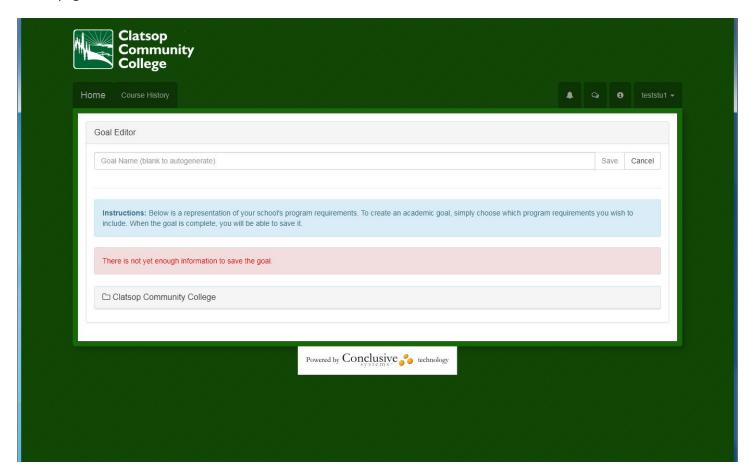
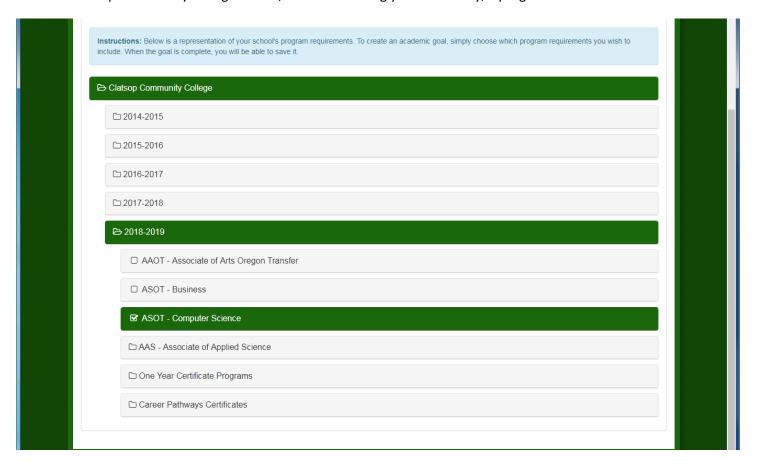
After you login, you will be brought to your home page. It will look something like this:



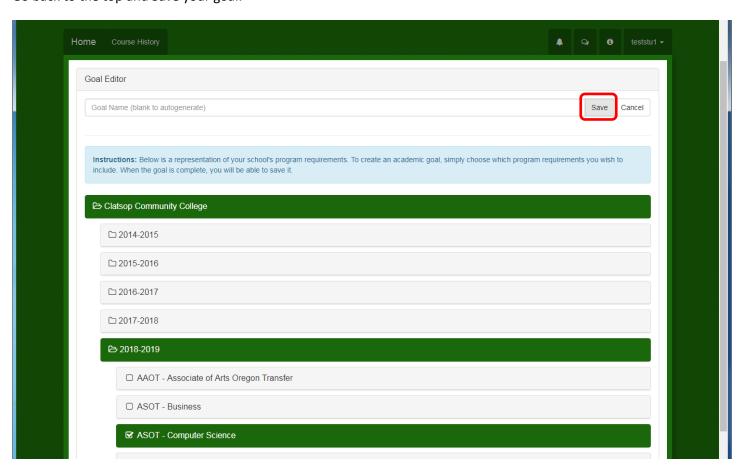
The highlighted goal is your declared goal. You can run an audit on this goal. If you would like to see what it would look like to change your program, you can add a what-if goal. Click the Add button below your goal. Then, you will be taken to this page:



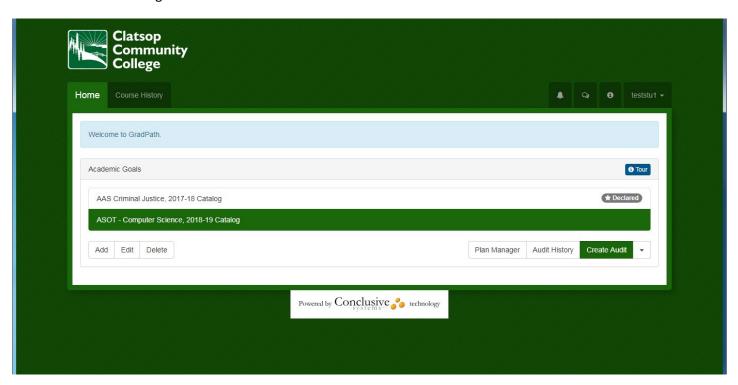
Click on "Clatsop Community College." Then, click on a catalog year and finally, a program.



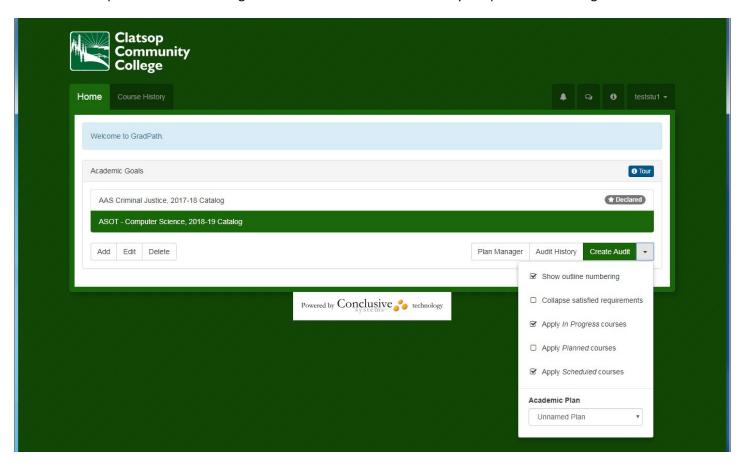
Go back to the top and Save your goal:



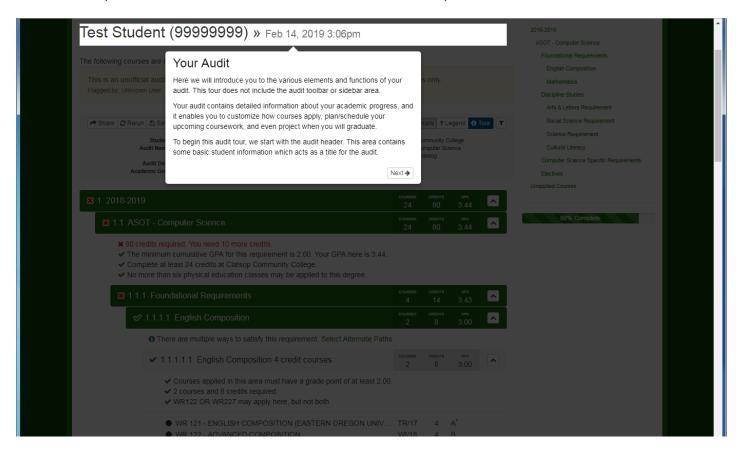
You now have a what-if goal:



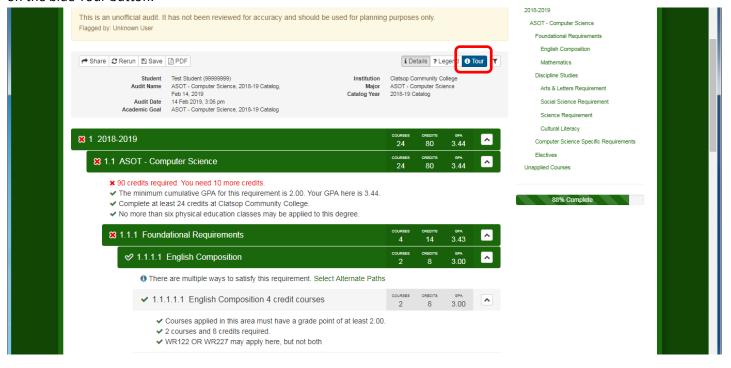
You can now run an audit on that what-if goal or on your declared goal. Select the goal you wish to run the audit on. Click on the dropdown arrow to the right of "Create Audit." This will show you options for running the audit.



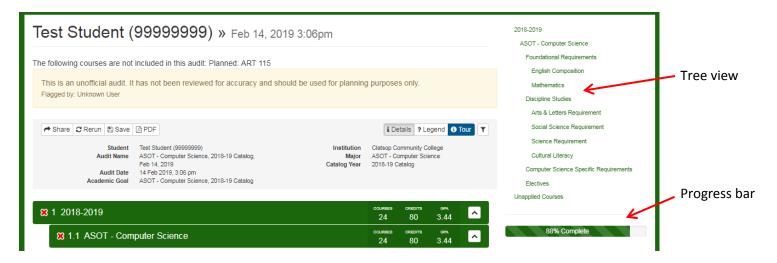
You can choose not to include In Progress or Scheduled courses on your audit. You can choose to turn off outline numbering. You can even choose to collapse all satisfied requirements. For now I would suggest that you just leave the defaults as they are. Then, click "Create Audit" and an audit will run for you:



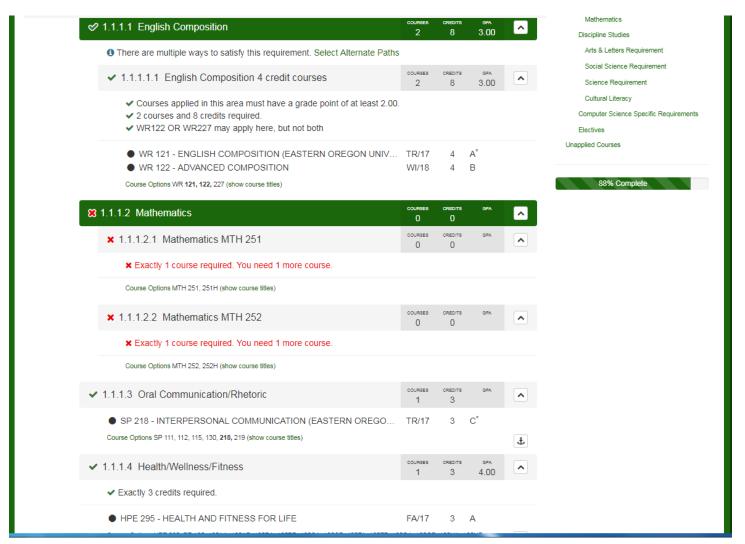
The first time through you will be taken on a tour of your audit. Read each information bubble. You may find the information useful now or in the future. If you went through the tour too quickly, you can go through it again by clicking on the blue Tour button:



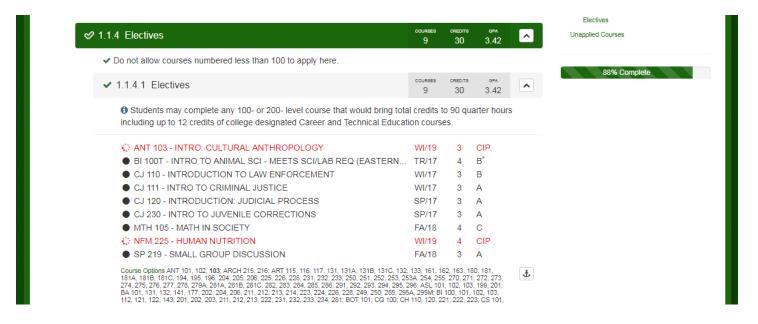
At the top of the audit is a header. You can Rerun the audit, Save it and make a PDF of it so you can print it. To the right of the audit is a tree view of the main requirements of your program. You can click on any requirement and the audit will jump there. There is also a progress bar below the tree view.



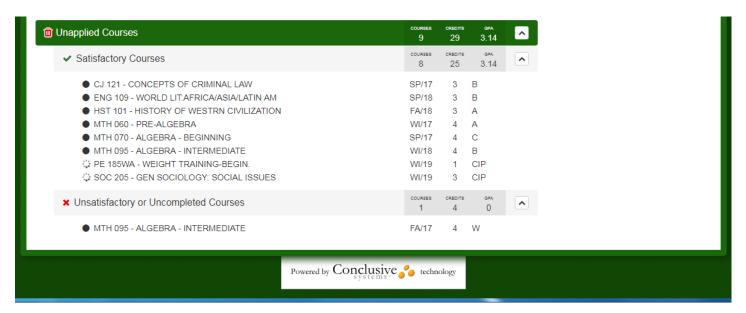
The audit itself shows you the requirements for your program. Green checks mark completed requirements while red x's mark incomplete ones.



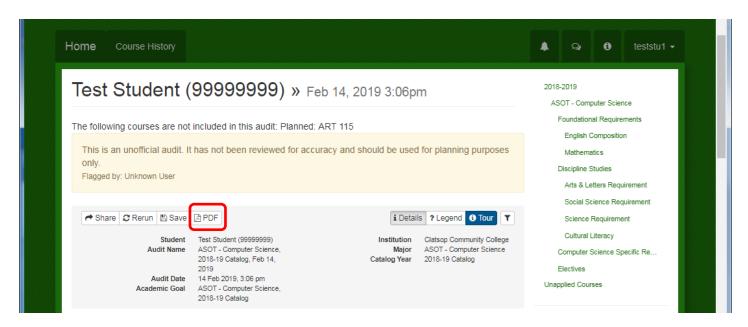
The courses that apply to a requirement show up there and you'll see the course title, when it was taken, credits and grade. In progress courses show up with a "grade" of CIP while scheduled courses show up with a "grade" of SC. These courses also are in Red to easily distinguish them from completed courses.



At the bottom is the "Unapplied Courses" section of the audit. Satisfactory courses that simply couldn't apply anywhere or weren't needed for your program are in the Satisfactory Courses section. Failed or Incomplete courses are in the Unsatisfactory or Uncompleted Courses section.



If you want to print your audit or save it, you can create a PDF of your audit. Click on the PDF button in the header section of the audit:



Once you click the PDF button, a PDF will begin to be generated. On the right-hand bottom of the page, you'll see the following:

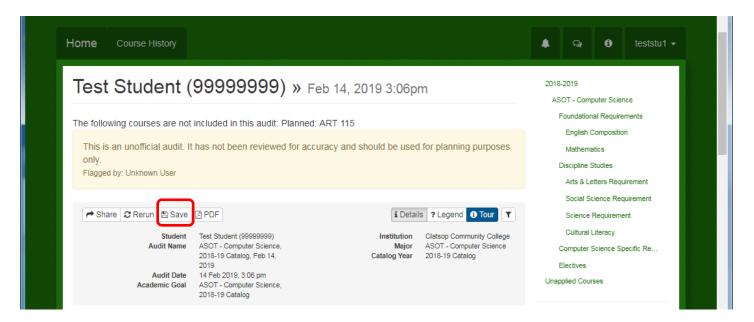


Click on the green check and then click on the words "PDF Audit":

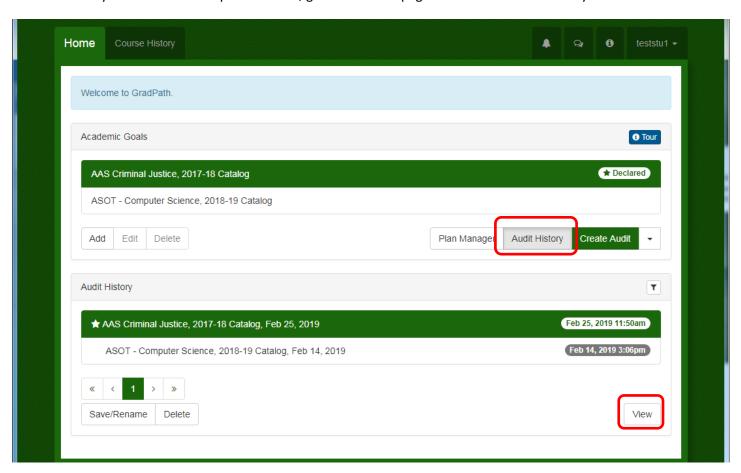


When you do that, a PDF version of your audit will download.

When you run an audit, it is saved until you have run more than 10 audits. Only the last 10 audits you run are automatically saved. However, you may save an audit if you want to keep that audit around forever. To do that, click on the Save button:

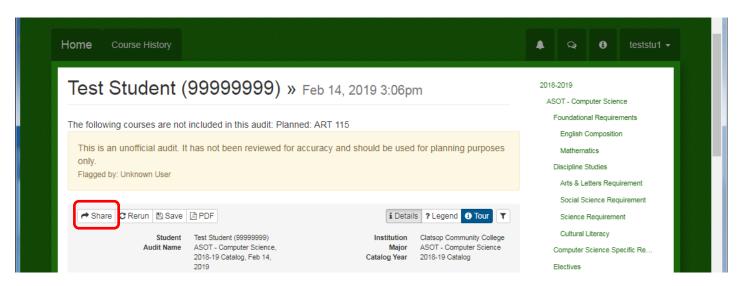


To view audits you have run in the past or saved, go to the home page. Click on the Audit History button:

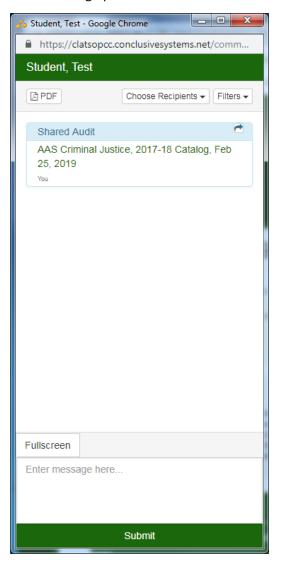


Your saved audits will have a star in front of them. To view an old or saved audit, select it and then click View.

If you wish to share an audit with the registrar and send her a note about your audit, you can click the Share button on the audit:



This will bring up the Communicator window:



You will see a link to the audit you shared. At the bottom of the window, you can enter a message that you can send to the registrar. Type your message and hit the submit button.

Finally, you can see your course history in Grad Path. Click on the Course History tab. This will bring up a list of all your courses. They are sorted like a transcript from the courses you took first through the courses you are taking now. You can click on any column to sort by that column first. Hold Shift and click on another column to sort on that column next. You can also search for courses using the search bar above the courses.

