Degree Works User Guide

Faculty and staff

Summer B Rather
LAMAR UNIVERSITY
DegreeWorks 5.0.3.1 Guide

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Introduction
DegreeWorks has a new improved modern design, feel and navigation capabilities! We are now on version 5.0.3.1

Video training will be offered through Blackboard as a course from August 3, 2020 to August 31, 2020. After initial training, the courses will be offered to new faculty and staff or those transferring from one department to another and require access to DegreeWorks.

This guide and refresher videos will be available on the DegreeWorks page on lamar.edu.

If you are viewing this guide and have not been granted access to DegreeWorks, complete the request form on the DegreeWorks page on lamar.edu.

URLs
Banner.lamar.edu – to use this URL you will need to be on campus or sign-in to VPN
LU Connect – Self-Service Banner (SSB) found using this link
DegreeWorks – web page on lamar.edu
DegreeWorks Request Form – if you need access to DegreeWorks, have an issue signing in, see a discrepancy or have changes that needs to be made, use this protected form to complete requests

Contact
Summer Rather
Assistant Registrar
DegreeWorks Administrator
degreeaudit@lamar.edu
Emergency DegreeWorks Issue srather@lamar.edu
SINGLE SIGN ON (SOS)
Signing into DegreeWorks has become easier. Whether you go through Self-Service Banner (SSB) or Tri-Campus Banner Links, you will sign in using Single Sign On (SSO).

What is “Single Sign On” you may ask?

By using your LEA, the account you use to log in to your LU email with, you will be able to access applications like Banner and DegreeWorks.
WORKSHEETS

Search for Student

Once signed in you will be brought to Worksheets, where you can search by Student ID or you can complete an Advanced Search.

If you know the student’s ID, you can enter it in the Student ID field. If you do not know the ID, then you can search by clicking on Advanced Search.
Advanced Search

Search for single student

- Student ID
- First and/or last name

Search for a single student or a group of students using curriculum information

- Degree
- Level
- Classification
- Catalog year
- Degree source
- Major
- Minor
- College
- Concentration
- Student Type

If you choose to search for a group of students, an additional section will appear on the Worksheet so you can select a student from the list of students
**ACADEMIC Student View**

After choosing a student you will be in the Student View of the audit.

**Refresh**

To Refresh data, you will click on the arrows.

The audit will refresh and provide a message similar to the one here. The data refresh date and time will change also.

**Process**

To Process an audit, you will click on Process, as seen here. Once process is complete the Audit date will update.

**Tools**

- Email
- Print/PDF

Click on the three dots to see:

- GPA Calculator
- Class History
- Petitions
- Notes

*Each of these sections will be discussed further in the guide*
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**Student Information Card**
Student Info Card includes:

- Student ID
- Student Name or Select Student when choosing a group of students
- Degree
- Level
- Classification
- Major
- Concentration
- Minor
- College

*In mobile view you can show more or less*

**Multiple Degrees**
If a student has multiple degrees, they will be found under Degree in the Student Info Card, as a drop down.

**Historical Audit**
You can now view an historic audit. These audits are older audits of the plan. For instance, if you ran a new audit the older audit would be viewable here. You can normally see up to 3 historical audits.
Format
There are additional formats of the Academic Audit

- Student View (default)
- Registration Checklist
- Graduation Checklist

In addition to choosing a format you can also view the overall GPA for the degree, Degree progress (image to come), Remove In-progress and Pre-registered classes and Process an audit.

If you would like to change the format of the audit to the Registration or Graduation checklist, you will need to choose the format then click on Process.

If you want to remove In-progress and Pre-registered classes, you will need to uncheck the boxes and click on Process.

Cards
*In our previous version of DegreeWorks, we called each section of the audit blocks, we will now call them Cards.* These cards can all be expanded or collapsed. Cards will show Incomplete, Complete, or See Advisor (nearly complete).

- Degree card
- General Core card
- Major card

If applicable:

- Honor card
- Graduation card
- Concentration card
- Minor card
- Electives card

Additional Cards:

- Fall Through
- Insufficient
- Not Applicable
- In-progress/Pre-registered
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Requirements
In each card there are requirements that need to be fulfilled. When a requirement is still needed it will have a red circle next to the requirement and the statement STILL NEEDED will be visible.

When the requirement has been fulfilled the circle will change to green with a check mark.

Courses
Courses that are still needed will be blue. If you click on the course a Course Information pop-up box will appear. This box will provide a description of the course, any prerequisites needed, attributes (if applicable), Sections available, and transfer equivalences.

If you click on a range of courses, like BIOL 3000:4999. The course information will provide info on all courses that fall in this range.
WHAT-IF ANALYSIS
What-If audits allow you to process speculative degree audits for a student using their current class history. To access the What-if analysis, click on What-If found under the Student Info card.

Legend

Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Contact your academic advisor for assistance in interpreting this report or regarding your official degree/certificate completion status. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. An official academic transcript can be obtained through Self-Service Banner. If you have a question about your official transcript please contact the Records office by email transcripts@llamar.edu, by phone (409) 880-8385 or by visiting the Wimberly building RM 112.
Processing a What-If Analysis – Future Classes

If you want to only see how future courses pull into a student’s current curriculum, click on the box next to “Use current curriculum” and enter the classes the student may be interested in.

Enter the course and click on Add

It will look like this once the course(s) has been added, click on Process once you have added the course(s) you would like to view.
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The course(s) will look like this on the What-If.

Processing a What-If Analysis – Major
Using the Program and Areas of Study, you can see how a student will fair in a different field of study. When choosing a major, concentration, or minor make sure that you are choosing the most recent catalog. If you are looking at a newer major, concentration, or minor, they may not be available on the student’s current year. Below is an example of reviewing a Bachelor of General Studies, under the 2020-2021 catalog. You will need to choose the following

- Degree
- Catalog
- Major
- Minor (optional)
- Concentration (optional)

Once you pick your options, click on Process. A What-if will be generated.

If you would like to do a What-if for a dual or double major, you can choose more than one major.

Click on Process for a What-if will generate.
Historic What-If Audit

When a What-if audit is generated you can save it. Click on “Save Audit”.

A pop-up box will appear, choose the Freeze Type “What-if Saved by Advisor.

Enter a description, example “Student interested in changing major to History”

Click on Save.

An alert will appear, “The audit changes have been saved”. Click on X to remove the alert.

You can now see the saved audit in “View historic what-if audit”.

Click on the drop down to see a list of audits, including the saved audit. From here you can click on the audit to see the What-if.
EXCEPTIONS
The exceptions function allows users to apply or remove exception to the requirements for degree completion for a specific student. If you have access to exceptions, you will see Exceptions across the top of your Dashboard.

How to do a Basic Exception
Click on Exceptions at the top of the Dashboard. You are now in the Exceptions Worksheet. This will be evident because you will see + symbols next to each requirement.

There are two steps to applying an exception: entering the details for the selected exception type and selecting the requirement to which the exception should be applied.

1. Click on the + to add an exception. A pop-up box will appear.
2. Choose the Exception Type: APPLY HERE*
3. Apply the Subject and Number
4. Enter the Description**
5. Enter any additional Details (optional).
6. Click on Add Exception

*This is the ONLY exception type that advisors will use, all other exceptions are managed by the DegreeWorks Administrator and should not be used unless access has been granted and training has been provided.

**Descriptions are required. You must provide a detailed description i.e. BIOL 2401 apprvd for BIOL 1406.

The Exception will automatically save and will look like this…
When you hover over the exception description a pop-up of additional detail will appear, as seen here.

How to do a TRNS Exception

Before entering an exception copy title of TRNS course. This can be done from the Course History Report found by clicking on the 3 dots and clicking on “Class History”. Once in Class History, you can find the course you are using for a sub and copy the title.

Copy the highlighted title in its entirety and close out of Class History.

Follow steps to enter exception (see screen shot example):

1. Click on the + to add an exception. A pop-up box will appear.
2. Choose the Exception Type: APPLY HERE*
3. Apply the Subject and Number
4. Next to “With” Choose “Qualifier” DW Title and Operator “equal to”
5. Paste copied title into the Blank “Value” text box. Make sure that there are no spaces before or after the title
6. Enter the Description**
7. Enter any additional Details (optional).
8. Click on Add Exception
The exception will automatically save and look like this

This exception process can also be used when needing to add a Special Topics course.

If you have a course with the same subject and number and title, you can choose DW Term and equals to and paste term in blank text box, as seen here.

How to Remove an Exception

Removing an exception is easy to do. This should be done if one of the following reasons exist.

- The exception was entered incorrectly
- The course was in-progress when added, but after graded no longer meets the grade requirements

There are two ways of removing an exception.

1. Go to the exception done in error or no longer meets the requirement and click on the trash can.

2. On the Exceptions Worksheet, scroll to the bottom of the worksheet where you see a list of all exceptions. Click on the box next to the exception you want to remove and then click on the trash can, as seen on the next page.
TOOLS

Email
Email a student about their audit can be done by clicking on the email icon. Found in the right-hand corner of the Dashboard Worksheet. This will connect you to Outlook so you can email the student.

Print/PDF
An audit can be printed or saved as a PDF if you click on the print icon. It is highly suggested to use the save as PDF option. If you want to save as a PDF click on the print icon.

Change the Destination from the printer to “Save as PDF”.

Click on Save
It should ask you where you would like to Save it.

This PDF can be emailed to the student.

GPA Calculator
The GPA calculator has three types of calculators: graduation, term, and advice.

A student or advisor can enter the Desired GPA in the calculator and click on calculate it

See examples on the next page
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Graduation Calculator

- Current GPA: 2.714
- Credits remaining: 58
- Credits required: 120
- Desired GPA: 3.0

You need to average a 3.306 over your final 58 credits to graduate with your desired GPA.

Term Calculator

GPA Calculator

- Current GPA: 2.714
- Credits earned: 62

Add Course

- Course: COSC 1371, Credits: 3, Grade: A
- Course: ENGL 3310, Credits: 3, Grade: B
- Course: GEOL 1403, Credits: 4, Grade: A
- Course: SOCI 3310, Credits: 3, Grade: D

Calculated GPA

By achieving the grades listed here, your GPA at the end of the term will be 2.777.
Class History

Class History can be found by clicking on the 3 dots on the Student View or Exceptions Worksheet. This list of courses breaks down courses taken or transferred in by year and term, as seen here.

From Class History you can copy a title for an exception.
Notes

Notes can be found by clicking on the 3 dots on the Student View or Exceptions Worksheet.

To add a note, click on Notes. A pop-up box will appear.

1. Click on “Add a new note”.
2. Enter a predefined note, if applicable or free text. If you do not want the note to be visible to the student click on the box next to “Not available to student”.
3. Click on Save Note.

Once saved the note can be modified by clicking Notes and then clicking on the 3 dots in the right-hand corner of the Note.
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To view Notes, you can scroll to the bottom of the worksheet. If the note is internal the status will indicate that.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Created on</th>
<th>Created by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal</td>
<td>Student was not advised to take underwater basket weaving.</td>
<td>07/31/2020</td>
<td>Rather, Summer</td>
</tr>
<tr>
<td></td>
<td>Student has been notified that if he takes the following classes, he will</td>
<td>07/31/2020</td>
<td>Rather, Summer</td>
</tr>
<tr>
<td></td>
<td>graduate Spring 2021</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If a note needs to be deleted because it was entered in error, notify degreeaudit@lamar.edu. Only your note will be deleted, we will not delete a note if you did not create it.

PLANS
Plans is also known as the Student Educational Planner (SEP). Using Plans, a student or advisor can create an academic plan either from scratch or using a pre-defined template (soon to come) for the course of study. Using their plan, a student can generate an audit to evaluate their intended degree progress.

Plans can be found at the top of the Dashboard.

Click on Plans to begin a new plan or edit an active plan.
Build a new plan

1. Click on New Plan, a pop-up box will appear.

2. Click on Blank Plan
3. Select a Starting Term
4. Enter description for plan
5. Check Active, to make active
6. Check Locked, to track
7. Click on Save
8. Begin adding additional terms and requirements
Adding Additional Terms
To add additional terms, click on “Add term”

Within each term you can add notes, view course information for all courses assigned to the term, reassign the term, or delete term.

Adding Requirements
To add requirements, choose the type of requirement and build from scratch or pick from the “Still Needed” pulled the student’s current Student View Worksheet.
Still Needed

It is suggested that advisors and students use courses still needed when developing a plan. This will ensure courses chosen are on the actual degree plan and will be covered by Financial Aid.

When using a course from Still Needed, you will only need to determine if there is a pre-req needed before choosing that course and if it is available for the term you are choosing.

Here are the basic steps to choose a still Needed course.

Click on a requirement, still needed. Example used is 010 Communication Requirement. A course or list of courses will appear. Choose a course from the list by clicking on the course and dragging it to the term you want to put it in. If you want to verify that it is available in that term or want to see if there are any pre-reqs required, click on the 

Course information will pop up on the course. If this course is available for use, grab, drag and drop into the term.

To go back to more Still Needed requirements, click on “All”
After completing the plan, it will look similar to this…

The plan automatically saves and will provide a “last updated” time stamp about the plan.

The plan will now show up on the Plan List.
Choice
A choice requirement allows you to choose multiple courses or a range of courses.
Click on Choice and enter multiple courses or a range of courses.

Example is a range of courses
If you choose different courses, click on add to add additional course to the requirement.

Course
Click on Course and enter one course requirement.

If a plan must be shared with a student, it is suggested a PDF version of the plan be saved. To save a PDF, click on Audit above the plan.
Courses will appear on the Planner Audit as IP. A Planner Audit will load on a new tab of your browser, from there you can click on the Print/PDF and save as a PDF.