

**Degree Works**

# Angelo State University



## Student Educational Planner Training Manual - 2017

Tonya Drost

Assistant Degree Audit and Curriculum Coordinator

When a student is brought up in Degree Works and you are on the audit worksheet

Process New

Verify Catalog Year – This will determine the template that is attached to the student

Select Plans Tab



Choice of Blank Tab or **Select Template**

Select template will bring up the complete list of templates that have been built according to the requirements of that catalog year. IE: XXX (Major) XX (Degree) FA16 (Fall 2016)

You can use the Search by Template Description – In the block type the first few letters IE: Bio and select Go, it will bring selections to the top that meet your criteria.

Select the template that matches your major and catalog term (will highlight)

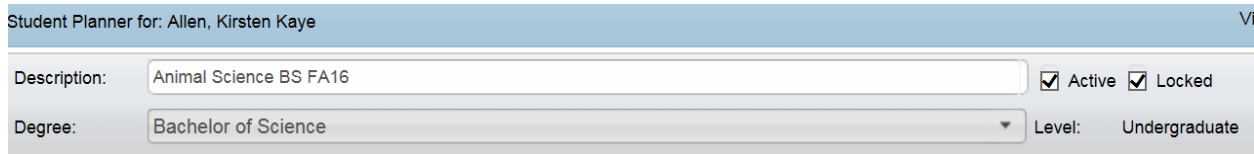
Select Open Tab (top left)

Window will open asking you to select start term (will correspond with catalog term)

Ok

Plan will open

Select Active and Locked (top next to the description)



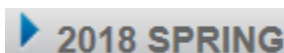
Save (bottom right corner)

This will attach the template to the student and the completed course work will populate in the corresponding term.

The first semesters will be open, the completed semesters will populate accordingly with requirements completed.

Even if the student is registered for future requirements they will not populate until the course is completed with a passing grade.

To close or open accordingly use the arrow next to the term.



To open all semesters up use the symbol at the top of the planner, just click and it takes a moment to process.



Using the drop down in the view box, the views that are applicable are Edit, Audit, and Calendar.

- **Edit View** is the standard semester layout. You are able to make changes on the Edit View when necessary. You can drag and drop requirements into other semesters. You also have the ability to drag courses from the still needed or course listing on the right hand side, blue ribbon, click on arrow to Expand.








The Still Needed will open to show the title of the blocks on the student audit, each of these can be opened to show the still needed courses in each of these blocks. You can select the course number and drag it to the term you want it to be in. Since the course is already listed in a different term a new box will open letting you know that the course is already listed and is this ok? Select ok. You will need to remove it from the term it is no longer needed in.

- **Calendar View** shows blocks by academic year – no editing can be done from this view.
- **Audit View** shows a split screen of the degree audit version and the student planner. You can drag and drop requirements on planner side of the view. The degree audit side will show the requirements met and will also note the future semester which the requirement is scheduled to be taken. If the course was not taken in the semester scheduled it will show still needed and you can add it to the desired future semester.

If the requirement is in the template as a placeholder it will show still needed because the courses are not spelled out on the template they are located in the notes section of the requirement.

\*Always refer back to the student's degree audit/worksheet to verify all requirements. This audit view is to be used as a tool only.

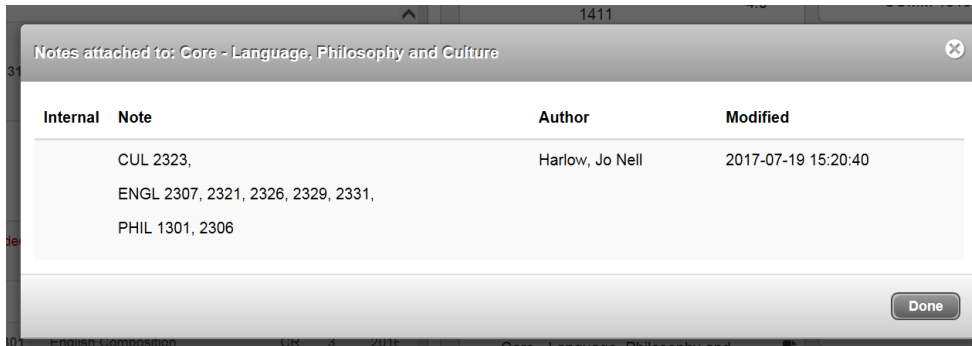
Each will note tracking on the left hand side: On-Track or Warning, two consecutive semesters that contain a Warning will place the student Off-Track

Tracking Status:  Off-Track		
 Off-Track <span style="float: right;">▼ 2017 SPRIN</span>		
Tracking	Critical	Honors
 On-Track	<input type="checkbox"/>	<input type="checkbox"/>
 On-Track	<input type="checkbox"/>	<input type="checkbox"/>
 Warning	<input type="checkbox"/>	<input type="checkbox"/>

When it comes to placeholders you will need to add the course actually taken and remove the placeholder in order to show the requirement on track. The courses are not spelled out on the template they are located in the notes section of the requirement.

### Core - Language, Philosophy and Culture

If you hover over the note it will show you some of the content, click on it and it opens up to show the options.



Select done and it will close.

In order to remove the placeholder and add the course taken use the – and + at the top left of the term:



To remove – highlight the Placeholder line and select the – button at the top of that term.

To add a course, select the + at the top of that term and a window will open. Choose Course and a blank line will open. Type in the course and tab, the Credits column should populate automatically. If there is a minimum grade you can use the dropdown arrow in that column and select grade.

If you need to add a summer term you select the + at the top of the screen across from active and locked boxes. When it opens it will only list the terms that are not already listed on the template attached to the student IE: Summer terms and future terms beyond the 4 year plan.

The SEP does not monitor pre-requisites, therefore will not warn you if a course is added to the plan without the required pre-req being taken prior to.

The SEP does not recognize equivalencies which does include course number changes and course acronym changes (TCCN changes) IE: ENG to ENGL.

The SEP also does not recognize exceptions which have been done on the audit, you will need to change the template with the course to be used.

You can manually add the exception course in the semester that it was taken and when you save it will check to put it back on track.

When you are working with a template and want to refer back to the template Audit without going to the audit view you can select the Audit at the bottom right side of the screen. This will open the audit in a separate window.

When tracking is enabled, a student's completed coursework will be evaluated against their active plan to determine if they have completed their planned requirements by the planned term and are on-track for completing their degree program on-time. A Tracking Status is calculated for requirements, terms, and the overall plan. This information can be used for advising and reporting.

Tracking is assessed on requirements in the current term and in past terms on active and locked/approved plans. The Tracking Status will be either *On-Track* or *Off-Track*. For plans that are not active and locked/approved, or requirements and for terms that are beyond the current term, the tracking status will be *Not Evaluated*.