Texas State University-San Marcos
DegreeWorks Web Interface
for Graduate Advisors

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DegreeWorks Introduction

Course Goal

The goal of this workbook is to provide you with the knowledge and practice to access the DegreeWorks Web interface and to view and process degree audits.

The workbook is divided into these sections:

- Introduction
- Day-to-Day operations

Course Objectives

In this course you will learn how to:

- Log in and navigate DegreeWorks
- Process audits
- Create plans and navigate the Student Education Planner
- View and add notes
- View and add petitions
- Calculate GPA
- Process reports
Day-to-Day Operations

Introduction

The goal of this section is to explain the day-to-day procedures for processing individual student’s degree audits.

Objectives

In this section you will learn how to:

- Log in and navigate DegreeWorks
- Access and review students information
- Process a degree audit
- Manage student education planner
- Manage petitions
- Calculate student GPA’s
- Process reports

Logging into DegreeWorks

While we are in the testing phase you will access DegreeWorks directly though a URL: https://mydegreeaudit-qual.udc.txstate.edu – TESTING ENVIRONMENT ONLY

The Secured Access Login window requires entry of a valid User ID and Password. With DegreeWorks the User ID will be your Banner ID. (To get your Banner ID, see table below.)

Once you have entered your User ID and Password, select the Log In button. To clear entered information in the Secured Access Log in window, click the Clear button and re-enter a new user ID and Password.

<table>
<thead>
<tr>
<th>A</th>
<th>000</th>
<th>TxState ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>The capital A goes at the beginning of every Banner ID.</td>
<td>Add in the appropriate number of zeros to equal nine characters with the A and TxState ID number.</td>
<td>Your current TxState ID number goes on the end.</td>
</tr>
</tbody>
</table>

Example: If your Texas State ID is 123456, your Banner ID would be A00123456. The A must be capitalized.
Navigating the Web Interface

Once you have logged in, you will automatically be taken to the DegreeWorks Introduction page (shown below). This page contains a brief description of some of the available functions in DegreeWorks. The top of the page contains several buttons. The security rights of the user will dictate which buttons are visible:

- Back to Self Service
- FAQ
- Help
- Print
- Log Out

Viewing the Student Context Area
Entering and Retrieving a Student

You can search for a student by typing the student ID into the Student ID field and pressing Enter or the Tab key.

Once a student ID has been directly entered into the Student ID field or entered using the Find icon, the student information is loaded into the Student Context Area. This view allows you to select the appropriate tab to perform the required task in DegreeWorks.
Using the Find Icon

You can click the Find icon to search for an individual or a group of students. Once clicked, the Find Students window opens where the user can select an individual student or a specific population of students.
Steps to search for a specific group of students: Bachelor of Arts Freshman:

1. Once logged into DegreeWorks, click the **Find** icon.

2. Click the **Degree** drop-down and select Bachelor of Arts.

3. Click the **Level** drop-down and select Undergraduate.

4. Click the **Student Class Level** drop-down and select Freshman.

5. Click the **Major** drop-down and select Art. This will appear in a block at the bottom of the column because you can search for more than one major.

6. Click the **Search** button to search for specific population.

   Once the population is found, click or unclick the check box for each student until you have the list of students for which you want to retrieve records.

   **Note:** You have the option to click the **Check All** button to select all the population or **Uncheck All** to deselect all students.

7. Click the **OK** button to retrieve student records.

8. The first student record is displayed in the Worksheet window.

9. Click the **Name** drop-down to view additional records.
Navigating the Worksheet

The Worksheet tab allows you to run a new audit or review the student’s most recent audit. The Format drop-down provides various audit report formats that can be viewed. This drop-down defaults to the Student View which will appear on the screen. (This is like the normal view that users are familiar within DARS.) If a different format is selected, click the View button to display the details of the report.

The field names and general description for the Worksheet are listed in the table below.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format field</td>
<td>Select the appropriate audit report format to be viewed.</td>
</tr>
<tr>
<td>View button</td>
<td>View the most recent audit for that student in the format selected.</td>
</tr>
<tr>
<td>Save as a PDF</td>
<td>This allows you to save the audit as a PDF document (if you have to print, it looks better to print from the PDF.)</td>
</tr>
<tr>
<td>Process New button</td>
<td>Runs a new audit. (Note: Not all users may have this functionality.)</td>
</tr>
<tr>
<td>Class History link</td>
<td>Displays the student’s class history page – this will also list any attributes a course has assigned. Looks like an unofficial transcript, lists courses by term, and shows the course attributes.</td>
</tr>
</tbody>
</table>
Using CourseLink

DegreeWorks allows users to click on **Still Needed** courses. This will bring up a hyperlink from Banner and show the course description, any attributes assigned, and the schedule of classes.

---

**Steps to research information about course options provided in the student audit:**

1. **On the Student View audit, click the hyperlink on any course in the** **Still Needed** **column.**

2. **The Course Information window opens and displays information pertaining to the course.**

   **Note:** If the course key selected is non-specific (e.g., the course key contains a course range or wild card), you will be taken to the top of the list window. If the link is unable to locate the requested course(s) in the course catalog, you will receive an error message.

3. **Click the Exit icon on the Course Information window to return to the student’s audit.**
Processing Audits

Section Goal

At the end of this section you will be able to process degree audits for students.

Section Objectives

In this section you will learn how to:

- Process an audit
- Freeze an audit
- View a frozen degree audit
- Process a What-If audit
- Process a Look Ahead audit
Processing Degree Audits

You can process a degree audit using the Worksheet tab. To begin the degree audit, enter or select the student for whom you wish to process an audit and click the **Enter** or **Tab** key on the keyboard. The student context information automatically displays student information and the Worksheet tab opens.

![DegreeWorks Web Interface](image)

**Note:** Refer to the Last Refresh field to determine when the student data was last extracted.

Steps to process a degree audit:

1. In the student context area, enter the student ID in the **Student ID** field and click **Enter** or **Tab** on the keyboard.
   
   **Note:** The student context area automatically populates and the worksheet tab opens.

2. Click the **Format** drop-down and select the desired format.

3. Click the **Include in-progress classes** and **Include preregistered classes**.
   
   **Note:** Both check boxes are checked by default. If you want to eliminate either category of classes, uncheck the check box(s).

4. Click the **View** button to view the worksheet. (This will only pull in a new worksheet; will not update with any changes.)

5. Click the **Process New** button to run a new audit. (This updates the audit with any changes that have been made.)

6. Review the data report in the Worksheet.
Freezing an Audit

DegreeWorks has the ability to Freeze an audit from the Worksheet Tab. This will save the audit that you freeze in the History sidebar link. You can enter a description or choose a freeze type for the audit. Once you have given the audit a description or a freeze type, then click the save button.

Viewing Frozen Degree Audits

DegreeWorks has a History sidebar link option that allows you to view a student’s frozen audits. You must first select a student in the Student Context area and click the Worksheet tab before clicking the History sidebar link. There is no limit to the number of frozen audits you can save.

Steps to view previous (frozen) audits:

1. Enter student ID and click the Enter or Tab key on the keyboard.
2. Click the Worksheet tab.
3. Click the History sidebar link.
4. Click the Format drop-down and select the desired audit report.
5. Click the Historic Report drop-down and select a report.
6. Click the View button to view the historic audit report.
Processing What-If Audits

The What-If audit allows you to process speculative degree audits for a student using their current class history. You can audit a student against the requirements for a different major, minor, degree, catalog, or other selectable items. To generate a What-If audit, select the requirements you wish to audit the student against. Selections made in the Level, Degree, and/or Catalog Year fields determine the options available to choose from in the Choose your Different Areas of Study section. The selected items chosen in this area automatically populate the Chosen Areas of Study field to the right. All What-If audits are not stored in the database; however they can be printed.

Steps to perform a What-If Audit:

1. Enter student ID and click the Enter or Tab key on the keyboard.
2. Click the Worksheet tab.
3. Click the **What-If** sidebar link.
4. Click the **Format** drop-down and select a report format.
5. In the What-If section, click the **Level, Degree and Catalog Year** drop-down(s) to change the criteria.
   
   *NOTE: All selections below are optional and can be used in any combination.*

6. In the Choose your Different Area of Study section, click the **Major** drop-down and select the requirements you wish to audit the student against.
   
   *Note: Multiple majors may be selected. All items selected in this section will be moved to the window on the right. If you want to remove items in the right window, highlight it and click the **Remove** button.*

7. Click the **Minor** drop-down and select the requirements you wish to audit the student against.
   
   *Note: Multiple minors may be selected.*

8. Click the **Concentration** drop-down and select the requirements you wish to audit the student against.
   
   *Note: Multiple concentrations may be selected.*

9. Click the **Specialization** drop-down and select the requirements you wish to audit the student against.

10. In the Choose Your Future Classes section, enter the desired course in the **Subject and Number** field. This section allows you to add courses that are not yet in the student’s course history to see how they will impact the speculative audit. See Processing Look Ahead Audits in this workbook for further details.
    
    *Note: Click the **Find** icon to locate a list of classes. If you want to remove a course in the right window, highlight it and click the **Remove Course** button.*

11. Click the **Process What-If** button and view the report.

    *Note: DegreeWorks will allow you to run What-If audits for major/concentration/etc., combinations that are not actually allowed. This needs to be communicated to the student.*
Processing Look Ahead Audits

The **Look Ahead** view allows you to see an audit showing courses that you plan to register for in future terms. These audits are processed against the student’s current choices of degree, major, minor, etc, and are not saved in the database.

**Steps to explore options for a student that forecasts future courses:**

1. Enter student ID and click the **Enter** or **Tab** key on the keyboard.
2. Click the **Worksheet** tab.
3. Click the **Look Ahead** sidebar link.
4. Click the **Find** icon, locate the desired course(s) and copy/paste the course subject and number.
5. Enter the course subject in the **Subject** field.
6. Enter the course number in the **Number** field.
7. Click the **Add Course** button.
   
   **Note:** *Multiple courses may be entered. All items in this section will be moved to the window on the right. If you want to remove items in the right window, highlight it and click the Remove Course button.*
8. Click the **Process New** button and view the report.
Using the Student Educational Planner

Section Goal

At the end of this section you will be able to create academic plans.

Section Objectives

In this section you will learn how to:

- Navigate the Student Educational Planner Interface
- Create a new SEP plan
- Load a pre-defined plan
- View an SEP plan
- Search and edit a template
Navigating the Student Education Planner (SEP)

Click the Planner tab to access the Student Educational Planner. Based on your user role within the system, you may be allowed to edit and view plans, or view only.

The following functionality and features are available in the SEP view:

- Left and right frames can be resized by dragging the vertical grey separation bar found between the Audit and the Plan
- Historic terms are grayed out
- Courses from the audit can be dropped into a plan using drag and drop functionality

The field name and description of the planner controls on the top menu are listed in the table below.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan List</td>
<td>• Plan number and description for each of the student’s plans are shown</td>
</tr>
<tr>
<td></td>
<td>• Entry “Add New Plan” allows user(s) to create a new plan</td>
</tr>
<tr>
<td></td>
<td>• Active and inactive plans appear in drop down list</td>
</tr>
<tr>
<td></td>
<td>• Plans appear in the sequential order of the plan</td>
</tr>
<tr>
<td>Mode Options</td>
<td>• Note mode – terms are listed top to bottom with a notes box for each term and a</td>
</tr>
<tr>
<td></td>
<td>notes box at the bottom for the entire plan</td>
</tr>
<tr>
<td></td>
<td>• Calendar mode – lists the terms for each year on a row with a single notes box at the</td>
</tr>
<tr>
<td></td>
<td>bottom of the plan</td>
</tr>
<tr>
<td></td>
<td>• Planned vs. Taken – compares planned course to those actually taken by the</td>
</tr>
<tr>
<td></td>
<td>student. Note: No data entry is allowed in this view. Must choose a pre-loaded</td>
</tr>
<tr>
<td></td>
<td>plan from the Plan List first to load this window.</td>
</tr>
<tr>
<td>Show completed</td>
<td>• Allows classes taken to be shown instead of planned for past term and current</td>
</tr>
<tr>
<td>classes checkbox</td>
<td>terms</td>
</tr>
<tr>
<td></td>
<td>• Default behavior is based on the set up</td>
</tr>
<tr>
<td></td>
<td>• If the Show completed classes checkbox is checked, it will not allow modifications of past terms</td>
</tr>
</tbody>
</table>
From the Mode Options drop-down, Notes Mode and Calendar Mode display four panels on the screen:

1. Planner Worksheet
2. Student Educational Planner
3. Show What-If Options
4. Plan Buttons

Users can customize this screen by resizing each individual panel. Move your mouse between panels until a double arrow appears. Click and drag to resize the panel.
The field names and descriptions of the planner body sections and list of available functionalities are listed in the table below:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
</table>
| Planner Worksheet           | • Appears in top left pane  
• Note: moving your cursor over a course that is still needed will provide the course title and number of credits. Full course detail is available in the Student Educational Planner block after the course has been placed on the plan. |
| Student Educational Planner | • Appears in the top right pane  
• Enter description in the description field distinguishing one plan from another  
• Catalog Year drop-down allows you to select the year to build the plan  
• Allows course-by-course creation of a plan or selection of a pre-defined plan  
• Allows the ability to view full course information for all selected courses in a term  
• Individuals with appropriate authority may lock a plan so it cannot be changed by the student |
| Show What-If Options        | • Appears in bottom left pane  
• Show the What-If Options button – opens to What-If pane |
| Plan buttons                | • Appears in bottom right pane with solid color background  
• Save Plan – saves content of plan  
• Reload Form – erase all changes and start over  
• Save As – save the data as a new plan  
• Delete Plan – deletes the current plan  
• Process New – runs a new audit including courses for checked terms on a saved plan  
• Check All Terms – checks the box for all future terms to be included in the new audit  
• Uncheck All – uncheck the boxes for all future terms  
• Create Block (optional) – Individuals with appropriate authority may have the ability to create unique plan blocks for that student’s audit. |
Processing a Student Education Plan

The Student Educational Planner (SEP) allows students and advisors to create academic plans. If using predefined templates for a particular program of study, they can be created ahead of time and loaded for student viewing. Once a plan is loaded it may be modified as needed. Plans may also be created ad hoc.

Planner Worksheet Panel
The Planner Worksheet Panel loads the existing worksheet information for the student. Use the right scroll bar to view all information on this panel. Due to the space limitations of the form, the audit is presented in a narrow format compared to the Student View audit; however, it contains the same information.

Follow these steps to select a plan, showing all classes and loading a plan in the Planner tab:

1. Enter student ID and click the Enter or Tab key on the keyboard.
2. Click on the Planner tab.
3. Click the Planner list drop-down and select a plan. (If no plans have been saved, the only option will be ----Add New Plan----)
4. Click the Mode option drop-down and select a mode.
5. Click the Show completed classes check box.
6. Click the Edit radio button.
7. Click the Load button.
Creating a New SEP Plan

In SEP with appropriate authority, an advisor or student can create a new plan.

**Steps to create a new SEP for a student:**
1. Enter student ID and click the Enter or Tab key on the keyboard.
2. Click the Planner tab.
3. Click the Planner list drop-down and select ----- Add New Plan -----.
4. Click the Mode option drop-down and select a mode.
5. Click the Show completed classes check box.
6. Click the Edit radio button.
7. Click the Load button.
8. In the SEP panel, enter a Description for the new plan.
9. Select the desired Catalog Year from the drop-down.
10. Replace the Select Term in the first term of the plan with the desired term from the drop-down.
11. Either click and drag a desired course from the Planner Worksheet panel to the SEP panel or enter a course subject and number. Repeat as often as desired for the term.
A few things to remember about placing courses in the SEP Panel:

- It is not necessary to enter the number of credits for the course as these will be populated when the plan is saved. However, if a course is variable credit, the credits amount desired should be entered. (Number of credits will also populate if you drag and drop courses in the planner.)
- A “place holder” may be entered for a course by entering a dash (-) before the course number (example: - Elective). The “place holder” must contain one space.
- Note: “Place holders” allow you to enter courses that are not valid courses in our system and will show in open electives when you process new audits.
- When the plan is saved, the SEP will check to ensure that all courses without a dash are in the course catalog, whether the course is offered in that term (example: a course offered only in Fall term will error out if it is scheduled in Spring), and if the course already exists in the plan.

12. Repeat steps 10-11 as necessary for any additional terms. Note: Steps 13-15 may be completed as often as necessary when building a plan.

13. Click the **Save Plan** button

14. Click either the **Check All Terms** button or check the term box in the Student Educational Planner window for each of the terms you want the courses to show up in the planner.

15. Click the **Process New** button to view the effect of the planned courses on the student’s audit.
Loading a Pre-Defined Plan

In SEP with appropriate authority, an advisor or student can load a pre-defined plan.

Steps to loading a pre-defined plan:

1. Enter student ID and click the Enter or Tab key on the keyboard.
2. Click the Planner tab.
3. Click the Planner list drop-down and select ---- Add New Plan ----
4. Click the Mode option drop-down and select a mode.
5. Click the Show completed classes check box.
6. Click the Edit radio button.
7. Click the Load button.
8. Click on Load in a pre-defined plan link in the SEP panel to open a pop-up search window.
9. The Level, Degree, and Major default to the value found on the student’s degree record. (The Clear All button may be used to clear all fields.) In the Pre-defined Plan Search window, click the Search button.

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Texas State University

DegreeWorks Web Interface
10. The search results are shown in the bottom of the Search Results window. Select a pre-defined plan in the Search results window.
11. Click the **Load into my plan** button. This will close the search window and the template is populated into the student’s new plan.
12. If desired, the plan may now be modified.
13. Click **Save Plan** to save the new plan.
Viewing a Student Educational Plan

In SEP, you can view a plan by clicking the View radio button. As with editing, Calendar mode and Notes mode are supported when viewing a plan.

Steps to view a Student Educational Plan:
1. Enter student ID and click the Enter or Tab key on the keyboard.
2. Click the Planner tab.
3. Click the Planner list drop-down and select a plan.
4. Click the Mode option drop-down and select a mode.
5. Click the Show completed classes check box.
6. Click the View radio button.
7. Click the Load button.
Viewing a What-If Audit in the Planner Tab

The What-If panel allows the staff and/or advisors to run this process in the SEP panel.

**Steps to view a What-If Audit in the Planner Tab:**

1. Click the **Show What-If Options** button to enlarge the panel.
2. Click the **Use What-If Scenario** check box to process with planner.
3. In the **What-If** section, click the appropriate **Level**, **Degree** and **Catalog Year** drop-down(s) to select desired information.
4. In the **Choose Your Different Areas of Study** section, click the appropriate drop-down(s) to select desired information.
   
   **Note:** Multiple majors, minors, etc. may be selected. All items selected in this section will be moved to the window on the bottom. If you want to remove items in the bottom window, highlight it and click the **Remove** button.
5. When you are ready to run the What-If audit, click the **Process New** button in the buttons panel to view the plan.
6. To return to the Planner Worksheet audit, click **Hide What-If Options**.
Searching and Selecting a Template

The **Templates** sidebar link, in the **Planner** tab section, allows authorized users to search and select existing templates.

**Steps to search and select a pre-existing template:**

1. In the Planner tab, click the **Template** sidebar link.
2. Click the drop-down on any of the listed options that are appropriate for identifying the desired template and select the appropriate criteria to narrow your search. Or, if template ID is known, enter the template Id in the **Template Id** field.
3. Click the **Search** icon.
Selecting a Template

4. Click the **Select a plan template to edit** drop-down and select a template.
5. Click the **Notes Mode** radio button to list the terms top to bottom with notes for each term in the template.
6. Click the **Calendar Mode** radio button to list year of term in a single row.
7. Click the **Load** button to view the desired template.

Note: To initiate a new search when viewing a template, click the New Search icon.
Creating a Template

The Template sidebar link, in the Planner tab section, allows you to search, select, create templates, and edit existing templates.

Steps to create a new template:

1. Enter student ID and click the Enter or Tab key on the keyboard.
2. Click the Planner tab.
3. Click the Templates sidebar link.
4. Search for an existing template. You must do this step for the option to add a new template to appear in the menu area (located under the Planner tab). If none exists, proceed to step 2. If an existing template is found, see the section on Editing a Template.
5. Select **Add new template** in the Select a plan template to edit drop-down.

6. Click the Notes Mode radio button to list the terms top to bottom with notes for each term in the template, or click the Calendar Mode radio button to list year of term in a single row.

7. Click the Load button to view the desired template.

8. Enter a description of the template in the Description field. Ensure the description will adequately allow for identifying that unique plan from the search option (i.e. may need to include catalog year, degree, major, etc.).

9. Click the Catalog Year drop-down and select a catalog year.

10. Click the Active check box. *Note: The Active check box is checked by default. Uncheck it to inactivate a template.*

11. Enter any remaining fields in the header that are appropriate for identifying the appropriate combination of data for that unique template. Example: Degree, Major, and Concentration

12. Enter the appropriate terms, courses, credits and/or notes for the template. *Note: A “place holder” may be entered for a course by entering a dash (-) before the course number (Example: –COM 100 or - Elective). The “place holder” must contain one space. It may also be advisable to enter a “place holder” (example: - Optional) for terms that are available to the student during which they may or may not take classes.*

13. Click the Save Template button to save the template.
Editing a Template

The Template sidebar link, in the Planner tab section, allows you to search, select, and edit existing templates.

**Steps to create a new template:**

1. Enter student ID and click the Enter or Tab key on the keyboard.
2. Click the Planner tab.
3. Click the Templates sidebar link.
4. Select a created template in the Select a plan template to edit drop-down.
5. Click the Notes Mode radio button to list the terms top to bottom with notes for each term in the template, or click the Calendar Mode radio button to list year of term in a single row.
6. Click the Load button to view the desired template.
7. As needed, modify description of the template in the **Description** field.

8. As needed, click the **Catalog Year** drop-down and select a new catalog year.

9. As needed, click the **Active** check box.

   *Note: The **Active** check box is checked by default. Uncheck it to inactivate a template.*

10. As needed, modify any remaining fields in the header that are appropriate for identifying the appropriate combination of data for that unique template.

11. As needed, modify the terms, courses, credits and/or notes for the plan.

   *Note: A “place holder” may be entered for a course by entering a dash (-) before the course number (example: –COM 100 or - Elective). The “place holder” must contain one space.*

12. When all changes have been made, select one of the following options:

   - Click the **Save Template** button to save and replace the existing template.
   - To undo changes, click the **Undo Changes** button.
   - Click the **Clear All** button to clear the entire template without saving.
   - Click the **Save As** button to save the template as a new template and leave the existing template unchanged.
   - Click the **Delete** button to delete the template.
Using the Notes Tab

Viewing Notes

The Notes tab allows advisors and/or staff to document academic advice about a student’s audit. The entered notes can be viewed by students on DegreeWorks on the web, or via printed audit reports. The entered notes can be located at the bottom of the audit after the Process New function has been performed. (Notes are permanent and cumulative, and cannot be edited or deleted. Please submit any note requests to the Graduate Office to have it placed on the audit)
Using the Petition Tab

Section goal

At the end of this section, advisors and staff members will be able to enter, modify or delete a petition.

Section objectives

In this section you will learn how to

- view a petition
- enter a petition
- modify a petition
- delete a petition
Viewing and Adding a Petition

The Petition tab allows advisors and staff members, depending on the user permissions granted, to enter exception requests. The petition request may be a request to have a particular requirement modified or waived for a particular student. Petitions are grouped according to their status; waiting for approval, approved, applied as exception or rejected. The View Petitions sidebar link shows all petitions that have been entered on the student’s behalf and the Add Petition sidebar link allows the user to add a petition request.

All new petitions have a default status of waiting for approval when first entered. Once a petition is entered, users that have access to the Exceptions management tab may take action on the petition.

Steps to view and add petitions:

1. Click the Petition tab. This will bring you to the View Petition view. You can view existing petition(s) for a student. The requests are categorized into 4 categories:
   - Petitions Waiting for Approval
   - Petitions Approved
   - Petitions Applied as Exceptions
   - Petitions Rejected

2. Click the Add Petition sidebar link.
3. Enter a description of the petition in the text box.
4. Click the Submit Petition button to submit the petition.
5. Click the View Petitions link to view the submitted petition. (See step 1 for screenshot.)
Modifying a Petition

The Modify Petitions sidebar link in the Petition tab allows advisors, staff members and/or students, depending on the user permissions granted, to modify existing petitions. Only petitions with a Waiting for Approval status can be modified.

Steps to modify a petition:
1. Click the Petition tab. This will bring you to the View Petition view. You can view existing petitions for the student.
2. Click the Modify Petition sidebar link.
3. Click the Description box for the note that you wish to modify and enter the new information in the text field.
4. Click the Note icon located to the left of the text box to save the changes.

Deleting a Petition

The Delete Petitions sidebar link in the Petition tab allows advisors, staff members and/or students, depending on the user permissions granted, to delete petitions that are in a Waiting for Approval status.

Steps to delete a petition:
1. Click the Petition tab. This will bring you to the View Petition view. You can view existing petitions for the student.
2. Click the Delete Petition link.
3. Click the Note icon located to the left of the text box to delete the desired note.
Using GPA Calculators

Section goal

At the end of this section, advisors, staff members and/or students will be able to utilize graduation, term and advice GPA calculators. This is not an official GPA calculator and there will be a disclaimer on this page.

Section objectives

In this section you will learn how to

- use the graduation GPA calculator
- use the term GPA calculator
- use the advice GPA calculator

Calculating Graduation GPA

The **Graduation Calculator** allows advisors, staff members and/or students to enter Credits Remaining, Credits Required and Desired GPA. When the calculate button is pressed the calculator returns the average grade the student needs to achieve the Desired GPA.

Steps to calculate the average grade a student needs to achieve a Desired GPA:

1. Click the **GPA Calc** tab.
2. Click the **Graduation Calculator** link.
3. Enter the amount of credits remaining to graduation in the **Credit Remaining** field.
4. Enter the total number of credits required to graduate in the **Credits Required** field.
5. Enter the desired graduation GPA in the **Desired GPA** field.
6. Click the Calculate button to view the average required to attain desired results.
To run the calculation again, click the **Recalculation** button and repeat Steps 3 through 6.

**Calculating Term Desired GPA**

The **Term Calculator** allows advisors, staff members and/or students to calculate an end of term GPA based on the student’s anticipated performance for the term. It takes course credits and grades as input and returns an end of term GPA based on those grades.

*Note: If a student is repeating a course, the original course will remain in the GPA calculation until such time as it is excluded from the student record.*

**Steps to calculate an end of term GPA for a student:**

1. Click the GPA Calc tab.
2. Click the **Term Calculator** link
   *Note: Notice that the Current GPA, Credits Earned so far, and the student’s current courses have been preloaded in the form. If no courses are currently listed, you may still use the calculator by entering the requested information.*
3. Click the **Grade** drop-down for each course and select the projected grade that student expects to receive.
   *Note: The grade options available in the **Grade** drop-down are controlled in SureCode.*
4. Click the **Calculate** button.
5. If you wish to run the Term Calculation again, click the **Recalculation** button and repeat Steps 2 through 4.
Calculating Advice GPA

The Advice Calculator allows advisors, staff members and/or students to enter desired GPA and returns different combinations of grades that identify how a student can achieve that desired GPA.

Note: The Advice Calculator will use a maximum of 150 total credits when calculating options. Options that would exceed 150 credits are not shown.

Steps to return different combinations of grades in the Advice Calculator to determine grades student must maintain to achieve desired GPA’s:

1. Click the GPA Calc tab.
2. Click the Advice Calculator link.
   Note: Notice that the Current GPA and Credits Earned fields automatically populate.
3. Center the desired GPA in the Desired GPA field.
4. Click the Calculate button.
5. To run the calculation again, click the Recalculation button and repeat steps 3 and 4.
Processing Reports

Section goal
At the end of this section advisor staff members and/or students will be able to run various types of audit reports.

Section objectives
In this section you will learn how to

- process worksheet reports
- process a diagnostic report
- run a student registration checklist
- process student data report

Processing Worksheet Reports
DegreeWorks offers a number of different types of audit reports that display specific information about students and their progress towards degree completion. In the Audit Format drop-down list box, there are four default audit reports available. These reports can be customized by the client to meet their respective needs. Additional audit reports can also be created and added to the drop-down list box. Not all of these audit reports are necessary. Reports can be added or removed from the drop-down list by your DegreeWorks administrator.

The report, description and steps to view report in the worksheet area are listed in the following table:
<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student View</strong></td>
<td>Default view for all users</td>
<td>On the Worksheet tab, click the <strong>Format</strong> drop-down and select <strong>Student View</strong>. Next, click the <strong>View</strong> button to view the report.</td>
</tr>
<tr>
<td><strong>Registration Checklist</strong></td>
<td>Provides a checklist of only courses still needed for students to select from when registering for classes.</td>
<td>On the Worksheet tab, click the <strong>Format</strong> drop-down and select <strong>Registration Checklist</strong>. Next, click the <strong>View</strong> button to view the report.</td>
</tr>
<tr>
<td><strong>Diagnostics Report</strong></td>
<td>Provides an analytical report of student classes taken and classes that need to be completed.</td>
<td>On the Worksheet tab, click the <strong>Format</strong> drop-down and select <strong>Diagnostics Report</strong>. Next, click the <strong>View</strong> button to view the report.</td>
</tr>
<tr>
<td><strong>Student Data Report</strong></td>
<td>Provides a detailed report of student information as it is extracted from the student information system.</td>
<td>On the Worksheet tab, click the <strong>Format</strong> drop-down and select <strong>Student Data Report</strong>. Next, click the <strong>View</strong> button to view the report.</td>
</tr>
</tbody>
</table>