Introduction

With a new emphasis on completion rates and time to degree, finding better ways to support your students' academic plans is more important than ever. Degree Works provides a comprehensive set of web-based academic advising and degree audit tools to help students and their advisors negotiate your institution’s curriculum requirements.

Robust academic planning tools and real-time counseling capabilities help advisors provide consistent and meaningful direction to students. Your students receive the academic advice they need to succeed and you as the advisor gain new capabilities to help counsel students more successfully.

Degree Works is a fully integrated complement to Ellucian Higher Education’s Banner student information system.

With Degree Works your institution can provide:

- Real-time advice and counsel to students
- Interactive “what if” scenario planning
- More transparent course and credit transfer
- More personalized advising
Degree Works Interface

This section provides the basic operational instructions for Degree Works. Degree Works is accessed from WGTC’s Self Service Banner Web. Degree Works is used for processing individual degree audits, What-If scenarios, addition of notes and GPA calculations.

The processes used by Degree Works are listed below as learning objectives:

Learning Objectives

After reading this section you will be able to:
- Access Degree Works from WGTC’s Self Service Banner Web
- Identify the WEB functions available
- Process Degree Audits
- Review Historic Degree Audits
- Process What-if Audits
- Enter Notes
- GPA Calculations

Logging On

In order to gain access to Degree Works, you must log on to WGTC’s Self Service Banner Web using your Banner Web ID and PIN. Select the Degree Works link under the Faculty Services tab from WGTC’s Self Service Banner Web.
Degree Works Introduction Page

This page contains brief information about the Degree Works functions available. The top of the page contains several buttons:

- **Back to Self-Service**: Links to the Banner Web main page
- **Portal**: Links to the Student Portal
- **FAQ**: Links to Degree Works frequently asked questions
- **Help**: Links to the Degree Works helpful hints
- **Print**: Allows the user to print the current page
- **Log Out**: Logs user out of Degree Works

All data fields along the top of the screen shot above are gray except for the Student ID field. Gray fields are non-selectable and cannot be used for search queries. White fields, such as the Student ID field shown above, are active fields. You can search for a student by typing in the students ID into the Student ID field and pressing the Enter key or tab key. Different fields will appear white or gray depending upon your user class. For students with multiple degrees, the Degree drop-down list box can be used to select the degree for audit processing.
The Name field contains a drop-down list box of students available to the user depending upon your user class. If this drop-down list box contains no values, click the Find button to select an individual or group of students. This will open up a new search window.

To select a single student, enter the student’s ID number in the Student ID field or enter the student’s name in the Name field. Wild cards (@) can be used as part of the search string in any of these fields. A search for "WE@" in the Name field will produce a list of all students who contain "WE" as the first two characters of their first, last or middle name. To search for a group of students, use the other fields to build your search criteria. Students can be selected based upon their Degree or Major or any combination of items shown on the search screen. Click the Search button to execute the search. All students who meet the search criteria will be displayed in the bottom window of the Find Students search window. Use the scroll bars to navigate in the bottom window. Only valid combinations of search criteria will produce search results.

Once you have created a list of students who meet your selection criteria, you can sort the list by clicking on any of the field headers in the Students Found window. The red arrow indicates the sort field being applied to the list of students found. The list of students is sorted by name in descending order as a default. To change the sort from descending to ascending order, click the Name field header again. You will see the red arrow to the right change from a down-arrow to an up-arrow indicating that the name field is being sorted in ascending order. Any changes made to the sort criteria are valid only for the list of students found in the preceding search. If you modify the search criteria and execute a new search, the results will be displayed with Name as the default sort field.

When you have successfully created your list of students using the Find function and entered the sort order, you can delete students from the list by un-checking the check box to the left of the student. Click OK to close the search window and load the list of students into Degree Works. The list of students will load with the same sort characteristics defined on the search page. You may then select any student from the list for degree audit processing. Although it is possible to create a list of students who meet specific selection criteria, Degree Works on the Web can only perform degree audits on one student at a time.
Once you have selected your population of students, click the OK button in the search window. This will close the search window and load the list of students into the drop-down list box in the Name field on the Introduction page. From this drop-down list box, you will now be able to select individual students for audit processing.
The degree context information for the first student in the list will be automatically loaded once you click OK on the search page. Depending upon your user class, you will either be presented with a list of students assigned to you as advisees or you can select an individual student by entering the students name or Student ID into the appropriate fields on the Introduction page and pressing Enter.
Overview of Web Functions

Student Context Area
Once a student has been selected either directly on the Introduction page or using the Find Students search page, the student’s information is loaded into the Student Context Area. Then, you can choose the appropriate tab to perform the services you require in Degree Works. The information in the student context area can include:

Student ID: student Banner identification

Name: if you have multiple students selected, this is a dropdown list of all selected students

Degree: if the student has multiple degrees, this is a dropdown list of all degrees for that student

Major: the student’s first-sequence major for the chosen degree

Last Audit: the date an audit was last processed for the chosen degree

Each Degree Works service can be selected by clicking the appropriate tab. Each tab in turn brings up one or more screens to be used for that function. Different screens will appear depending on the type of service being processed. There are two different Audit functions available in Degree Works. The Worksheets tab allows you to run a new audit or review the most recent audit for a student as shown later. Select the desired audit report format from the Format drop-down list box and click the View button to view the most recent audit for that student. To process a new audit for the student, select the desired audit report format and then click the Process New button to run a new audit. The name of the audit report format appears on the top header of the audit report.
The time and date the data for this student was last refreshed from the student system can be seen under the **Last Audit** label as shown below.
Processing Degree Audits

Degree audits are processed using the Worksheets tab. To access this screen, select the student you wish to process. This will automatically take you to the Worksheets screen and the most recent audit for this student will load automatically.

The student context information will be displayed in the fields at the top of the window once the student has been selected. This information includes current degree pursuit, major, school, student level and the date the last audit was processed. To process a new audit for the student select the Process New button. In-Progress classes are included.

The nightly batch process checks for data changes for each student and runs a new audit for those students with changed data. The audit you see when the student is loaded will reflect their most recent academic data.

A legend appears at the top and bottom of each audit.
Class History Link

This link is found on the upper right of each Worksheet screen, and will display classes in the following format:
Course Link

Degree Works has the capability of allowing users to click on courses listed in the advice section to see a description of the course. The description may contain a listing of course content, prerequisites, instructors, course name changes, dual-listings, etc. If this feature is enabled, Degree Works audit reports can link to text information about courses shown in the advice section of audit reports.

To bring up information about courses listed as Still Needed, click on one of the courses listed. A text window will open up displaying information about the course selected. In this case, ENGL 1101:

If the course key selected is non-specific (i.e. the course key contains a course range or wild card) or if the course has no listing in the course catalog, you will be taken to the top of the list returned. You can scroll through the list of courses using the scroll bars.

Prerequisites shown as part of the course catalog listing are not enforced within Degree Works although they may be enforced as part of the native student registration system.
What-If Audits

What-If audits allow you to process speculative degree audits for a student using their current class history. To access the What-If screen, click the What-If tab located on the Introduction page.

You can audit a student against the requirements for a different major, minor, degree, catalog year or any other selectable item on the What-If Audit screen. To generate a What-If degree audit, select the requirements you wish to audit the student against. The selected items will be moved to the window on the right. To deselect an item from the window, highlight the item then click the Remove button located below the window. Click the Process What-If button to process the audit. Click the Save as PDF to save or print a copy of the audit.
When generating the requirement criteria for a What-If audit, it is important to make sure that only valid combinations are entered in the requirement selection criteria drop-down list boxes.

It is important to remember that What-If audits are not stored in the database. After they are run, the results can be printed, but after leaving the What-If screen the audit cannot be accessed again. Of course, it is always possible to run another What-If audit with the same parameters.
Notes
The Notes utility allows Degree Works users to document academic advising on student records. These Notes can be used for internal-use only or they can be made available to the student through Degree Works on the Web or via printed audit reports.

Notes made available to the student appear in audit reports in a Notes section at the bottom of the report. To access the Notes screen, click on the Notes tab. This will bring up the following Notes screen with View Notes already selected as shown below.

To add a note, click the Add Note button.

This will bring up the Add New Note text box shown below, all notes are predefined. Contact your system administrator to request additional notes. Select the note you wish to add then click Save Note. For all audits run after this note is posted, the text of the note will appear at the bottom of the report (assuming the report type chosen displays Notes and the user has access to Notes)

Any Notes available to be viewed will be listed in this section of the audit report. Notes saved with the Note available to student check box selected will not appear on audits viewed during student logons. These Notes will also not be printed on audit reports initiated by the student. They will appear on advisor, faculty member, dean or registrar audit reports.
The creator of the note and the day the note was written appear to the right of the note. Audits will show as notes as have been written and made available to the student.
GPA Calculators

Overview

Degree Works offers two different GPA calculators: **Graduation** and **Term Calculators**.

The calculators, in conjunction with current Degree Works functions, can help students in many ways:

- Realistic goal-setting at the beginning of the term or academic career
- Precise calculation of their end-of-term GPA using students' actual academic information
- Accurate mapping of students' paths for achieving honors, avoiding probation, or satisfying personal academic aspirations

![Image of Degree Works interface](Image)
Specifics

Graduation Calculator inputs
- Current GPA (provided from RAD-TERM-DTL: RAD-CUM-GPA)
- Credits Remaining
- Credits Required
- Desired GPA

This calculator takes the most "unknown" inputs. Many students may not know how many credits are required for their degree, nor the number of credits remaining. Its purpose, however, is to give the student a general view of what average GPA they will need to achieve over their final "X" credits in order to achieve their desired GPA. In some cases, this calculator will be useful to inform the student that their desired GPA is not possible to achieve (considering their number of credits remaining). In short, this calculator helps students to set long-term general goals.

Enter data into the vacant fields as below and press Calculate.

The following shows you what average you will need to attain your desired results.

If you wish to alter some of the entries, click Recalculate and the calculate screen will appear for you to make other entries. When you click Calculate, the revised information will appear.
Term Calculator inputs

- Current GPA
- Credits Earned
- Class information
- In-progress classes

When done entering class information with expected credits and grades, click calculate. The following screen will produce the new calculated GPA.

This is the most specific calculator. If you wish to change class or grade information, simply click Recalculate and the original screen will again be presented for you to make changes. When you click Calculate, the revised information will appear. It can be used for goal-setting as well as mapping paths to avoid probation, achieve honors, etc.

Note that the student's current classes and credits have been preloaded into the form. Select the desired grade from the drop-down list and press Calculate.

The following shows you the results of your calculation.

If you wish to alter some of the entries, click Recalculate and the Term Calculator screen will appear for you to make other entries. When you click Calculate, the revised information will appear.