

DEGREE WORKS RESPONSIVE DASHBOARD TRAINING MANUAL

JULY 2021

CONTACT

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Introduction to Degree Works

Degree Works is an academic advising and degree audit tool that helps advisors and students track their degree progress in real-time. It tracks coursework, grades, GPA requirements, credits and other relevant student data, and displays the information in accordance with program requirements. This tool allows advisors and students to quickly identify outstanding requirements and make a plan to achieve degree completion on time.

The Responsive Dashboard offers:

- Modern Design
- Mobile Friendly
- ADA Compliant
- Personalized Experience
- Fresh Clean Look



Objectives

By the end of this manual the user will be able to:

1. Access the Degree Works Responsive Dashboard
2. Review Degree Audit Worksheet
3. Use Audit Tools (What-If, GPA Calculator, Print, and Contact a Student)
4. Add Notes to a Student's Audit

ACCESS DEGREE WORKS

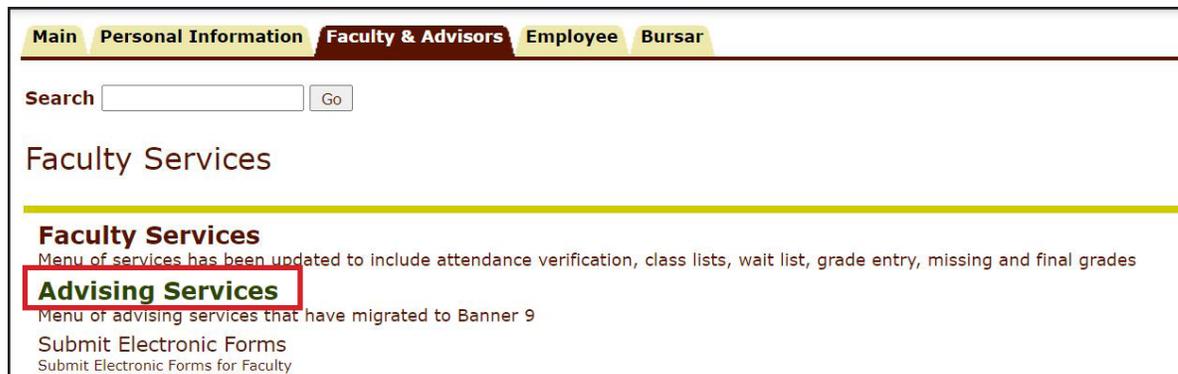
ACCESS DEGREE WORKS

1. Visit **ssb.rowan.edu**.
2. Log on to Self-Service Banner.
3. Select the **Faculty & Advisors** tab.



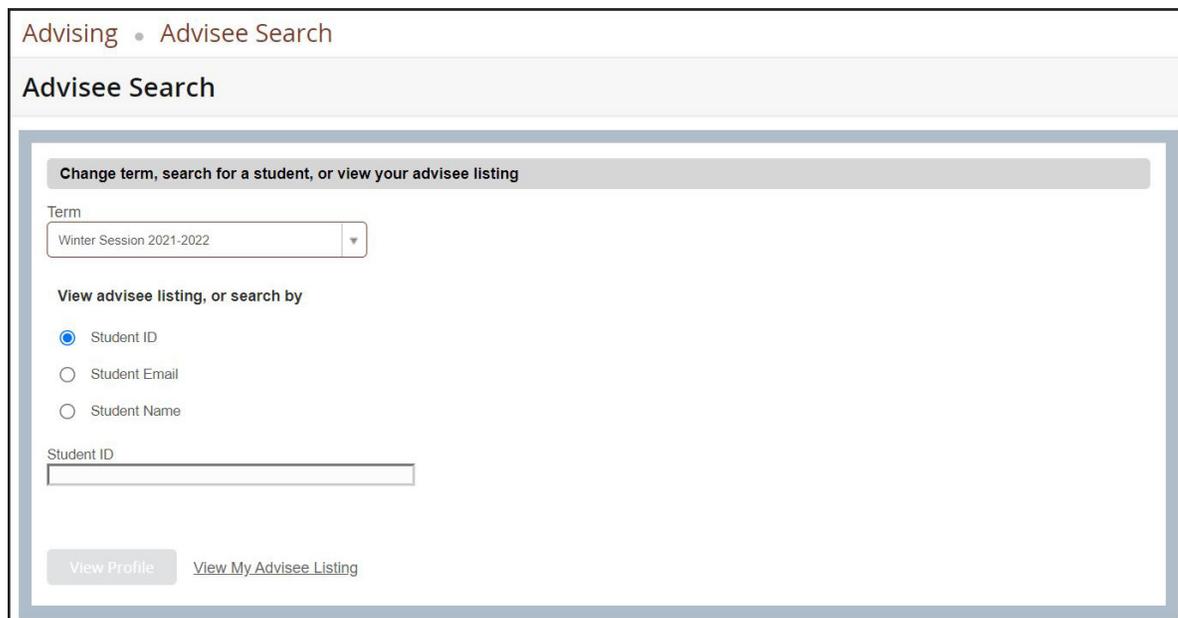
The screenshot shows the Rowan University logo at the top left. Below it is a navigation menu with five tabs: "Main", "Personal Information", "Faculty & Advisors", "Employee", and "Bursar". The "Faculty & Advisors" tab is highlighted with a red rectangular box. Below the navigation menu is a search bar with the text "Search" and a "Go" button.

4. Select **Advising Services**.



The screenshot shows the "Faculty Services" page. At the top, the navigation menu is visible, with "Faculty & Advisors" selected. Below the navigation menu is a search bar with the text "Search" and a "Go" button. The main heading is "Faculty Services". Below this heading is a sub-heading "Faculty Services" followed by the text "Menu of services has been updated to include attendance verification, class lists, wait list, grade entry, missing and final grades". Below this text is a red rectangular box containing the text "Advising Services". Below the red box is the text "Menu of advising services that have migrated to Banner 9". At the bottom of the page are two links: "Submit Electronic Forms" and "Submit Electronic Forms for Faculty".

5. The Advisee Search will appear. Select the appropriate term.
6. Search by Student ID (Banner ID), Student Email, or Student Name.



The screenshot shows the "Advisee Search" page. At the top, the navigation menu is visible, with "Advisee Search" selected. Below the navigation menu is the heading "Advisee Search". Below the heading is a search bar with the text "Change term, search for a student, or view your advisee listing". Below the search bar is a dropdown menu for "Term" with the text "Winter Session 2021-2022". Below the dropdown menu is the text "View advisee listing, or search by". Below this text are three radio buttons: "Student ID" (selected), "Student Email", and "Student Name". Below the radio buttons is a text input field for "Student ID". At the bottom of the page are two buttons: "View Profile" and "View My Advisee Listing".

ACCESS DEGREE WORKS

7. Select **View Profile**.

Change term, search for a student, or view your advisee listing

Term
Fall 2021

View advisee listing, or search by

Student ID
 Student Email
 Student Name

Student Name
Student, Test

Student Test M.

View Profile [View My Advisee Listing](#)

8. The student's profile will appear. Select **Degree Works (Responsive)** from the navigation panel on the left.

Advising • [Advisee Search](#) • Student Profile

Student Profile - [Redacted]

Term: Fall 2021 | Standing: Not Calculated, as of Spring 2021 | Overall Hours: 22 | Overall GPA: 2.800 | Registration Notices: 4 | Holds: 0

Bio Information
Email: [Redacted]
Phone: Not Provided
Emergency Contact: Not Provided
Emergency Phone: Not Provided

General Information
Level: Undergraduate
Class: Freshman
Status: Active Student
Student Type: Continuing
Residency: In state resident
Campus: Not Provided
First Term Attended: Fall 2020
Matriculated Term: Not Provided
Last Term Attended: Spring 2021
Leave of Absence: Not Provided

Graduation Information
Graduation Applications: None

Advisors
Primary / Major: [Redacted]

CURRICULUM, HOURS & GPA

Primary	Secondary	Hours & GPA
Degree:	Bachelor of Science	
Study Path:	Not Provided	
Level:	Undergraduate	
Program:	BS Human Resource Management	
College:	College of Business	
Major:	Human Resource Management	
Department:	Management & Entrepreneurship	
Concentration:	Not Provided	
Minor:	Not Provided	
Concentration:	Not Provided	
Admit Type:	Special Admit	
Admit Term:	Fall 2020	
Catalog Term:	Fall 2020	

REGISTERED COURSES

Course Title	Details	CRN	Hours	Registration Status
Structures Of Mathematics I	MATH 0120...	42481	3	**Web Registered**
Principles of Accounting I	ACC 03210 10	43436	3	**Web Registered**
Indians of North America	ANTH 0231...	44009	3	**Web Registered**

Degree Works (Responsive)

9. The Degree Works Responsive Dashboard will appear.

DEGREE AUDIT WORKSHEET OVERVIEW

DEGREE AUDIT WORKSHEET OVERVIEW

The Degree Audit Worksheet has several sections which will be reviewed in detail in this manual.

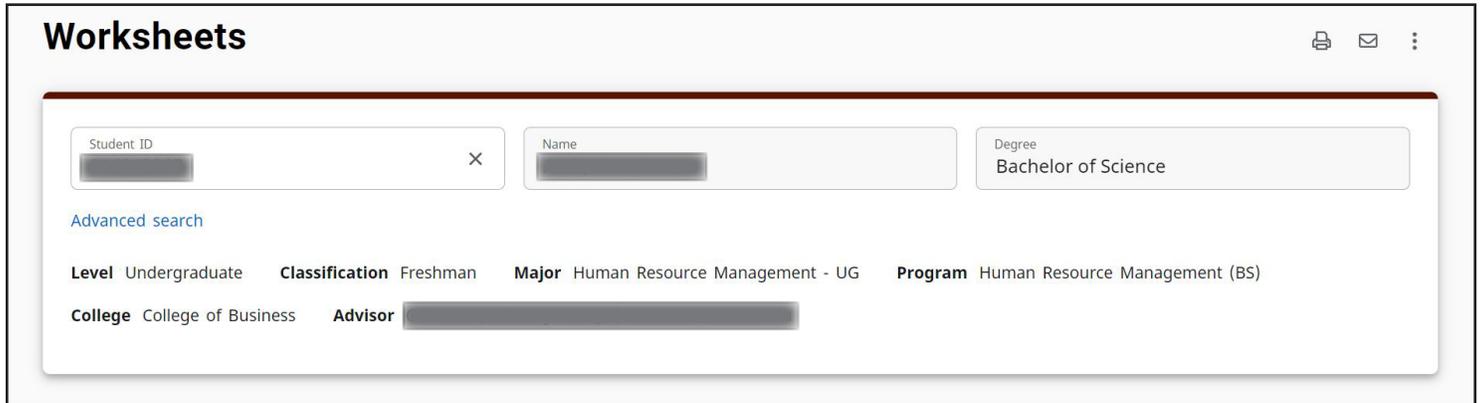
1. Student Header
2. Print Audit or Contact a Student
3. GPA Calculator, Class History, and Notes
4. Degree Progress
5. Degree Audit Blocks
6. Legend

The screenshot displays the 'Worksheets' interface. At the top, there are search fields for 'Students ID' (1), 'Name', and 'Degree' (set to 'Bachelor of Science'). A dropdown menu (3) is open, showing options for 'GPA Calculator', 'Class History', and 'Notes'. Below the search fields, filters for 'Level' (Undergraduate), 'Classification' (Freshman), 'Major' (Human Resource Management - UG), and 'Program' (Human Resource Management (BS)) are visible. The 'Academic' tab is selected, showing 'Degree progress' (4) with two progress indicators: 36% for Requirements and 33% for Credits. The 'Overall GPA' is 3.070. There are checkboxes for 'In-progress classes' and 'Future Classes', and a 'REFRESH' button. The 'Audit date' is 05/12/2021 7:55 AM. Below this, three degree audit blocks are shown, each with an 'INCOMPLETE' status (5): 'Degree in Bachelor of Science' (Credits required: 120, Credits applied: 40, Catalog year: 2020-2021, GPA: 3.070), 'Rowan Experience' (Credits applied: 1, Catalog year: 2020-2021, GPA: 3.700), and 'Rowan Core (General Education)' (Credits applied: 21, Catalog year: 2020-2021, GPA: 3.300). At the bottom, a 'Legend' (6) defines symbols: a green checkmark for 'Complete', a blue checkmark for 'Complete (with classes in-progress)', a blue checkmark with a plus sign for 'Prerequisite', '(R)' for 'Repeated class', a red circle with a slash for 'Not complete', a yellow circle with an exclamation mark for 'Nearly complete - see advisor', and '@' for 'Any course number'.

DEGREE AUDIT WORKSHEET OVERVIEW

STUDENT HEADER

The Student Header provides useful information regarding the student such as degree, major, minor, college, and advisor.



Worksheets Print Mail More

Student ID: [Redacted] × Name: [Redacted] Degree: Bachelor of Science

[Advanced search](#)

Level Undergraduate **Classification** Freshman **Major** Human Resource Management - UG **Program** Human Resource Management (BS)

College College of Business **Advisor** [Redacted]

Search for a Student in Degree Works

You can use the Student Header to search for other students within Degree Works.

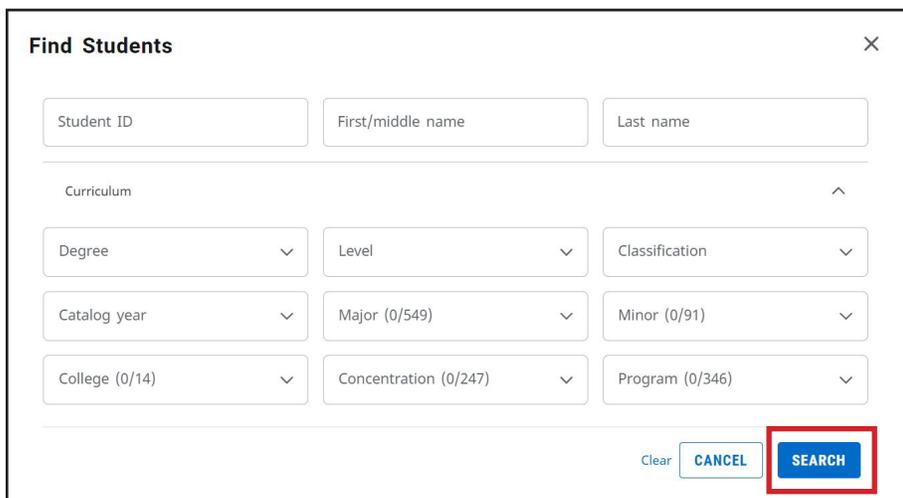
1. Type the student's Banner ID in the Student ID field and select Enter.
2. If you do not know the student's Banner ID, select **Advanced Search**.



Student ID: [Redacted] ×

[Advanced search](#)

3. Search for the student by name or filter by degree, major, class, etc. When you have chosen the appropriate criteria, select **Search**.



Find Students ×

Student ID: [Redacted] First/middle name: [Redacted] Last name: [Redacted]

Curriculum ^

Degree: [Dropdown] Level: [Dropdown] Classification: [Dropdown]

Catalog year: [Dropdown] Major (0/549): [Dropdown] Minor (0/91): [Dropdown]

College (0/14): [Dropdown] Concentration (0/247): [Dropdown] Program (0/346): [Dropdown]

Clear

DEGREE AUDIT WORKSHEET OVERVIEW

- A list of students will appear based on your criteria. Use the check boxes to select or deselect the students you want to view then click **Select**.

ID	Name ↑	Degree	Major	Level	Classification
<input checked="" type="checkbox"/>	[REDACTED]	BA	Psychology (BA) - UG	UG	Sophomore
<input checked="" type="checkbox"/>	[REDACTED]	BS	Computer Science - UG	UG	Sophomore
<input checked="" type="checkbox"/>	[REDACTED]	BA	Law & Justice - UG	UG	Sophomore

- Use the Select Student drop-down to view the list of students. Select a student from the list.

The student's degree audit worksheet will appear.

Degree Selection

If a student has multiple majors, degrees, or a certificate, you can view their additional requirements.

- Select the Degree drop-down in the Student Header.

- The Degree options will appear. Select the appropriate option.

DEGREE AUDIT WORKSHEET OVERVIEW

DEGREE PROGRESS

The Degree Progress shows the percentage complete of the student's requirements and credits as well as their overall GPA.

The screenshot shows the 'Academic' tab selected. On the left, a 'Format' dropdown menu is set to 'Student View'. In the center, under 'Degree progress', there are two circular progress indicators: 'Requirements' at 36% and 'Credits' at 31%. To the right of these is the 'Overall GPA' of 2.800. On the far right, there are two checked checkboxes: 'In-progress classes' and 'Future Classes', followed by a 'REFRESH' button.

The Requirements progress will not always equal the Credits progress.

Progress will not equal 100% until all of the courses are complete and graded. A graduating senior who has completed all credits and course requirements and is preparing for graduation will reach 98% until the grades are submitted at the end of the term.

Format Selection

The default format is Student View. You can change the format of the audit by selecting the Format drop-down.

This screenshot is similar to the previous one but with the 'Format' dropdown menu open. The menu lists three options: 'Student View' (which is highlighted in blue), 'Graduation Checklist', and 'Registration Checklist'. The rest of the dashboard, including the progress indicators and GPA, remains the same.

Student View - The default and most frequently used format. Displays a detailed view of the student's degree requirements.

Graduation Checklist - Displays which courses fulfilled each requirement.

Registration Checklist - Displays outstanding requirements and suggestions to fulfill them.

In-Progress and Future Classes

The audit displays in-progress and future classes and counts them toward the student's degree progress. Uncheck one or both of the boxes and select **Refresh** to view the student's progress without those classes.

This is a close-up of the controls on the right side of the dashboard. It shows two checked checkboxes: 'In-progress classes' and 'Future Classes'. To the right of these is a 'REFRESH' button.

DEGREE AUDIT WORKSHEET OVERVIEW

DEGREE AUDIT BLOCKS

The Degree Audit is divided into multiple sections called blocks. The blocks will show the student's progress towards their degree.

Collapse and Expand Blocks

You can collapse the blocks for quick navigation through the audit.

To collapse all of the blocks in the audit, select Collapse all.

This screenshot shows a single expanded degree audit block. At the top right, a red box highlights a button labeled "Collapse all ^". The block title is "Degree in Bachelor of Science" with a red "INCOMPLETE" status tag. Below the title, it shows "Credits required: 120", "Credits applied: 40", and "Catalog year: 2020-2021". A table below lists requirements: "120 Credits are required for this degree for graduation" (with a red circle icon and "Still needed: At least 120 credits are required. You currently have 40; you still need 80 more credits."), "Minimum 30 Credits Taken in Residence." (with a blue circle icon), and "Minimum Cumulative 2.0 GPA Requirement" (with a green checkmark icon). A small upward arrow is visible on the right side of the block.

To expand all of the blocks in the audit, select Expand all. You can also use the arrows within each block to collapse and expand the block.

This screenshot shows three collapsed degree audit blocks. At the top right, a red box highlights a button labeled "Expand all v". The first block is "Degree in Bachelor of Science" (INCOMPLETE) with "Credits required: 120", "Credits applied: 37", "Catalog year: 2020-2021", and "GPA: 2.800". A red box highlights a downward arrow on the right side of this block. The second block is "Rowan Experience" (INCOMPLETE) with "Credits applied: 1", "Catalog year: 2020-2021", and "GPA: 3.700". The third block is "Rowan Core (General Education)" (INCOMPLETE) with "Credits applied: 21", "Catalog year: 2020-2021", and "GPA: 2.575". Each block has a small downward arrow on the right side.

DEGREE AUDIT WORKSHEET OVERVIEW

Each block header includes the number of credits applied from that block, the catalog year, and if the requirements of the block have been completed. The first block is the Degree Overview. It shows a summary of the main components necessary to obtain the degree.

Degree in Bachelor of Science INCOMPLETE

Credits required: 120 Credits applied: 40 Catalog year: 2020-2021

- 120 Credits are required for this degree for graduation **Still needed:** At least 120 credits are required. You currently have 40; you still need 80 more credits.
- Minimum 30 Credits Taken in Residence.
- Minimum Cumulative 2.0 GPA Requirement

The subsequent blocks show the credits that have been completed and how they have been completed. They also show incomplete requirements and instructions for how to complete them.

Completed Requirements

The requirements that the student has completed are denoted by a green check mark. The course name, students grade, number of credits, and term the course was taken are to the right of the requirement.

Rowan Experience INCOMPLETE

Credits applied: 1 Catalog year: 2020-2021

Courses may also carry more than one designation (attribute) so that one course may meet two or more Rowan Experience requirements as well as general education or major requirements.(However, the credits may only count one time.) Please speak with your advisor if you have any questions.

	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/>	Broad-based Literature	Still needed:	3 Credits in @ @ with attribute = LIT			
<input checked="" type="radio"/>	Rowan Seminar	BUS 01100	HOW TO SUCCEED IN BUS SCH-RS	A-	1	Fall 2020
<input type="radio"/>	Writing Intensive	Still needed:	3 Credits in @ @ with attribute = WRIT			

Incomplete Requirements

The requirements that a student has not completed are denoted by a red circle. The course that is still needed to satisfy the requirement is listed to the right. The @ symbol means any course number will satisfy the requirement.

Rowan Experience INCOMPLETE

Credits applied: 1 Catalog year: 2020-2021

Courses may also carry more than one designation (attribute) so that one course may meet two or more Rowan Experience requirements as well as general education or major requirements.(However, the credits may only count one time.) Please speak with your advisor if you have any questions.

	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/>	Broad-based Literature	Still needed:	3 Credits in @ @ with attribute = LIT			
<input checked="" type="radio"/>	Rowan Seminar	BUS 01100	HOW TO SUCCEED IN BUS SCH-RS	A-	1	Fall 2020

DEGREE AUDIT WORKSHEET OVERVIEW

Course Information

To get more information about a course that will satisfy a requirement, select the name of the course. Note: The check mark icon next to the course name denotes a prerequisite is needed.

<input type="radio"/> Calc Techniques & Applications or Calc I - Minimum Grade C- (Satisfies Quantitative Literacy)	Still needed:	1 Class in MATH 03125 <input checked="" type="checkbox"/> or 01130 <input checked="" type="checkbox"/>
<input type="radio"/> Statistics I - Minimum Grade C- (Satisfies Quantitative Literacy)	Still needed:	1 Class in STAT 02260

The Course Information window will appear. You will see prerequisite information, course information, and the sections that are scheduled for a current or upcoming term.

Course Information

MATH 03125 - 3 Credits - CALC TECHNIC/APPLIC

Attributes:
UGRD SM QNTL GNED GCAT CAT

Prerequisites:
Test **CLM** with a minimum score of 060 or Test **CLMR** with a minimum score of 060 or **MATH 01123** with a minimum grade of C- or **MATH 01122** with a minimum grade of C- or Test **S02** with a minimum score of 600 or Test **A02** with a minimum score of 27 or Test **S12** with a minimum score of 620 or **MATH 01124** with a minimum grade of C- or Test **AAF** with a minimum score of 276

This course introduces students to the fundamental concepts and techniques of differential and integral calculus. Emphasis is placed on practical and informative applications of limits, derivatives and integrals in today's world, with those in business highlighted. A graphics calculator is required. Students are expected to have completed an equivalent of the course of College Algebra.
Prerequisites: C- or better in MATH 01122 or MATH 01123 or MATH 01124 or CLM score of 60+ or AAF score of 276+ or Old SAT score of 600+ or New SAT score of 620+ or ACT 27+

Sections:

Term	CRN	Section	Seats open	Meeting times
Fall 2021	42372	1	1 (out of 30)	W F 08:00am - 09:15am

Requirements In-progress

The requirements that the student is currently registered for are denoted by a blue half filled circle. The course the student registered for, number of credits, and term are to the right of the requirement.

<input type="radio"/> BUSINESS FOUNDATIONAL COURSES						
<input checked="" type="radio"/> Principles of Marketing	MKT 09200	PRINCIPLES OF MARKETING	R	(3)	Fall 2021	
<input checked="" type="radio"/> Principles of Accounting I	ACC 03210	PRINCIPLES OF ACCTG I	R	(3)	Fall 2021	

DEGREE AUDIT WORKSHEET OVERVIEW

Additional Courses Applying to Credit Total Block

This block lists any courses that are not currently used to fulfill specific degree requirements. However, the grades and credit hours will factor into the student's overall GPA and total credit hours earned.

Additional Courses Applying to Credit Total					
Credits applied: 16 Classes applied: 6					
Course	Title	Grade	Credits	Term	Repeated
ANTH 02215	MEDICAL ANTHROPOLOGY	R	(3)	Summer 2021	
ARHS 03130	ART APPRECIATION	R	(3)	Summer 2021	
CHEM 06101	CHEMISTRY II	D	4	Spring 2017	
MUS 04118	MUSIC FUNDAMENTALS	R	(3)	Summer 2021	
MUS 40201	HISTORY OF POPULAR MUSIC	R	(3)	Summer 2021	

Insufficient Courses Block

This block lists any courses that did not meet the minimum grade or some other requirement and cannot be used in the audit.

Insufficient					
Credits applied: 0 Classes applied: 2					
Course	Title	Grade	Credits	Term	Repeated
CS 01110	COMPUTING ENVIRONMENTS	NC	0	Fall 2020	
POSC 07320	INTERNATIONAL RELATIONS	NC	0	Spring 2021	

In-progress Block

This block lists all of the courses the student is currently registered for and taking.

In-progress					
Credits applied: 12 Classes applied: 4					
Course	Title	Grade	Credits	Term	Repeated
ANTH 02215	MEDICAL ANTHROPOLOGY	R	(3)	Summer 2021	
ARHS 03130	ART APPRECIATION	R	(3)	Summer 2021	
MUS 04118	MUSIC FUNDAMENTALS	R	(3)	Summer 2021	
MUS 40201	HISTORY OF POPULAR MUSIC	R	(3)	Summer 2021	

DEGREE AUDIT WORKSHEET OVERVIEW

Future Classes Block

This block lists all of the courses the student is registered for in future semesters.

Future Classes					
Course	Title	Grade	Credits	Term	Repeated
ACC 03416	ADV ACCOUNTING	R	(3)	Fall 2021	
ACC 03425	INTERNATIONAL ACCOUNTING	R	(3)	Fall 2021	
ACC 98300	LAW FOR ACCOUNTANTS	R	(3)	Fall 2021	
MGT 06402	BUSINESS POLICY	R	(3)	Fall 2021	
STAT 02261	STATISTICS II	R	(3)	Fall 2021	

Notes Block

This block displays any notes entered by an advisor.

Notes			
Status	Description	Created on	Created by
	Student approved for graduation!	07/14/2021	Doe, John
	Met with student to discuss internship this summer.	07/14/2021	Doe, John
	Student can use Intermediate Accounting to satisfy QNTL Literacy	07/14/2021	Doe, John

LEGEND

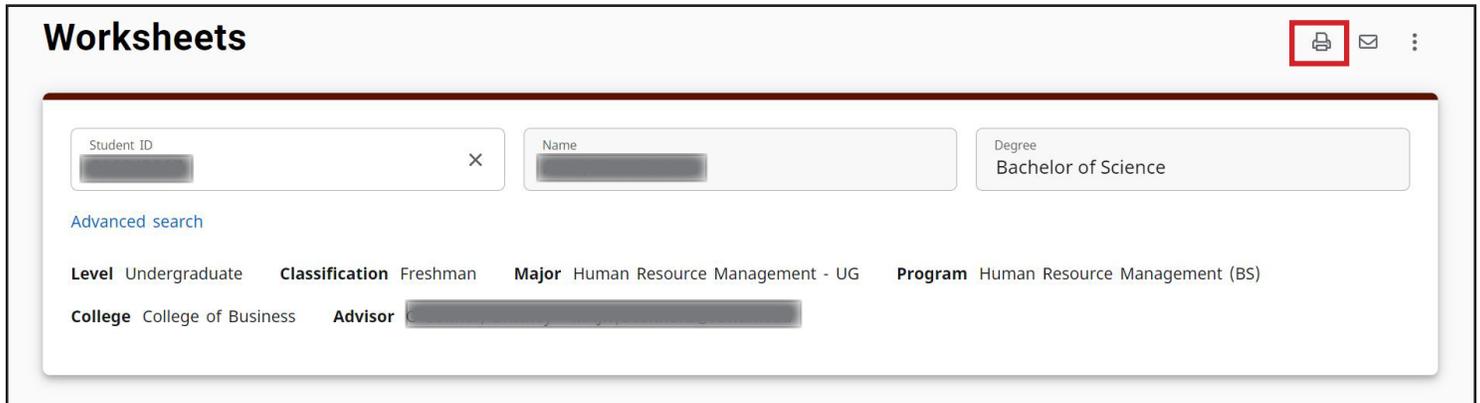
At the bottom of the audit, you will see a legend that explains the icons found in the degree audit.

Legend	
 Complete	 Not complete
 Complete (with classes in-progress)	 Nearly complete - see advisor
 Prerequisite	 Any course number
(R) Repeated class	

DEGREE AUDIT WORKSHEET OVERVIEW

PRINT A STUDENT'S DEGREE AUDIT

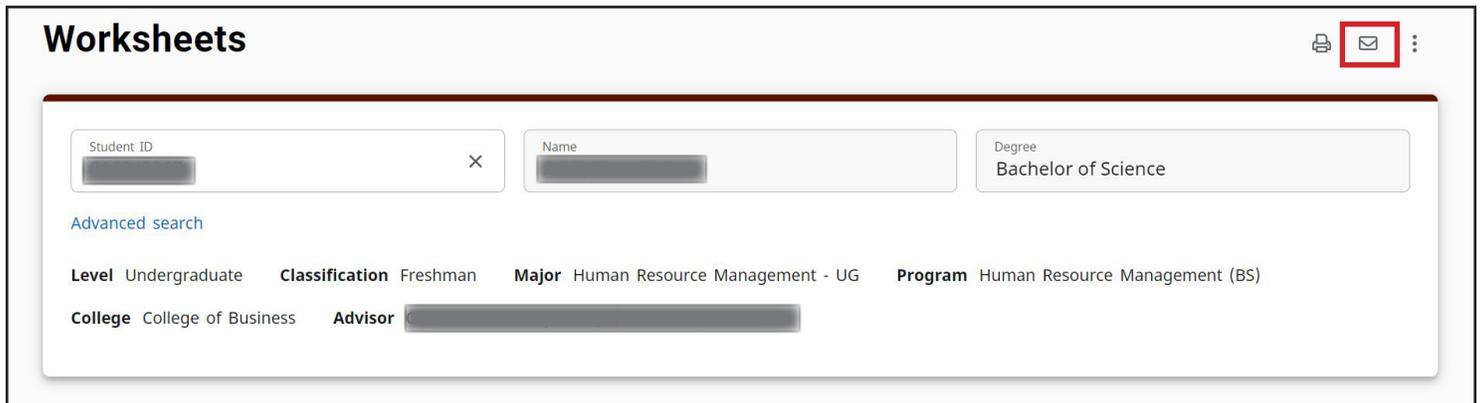
Select the **Print icon** at the top of the Degree Audit Worksheet to print the student's audit. The print options will appear.



The screenshot shows the 'Worksheets' interface. At the top right, there are three icons: a print icon (highlighted with a red box), an email icon, and a menu icon. Below the icons are three search fields: 'Student ID' (with a close button), 'Name', and 'Degree' (set to 'Bachelor of Science'). There is a link for 'Advanced search'. Below the search fields, there are several filters: 'Level' (Undergraduate), 'Classification' (Freshman), 'Major' (Human Resource Management - UG), 'Program' (Human Resource Management (BS)), 'College' (College of Business), and 'Advisor' (with a close button).

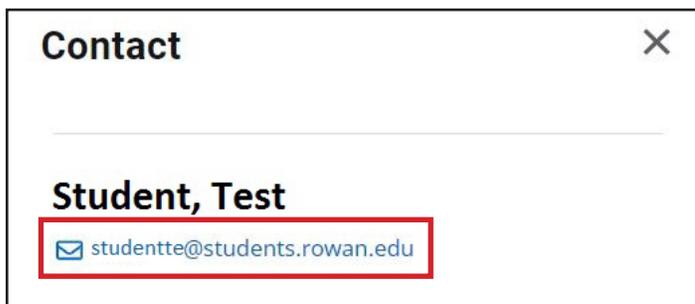
CONTACT A STUDENT

1. Select the **Email icon** at the top of the Degree Audit Worksheet to contact the student.



The screenshot shows the 'Worksheets' interface, identical to the previous one. At the top right, the email icon is now highlighted with a red box. The rest of the interface remains the same.

2. The student's contact information will appear. Select the **student's email address** and a new email will be created in Outlook.



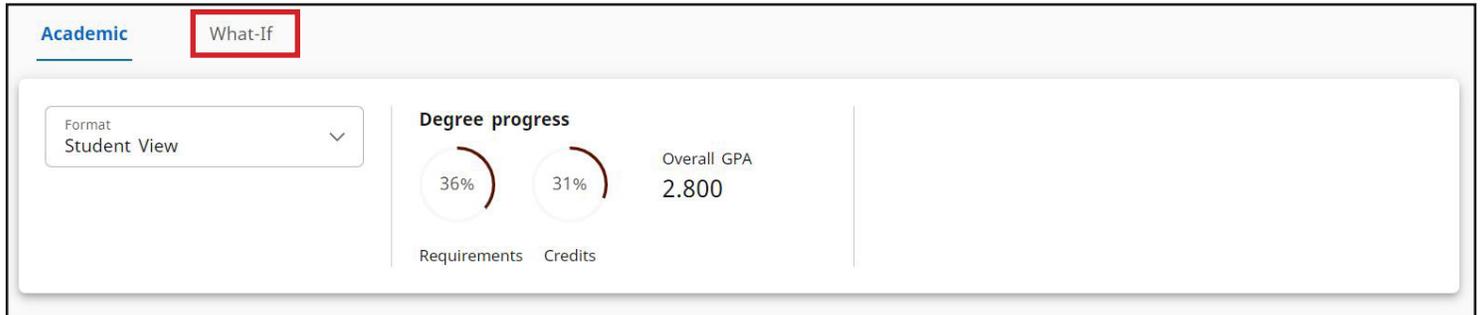
The screenshot shows a 'Contact' window with a close button. Below the window title, there is a horizontal line. Underneath, the text 'Student, Test' is displayed. Below that, the email address 'studentte@students.rowan.edu' is shown with an email icon to its left. The email address is highlighted with a red box.

WHAT-IF ANALYSIS

WHAT - IF ANALYSIS

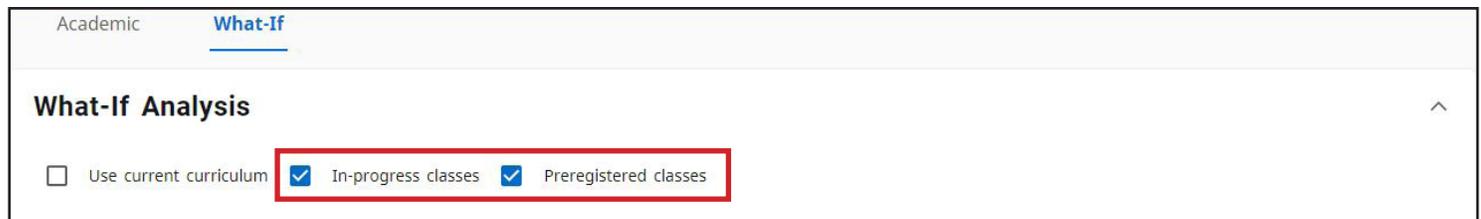
In the Responsive Dashboard, the Look Ahead tool has been combined with the What-If Analysis to improve efficiency in the user interface. The What-If Analysis allows you to apply student's courses to different majors and/or minors to see how they would affect their progress.

1. Select **What-If**.



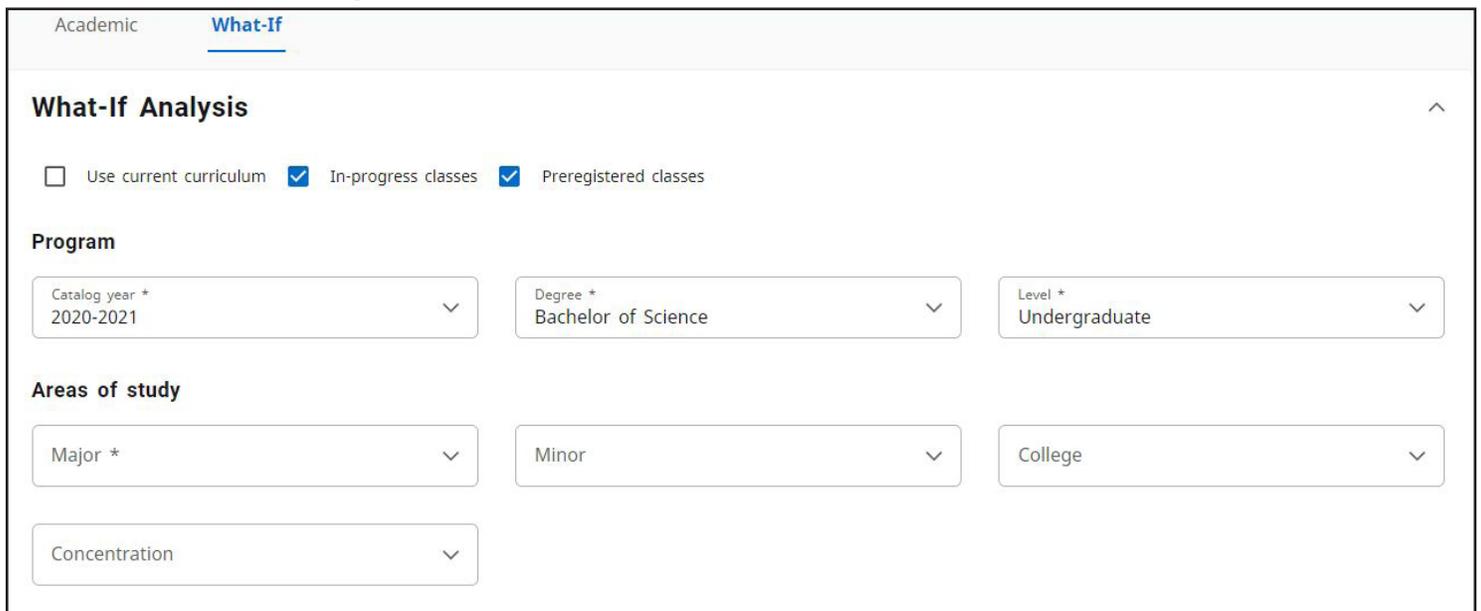
The screenshot shows the 'Academic' dashboard with the 'What-If' tab selected. A 'Format Student View' dropdown is on the left. The 'Degree progress' section features two progress indicators: 'Requirements' at 36% and 'Credits' at 31%. To the right, the 'Overall GPA' is displayed as 2.800.

2. In-progress and Preregistered classes are selected and will be applied to the analysis. If you do not want to include them, you can deselect the check boxes for these options.



The screenshot shows the 'What-If Analysis' section. It includes a 'Use current curriculum' checkbox (unchecked) and two checked checkboxes: 'In-progress classes' and 'Preregistered classes'.

3. Use the drop-downs to select the appropriate information for the program and areas of study the student is considering.



The screenshot shows the 'What-If Analysis' section with several dropdown menus. Under 'Program', there are dropdowns for 'Catalog year *' (2020-2021), 'Degree *' (Bachelor of Science), and 'Level *' (Undergraduate). Under 'Areas of study', there are dropdowns for 'Major *', 'Minor', 'College', and 'Concentration'.

WHAT-IF ANALYSIS

Process Another What - If Analysis

The What-If Analysis block will collapse once the analysis is processed.

1. Select the **down arrow** to expand the What-If Analysis block.

What-If Analysis

Format
Student View

Degree progress

7% 31%

Requirements Credits

Overall GPA
2.800

2. Select **Reset** at the bottom of the block.

Future classes

Subject Number ADD

RESET PROCESS

3. Use the drop-downs to select the appropriate information for the program the student is considering.
4. Select **Process**.

WHAT-IF ANALYSIS

Future Classes

The Future Classes section in the What-If Analysis has replaced the Look Ahead tool. You can create a What-If Analysis to see if a course will meet a student's current program requirement.

1. Select **What-If**.

The screenshot shows the 'Academic' tab with 'What-If' selected. A dropdown menu is set to 'Student View'. Under 'Degree progress', there are two progress indicators: 'Requirements' at 36% and 'Credits' at 31%. The 'Overall GPA' is listed as 2.800.

2. Select the **Use current curriculum** check box.

The screenshot shows the 'What-If Analysis' section. The 'Use current curriculum' checkbox is checked and highlighted with a red box. Other checked options include 'In-progress classes' and 'Preregistered classes'.

3. Enter the Subject and Number for the class. Select **Add**.

The screenshot shows the 'Future classes' section. There are input fields for 'Subject' and 'Number'. The 'ADD' button is highlighted with a red box. At the bottom right, there are 'RESET' and 'PROCESS' buttons.

4. Add as many courses as you wish to view on the audit. Select **Process**.

5. The Student Audit will appear. Scroll through the audit to see where the courses appear and if they meet the student's program requirements.

<input checked="" type="checkbox"/> Intro to Economics - Microeconomics (Satisfies Humanistic Literacy)	ECON 04102	INTRO ECON-MICROECON	B+	3	Spring 2021
<input checked="" type="checkbox"/> Calc Techniques & Applications or Calc I - Minimum Grade C- (Satisfies Quantitative Literacy)	MATH 03125	CALC TECHNIC/APPLIC	PLAN	(3)	Planned Term
<input type="checkbox"/> Statistics I - Minimum Grade C- (Satisfies Quantitative Literacy)	Still needed:	1 Class in STAT 02260			

GPA CALCULATORS

GPA CALCULATORS

Degree Works contains three types of GPA Calculators: Graduation, Term, and Advice. The GPA Calculators are designed to deliver insights into academic performance and program completion to help students set realistic short and long term goals.

1. Select the **Ellipsis** at the top right corner of the screen.

The screenshot shows the 'Worksheets' page in Degree Works. At the top right, there are icons for print, email, and an ellipsis menu. The ellipsis menu icon is highlighted with a red box. Below the icons are search filters: Student ID, Name, Degree (Bachelor of Science), Level (Undergraduate), Classification (Freshman), Major (Human Resource Management - UG), Program (Human Resource Management (BS)), College (College of Business), and Advisor. There is also an 'Advanced search' link.

2. Select **GPA Calculator**.

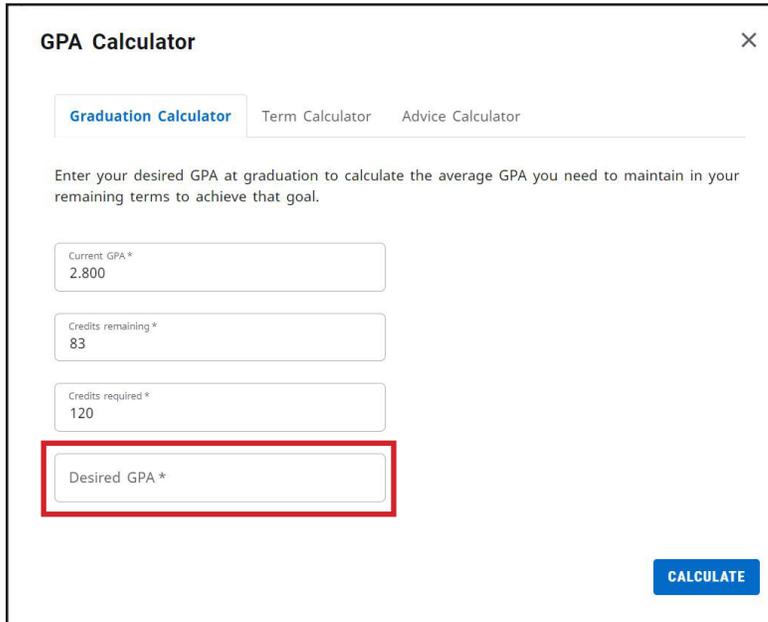
The screenshot shows the 'Worksheets' page in Degree Works, similar to the previous one. The ellipsis menu icon is highlighted with a red box, and a dropdown menu is open, showing 'GPA Calculator', 'Class History', and 'Notes'. The 'GPA Calculator' option is highlighted with a red box.

GPA CALCULATORS

Graduation Calculator

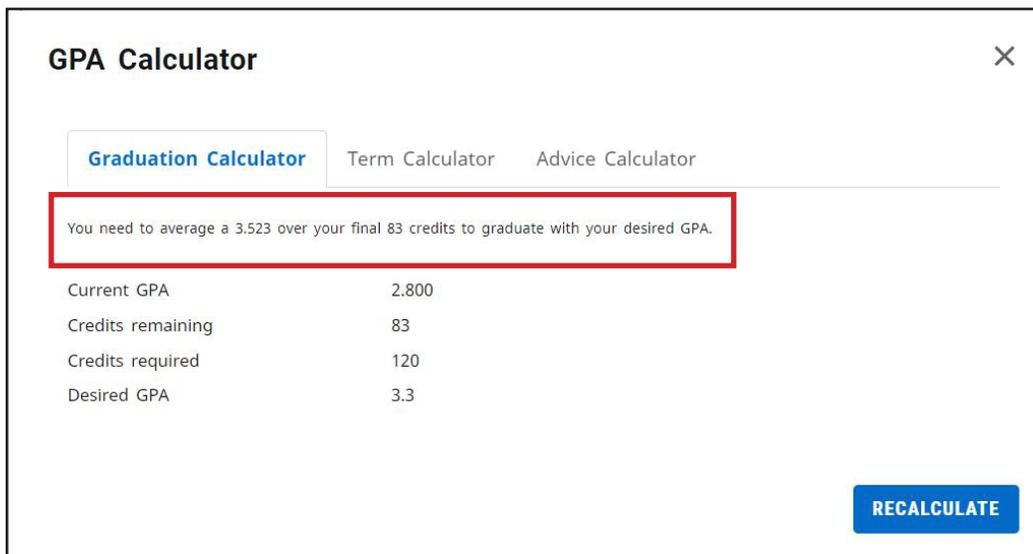
The Graduation Calculator is used to estimate the average GPA the student needs to maintain in their remaining terms to graduate with a desired GPA. This calculator can be helpful for a student who would like to graduate with specific honors.

1. The student's current GPA, number of credits remaining, and number of credits required are listed. Enter the GPA the student would like to earn upon graduation in the Desired GPA field.



The screenshot shows a web application window titled "GPA Calculator" with a close button (X) in the top right corner. Below the title bar are three tabs: "Graduation Calculator" (selected), "Term Calculator", and "Advice Calculator". A message reads: "Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal." There are four input fields: "Current GPA*" with the value "2.800", "Credits remaining*" with "83", "Credits required*" with "120", and "Desired GPA*" which is highlighted with a red border. A blue "CALCULATE" button is located at the bottom right of the form.

2. Select **Calculate**.
3. The average GPA the student must maintain to graduate with the desired GPA will be listed at the top of the window.



The screenshot shows the same "GPA Calculator" window after the calculation. The "Desired GPA" field now contains the value "3.3". A message at the top, highlighted with a red border, states: "You need to average a 3.523 over your final 83 credits to graduate with your desired GPA." Below this message is a table with the following data:

Current GPA	2.800
Credits remaining	83
Credits required	120
Desired GPA	3.3

A blue "RECALCULATE" button is located at the bottom right of the form.

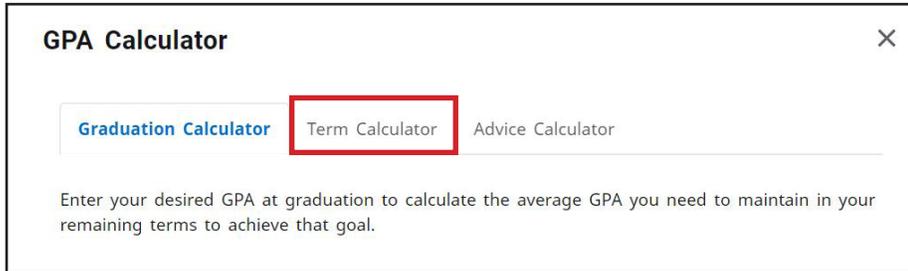
4. Select **Recalculate** if you would like to input another desired GPA.

GPA CALCULATORS

Term Calculator

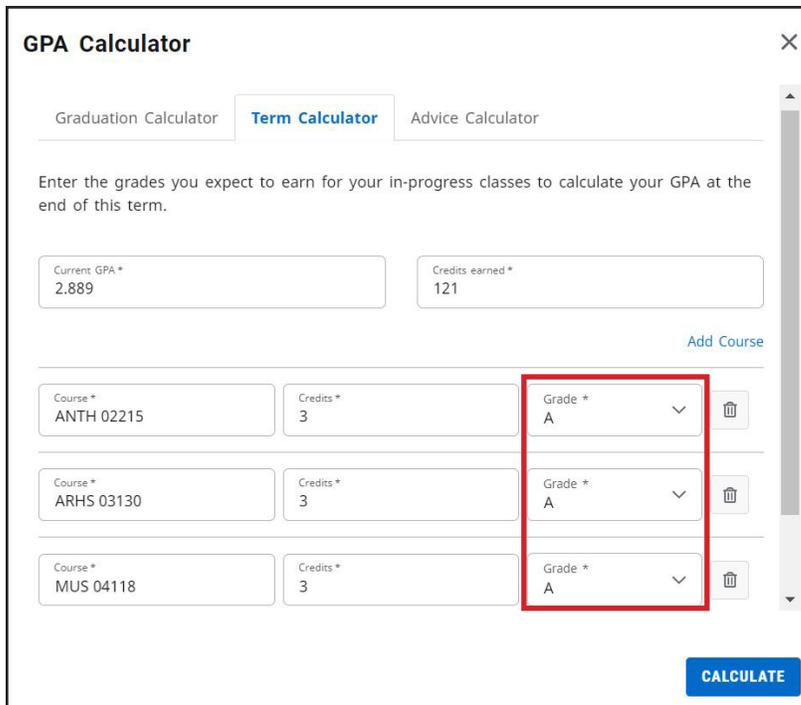
The Term Calculator will estimate the student's GPA based on anticipated grades for in-progress courses.

1. Select **Term Calculator**.



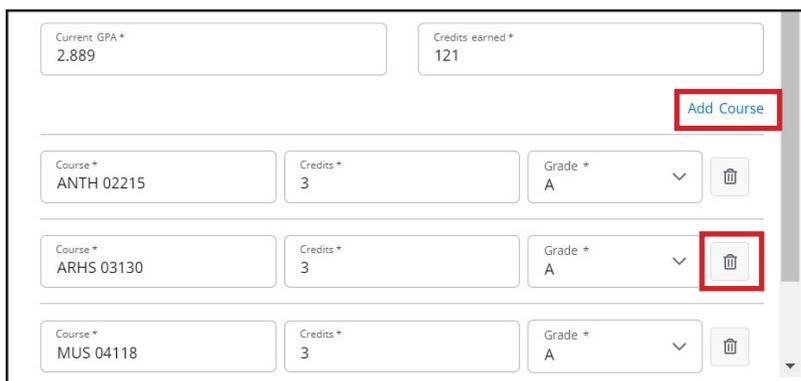
The screenshot shows a window titled "GPA Calculator" with a close button (X) in the top right corner. Below the title bar are three tabs: "Graduation Calculator", "Term Calculator" (which is highlighted with a red box), and "Advice Calculator". Below the tabs is a text input field with the placeholder text "Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal."

2. The current GPA, credits earned, and in-progress courses are listed. Use the grade drop-downs to select the anticipated grade for each course.



The screenshot shows the "GPA Calculator" window with the "Term Calculator" tab selected. Below the tabs is a text input field with the placeholder text "Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term." Below this are two input fields: "Current GPA*" with the value "2.889" and "Credits earned*" with the value "121". To the right of these fields is a blue "Add Course" button. Below these are three rows of course information, each with a "Course*" field, a "Credits*" field, a "Grade*" drop-down menu, and a trash icon. The first row is "ANTH 02215" with 3 credits and a grade of "A". The second row is "ARHS 03130" with 3 credits and a grade of "A". The third row is "MUS 04118" with 3 credits and a grade of "A". The "Grade*" drop-down menus are highlighted with a red box. At the bottom right is a blue "CALCULATE" button.

3. If needed, select **Add Course** or select the **trash icon** to delete a course that is listed.



The screenshot shows the "GPA Calculator" window with the "Term Calculator" tab selected. Below the tabs is a text input field with the placeholder text "Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term." Below this are two input fields: "Current GPA*" with the value "2.889" and "Credits earned*" with the value "121". To the right of these fields is a blue "Add Course" button, which is highlighted with a red box. Below these are three rows of course information, each with a "Course*" field, a "Credits*" field, a "Grade*" drop-down menu, and a trash icon. The first row is "ANTH 02215" with 3 credits and a grade of "A". The second row is "ARHS 03130" with 3 credits and a grade of "A". The third row is "MUS 04118" with 3 credits and a grade of "A". The trash icons for the second and third rows are highlighted with a red box. At the bottom right is a blue "CALCULATE" button.

GPA CALCULATORS

4. Once all the courses and anticipated grades are listed, select **Calculate**.

Course * ANTH 02215 Credits * 3 Grade * B

Course * ARHS 03130 Credits * 3 Grade * C

Course * MUS 04118 Credits * 3 Grade * A

Course * MUS 40201 Credits * 3 Grade * A

CALCULATE

5. The student's estimated GPA will be listed at the top of the window.

Graduation Calculator **Term Calculator** Advice Calculator

Calculated GPA

By achieving the grades listed here, your GPA at the end of the term will be 2.922

Current GPA 2.889
Credits earned 121

Course	Credits	Grade
ANTH 02215	3	B
ARHS 03130	3	C
MUS 04118	3	A
MUS 40201	3	A

RECALCULATE

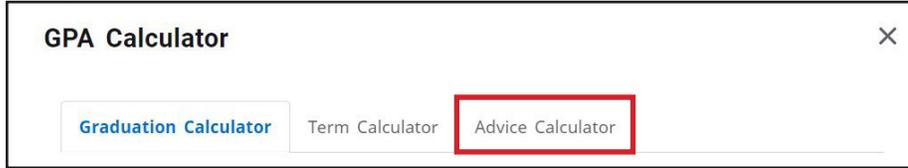
6. Select **Recalculate** to modify the anticipated grades.

GPA CALCULATORS

Advice Calculator

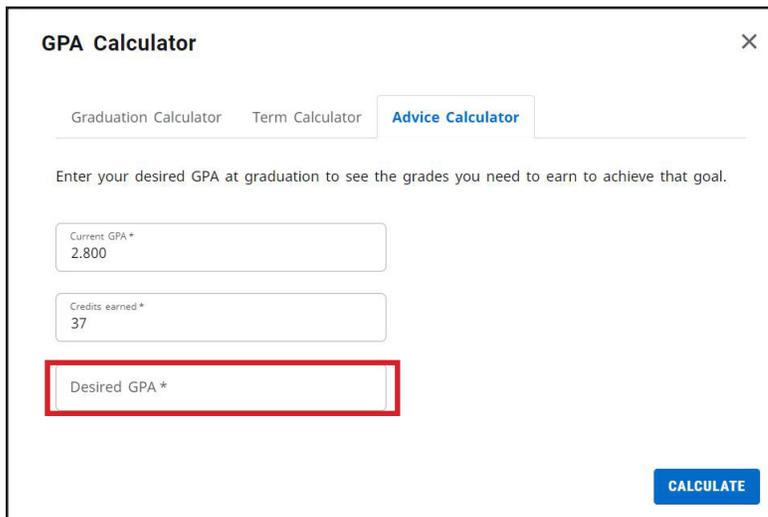
The advice calculator will show how many credits must be earned with certain grade averages to achieve a desired GPA.

1. Select **Advice Calculator**.



The screenshot shows a window titled "GPA Calculator" with a close button (X) in the top right corner. Below the title bar, there are three tabs: "Graduation Calculator", "Term Calculator", and "Advice Calculator". The "Advice Calculator" tab is highlighted with a red border, indicating it is the selected option.

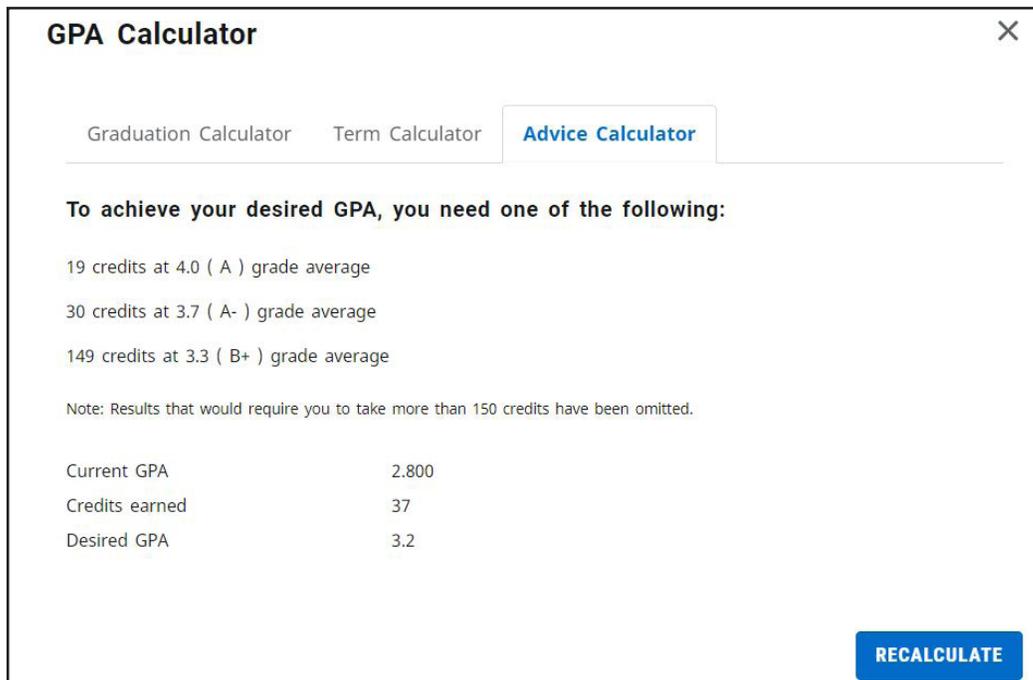
2. The student's current GPA and number of credits earned are listed. Enter the student's Desired GPA.



The screenshot shows the "GPA Calculator" window with the "Advice Calculator" tab selected. Below the tabs, there is a text prompt: "Enter your desired GPA at graduation to see the grades you need to earn to achieve that goal." There are three input fields: "Current GPA*" with the value "2.800", "Credits earned*" with the value "37", and "Desired GPA*" which is highlighted with a red border. A blue "CALCULATE" button is located at the bottom right of the window.

3. Select **Calculate**.

4. The scenarios to achieve the desired GPA are listed.



The screenshot shows the "GPA Calculator" window with the "Advice Calculator" tab selected. Below the tabs, there is a text prompt: "To achieve your desired GPA, you need one of the following:". There are three scenarios listed: "19 credits at 4.0 (A) grade average", "30 credits at 3.7 (A-) grade average", and "149 credits at 3.3 (B+) grade average". Below the scenarios, there is a note: "Note: Results that would require you to take more than 150 credits have been omitted." There is a table with the following data:

Current GPA	2.800
Credits earned	37
Desired GPA	3.2

A blue "RECALCULATE" button is located at the bottom right of the window.

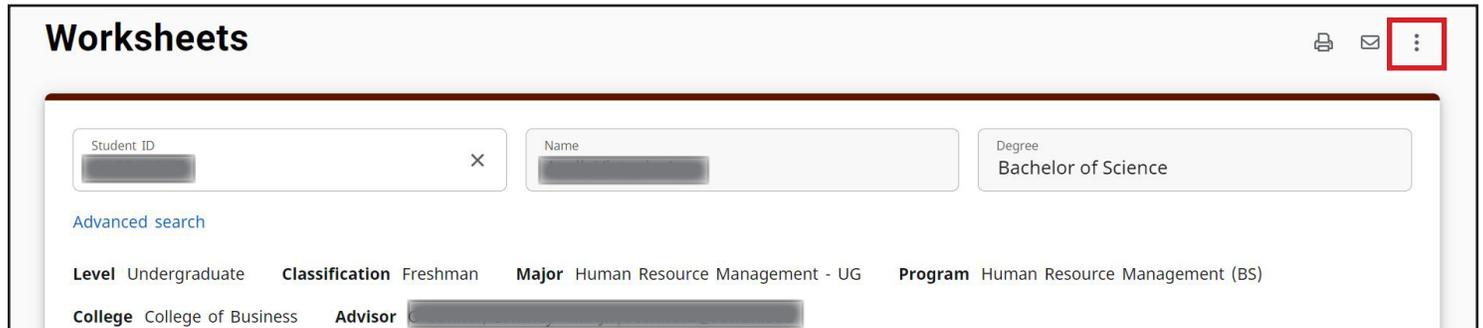
5. Select **Recalculate** to enter another desired GPA.

CLASS HISTORY

CLASS HISTORY

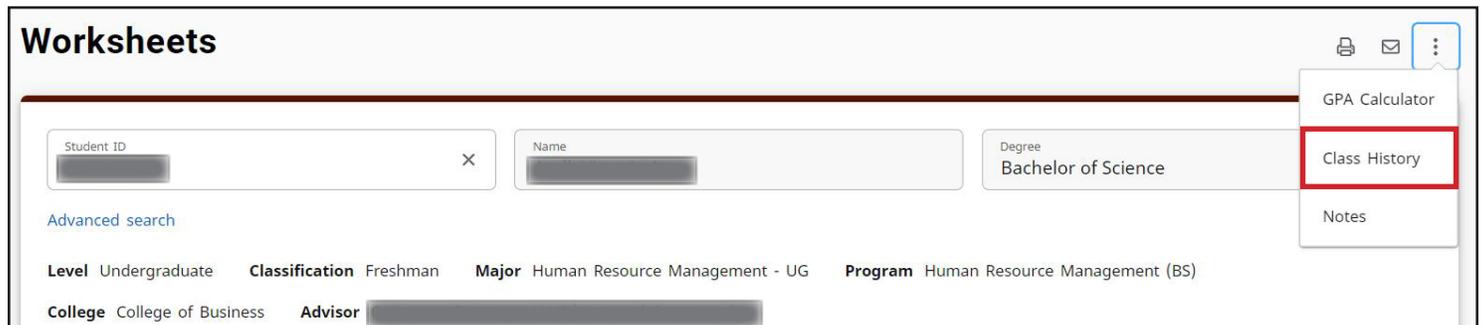
You can view Class History to get a term-by-term summary of the courses the student has taken and the grades they earned.

1. Select the **Ellipsis** at the top right corner of the screen.



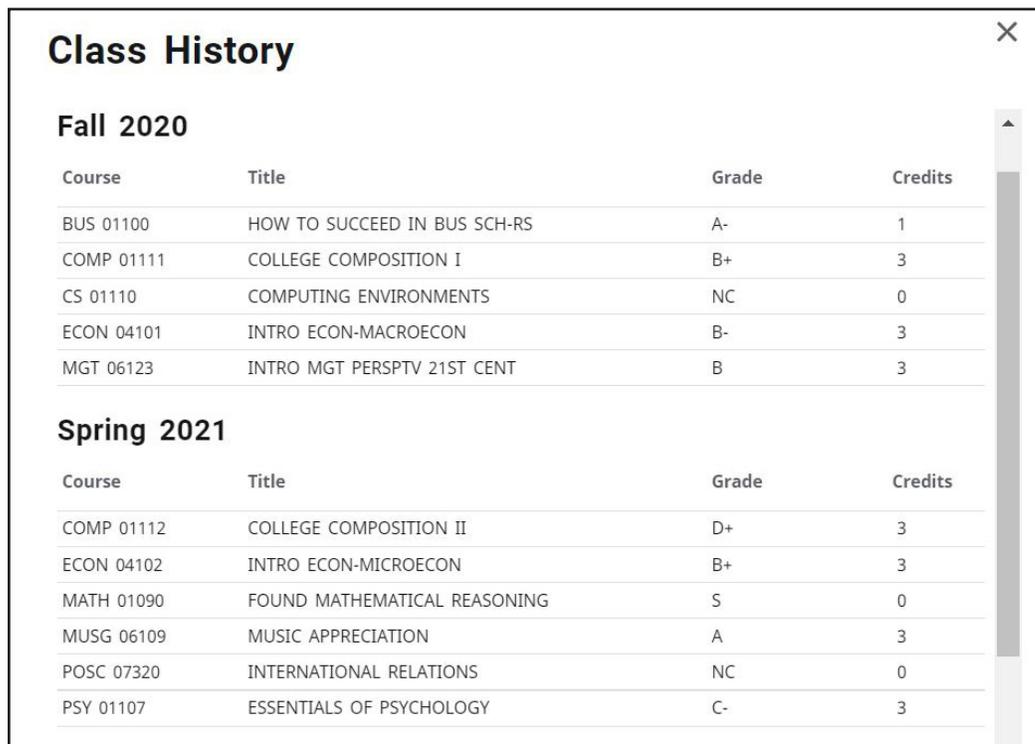
The screenshot shows the 'Worksheets' page with search filters for Student ID, Name, Degree (Bachelor of Science), Level (Undergraduate), Classification (Freshman), Major (Human Resource Management - UG), Program (Human Resource Management (BS)), College (College of Business), and Advisor. The ellipsis menu icon in the top right corner is highlighted with a red box.

2. Select **Class History**.



The screenshot shows the 'Worksheets' page with the same search filters as above. The ellipsis menu is open, and the 'Class History' option is highlighted with a red box.

3. The Class History window will appear with a chronological list of courses the student has taken.



The screenshot shows the 'Class History' window with a close button (X) in the top right corner. It displays a list of courses for two terms: Fall 2020 and Spring 2021. The list is organized into two sections, each with a table of course details.

Course	Title	Grade	Credits
BUS 01100	HOW TO SUCCEED IN BUS SCH-RS	A-	1
COMP 01111	COLLEGE COMPOSITION I	B+	3
CS 01110	COMPUTING ENVIRONMENTS	NC	0
ECON 04101	INTRO ECON-MACROECON	B-	3
MGT 06123	INTRO MGT PERSPTV 21ST CENT	B	3

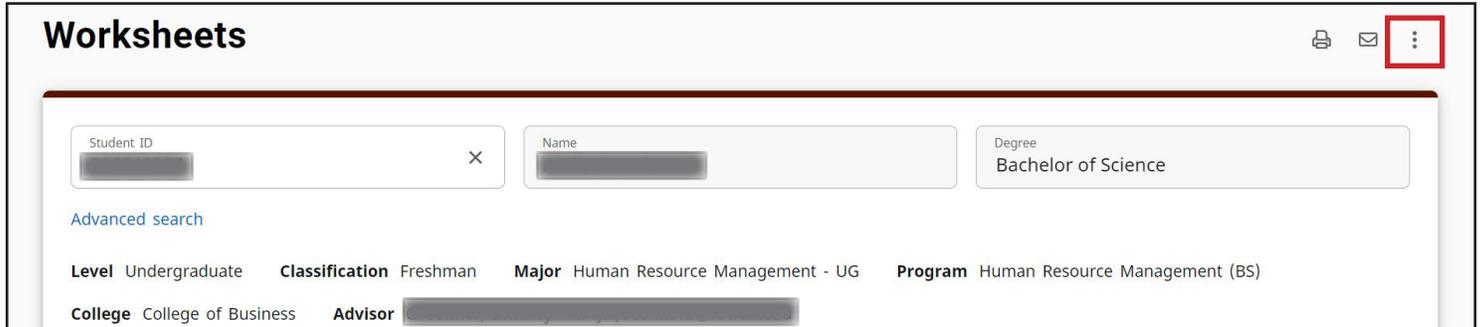
Course	Title	Grade	Credits
COMP 01112	COLLEGE COMPOSITION II	D+	3
ECON 04102	INTRO ECON-MICROECON	B+	3
MATH 01090	FOUND MATHEMATICAL REASONING	S	0
MUSG 06109	MUSIC APPRECIATION	A	3
POSC 07320	INTERNATIONAL RELATIONS	NC	0
PSY 01107	ESSENTIALS OF PSYCHOLOGY	C-	3

NOTES

NOTES

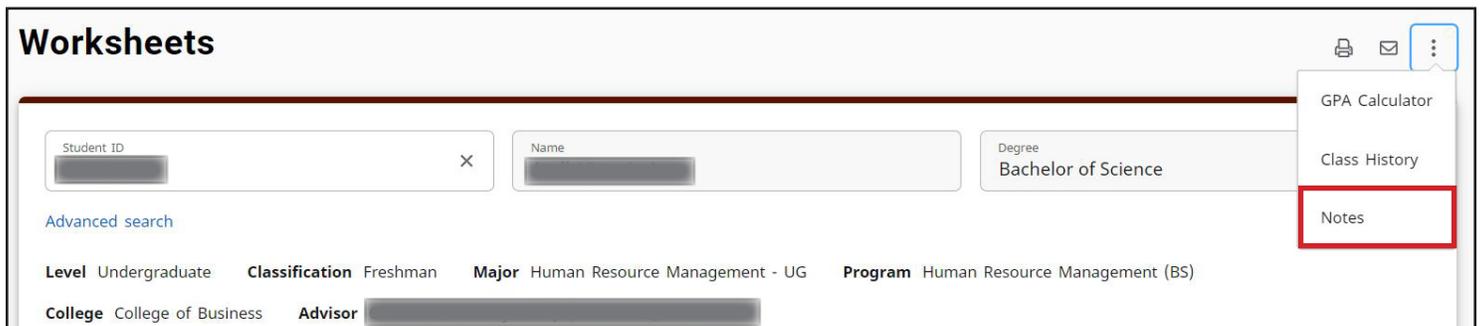
You can add notes to a student's degree audit to document their progress or needs.

1. Select the **Ellipsis** at the top right corner of the screen.



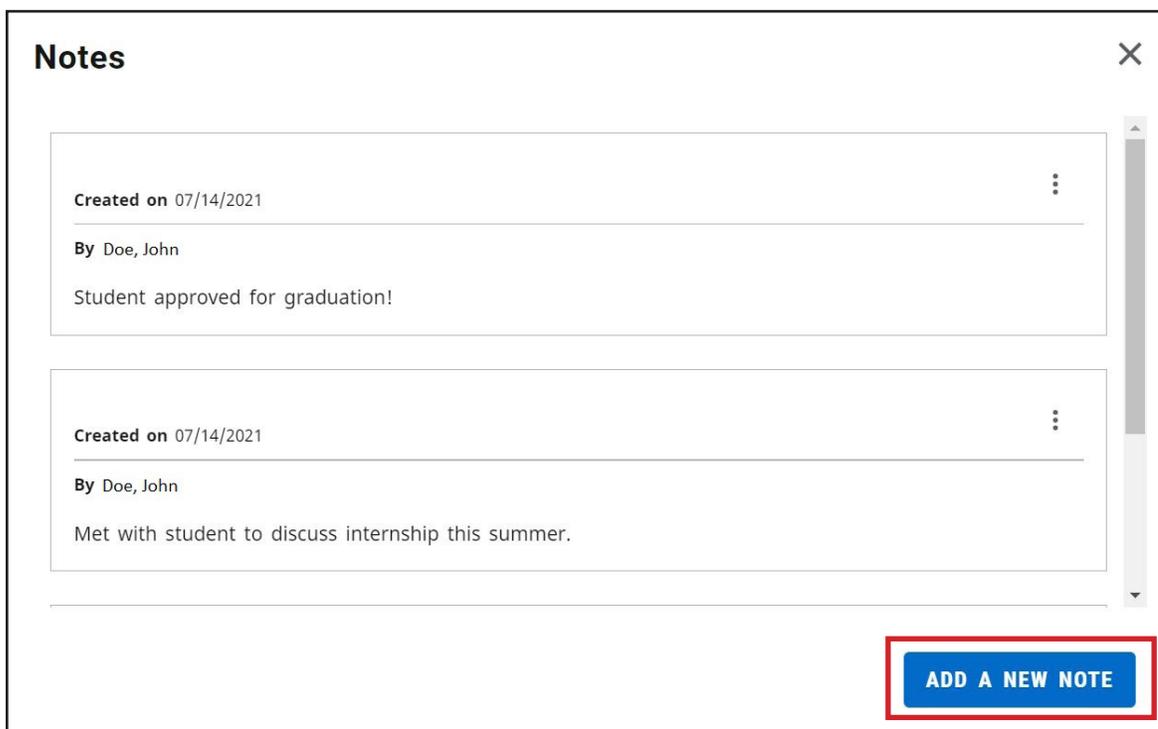
The screenshot shows the 'Worksheets' interface. At the top right, there are icons for print, email, and a red-bordered ellipsis menu. Below these are search filters for Student ID, Name, and Degree (Bachelor of Science). Further down, there are filters for Level (Undergraduate), Classification (Freshman), Major (Human Resource Management - UG), Program (Human Resource Management (BS)), College (College of Business), and Advisor.

2. Select **Notes**.



This screenshot is similar to the previous one, but the ellipsis menu is open, showing options for GPA Calculator, Class History, and Notes. The 'Notes' option is highlighted with a red border.

3. The Notes window will appear with any notes that have been previously added for the student. Select **Add a new note**.



The 'Notes' window is displayed, showing two existing notes. Each note includes a creation date (07/14/2021), the author (Doe, John), and the note text. The first note says 'Student approved for graduation!' and the second says 'Met with student to discuss internship this summer.' At the bottom right, there is a blue button with the text 'ADD A NEW NOTE' highlighted by a red border.

NOTES

4. Choose from the Predefined notes drop-down or write a unique note in the Add description field.

Add a new note

Predefined notes

Add description

Not available to student

CANCEL SAVE NOTE

5. By default, the note will be available to the student. If you do not want the student to see the note. Select the **Not available to student** check box.

6. Select **Save Note**.

The note will appear in the Notes window as well as on the student's degree audit. Note: the status will be listed as internal if it is not available to the student.

Notes

Created on 07/15/2021

By Meireles, Melissa T Status Internal

Student approved for graduation with NO conditions.

Created on 07/14/2021

By

Student approved for graduation!

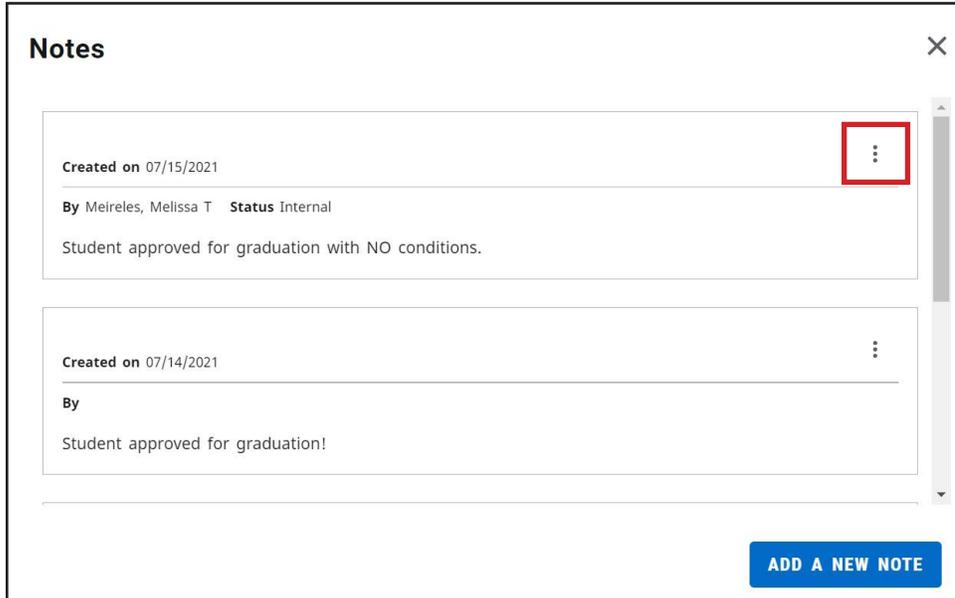
Status	Description	Created on	Created by
Internal	Student approved for graduation with NO conditions.	07/15/2021	Meireles, Melissa T

NOTES

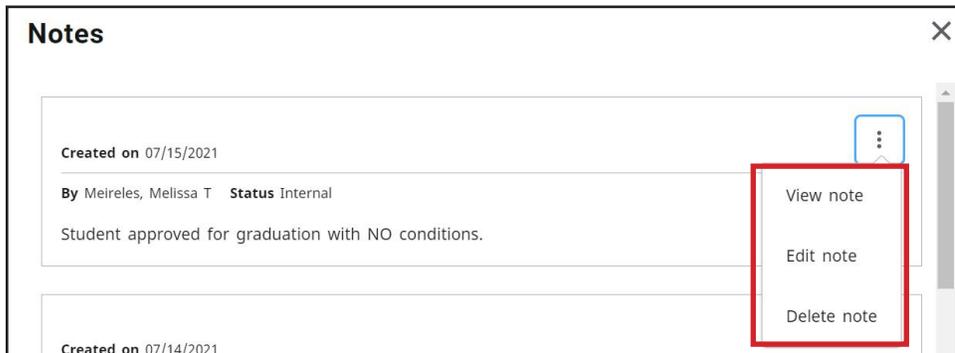
View, Delete, or Edit a Note

You can delete or edit notes you have written about a student within the Notes window. However, you can only view notes others have written about a student.

1. From the Notes window, select the **Ellipsis** for the note.



2. Select **View note**, **Delete note**, or **Edit note**.

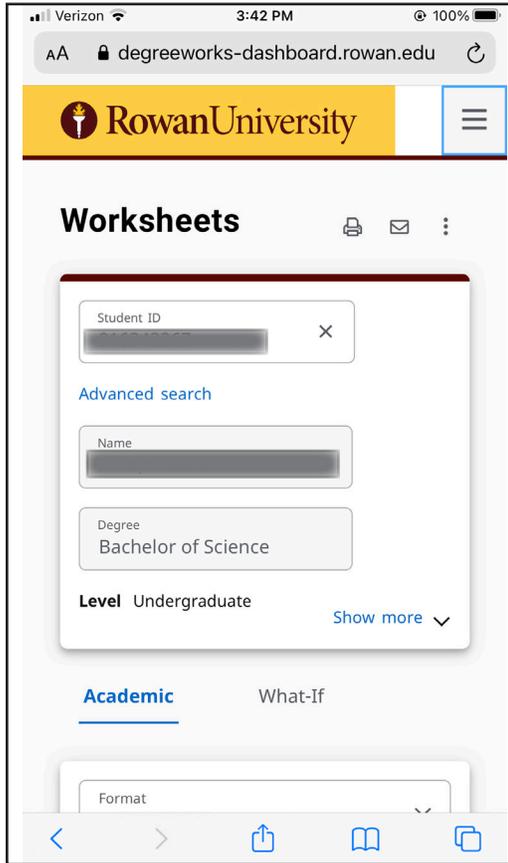


MOBILE FRIENDLY DASHBOARD

MOBILE FRIENDLY DASHBOARD

A major benefit to the Responsive Dashboard is it adapts to screen size making the information easily visible from a mobile device or tablet.

Mobile



Tablet

