

DegreeWorks Adviser Training Manual

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Standard Screen Items in DegreeWorks



Navigation Tabs in the Header – Most of the tabs are self explanatory, but here are few notes:

- FAQ provides a list of some of the most common questions and answers.
- Help takes you to this document
- Clicking the **Log Out** tab will exit you from DegreeWorks only—not the Foothill - De Anza Portal.

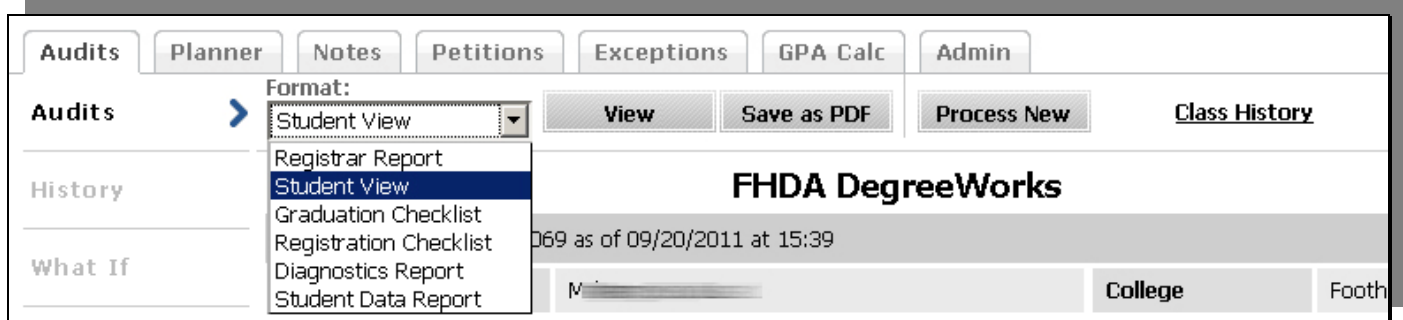


- The **Find** icon (magnifying glass) allows you to search on a student. More on that later.
- You can enter a **Student ID** directly into the field noted above and hit Enter to bring up a single student’s audit. Only Advisors, Course Guardians, and DegreeWorks users will full access can search on students in the database or enter a student ID directly. Students do NOT have the ability to search on another student. They will only be able to view their own degree audit.

- The **Degree** field should default to the student’s primary program. If you don’t see the degree program that you think you should, click the arrow under **Degree** to see what other programs the student might have declared. Choose the desired one and hit Enter.
 - Verify that the major is correct. If it is not correct, refer the student to Admissions and Records to change their major.
 - Petitions for substitution must match the major on the student’s record.
- Date of **Last Audit** shows the most recent date an audit was run.
- Date of **Last Refresh** shows the most recent date the student’s data was refreshed from the Banner system. Student and advisor data extracts are typically run overnight so the data is refreshed daily. However, if the date is old, or if you know, for example, that the student has just registered, added/dropped a class, or changed a major **THAT DAY**, you will need to 1) Click the **Refresh** button to let it update the Banner data and 2) Click **Process New** to generate an updated audit with the now-refreshed data. Students will NOT have access to either of these buttons. That said, a “**What If**” audit WILL do both at the same time—refresh the data and process it anew—but only for the What If scenario, not for the student’s primary degree audit.

Degree Audits Tabs and Additional Links

Most of these will be discussed later, but here are few notes:

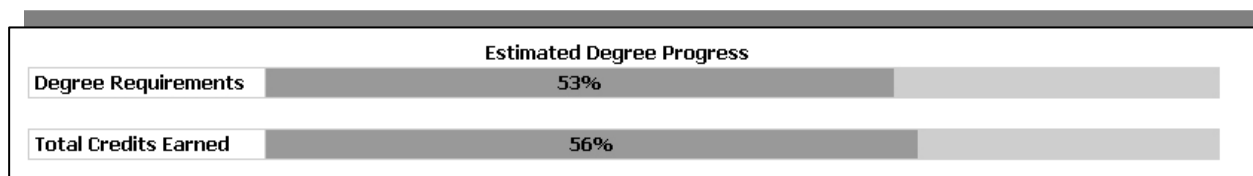


- The **Format** field allows users to look at a couple of different formats. The default **Student View** is the most complete, but other versions available to students and advisors is the **Registration Checklist** and **Graduation Checklist**. Each looks at the same data, but filters out either requirements not yet completed (Graduation Checklist) or requirements already completed (Registration Checklist). When choosing a different view, click the drop down box, choose the desired format, and click **View**.
- **Process New** not only allows for running a new audit once Banner data has been refreshed (as noted earlier), it allows for updating an audit once DegreeWorks coding has been revised. For this reason, it is used heavily while testing program coding. For most advisors, it should only be used if a known change has been made to the student’s record, but that change is not reflected in the most recent audit. It too—in addition to the Refresh button—can drain system resources, so it only if needed. It’s understood that it will be used quite a lot during the registration period, however.

Student Information Block – This block displays a customized view of various student data, including GPA, test scores, Catalog Year, Academic Status, etc. We are very fortunate to be able to display this data, but it comes at great effort on the part of our technical/web staff. It’s always possible that we may lose links to some detail in future DegreeWorks upgrades, but we hope to retain as much of this data as possible as we go forward. The word PROD should eventually be dropped from this Web view, but at this time it helps designate this version of DegreeWorks (as compared to the TEST version that only Student Records and the technical staff can access). (FYI: Names and IDs have been blocked out in this manual for privacy reasons.)

FHDA DegreeWorks			
Student View AA069072 as of 09/20/2011 at 16:00			
Student	A	College	De Anza College
ID	1	Degree	Associate in Arts - DA
Overall GPA	3.150	Major	Liberal Arts-Science,Math & En
Institutional GPA	3.153	Catalog Year	2009-2010
		Test Scores	

Progress Bar – The **Degree Progress Bar** is helpful, but can be deceptive. It is based on the number of checked boxes within the audit, but includes work in progress as satisfying specific degree requirements. So while technically a student may have passed 28% of his/her required course work, with registration for the next term factored in, he/she may be estimated at 35% degree progress. Please use this graph as a guide when advising a student, but do not consider it the final word. Be sure to review the **entire** degree audit for specific advice on requirements met and unmet within in each block.



Legend – While shown only on some DegreeWorks screens, the **Legend** is very important in interpreting data on all screens. Since space is limited within the audit, the Legend block is small and contains only the essentials, but the **FAQ** page will eventually include a more complete Legend explaining additional symbols and codes used within an audit. A link to the FAQ page is available at the top of the DegreeWorks screen and within the Legend itself.

Legend		
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	* Course requires prerequisite
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see counselor	@ Any course number

Disclaimer – The **Disclaimer** is shown at the bottom of most screens. While mainly intended for students, advisors should become familiar with the wording, especially the third sentence that stresses that the degree audit is not the same as a transcript nor should it be considered official notification of degree completion.

Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree audit report, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

Searching for Students

Advisors can look at the record of any active student either by entering the student's Banner ID (8 digits) or searching on student name, degree, major, etc.



- Click the Find button (magnifying glass icon).
- Type in any and all options in the upper section of the dialog box.
(In the example below there is an "m@" typed in the Last Name textbox and "Accounting" is selected in the Major drop down list. *The "@" sign is used as a wildcard in searches.*)
- Click the Search button

- This will return all *Accounting* students whose last name begins with an "M"
- Select either one, some, or all of the returned names by checking and un-checking the boxes next to the appropriate names. (FYI: Names and IDs have been blocked out in this manual for privacy reasons.)
- Once all desired names are selected click the **OK** button

ID	Name	Degree	Major	Level
<input checked="" type="checkbox"/>	[Redacted]	2CAAT	Accounting: Emphasis in Practi	DU
<input checked="" type="checkbox"/>	[Redacted]	2AA.A	Accounting: Emphasis in Practi	DU
<input checked="" type="checkbox"/>	[Redacted]	2AA.A	Accounting: Emphasis in Practi	DU
<input checked="" type="checkbox"/>	[Redacted]	2AA.A	Accounting: Emphasis in Practi	DU
<input checked="" type="checkbox"/>	[Redacted]	2AA.A	Accounting: Emphasis in Practi	DU
<input checked="" type="checkbox"/>	[Redacted]	2CAAT	Accounting: Emphasis in Practi	DU
<input checked="" type="checkbox"/>	[Redacted]	2CAAT 1AA.A	Accounting: Emphasis in Practi Accounting FH	DU FU
<input checked="" type="checkbox"/>	[Redacted]	2CAAT	Accounting: Emphasis in Practi	DU FU

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- This takes you to the main DegreeWorks screen (Worksheets>Student Information format).
- All students selected in the previous screen will be populated in the drop down list under Name.
- Whichever student is selected from this list (highlighted in blue) will be the student's data that is displayed in all the other screens. The default screen is called the Student Information format.
- No matter which screen you are in you may select a different student from this list to begin working with that student's data.
- Check the Last Refresh date as this shows the date and time that DegreeWorks last refreshed its data with the Banner system. Student and advisor data is typically refreshed every night.
- But if out of date, or if you know, for example, that the student has just registered, added/dropped a class, or changed a major THAT DAY, you will need to click the Refresh button to let it update the Banner data and then click

The screenshot shows the DegreeWorks web application interface. At the top, there is a navigation bar with links for 'FAQ', 'Help', 'Print', 'Exception Management', and 'Log Out'. Below this is a search area with fields for 'Find Student ID', 'Name', 'Degree', 'Major', 'Level', 'Student Class Level', 'Last Audit', and 'Last Refresh'. A dropdown menu is open under 'Name', showing a list of student names. The main content area displays 'FHDA DegreeWorks' and a 'Student View' for student AA069080 as of 09/20/2011 at 16:44. The student view includes a table with fields like Student, ID, Classification, Advisor, Overall GPA, Institutional GPA, College, Degree, Major, Minor, Catalog Year, and Test Scores. Below the table is an 'Estimated Degree Progress' section with two progress bars: 'Degree Requirements' at 53% and 'Total Credits Earned' at 56%.

Process New to generate an updated audit with the now refreshed data.

Note: If a student has been newly admitted, he/she might not be in the system yet. Please contact Student Records if you need to review an audit for a newly admitted freshman or transfer student and you receive an error message that the student's ID cannot be found in DegreeWorks.

Tabs Overview

There are tabs and options under each tab, although, as noted earlier, not all are available to all DegreeWorks users. "Tabs" included are **Audits**, **Planner**, **Notes**, **Petitions**, and **GPA Calc**.

Audits | Planner | Notes | Petitions | Exceptions | GPA Calc | Admin

Format: Student View | View | Save as PDF | Process New

History

FHDA DegreeWorks Te

Student View AA069081 as of 09/20/2011 at 16:53

Student	A	College
ID	1	Degree
Classification		Major
Advisor		Minor
Overall GPA	3.150	Catalog
Institutional GPA	3.153	Test Sc

Estimated Degree P

Degree Requirements	53%
Total Credits Earned	56%

Audits | Planner | Notes | **Petitions** | Exceptions

View Petitions

Add Petition | View Petitions for Exceptions

Modify Petitions | No Petitions Awaiting Approval

Delete Petitions | No Petitions Approved

No Petitions Applied as Exceptions

No Petitions Rejected

Audits | **Planner** | Notes | Petitions | Exception

test plan1 [Inactive] | Notes Mode

Templates

Planner Worksheet AA069082 as of

Student	A
ID	1

Management

Audits | Planner | Notes | Petitions | Exceptions | **GPA Calc** | Admin

Graduation Calculator

Term Calculator | Current GPA | 3.15

Advice Calculator | Credits Remaining |

Credits Required |

Desired GPA |

Calculate

Audits | Planner | **Notes** | Petitions | Exceptions | GPA Calc | Admin

View Notes

Add Note | View Notes

Delete Notes | Note Text | Created By | Create Date

Audits Tab

This tab is used for reviewing what the student has already completed and how his/her course work is being applied towards graduation. There are several ways to view this data.

Overall Audit – Student Information Format

(This is the default screen when you select a new student from the Name drop down list)

- Click on the Audits option
- Under the format drop down list select Student Information
- Click the View button

FHDA DegreeWorks

Student View AA069082 as of 09/20/2011 at 16:57

Student	AA069082	College	De Anza College
ID	1	Degree	Associate in Arts - DA
Classification		Major	Liberal Arts-Science,Math & En
Advisor		Minor	
Overall GPA	3.150	Catalog Year	2009-2010
Institutional GPA	3.153	Test Scores	

Estimated Degree Progress

Degree Requirements	53%
Total Credits Earned	56%

Using the Legend as a guide, you can scroll through the student's information to see what the student has completed and what he/she still needs to complete in order to graduate. This view will even give you information on what courses will meet the unfulfilled requirements.

Degree - Associate in Arts Catalog Year: 2009-2010 Credits Required: 90

Unmet conditions for this set of requirements: 90 quarter units are required. You currently have 50, you still need 40 more units.

- Overall 2.00 GPA Requirement Met
- General Education Requirements **Still Needed:** See **General Education AA/AS DA** section
- Major Requirements **Still Needed:** See **Major in Lib Arts-Science,Math, & Engineering, AA** section

General Education AA/AS DA Catalog Year: 2009-2010

- PROFICIENCIES
 - English EWRT D001A COMPOSITION & READING B 5 2011 SPR DA
 - Mathematics MATH D114. MATH PREP LEVEL 3:INT.ALG. A 5 2010 SUM DA
- AREA A - LANGUAGE AND RATIONALITY
 - English Composition EWRT D001A COMPOSITION & READING B 5 2011 SPR DA
 - Oral Communication SPCH D010. FUND OF ORAL COMMUNICATN A 4 2011 SUM DA
 - Critical Thinking EWRT D002. CRIT READ, WRIT & THINK B+ 5 2011 SUM DA
- AREA B - NATURAL SCIENCES
 - Physical Sciences PHYS D010. CONCEPTS OF PHYSICS A- 5 2011 WIN DA
- AREA C - ARTS AND HUMANITIES
 - Arts **Still Needed:** 1 Class in ARTS D001A or D001B or D002A or D002B or D002C or D002D or D002F or D002G or D002H or D002J or D002K or D002L or D03TC or D03TD or D03TE or DANC D038A or ELIT D001, or D005, or E_S D003, or F/TV D001, or D002A or D02AW or D002B or D02BW or D048, or D075G or HUMI D001, or D015, or ICS D005, or D014, or D033, or D045, or INTL D010, or D021, or D022, or D023, or D024, or MUSL D001A or D001B or D001C or

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To see the data in a more compact fashion, and *without* all the information on which courses meet specific requirements, do the following:

- Click on the **Format** drop down list
- Select **Graduation Checklist** from the list and click **View**

Format: **Graduation Checklist** [Class History](#)

FHDA DegreeWorks

Graduation Checklist AA069087 as of 09/21/2011 at 10:06

Student	A	College	De Anza College
ID	1	Degree	Associate in Arts - DA
Overall GPA	3.150	Major	Liberal Arts-Science,Math & En
Institutional GPA	3.153	Catalog Year	2009-2010
		Test Scores	

Degree - Associate in Arts Catalog Year: 2009-2010 Credits Required: 90

Overall 2.00 GPA Requirement Met

General Education Requirements

Major Requirements

Blocks included in this block

General Education AA/AS DA
 AREA E - Physical Education Option 1
 AREA E - Physical Education Option 2
 Major in Lib Arts-Science,Math, & Engineering, AA

General Education AA/AS DA Catalog Year: 2009-2010

English EWRT D001A

Mathematics MATH D114.

English Composition EWRT D001A

Oral Communication SPCH D010.

Critical Thinking EWRT D002.

AREA B - NATURAL SCIENCES

Arts PHYS D010.

Humanities

Behavioral Sciences PSYC D001.

History and Society HIST D017C

AREA E - PE OPTIONS

Intercultural Studies Requirement ICS D030.

Blocks included in this block

AREA E - Physical Education Option 1
 AREA E - Physical Education Option 2
 Blocks included in this block

AREA E - Physical Education Option 1 Catalog Year: 2009-2010

PE Option 1

AREA E - Physical Education Option 2 Catalog Year: 2009-2010

Physical Activity

Non-Activity

Major in Lib Arts-Science,Math, & Engineering, AA Catalog Year: 2009-2010 Credits Required: 27

Major GPA: 3.000 Credits Applied: 10

27 units from the following courses MATH D041., MATH D052.

Electives Elective Credits: Elective Classes: 1

ECON D001.

Not Applicable to Degree

CHEM D050. (IP), ECON D001., HIST D004A, MATH D043. (IP), PHYS D050. (IP), POLI D001., P_E D009., SPAN D001. (IP)

Other Credits Applied: 15.5 Classes Applied: 4

COUN D100., EWRT D211., MATH D112., READ D211.

Legend

<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	* Course requires prerequisite
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see counselor	@ Any course number

What If Scenarios

To see what the student would have to complete if he/she changed majors or added a major/minor, do the following:

- Click on the **What If** option under the **Audits** tab.
- Make any and all selections you want from the drop down boxes for Level, Degree, Academic Year and Major.

Important Notes about What If Options:

- *Some majors won't be available unless you choose the appropriate degree (for example, you cannot choose a Associate's of Science with a major in English).*
- Our programs have been coded for the 2008-09 catalog year and we are currently in the process of updating programs per 2011-12 catalog revisions. In only selected cases will we be coding for earlier catalog years. The display of multiple catalog years in the What If block doesn't mean that there is a unique version of the program for each year displayed (most of these are reserved for future use).
- What If scenarios do not allow for dual-degree options (Associates of Science in Biology + Associates of Arts in History). Each desired program would need to be run under an individual What If.
- If you want to see what would happen if a student took a certain class, type in the appropriate **subject** and course **Number** in the text boxes and Click the **Add Course** button.
- Click the **Process What If** button to see the results.

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Here are the results of the previous changes:

- Note the course "CDI D051.42" shows up as a course in a "Planned Term."
- These are not permanent changes to the student's record; they merely give students and advisors the ability to temporarily see what would happen if the student chose a slightly different program.

The screenshot displays the DegreeWorks Advisor interface with the following sections and content:

- Navigation:** Audits, Planner, Notes, Petitions, Exceptions, GPA Calc, Admin.
- Audits:** Back, Selected What-If Items: [dropdown], Look Ahead Courses Used: [dropdown]
- History:** Degree - Associate in Science, Catalog Year: 2008-2009, Credits Required: 90
- What If:** Unmet conditions for this set of requirements: 90 quarter units are required. You currently have 50, you still need 40 more units.
- Look Ahead:** Overall 2.00 GPA Requirement Met
- Financial Aid:** General Education Requirements (Still Needed: See General Education AA/AS DA section), Major Requirements (Still Needed: See Major in CAD - Mechanical, AS section)
- Aid History:** General Education AA/AS DA, Catalog Year: 2008-2009
- Athletic Eligibility:**
 - PROFICIENCIES
 - English: EWRT D001A, COMPOSITION & READING, B, 5, 2011 SPR DA
 - Mathematics: MATH D114, MATH PREP LEVEL 3:INT.ALG., A, 5, 2010 SUM DA
- Athletic Eligibility History:**
 - AREA A - LANGUAGE AND RATIONALITY
 - English Composition: EWRT D001A, COMPOSITION & READING, B, 5, 2011 SPR DA
 - Oral Communication: SPCH D010, FUND OF ORAL COMMUNICATN, A, 4, 2011 SUM DA
 - AREA B - NATURAL SCIENCES
 - Physical Sciences: PHYS D010, CONCEPTS OF PHYSICS, A-, 5, 2011 WIN DA
 - AREA C - ARTS AND HUMANTIES
 - Arts: Still Needed: 1 Class in ARTS D001A or D001B or D002A or D002B or D002C or D002D or D002F or D002G or D002H or D002J or D002K or D002L or D03TC or D03TD or D03TE or DANC D038A or ELIT D001, or D006, or E_S D003, or F/TV D001, or D002A or D02AW or D002B or D02BW or D048, or D075G or HUMI D001, or D015, or ICS D005, or D014, or D033, or D045, or INTL D010, or D021, or D022, or D023, or D024, or MUSI D001A or D001B or D001C or D001D or PHTG D007, or D020, or D021, or THEA D001, or WMST D003C

Printing an Audit

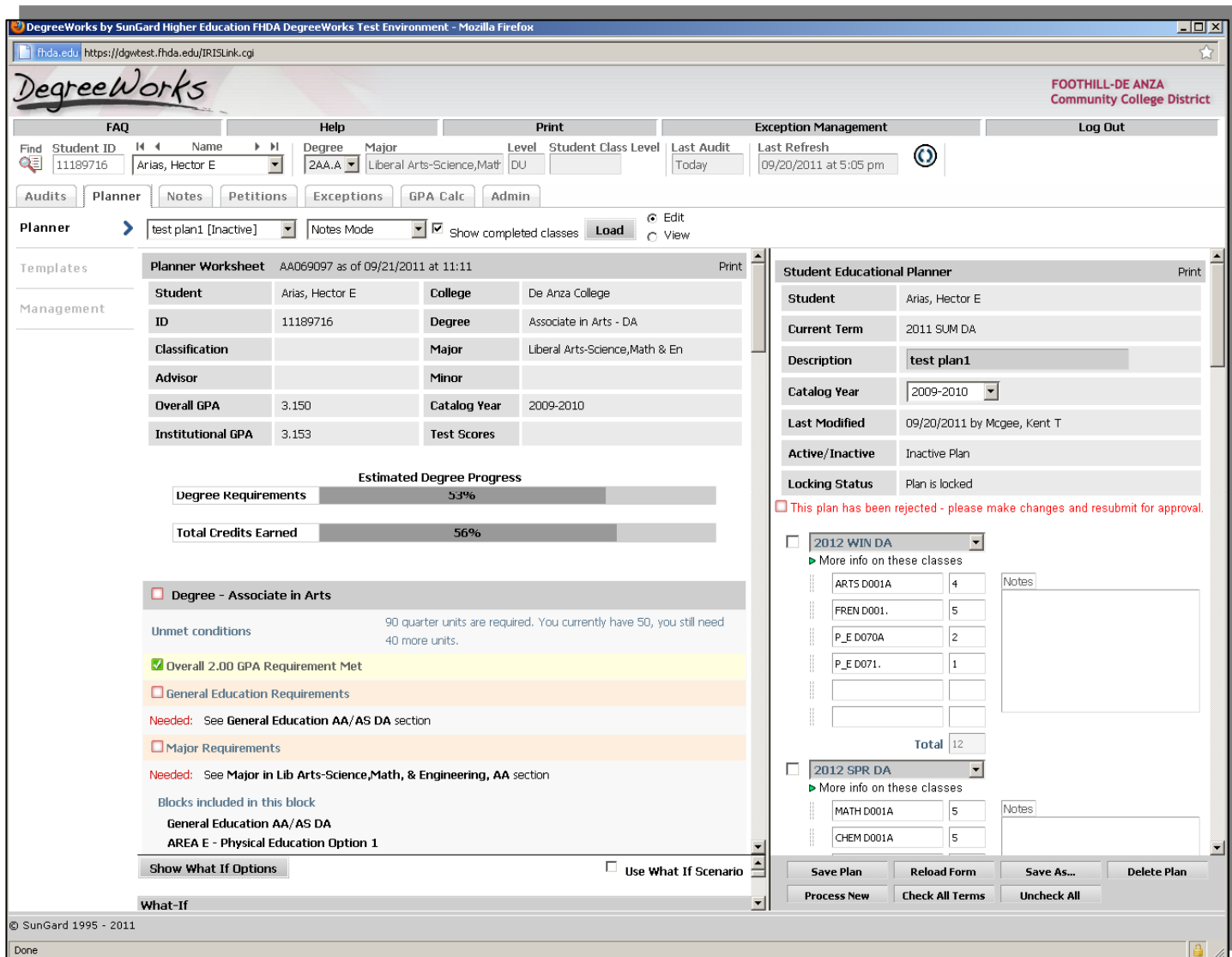
Don't use your browser's print option to print an audit or What If scenario (you run the risk of getting a blank page or a printout with the header and frames and important data cut off). Instead use the DegreeWorks print button:

- Select the format view that you want to print (Student Information is currently selected).
- Click the **Print** button. The result will be in small print, but it will provide complete data and does not waste ink on unnecessary graphics.



Planner Tab Use this tab to lay out a plan for the student to take over the next one or more terms. The student can see this information as well and can work with it and modify it if given permission. You can make more than one plan for a student, but only one can be the "Active Plan" against which DegreeWorks will be displaying/applying data.

- Click on the **Planner** tab



This screen is divided into two sections.

Left – **Planner Worksheet:** This section shows you the student’s courses, both complete and planned.

Right – **Student Educational Planner:** This is the area where you can work out the student's future courses. At the very bottom of that list of term it will display the student’s course work that’s already been completed in Unplanned Terms or from Transfer Work.

FYI: Students can see the **Planner** but will only see the data on the right. They will not have a split screen view.

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To create a new plan

- Make sure that **"Add new plan"** is in the drop down window

Note Mode
Term-by-term view with notes available for each term.

There are two different modes in which to work and save a plan. The **"Note Mode"**

view gives the ability to add notes to each term you are working on (this is what's showing in the screen shot above) and show each term, one below the other. The other option is the **"Calendar Mode"** which has lines four terms across (representing an academic year), but which only provides one note box at the end of the whole planning area.

Calendar Mode - An entire academic year view with notes available for the year.

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FYI: There is also a **Print** button at the top right of the **Student Education Planner** half of the screen. However, it will likely print out blank terms in addition to planned terms, so use this button with caution as it may result in wasted paper. Twenty blank terms are provided to allow advisors/students room to document projected courses for four to four academic years (Fall, Winter, Spring, summer). To switch between the modes do the following.

- Click in the "Mode" drop down list window
- Select which mode you want
- Click the **Load** button

The screenshot displays the DegreeWorks Advisor Training Manual interface. On the left, the 'Planner Worksheet' section shows student information for 'test plan1 [Inactive]' at De Anza College. It includes fields for Student ID, Degree (Associate in Arts - DA), Classification, Major (Liberal Arts-Science, Math & En), Advisor, Minor, Overall GPA (3.150), and Institutional GPA (3.153). Below this, 'Estimated Degree Progress' is shown with a bar chart for Degree Requirements at 53% and Total Credits Earned at 56%. The 'Degree - Associate in Arts' section lists unmet conditions, such as '90 quarter units are required. You currently have 50, you still need 40 more units.' and 'Overall 2.00 GPA Requirement Met'. The 'Student Educational Planner' on the right shows course selection for '2012 WIN DA' and '2012 SPR DA'. The '2012 WIN DA' section lists courses: ARTS D001A (4), FREN D001 (5), P_E D070A (2), and P_E D071 (1), with a total of 12 credits. The '2012 SPR DA' section lists MATH D001A (5) and CHEM D001A (5). A 'Load' button is highlighted in the top right, and a 'Use What If Scenario' checkbox is highlighted in the bottom right.

FYI: **What If** options can also be used while working with the **Planner Worksheet** and **Student Educational Planner**. If used, click **Show What If Options**, choose the desired options, hit **Process New** (bottom of screen), then **Hide What If Options** (not seen here) to see the Planner Worksheet updated with the What If Scenario in place.

To return to the student's original program, uncheck the **Use What If Scenario** box and hit Process New again.

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This demo will work in the **Notes Mode**.

To add a term to the planner:

- Click on the **Select Term** drop down list
- Select a term this section of the planner will represent

The screenshot displays the DegreeWorks Advisor Student Educational Planner interface. The main window is titled "Student Educational Planner" and includes a "Print" button. The interface is divided into several sections:

- Navigation:** Tabs for Audits, Planner, Notes, Petitions, Exceptions, GPA Calc, and Admin.
- Planner Worksheet:** AAD069106 as of 09/21/2011 at 12:33. Includes a "Planner" dropdown and "Notes Mode" checkbox.
- Student Information:** Student ID, College, Degree, Classification, Major, Minor, Advisor, Overall GPA (3.150), Catalog Year, Institutional GPA (3.153), and Test Scores.
- Current Term:** 2011 SUM DA.
- Description:** Get Degree Plan.
- Catalog Year:** 2009-2010.
- Last Modified:**
- Active/Inactive:** Active Plan.
- Locking Status:** Plan is not locked.

Below the student information, there is a section for "Estimated Degree Progress" with a progress bar for "Degree Requirements" at 53% and "Total Credits Earned" at 56%. A message states: "This plan needs to be approved. Please submit for approval when you are ready. Load in a pre-defined plan".

The "Select Term" dropdown menu is open, showing a list of terms from 2011 to 2013. The "2012 WIN DA" term is selected and highlighted. A checkbox next to the "Select Term" label is checked.

At the bottom, there are buttons for "Save Plan", "Reload Form", "Save As...", "Delete Plan", "Process New", "Check All Terms", and "Uncheck All".

Check the check box next to the **Select Term** drop down list to include this term when you run the planner.

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There are two ways to add courses to the Term list

1. Type in the Course subject and Course Number, making sure you include a space between them, and then type in the number of credit hours for the course.
2. Drag the course from the "Left" side of the screen to the "Right," where potential courses are listed for each section.
 - You can also type in any notes you want to remember dealing with this term.
 - To see the results of this plan click the **Process New** button (at the bottom right—not the same Process New button as seen in the regular audit).

The screenshot displays the DegreeWorks Advisor Planner interface. On the left, a list of courses is shown, including MATH D041 and MATH D052. A dialog box titled "Load in a pre-defined plan" is open, showing a table of courses and a "Notes" field. The table contains the following data:

Course	Credits	Notes
PHTG D007	004.00	All these classes will count toward graduation.
MATH D001A	005.00	
CIS D003	004.50	
Total		13.5

The dialog box also includes a "Select Term" dropdown menu and a "More info on these classes" link. The main interface shows a "Student Educational Planner" section with fields for Student, Current Term, Description, Catalog Year, and Last Modified. The "Process New" button is visible at the bottom right.

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The results of the plan will show up on the "Left" side of the screen within the student's courses. The planned courses will show up in blue and will say "Planned Term."

The screenshot displays the DegreeWorks Advisor interface. On the left, a list of courses is shown, with two courses highlighted in blue: (CIS D003.) BUSINESS INFO SYSTEMS and (MATH D001A) CALCULUS, both with a status of PLANNED. The right side of the interface shows the plan's details, including the term 2012 WIN FH, a list of selected courses, and a total credit count of 13.5. At the bottom, there are several buttons: Save Plan, Reload Form, Save As..., Delete Plan, Process New, Check All Terms, and Uncheck All.

The buttons at the bottom of the form do the following:

- **Save Plan:** Saves the currently loaded plan, including terms that have check marks next to them.
- **Reload Form:** Clears the currently loaded plan, removing any courses, terms, and notes.
- **Save As:** Allows you to start with one plan, make changes, and then save the modified plan under a different name. **Delete Plan:** Will delete the currently loaded plan.
- **Process New:** Will run the currently loaded plan against the student's Banner data and show what the plan will do with the additional data.
- **Check All Terms:** Will place a check mark in the boxes for all the terms included in the plan, even if they don't show any data. This is a good idea to make sure that all terms are being run when you process the plan. Failure to check a term could result in an incomplete plan.
- **Uncheck All:** Un-checks all the boxes next to the terms.

Additional Items –Look Ahead, Notes, GPA Calc

Some of the following items have been mentioned briefly already, but here are additional notes and screen shots:

Keep in mind that hitting **Process New** on the main page (**Audit**) and batch audits processed at the server level will update the current audit and will adjust the versions retained in history, bumping the oldest one off the list. However, hitting **Process What If** or **Process New** under **Look Ahead** or in the **Student Educational Planner** does NOT impact the audit history as seen below.

Look Ahead Tab – Similar to the Student Education Planner, but not as complex or as formal, the **Look Ahead** tab allows students to experiment with their audit by factoring in possible classes:

The screenshot displays the DegreeWorks Advisor interface with the 'Look Ahead' tab selected. The top navigation bar includes 'Audits', 'Planner', 'Notes', 'Petitions', 'Exceptions', 'GPA Calc', and 'Admin'. The 'Audits' section has a 'Format:' dropdown set to 'Student View' and a 'Process New' button. The 'Look Ahead' section is active, showing instructions: 'To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.' Below this, there are two input fields for 'Subject' and 'Number', an 'Add Course' button, and a list of 'Courses you are considering' containing 'CIS D003' and 'MATH D001A', with a 'Remove Course' button at the bottom.

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After hitting **Process New**, the new audit will plug in the additional course(s) in blue, with "Planned Term" noted. Now the advisor or student can see whether that additional class being considered applies to a specific degree requirement (UL credits, major, general education, etc.) or general electives.

The screenshot shows the DegreeWorks Advisor interface with the following details:

- Navigation:** Audits, Planner, Notes, Petitions, Exceptions, GPA Calc, Admin
- Buttons:** Back, Look Ahead Courses Used: [dropdown]
- History:** Non-Activity **Still Needed:** 1 Class in C_D D061, or HEALTH D051, or NUR D010, or P_E D051, or D053, or D054, or D070A or SPCH D060.
- What If:** Major in Lib Arts-Science,Math, & Engineering, AA **Catalog Year:** 2009-2010 **Credits Required:** 27 **Major GPA:** 3.000 **Credits Applied:** 15
- Look Ahead:** Unmet conditions for this set of requirements: 27 units are required. You currently have 15, you still need 12 more credits.

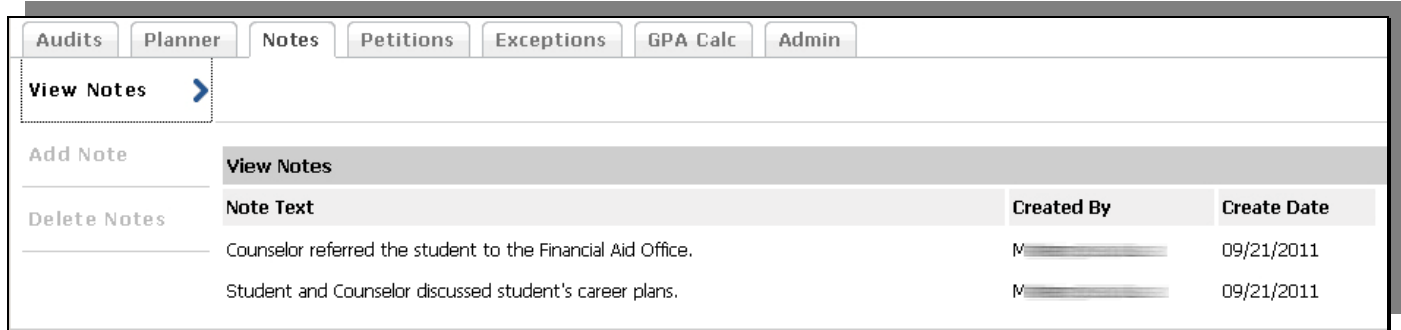
(MATH D001A)	CALCULUS	PL (5) PLANNED
MATH D041.	PRECALC I: THEORY AND FUNCTIONS	B 5 2011 WIN DA
MATH D052.	PRECALC II: TRIG FUNCTIONS	B 5 2011 SPR DA
- Financial Aid:**
- Aid History:**

The screenshot shows a detailed audit table with the following structure:

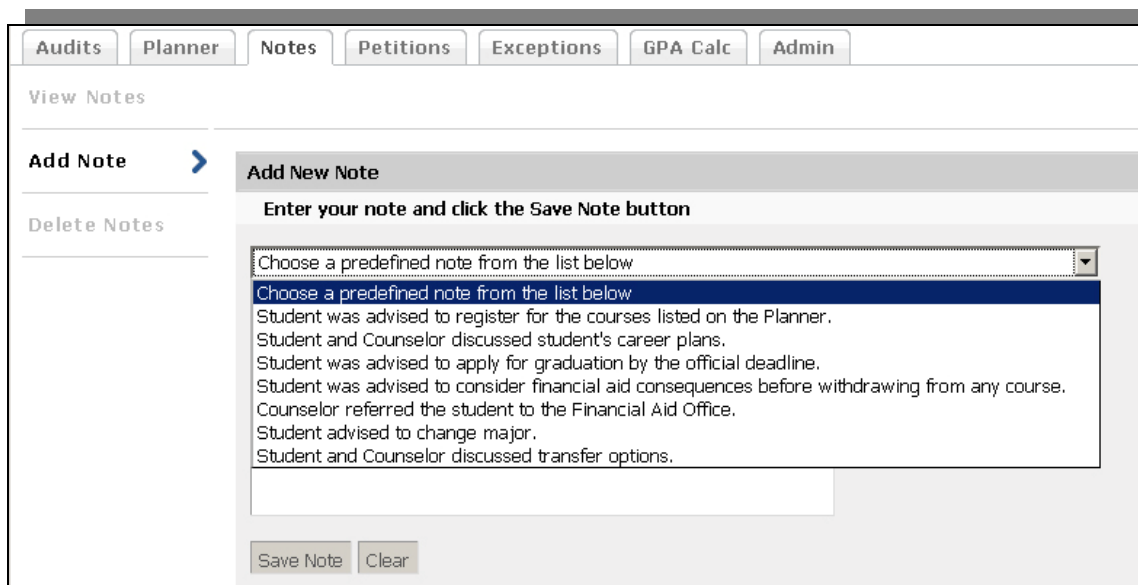
Navigation	Audits		Back		Look Ahead Courses Used: [dropdown]	
History	SPAN D001.	ELEMEN SPANISH (1ST QTR)	IP	5	2011 FAL DA	
What If	In-progress		Credits Applied: 5		Classes Applied: 1	
Look Ahead	MATH D001A	CALCULUS	PL	5	PLANNED	
Financial Aid	Other		Credits Applied: 15.5		Classes Applied: 5	
Aid History	CTS D003	-Course not found in system-	Invalid course		PL	0 PLANNED
	COUN D100.	ORIENT TO COLLEGE	Maximum number of Credits exceeded -		P	0.5 2006 SUM DA
	EWRT D211.	PREP READ/WRIT SKILLS	Maximum number of Credits exceeded -		P	5 2011 WIN DA
	MATH D112.	COLLEGE MATH PREP: BEG. ALG.	Maximum number of Credits exceeded -		B	5 2006 FAL DA

The courses being considered are not term-specific, but if the course number or prefix doesn't exist, it will be kicked to the bottom of the Look Ahead audit.

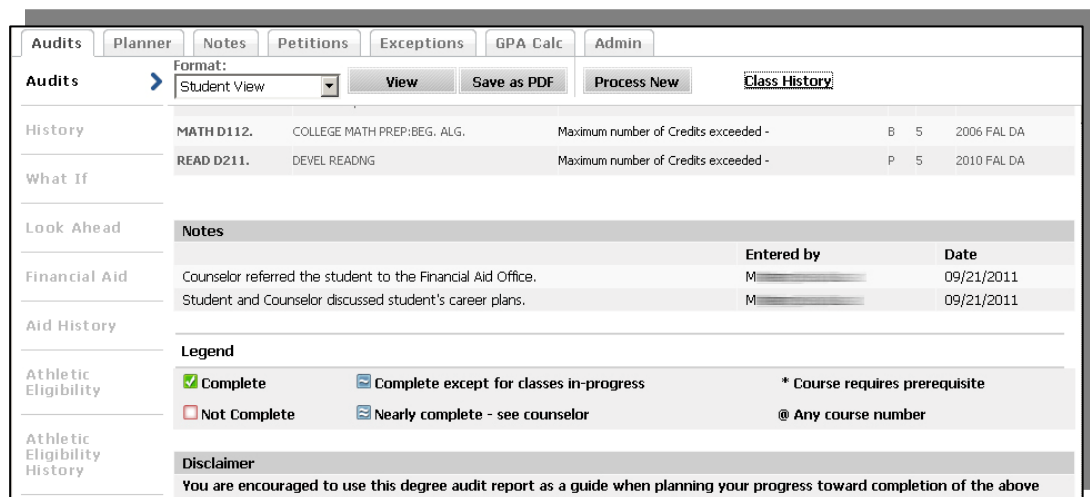
Notes Tabs – Advisors can add, modify, and delete their own notes, but cannot alter the notes of others. Students do not have access to this tab, but can see notes written by others within the Planner and/or at the bottom of their audit, so keep this in mind when adding notes.



Add notes using either predefined selections. If there is a strong demand for a new standard entry, we can add it to the list. Let Student Records know if you would like a predefined note added to this drop down list.



Student's Audit w/Notes display at the Bottom of their Audit.

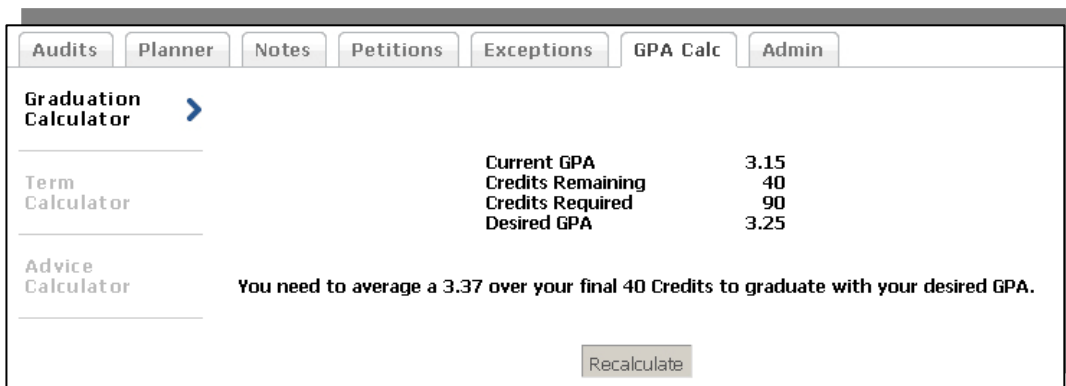
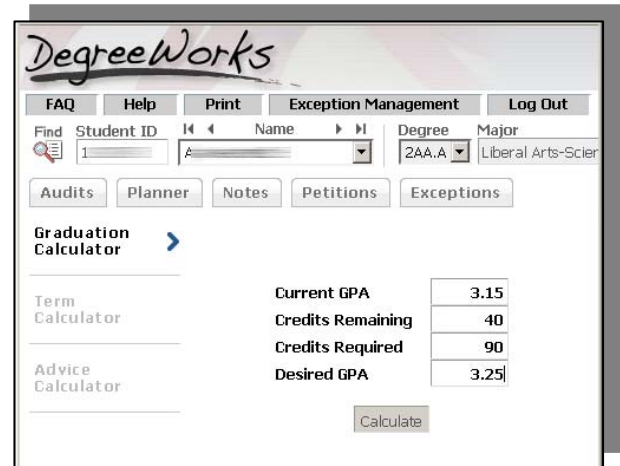


GPA Calc Tab – There are three variations on the GPA calculator: **Graduation, Term,** and **Advice.**

Graduation Calculator

The student’s current Foothill - De Anza GPA will automatically be entered, so users must enter data into the remaining three fields and click **Calculate.**

Note: The **Credits Required** link points to a document that’s currently in process, listing all Foothill - De Anza degree programs and overall credits. Once the document is completed, it will be posted to the Web.



Advice will display based on the settings.

Term Calculator

This screen plugs in the student's current Foothill - De Anza GPA, Foothill - De Anza hours completed so far, and the courses/credits hours in which the student is currently enrolled. Students should choose the grade they think they will earn for each class from the drop down list and click **Calculate**. (They can also add a course they might be considering but for which they haven't yet registered.)

The screenshot shows the 'Term Calculator' interface. At the top, there are navigation tabs: Audits, Planner, Notes, Petitions, Exceptions, GPA Calc, and Admin. The 'GPA Calc' tab is active. On the left, there are links for 'Graduation Calculator', 'Term Calculator' (with a right-pointing arrow), and 'Advice Calculator'. In the center, the 'Current GPA' is 3.15 and 'Credits Earned So Far' is 55.5. Below this is a table with columns for 'Class', 'Credits', and 'Grade'. The table contains the following data:

Class	Credits	Grade
CHEM D050.	5	B [3.00]
MATH D043.	5	A-[3.70]
PHYS D050.	4	B [3.00]
SPAN D001.	5	A [4.00]
Class 5		
Class 6		A+[4.00]
Class 7		A+[4.00]
Class 8		A+[4.00]
Class 9		A+[4.00]
Class 10		A+[4.00]

Below the table is a 'Calculate' button. At the bottom, a disclaimer reads: 'The GPA calculators on this page are intended to provide data for informational purposes only. Data obtained from these calculators are not to be considered your official grade point average (GPA).'

A new projected GPA will then be displayed.

The screenshot shows the 'Term Calculator' interface after calculation. The 'Current GPA' is 3.15 and 'Credits Earned So Far' is 55.5. A table shows the calculated grades for each course:

Class	Credits	Grade	Grade Point
CHEM D050.	5	B	3.00
MATH D043.	5	A-	3.70
PHYS D050.	4	B	3.00
SPAN D001.	5	A	4.00

To the right of the table, the 'Calculated GPA' is 3.22. Below this, a message states: 'By achieving the grades listed here, your GPA at the end of the term will be 3.22'. A 'Recalculate' button is located below the message.

Advice Calculator

A simpler version than the Graduation Calculator, this screen plugs in the student's current Foothill - De Anza GPA and Foothill - De Anza hours completed. Students should enter their desired GPA and click **Calculate**. Advice will be displayed depending on the desired GPA and the chances—or unrealistic chances—of meeting that goal. Note: Although the GPA and hours are already plugged in, these fields can be revised.

The screenshot shows the 'Advice Calculator' interface. At the top, there are navigation tabs: Audits, Planner, Notes, Petitions, Exceptions, GPA Calc, and Admin. The main content area is divided into three sections: 'Graduation Calculator', 'Term Calculator', and 'Advice Calculator'. The 'Advice Calculator' section is active, indicated by a blue arrow. To the right of the 'Advice Calculator' section, there are three input fields: 'Current GPA' with the value 3.15, 'Credits Earned' with the value 55.5, and 'Desired GPA' with the value 3.5. Below these fields is a 'Calculate' button.

One example of advice:

This screenshot shows the 'Advice Calculator' interface after a calculation. The 'Advice Calculator' section is active. The input fields show 'Current GPA 3.15', 'Credits Earned 55.5', and 'Desired GPA 3.5'. Below the input fields, the text reads: 'To achieve your desired GPA, you need one of the following:'. A list of six options is displayed:

- 38 Credits at 4.00 (A+) grade average
- 38 Credits at 4.00 (A) grade average
- 38 Credits at 4.00 (A+) grade average
- 38 Credits at 4.00 (A) grade average
- 97 Credits at 3.70 (A-) grade average
- 97 Credits at 3.70 (A-) grade average

 At the bottom of the list, a note states: 'Note: Results that would require you to take more than 150 Credits have been omitted.'

Another example of advice:

This screenshot shows the 'Advice Calculator' interface with an error message. The input fields show 'Current GPA 3.15', 'Credits Earned 55.5', and 'Desired GPA 4.0'. Below the input fields, the text reads: 'Error: Achieving your desired GPA is not possible or not realistic. It would require too many Credits'. At the bottom of the error message is a 'Recalculate' button.