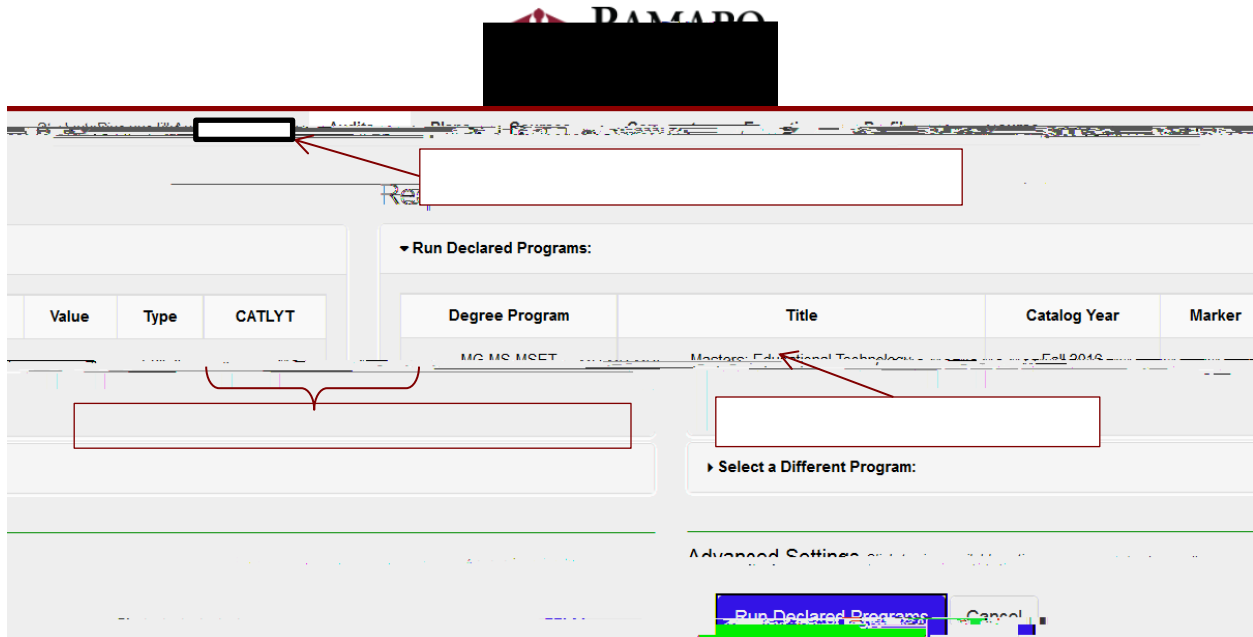# Requesting an Audit

Select Students (Select the icon)
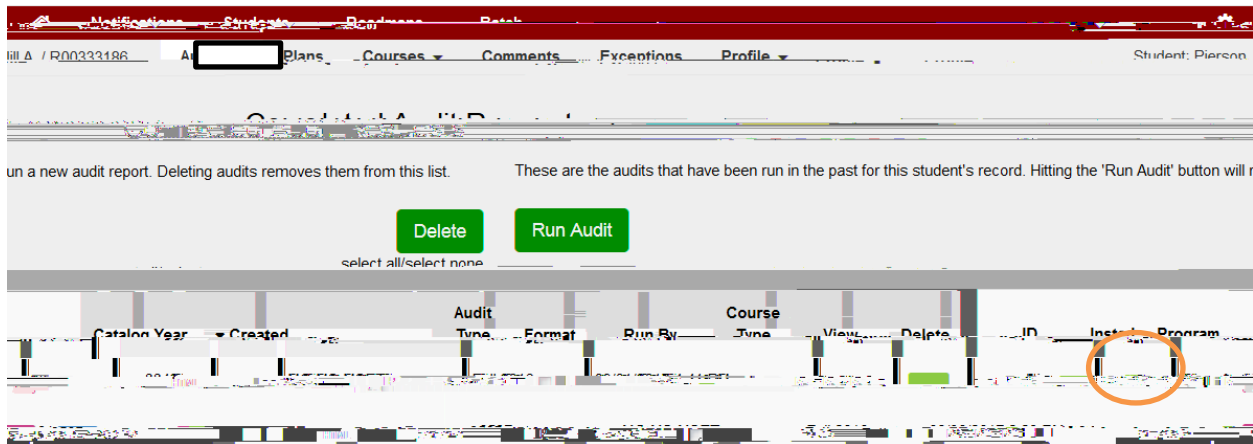
Enter a Students Ramapo ID Number or Search by Student Name
- o

  Click Submit

- o   (Not Recommended Search)

Re

▾ Run Declared Programs:

Value	Type	CATLYT		Degree Program	Title	Catalog Year	Marker
				MG MS MSET	Masters: Educational Technology	Fall 2016	

▸ Select a Different Program:

Advanced Settings

Run Declared Programs   Cancel

Click Run Declared Programs

						Audit			Course					
Catalog Year	▾ Created					Type	Format	Run By	Type	View	Delete	ID	Instr	Program

Delete   Run Audit

select all/select none

un a new audit report. Deleting audits removes them from this list.   These are the audits that have been run in the past for this student's record. Hitting the 'Run Audit' button will r

Click View Audit
- o Click on the most recent audit generated (Located at the Top)
  - You will be able to view all audits run by/for the student on the screen

Scroll up and down to see the
- At the bottom of the audit is a legend to explain the colors and symbols associated with the document

Printing the Audit

🖨 **Printer Friendly**

Click Printer Friendly Located Near the Graphs
The graphs will not print. Only the audit text is printed