DEGREE WORKS HELP SHEET (Training Handout)

❖ How to LOGIN
  • Go to http://degreewktest.eku.edu (training link only)
  • Username:
  • Password:

❖ How to FIND a student (for those that have access to only their advisees)
  • List of advisees will automatically populate
  • Click Find
    1. Sort by Name, Degree, Major etc...
    2. Click Unselect all
    3. Select the student(s) whose audit you wish to review

❖ How to FIND a student (for those that have access to all students)
  • Type in EKU ID in student ID field or
  • Click Find
    1. Search by name or Degree, Major, etc...
    2. Choose up to three criteria and click search
    3. All checked students will load into Degree Works

❖ How to EMAIL the student – in audit view (“Student View”) simply click on student’s name

❖ REFRESH & PROCESS NEW – pulling in fresh student data
  • These buttons will pull in the latest student data from Banner and run a new audit. Otherwise student data is refreshed automatically every morning and a new audit will automatically run.
  • If on-demand refresh button is pushed, you must also click on process new otherwise the audit will not reflect the new data that was pulled through.

❖ DEGREE AUDIT - Reviewing Progress To Degree — The Roadmap to Graduation
  ✔ Full Audit – “STUDENT VIEW” – Do NOT print this (lots of paper)
    ▪ Course Information – click on course and a box will appear with course description, any pre-reqs, and real time data on offerings in the current schedule of classes.
    ▪ Students and advisor both see this; looks the same for both.
  ✔ Registration Checklist – what’s left to do – This is better for students to print.
    ▪ Students and advisor both see this; looks the same for both.
  ✔ Graduation Checklist – only for advisors – quick view of student progress – look for green checks
    ▪ Advisors only see this view. This is printable if you feel you need a paper record.
  ❌ PDF button – Do NOT use until March 2010 – will bog down your computer until data is no longer TEST!

❖ ACADEMIC PLANNER – every student should have Current-Customized-Active-Saved-LOCKED Academic Plan
  • If you plan it – we know to offer it! Only ACTIVE LOCKED plans give EKU this information.
  • All new students and at least current freshmen should have an academic plan created and saved.
  1. Click on PLANNER
  2. Full audit appears on left – blank academic plan on right
  3. Load in a “pre-defined plan” (a template curriculum guide) – this is only a place to start customizing a plan for your specific advisee. This is not a required sequence - this is only a place to begin advising.
    ✔ This defaults to NOTES MODE – a view that allows the department to include written term by term reminders to use when creating the academic plan.
  4. Customize your advisee’s plan. LOCK PLAN ——— SAVE PLAN
    ✔ Only Active LOCKED plans can be used by EKU to predict needed course offerings.
  5. NOTES to your advisee - after you save and lock plan change to CALENDAR MODE.
✓ CALENDAR MODE – at bottom make your student specific instructions.
✓ Print this CALENDAR MODE (this view saves paper and includes your notes to the student).

❖ CHECK LOCKED ACADEMIC PLAN – are all courses listed? – are any wrong courses entered on the plan?
  • Important – be sure the plan is a good plan.
  • At bottom of page click on “CHECK ALL TERMS”
    1. Can also select only a few terms to be placed into planner worksheet
  • At top click on “PROCESS NEW” – all courses in checked terms will be placed on to the planner worksheet for your review.
  • Carefully review the audit – are all areas met? Are there unnecessary or unwanted Free Electives or courses not used? If you find mistakes correct the academic plan ➡️ LOCK then SAVE the corrected plan.

❖ CLASS HISTORY – a one-button transcript of the student

❖ EXCEPTIONS and WAIVERS
  • These will continue to be requested via exceptions forms, the Registrar’s Office will receive the completed forms, and if approved will input these into DGW.

❖ LOOK AHEAD – add specific courses to a Look Ahead degree audit to see how they would fit into the student’s program

❖ GPA Calculator
  • How many hours would it take to reach a desired GPA or grades a student would need to receive in specific courses in order to reach a desired GPA.

❖ WHAT IF – how would existing coursework apply if student decides to change their program

❖ Other planner buttons:
  • Save AS – should student decide to create a new or change an existing approved plan they would have to save the plan under another name which would require approval
  • Reload Form – not functional at this time
  • Uncheck All – unchecks all terms previously checked

❖ Degree Works Email – send all questions, suggestions, issues to reg.dgw@eku.edu (not for student use, for advisors and departmental/college use only).