Rensselaer

Ellucian Degree Works™

Degree Audit Solution

Student
Quick Reference Guide

February 2018

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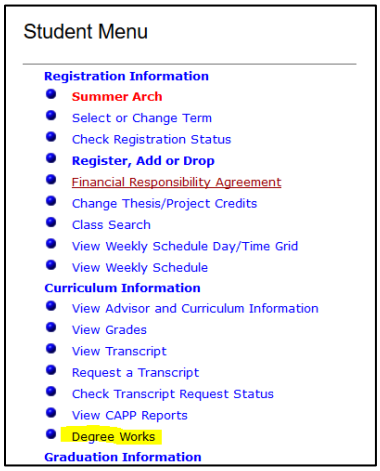
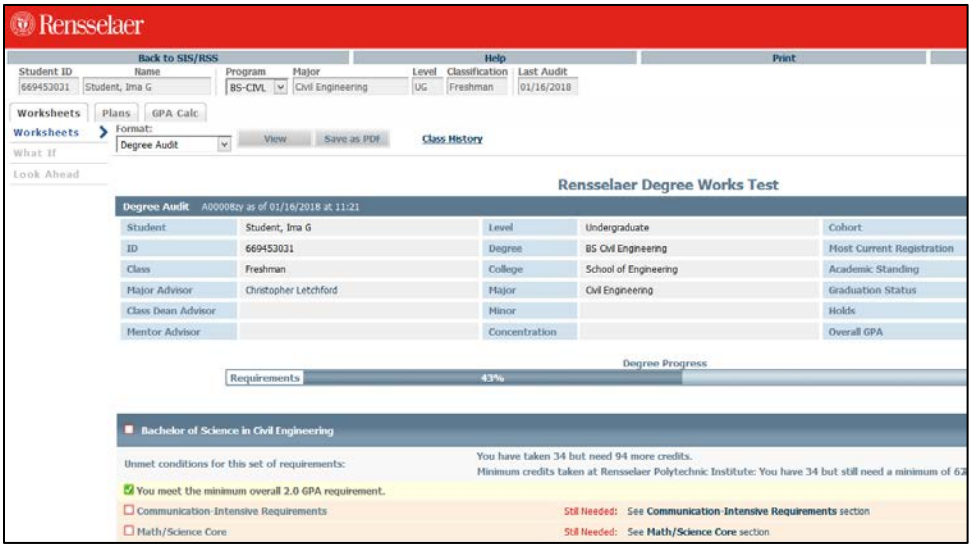
Logging into/Accessing Degree Works

Degree Works provides a clear look for students and advisors to track degree progress, prepare registration, and to plan for graduation.

1. Login to the Student Information System (SIS). *Note: To access SIS, visit https://info.rpi.edu/ and click **Student Information System (SIS)** under the **Student Resources** heading.*
2. Click the **Student Menu** tab. A screen displays with a list of items.
3. Select the **Degree Works** link from the list.



4. Once the **Degree Works** link is selected, the Degree Works Audit screen displays.



Note:

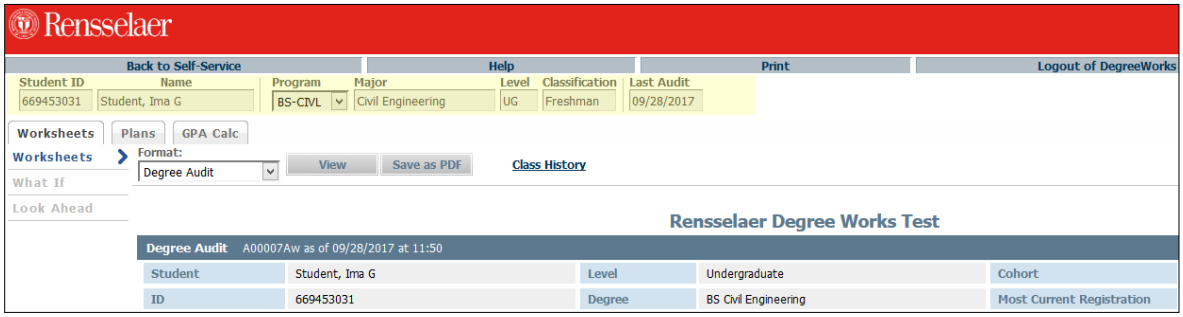
- To return to the Student Information System (SIS) screen, click the **Back to SIS/RSS** link in the upper left corner.

Working with Degree Audits

Degree Audits display progress towards graduation.

Processing a Degree Audit

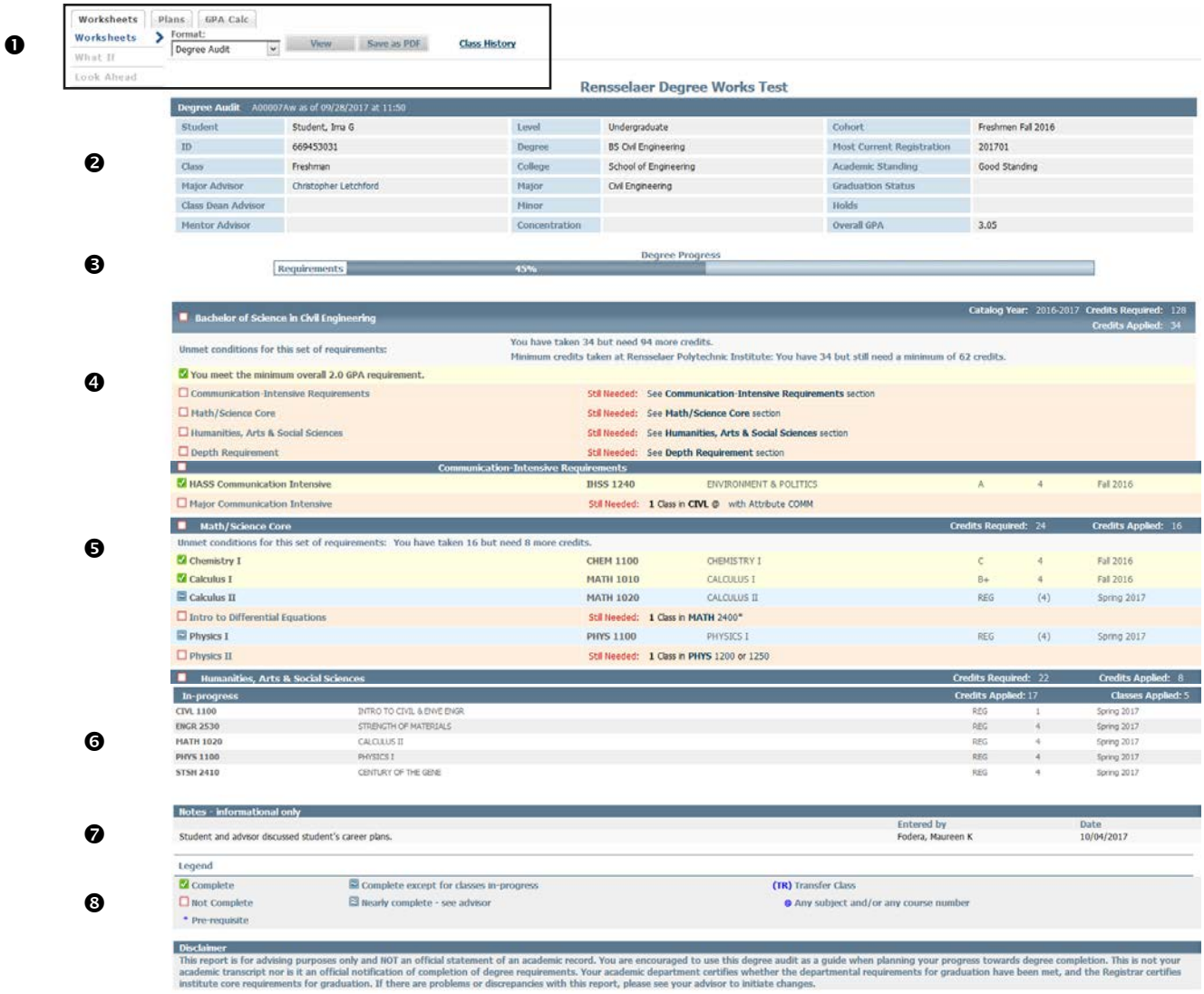
1. Access to Degree Works.
2. Click the **Worksheets** tab from the list of tabs under **Student ID**.
3. Verify that **Degree Audit** is selected from the **Format** drop down.
4. Click the **View** button. The **Degree Audit** screen displays name across the top along with current program, major, student level, student classification, and date the last audit was processed.



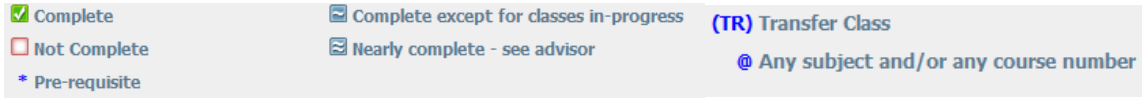
Notes:

- The **Program** field will be a drop down for students in multiple programs to allow program selection for audit processing.
- To save the Degree Audit as a PDF file, click the **Save as PDF** button to the right of the **Format** drop down.
- Click the **Format** drop down to view the **Graduation Checklist** or **Registration Checklist**. Click the **View** button after the selection to ensure the correct data displays.

Reviewing the Degree Audit Screen



❶	**Context Area** ***Worksheets*** – displays the degree audit report ***Plans*** – displays program plan(s) ***GPA Calc*** – GPA calculator for hypothetical calculations
❷	**Student Header Information** – displays student information.
❸	**Degree Progress Bar** – displays an estimation of progress toward degree completion.
❹	**Degree Block** – displays **Catalog Year**, **Credits Required**, and **Credit Applied**. The Degree Block displays the overall degree requirements.
❺	**Main Core Categories** – displays several degree blocks with courses or requirements in each of the main core categories that have been fulfilled or still need to be completed.
❻	**In-progress** – displays a list of courses the student is registered for.
❼	**Notes - informational only** – displays notes from Advisor.

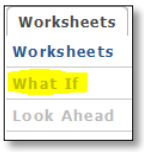
❽	**Legend** – offers clarification on symbols in the Degree Audit. 

Note:

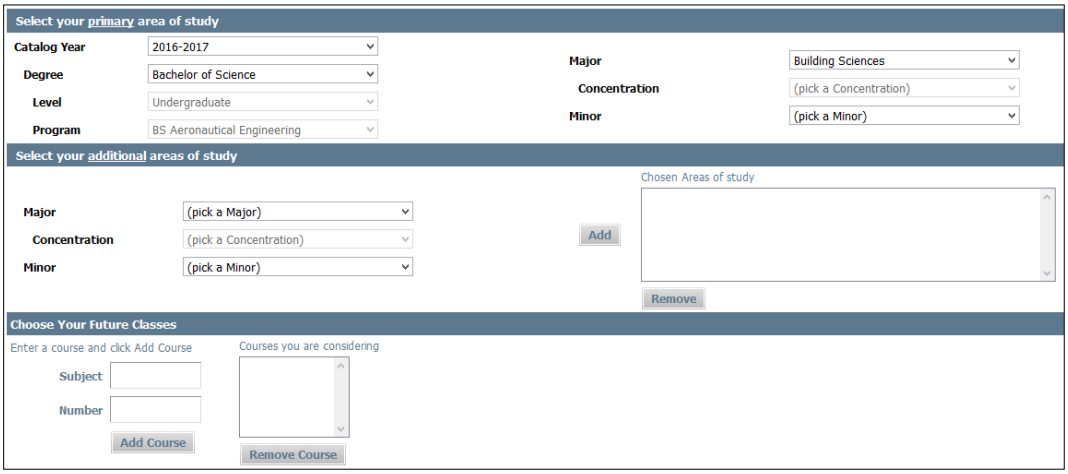
- Requirements that have not been met will display a list of acceptable courses as hyperlinks for additional information.

Processing What-If Audits

Generate What-If audits to see what requirements have been satisfied in other programs. This does not change the programs study. It is a simulated Degree Audit.



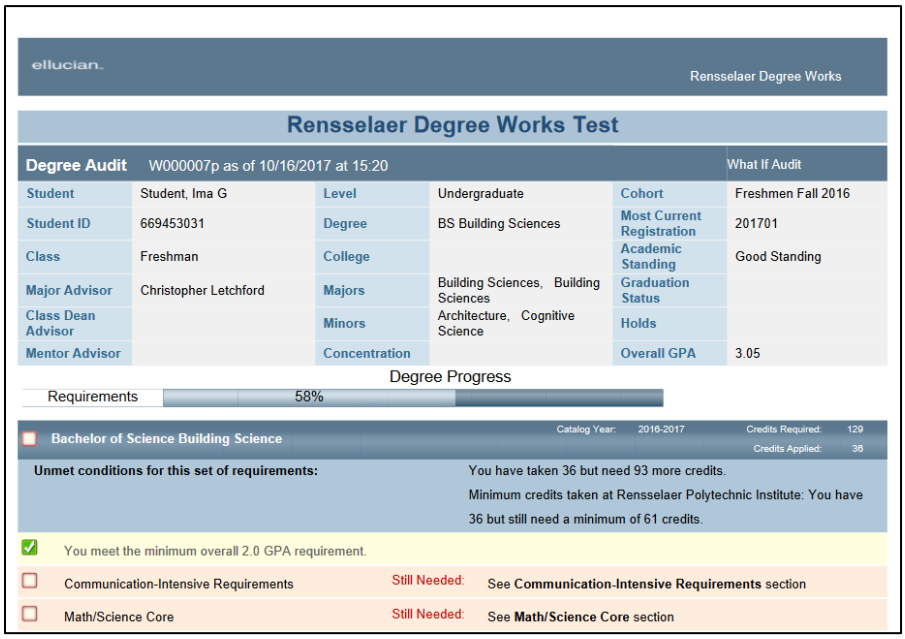
1. Click the **Worksheets** tab from the list of tabs under **Student ID**.
2. Verify that **Degree Audit** is selected from the **Format** drop down.
3. Click **What If** from the left navigation bar. The **What If** screen displays.



4. Select information from the fields listed in the **Select your primary area of study** section to compare the audit against. *Fields that are grayed out are not available to be changed.*

5. In the **Select your <u>additional</u> areas of study** section, select an additional **Major**, **Concentration**, **Minor** or **Degree**. Once selected, click the **Add** button to place the additional area of study in the **Chosen Areas of study** list. *If an item is added by mistake, select the item in the **Chosen Areas of study** list and click the **Remove** button.*

6. To enter future classes, type **Subject** and **Number** in the **Choose Your Future Classes** section. Click the **Add Course** button to add the course in the **Courses you are considering** list. *If an item is added by mistake, select the item in the **Courses you are considering** list and click the **Remove Course** button.*
7. Click the **Save as PDF** button to run the comparison audit. The Degree Audit displays based on the What-If criteria. *The **Process What-If** button can also be selected but that will just offer a quick view that will not be saved. When going back to the What-If screen, the criteria defined is cleared.*



8. Review the information. If desired, save or print the PDF.
9. Close the PDF window to return to the Degree Works **What-If** screen.

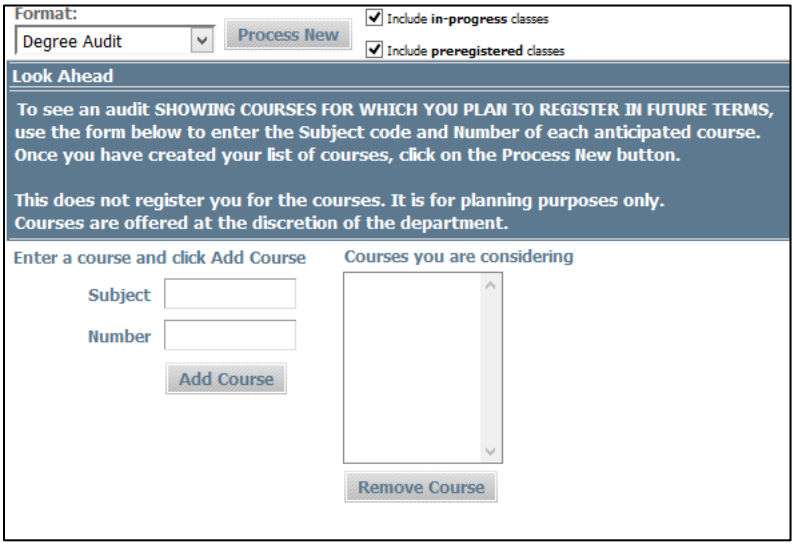
<u>Notes</u>:

- What-If audits are not stored in the database.
- Ensure that the requirement criteria contains valid combinations. Invalid combinations will display an error.

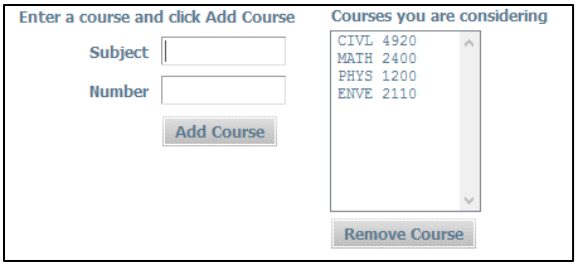
Processing Look Ahead Audits

The Look Ahead feature displays an audit with courses that will be taken in a future term. This will assist in seeing if the classes that are going to be taken will fulfill the requirements. This feature does not register a student for courses as it is a planning tool only.

1. Click the **Worksheets** tab from the list of tabs under **Student ID**.
2. Verify that **Degree Audit** is selected from the **Format** drop down.
3. Click **Look Ahead** from the left navigation bar. The **Look Ahead** screen displays.



4. To enter course, type **Subject** and **Number** in the **Enter a course and Click Add Course** section. Click the **Add Course** button to add the course in the **Courses you are considering** list. Repeat for each future course listing. *If an item is added by mistake, select the item in the **Courses you are considering** list. Click the **Remove Course** button.*



5. Click the **Process New** button to run the degree audit with future courses. The Degree Audit displays with the future courses highlighted in blue text. *This data does not get stored in the database.*

Communication-Intensive Requirements					
HASS Communication Intensive	IHSS 1240	ENVIRONMENT & POLITICS	A	4	Fall 2016
Major Communication Intensive	CIVL 4920	CIVIL ENGR CAPSTONE DESIGN	PLAN	(3)	Planned Term
Math/Science Core			**Credits Required:** 24		**Credits Applied:**
Chemistry I	CHEM 1100	CHEMISTRY I	C	4	Fall 2016
Calculus I	MATH 1010	CALCULUS I	B+	4	Fall 2016
Calculus II	MATH 1020	CALCULUS II	REG	(4)	Spring 2017
Intro to Differential Equations	MATH 2400	INTRO DIFF EQUATIONS	PLAN	(4)	Planned Term
Physics I	PHYS 1100	PHYSICS I	REG	(4)	Spring 2017
Physics II	PHYS 1200	PHYSICS II	PLAN	(4)	Planned Term

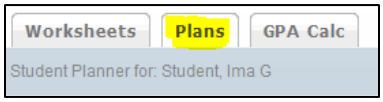
6. Click the **Back** button to return to the Look Ahead screen. The **Back** button clears the Look Ahead data.

Working with Plans

Advisors approve the Main Plan with their students to ensure that the courses defined for the plan will fulfill the program requirements. ***Students must work directly with their Advisor to create the Main Plan which will then be approved, active, and locked.*** Students have the opportunity to create other plans on their own but those plans would be used for informational purposes only. If a student would like to discuss a change to the Main Plan, it must be approved by their Advisor.

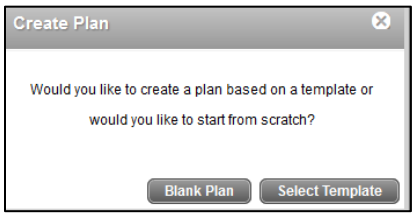
Creating a Plan Using a Template

1. Login to Degree Works. The **Degree Audit** screen displays.
2. Click the **Plans** tab from the list of tabs under **Student ID**. The **Create Plan** dialog box displays.

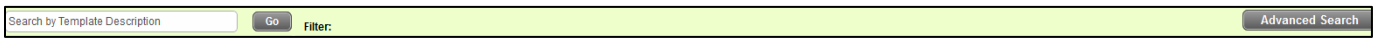


Or

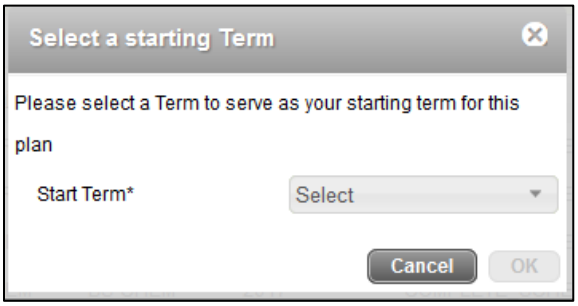
If a plan is already active for a student, the plan displays in **Calendar** view. Click the **New Plan** button from the Planner Header bar. The **Create Plan** dialog box displays.



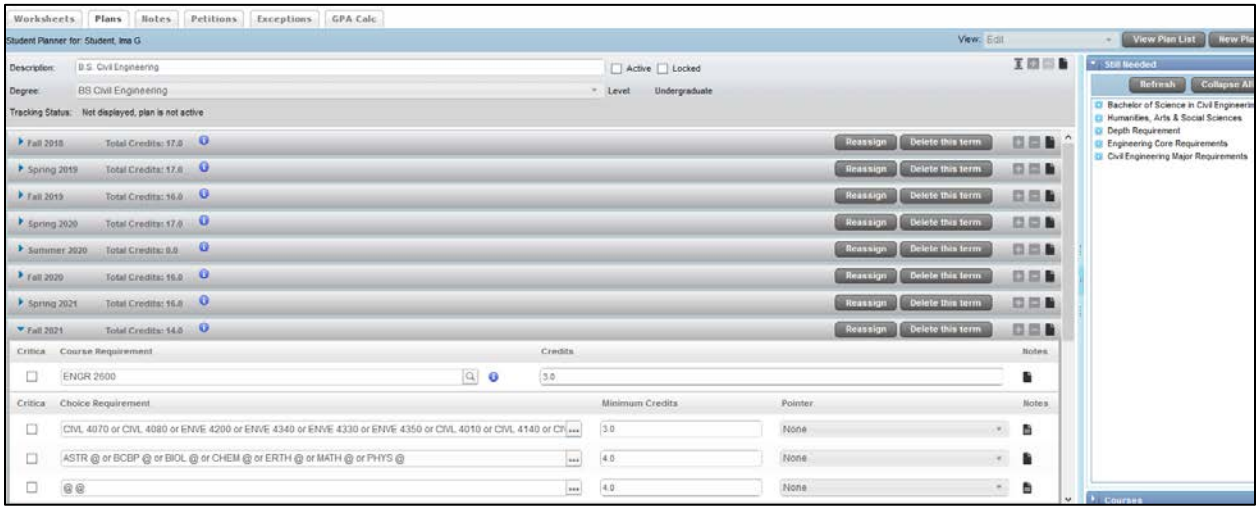
3. Click **Select Template**. A list of pre-defined templates display. Use the **Search** option to search for a specific template or scroll through the list of templates.



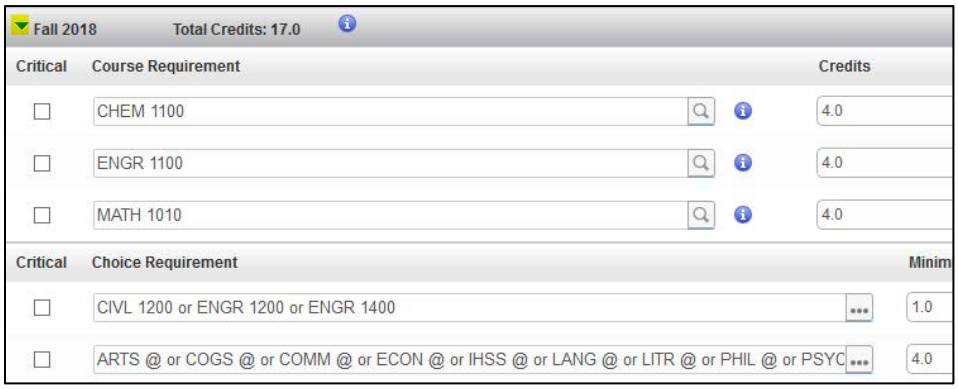
4. Double click on the desired template plan. The **Select a starting Term** dialog box displays.



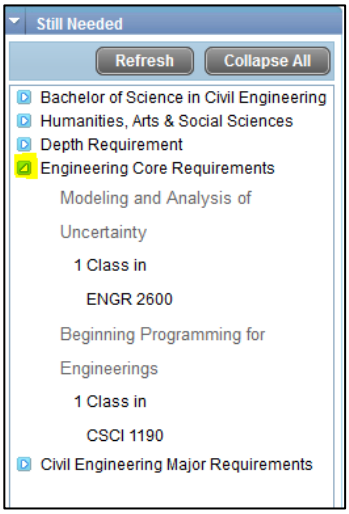
5. Click the **Start Term** drop down to select the starting term. Click **OK**. The plan displays in **Edit** view with the pre-built terms based on the template definitions.



6. Click the **Expansion** arrow to the left of the term(s) to review the term and suggested courses.

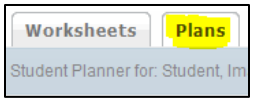


7. Review the **Still Needed** pane to see additional courses that need to be added to the plan. Click the **Expansion** arrow to the left of each requirement to view the list of courses.
8. Click the **Save** button to save the plan. The plan is saved.
9. *See* the ***Modifying a Plan*** or ***Applying Term Requirements*** sections for further information on modifying the plan.



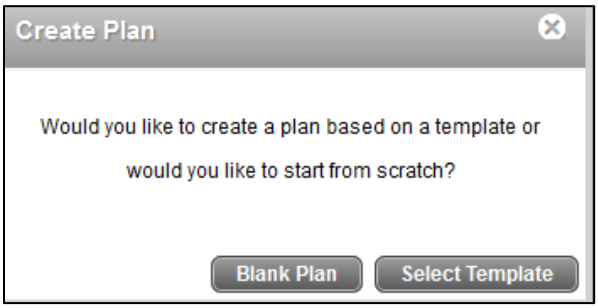
Creating a Plan from Scratch

1. Login to Degree Works. The **Degree Audit** screen displays.
2. Click the **Plans** tab from the list of tabs under **Student ID**. The **Create Plan** dialog box displays.

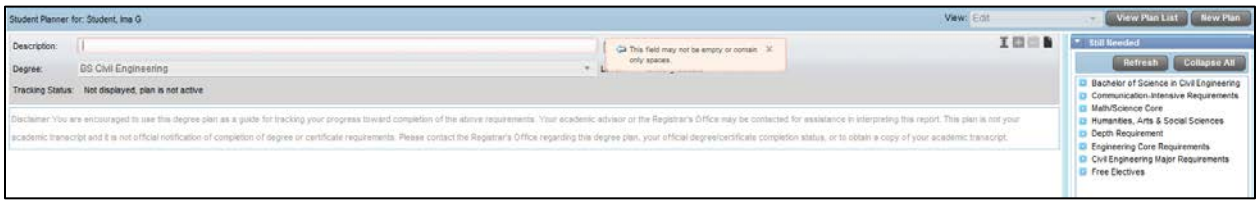


Or

If a plan is already active for student, the plan displays in **Calendar** view. Click the **New Plan** button from the Planner Header bar. The **Create Plan** dialog box displays.



3. Click **Blank Plan**. A blank plan displays.



4. Type in the name of the new plan in the **Description** field.

5. Click the **Save** Save button to save the plan. The plan is saved.
6. ↳*See* the ***Modifying a Plan*** or ***Applying Term Requirements*** sections for further steps on building the plan.

Changing Plan Views

1. Click the **Plans** tab from the list of tabs under **Student ID**. If a plan has been marked as **Active**, that plan automatically displays. If a list of plans display, double click the plan to modify. *Note: The plan with **LOCKED** displayed in the **Status** column is the main final plan that can only be modified with approval from Advisor. All other plans are for informational purposes only.* When a plan is first opened it displays in the **Calendar** view.
2. To switch between the other plan views, click the **View** drop down located at the end of the Plan Header bar.

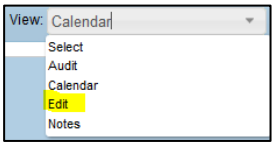
3. Select from the following views:
   - **Audit** – displays a split screen of the audit and plan.
   - **Calendar** – displays the plan in a calendar format.
   - **Edit** – displays plan in the edit mode which allows changes to be made to the plan.
   - **Notes** – displays the notes listed within the plan.

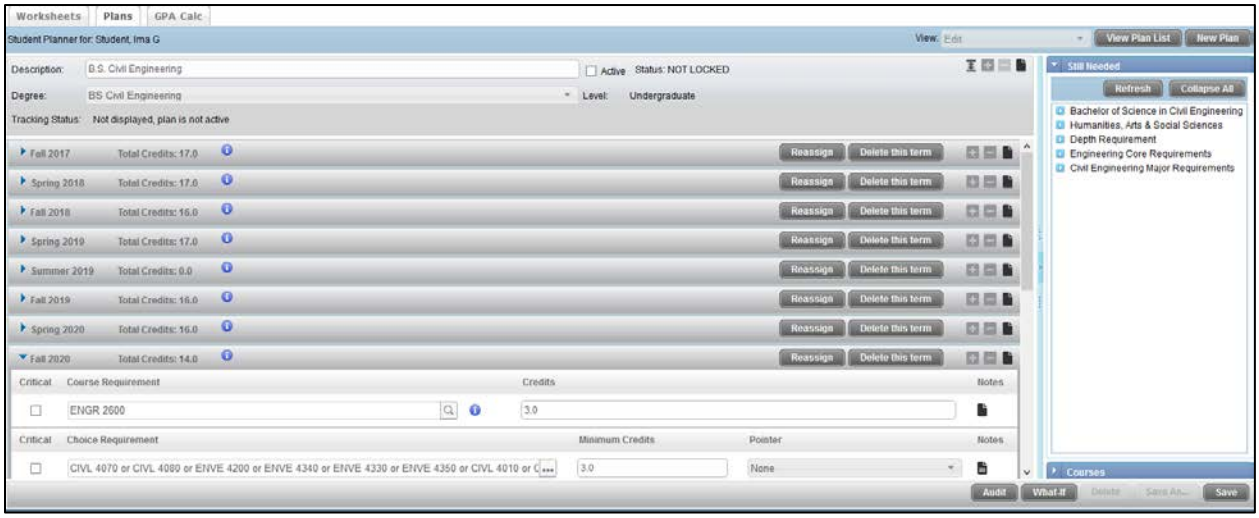
Modifying a Plan

Opening a Plan in Edit Mode

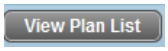
1. Click the **Plans** tab from the list of tabs under **Student ID**. If a plan has been marked as **Active**, that plan automatically displays. If a list of plans display, double click the plan to modify. *Note: The plan with **LOCKED** displayed in the **Status** column is the main final plan that can only be modified with Advisor. All other plans are for informational purposes only.* When a plan is first opened it displays in the **Calendar** view.

2. To modify a plan it must be in the **Edit** view. Click the **View** drop down. Click **Edit** from the list. The plan displays in the **Edit** view.



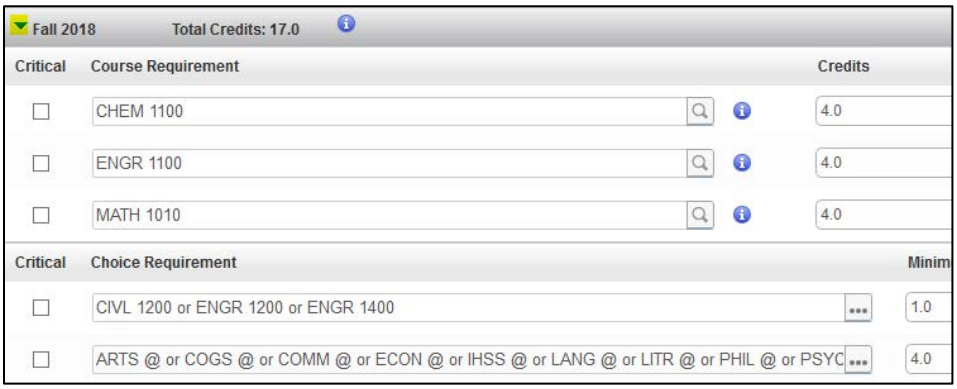


Note:

- Click the **View Plan List**  button in the upper right corner of an open plan to go back to the list of plans.

Moving a Course to Different Term

1. Display plan in **Edit** view.
2. Click the **Expansion** arrow to the left of the term(s) to review the term and suggested courses.

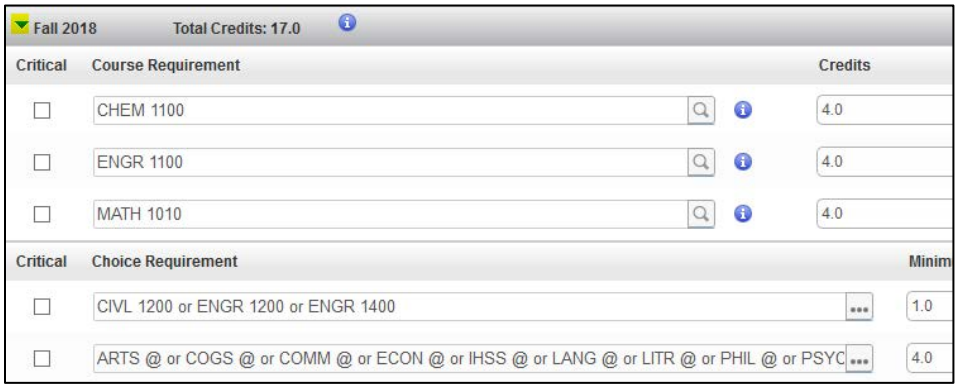


3. Position mouse pointer between the checkbox and course name and click once to select the course to move. The course row will turn blue noting it is selected.

4. Click and hold and drag the course on top of the term title to drop it into. Release mouse. The course term expands with the course added.

Deleting a Course from a Term

1. Display plan in **Edit** view.
2. Click the **Expansion** arrow to the left of the term(s) to review the term and suggested courses.



3. Click between the checkbox and course name to select the row to delete. The selected course/row to delete displays in blue.
4. Click the **Delete Selected Requirement** button located on the right side of the term title heading bar. The course is deleted. *Note: There is not a warning message. Once you click the **Delete Selected Requirement** button, the course is removed.*

Adding a Term

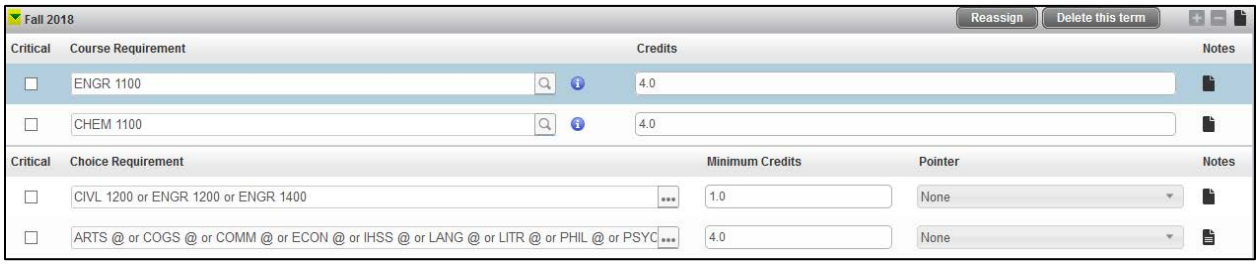
1. Display plan in **Edit** view.
2. Click the **Add** button in the Plan Header bar. A list of terms display.

3. Select one of the terms from the list. The new term displays and courses can be added.

Reassigning a Term

The reassign feature allows an entire term of courses to be moved to a different term.

1. Display plan in **Edit** view.
2. Click the **Expansion** arrow to the left of the term(s) to review the term and suggested courses.

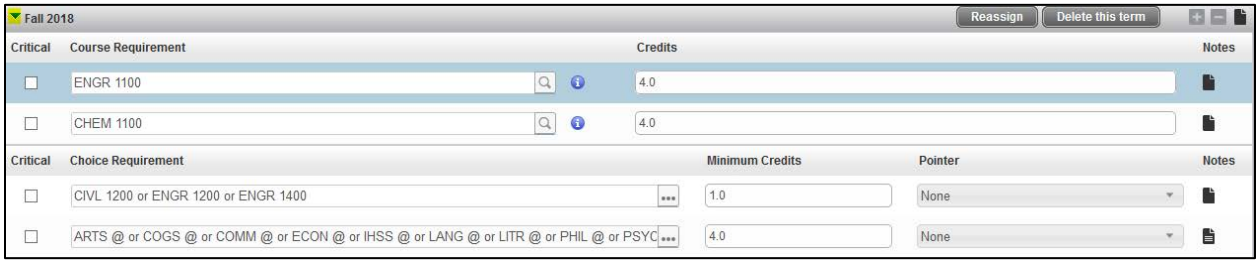


3. Click the **Reassign** button at the end of the Term heading bar. The **Term** indicator on the left side of the Term heading bar becomes a drop down.

4. Click the **Term** drop down. Select the term to move the courses to.
5. Click **OK** from the Term heading bar. The entire term is moved to the new term.

Deleting a Term

1. Display plan in **Edit** view.
2. Click the **Expansion** arrow to the left of the term(s) to review the term and suggested courses.



3. Click the **Delete this term** button at the end of the Term heading bar. The message, ***This term will be deleted. Do you wish to continue?*** displays.
4. Click **Yes**. The term is deleted.

Viewing a Plan, Term or Course Note

Plan, term, or course notes are read-only notes that were created by the Advisor or were pre-populated in the template. Notes are available when the note icon has lines in the icon .

1. Display plan in **Edit** view.

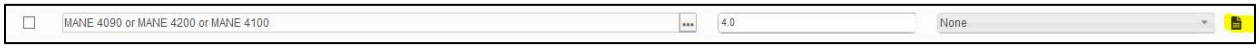
2. ***To view a note on the plan:***
   a. Click the **Plan Note** button in the upper right corner of the plan heading.

   The **Notes** screen displays with the note(s) attached. Click the **Done** button when finished. *Note: Hover over the **Plan Note** button to view the note(s).*

3. ***To view a note on a term***:
   a. Click the **Term Note** button at the end of the term heading.

   The **Notes** screen displays with the note(s) attached. Click the **Done** button when finished. *Note: Hover over the **Term Note** button to view the note(s).*

4. ***To add a note to a course***:
   a. Click the **Course Note** button at the end of the course listing. The **Notes** screen displays.

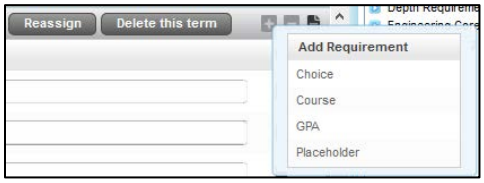


   The **Notes** screen displays with the note(s) attached. Click the **Done** button when finished. *Note: Hover over the **Course Note** button to view the note(s).*

Applying Term Requirements

Adding a Course Requirement to a Term

1. Display plan in **Edit** view.
2. Click the **Expansion** arrow to the left of the term(s) to review and add a course requirement.
3. Click the **Add Requirement** button on the term bar. A list displays.



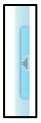
4. Click **Course** from the drop down list. A blank course row displays.

5. Type course abbreviation and prefix number (e.g., ENGR 1100) in the first box. **Minimum Credits** display. If the **Minimum Credits** is blank, the number of credits can be manually entered.

   Or

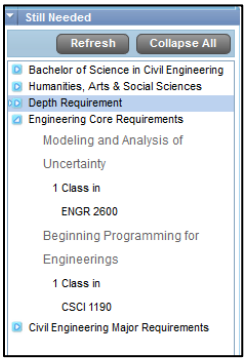
   Click the **Search** button. Begin to type course abbreviation and a list of courses will display. Select desired course. **Minimum Credits** display. If the **Minimum Credits** is blank, the number of credits can be manually entered.
6. Click the **Information** button to view additional information on the course.
7. To flag a course critical, click the **Critical** checkbox.
8. Click **Save** button to save the plan.

Dragging a Course Requirement into a Term



1. Display plan in **Edit** view. The **Still Needed** Navigation Pane should display on the right. If the navigation pane is not displaying, click the **Expand** arrow located on the right side of the screen.
2. Click the **Expansion** arrow to the left of the term(s) to review and add a course requirement.

3. Click the **Expand** button for the Core Requirement category to display a list of courses still need in the **Still Needed** Navigation pane.



4. Position over the course abbreviation name and prefix number. Click and drag the course to the desired term. The course requirement displays in the term.
5. Click the **Information** button to view additional information on the course.
6. To flag a course critical, click the **Critical** checkbox.
7. Click **Save** button to save the plan.

Note:

- Courses that use a wildcard or are part of a proxy advice cannot be selected for drag and drop.

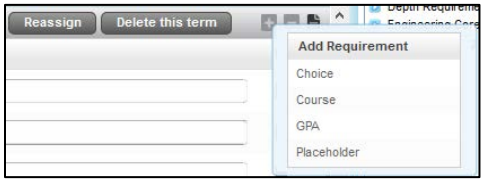
Adding a Choice Requirement to a Term

The Choice Requirement Feature is used to add several courses or a ranges of courses as a single group requirement.

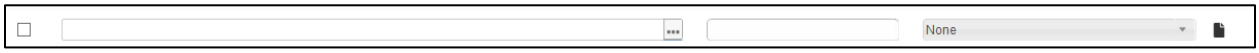
Examples of multiple options:

- ENGR 1100 (single course)
- ENGR 1100 or ENGR 1200 or ENGR 1300 (a variety of courses).
- ENGR @ (any courses that have the prefix ENGR can be taken)

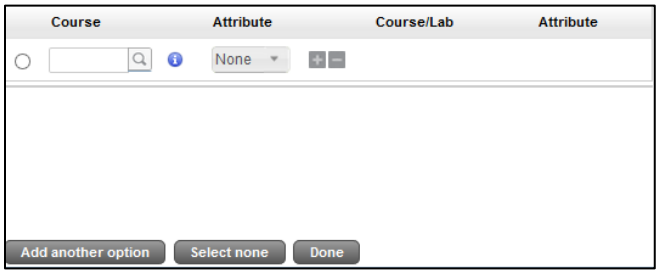
1. Display plan in **Edit** view.
2. Click the **Expansion** arrow to the left of the term(s) to review and add a course requirement.
3. Click the **Add Requirement** button on the term bar. A list displays.



4. Click **Choice** from the drop down list. A blank course row displays.



5. Click in the **Choice Requirement** field. The course screen displays.



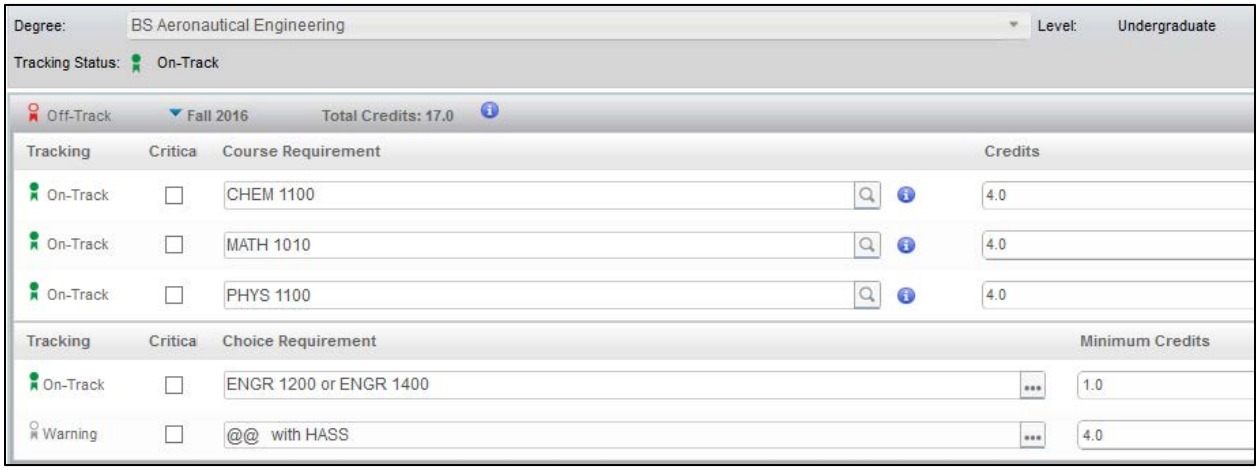
6. Define multiple courses using the **Add another option** button. Click **Done**. The courses display.
7. Click in Minimum Credits. Type number of credits.
8. To flag a course critical, click the **Critical** checkbox.
9. Click **Save** button to save the plan.

Tracking a Plan

Tracking is established in a plan once the Advisor has approved the plan and it has been set to Active and Locked.

1. Display plan in **Edit** view. In the Plan Header bar, the **Active** checkbox is checked and the **Status** is set to **Locked**. *The Advisor is the only person who can set the plan to active and locked.*

2. Review the **Tracking Status** field in the Plan Header bar for **On-Track** or **Off-Track**. Review each term and course row for **On-Track**, **Off-Track** or **Warning**.

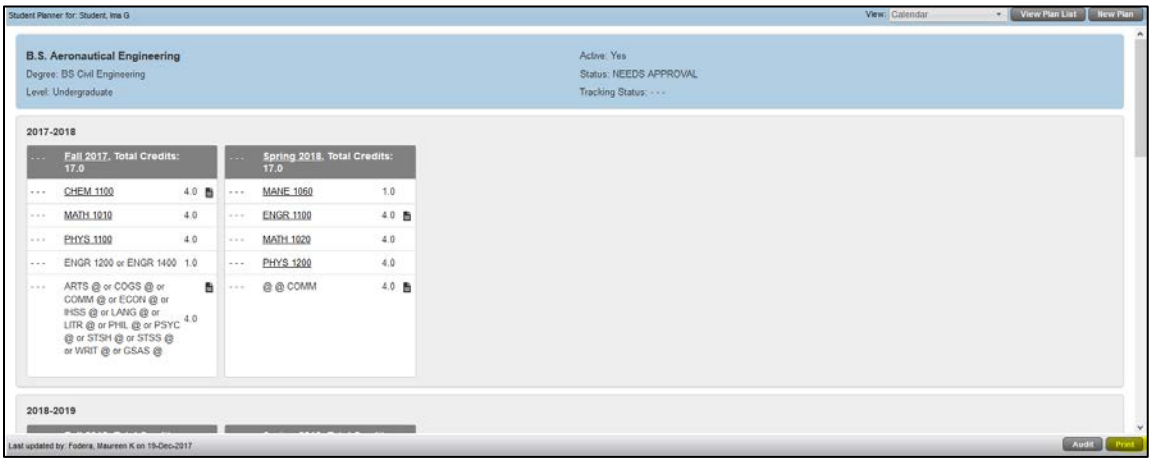


Notes:

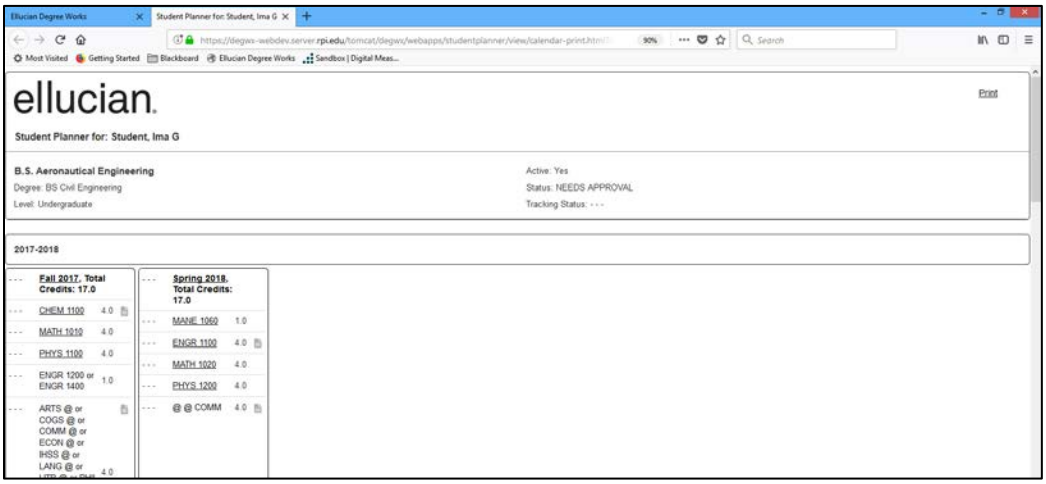
- Off-Track is defined if two or more courses are not complete.
- Warning defines a course that is not in the sequence to be taken.

Printing a Plan

1. Display plan in **Calendar** view.



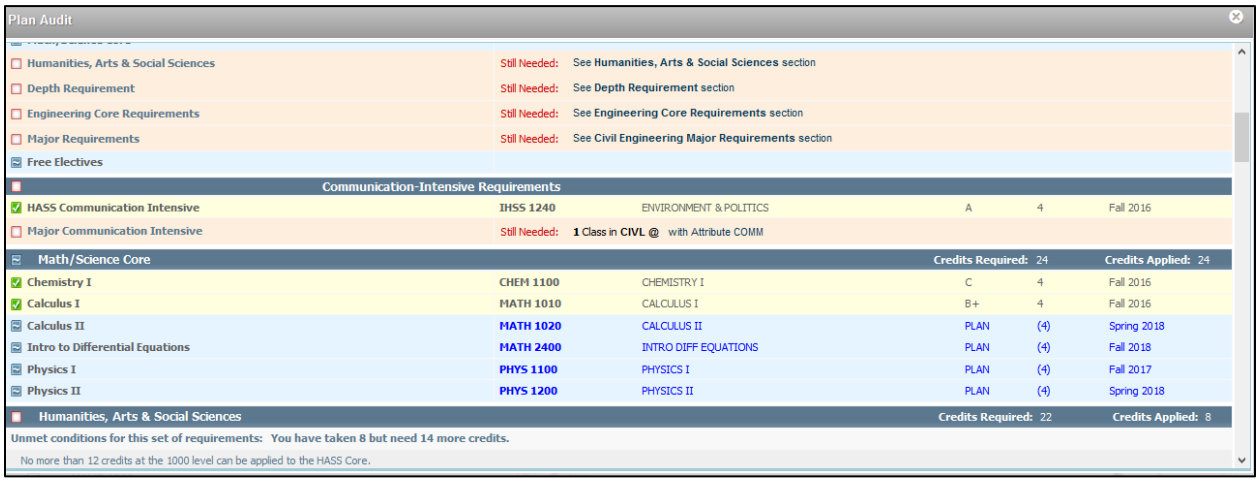
2. Click the **Print** button in the lower right corner of the screen. The browser displays a print view.



3. Click the **Print** link in the upper right corner. The **Print** dialog box displays.
4. Define print settings. Click **OK**. The plan prints.

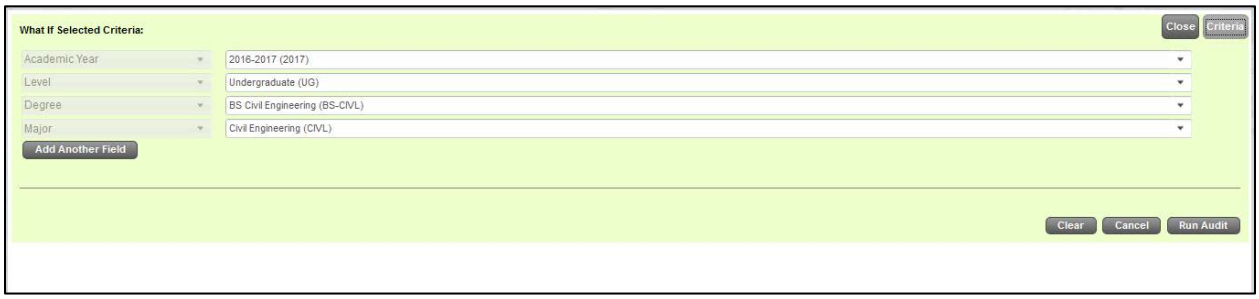
Running an Audit from a Plan

1. Display plan in **Edit** or **Calendar** view.
2. Click the **Audit** button in the lower right corner of the screen. The **Plan Audit** screen displays notating courses still needed in red as well as planned course to be taken in blue.



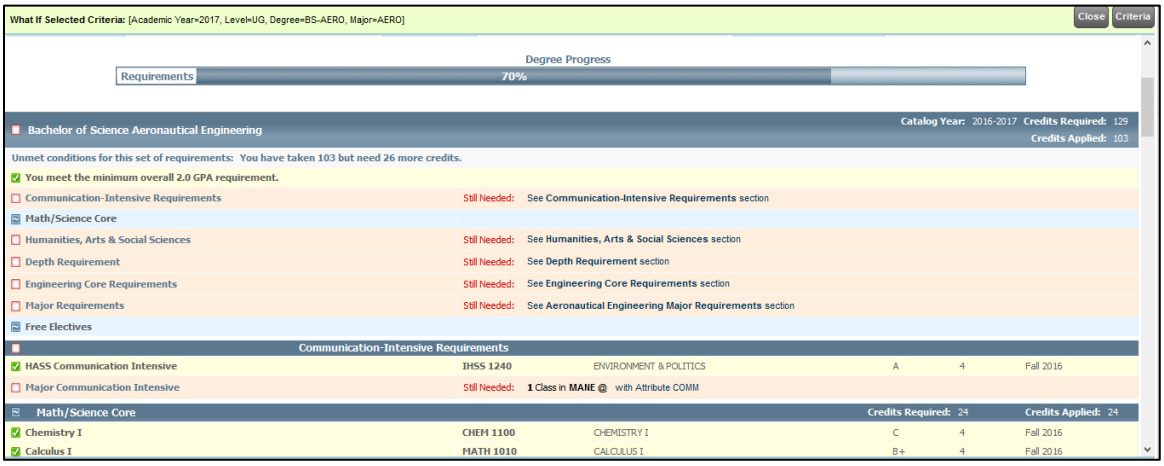
Running a What-If Scenario

1. Display plan in **Edit** view.
2. Click the **What-If** button in the lower right corner of the screen. The **What-If** screen displays.

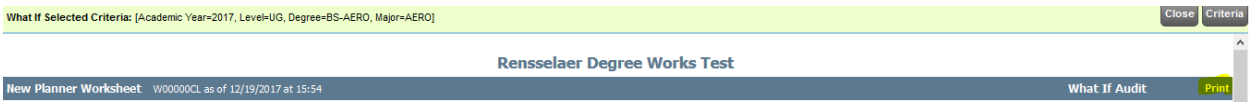


3. Select the criteria to view the What-If scenario audit report. If desired, click the **Add Another Field** button to display minor and concentration fields.

4. Click the **Run Audit** button. The **What if Audit** displays.



5. To print the What-If Audit, click the **Print** button at the end of the blue worksheet header bar.

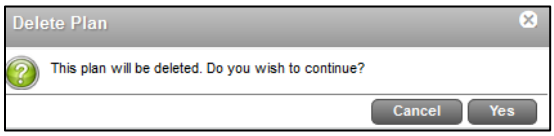


6. Click the **Close** button in the upper right corner of the What-If Audit to close out of the screen.

Deleting a Plan

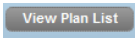
Students can delete a plan with the exception of their main plan which has been set to **Active** and **Locked** by their Advisor.

1. Display the plan that is not the Active and Locked plan in **Edit** view.
2. Click the **Delete** button in the lower right corner. The **Delete Plan** message displays.



3. Click **Yes**. The plan is deleted.

Note:

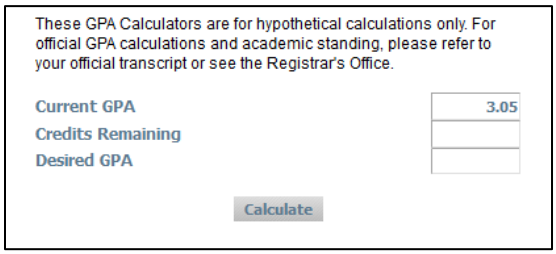
- A plan can also be deleted by clicking the **View Plan List**  button from the Planner Header bar. Select the plan. Click the **Delete** button.

Working with the GPA Calc

The GPA Calculators offered in this section are for hypothetical calculations only.

Using the Graduation Calculator

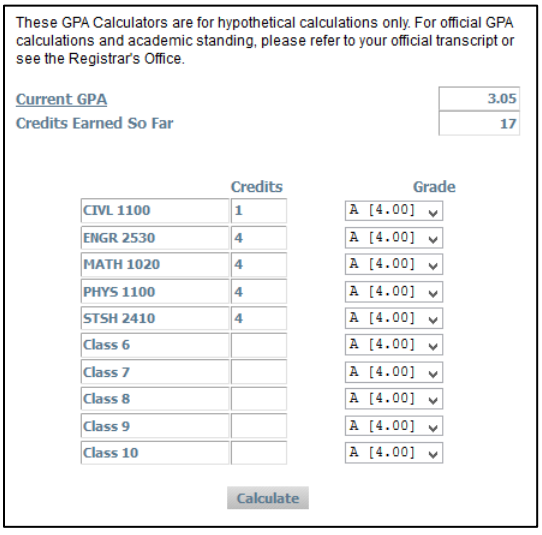
1. Login to Degree Works.
2. Click the **GPA Calc** tab from the list of tabs under **Student ID**. The **GPA Calc** screen displays with the **Graduation Calculator** as the active calculator.



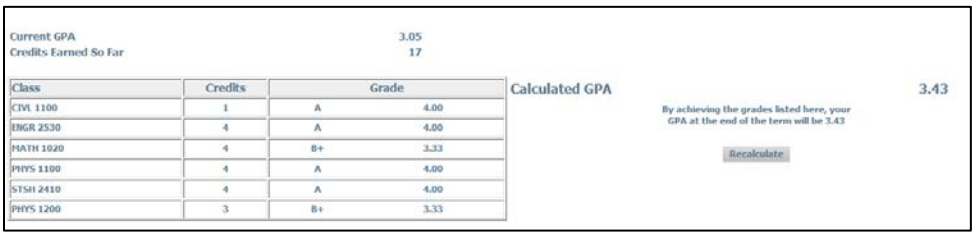
3. Type the students current GPA in the **Current GPA** field.
4. Type the remaining credits in the **Credits Remaining** field.
5. Type the desired GPA in the **Desired GPA** field.
6. Click the **Calculate** button. A summary displays.

Using the Term Calculator

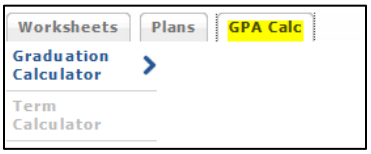
1. Login to Degree Works.
2. Click the **GPA Calc** tab from the list of tabs under **Student ID**. The **GPA Calc** screen displays with the **Graduation Calculator** as the active calculator.
3. Click **Term Calculator** from the left navigation bar. The **Term Calculator** displays.



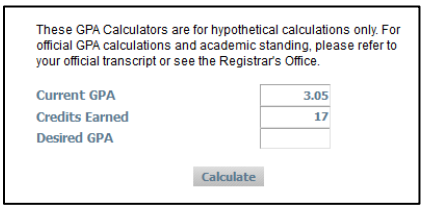
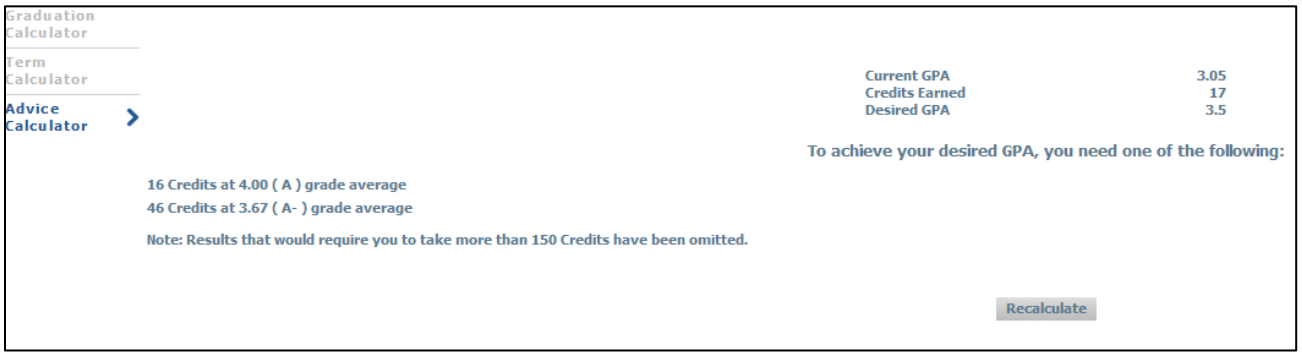
4. Type the students current GPA in the **Current GPA** field.
5. Type the earned credits in the **Credits Earned So Far** field.
6. Define the remaining courses, credits, and potential grade for each.
7. Click the **Calculate** button. A summary displays.



Using the Advice Calculator



1. Login to Degree Works.
2. Click the **GPA Calc** tab from the list of tabs under **Student ID**. The **GPA Calc** screen displays with the **Graduation Calculator** as the active calculator.
3. Click **Advice Calculator** from the left navigation bar. The **Advice Calculator** displays.



4. Type the current GPA in the **Current GPA** field.
5. Type the earned credits in the **Credits Earned** field.
6. Type the desired GPA in the **Desired GPA** field.
7. Click the **Calculate** button. A summary displays.