To access DegreeWorks, log in to Self Service Banner (MyBSU) and click on the Faculty Services tab. Click on the DegreeWorks tab. Your initial login for each session will direct you to search for a student in Banner using the normal student search process. After that search, you will conduct student searches using the following steps.

Part I: Finding Students and Running Audits

1. All BSU personnel with the “advisor role” in Banner can run student audits. You can find student audits by searching in one of two ways:

   • Typing in the BSU ID number if available + ENTER:

   • Clicking on the FIND button:
2. **FIND** leads you to a search menu with a number of options. To find an individual student, enter the first and last name:
SANITY HINT #1: If your search yields more than one student with the same name, click on Uncheck All, locate the student you are searching for by the additional info listed (major, class level), and check only the box next to that name.

3. Once you have checked the student box, choose OK, and the audit will appear.

4. The FIND menu also allows a search by any combination of the pull-down menus on the screen (Degree + Major or Degree + Major + Minor). Or, you can search by only one academic feature for a more targeted list (a particular minor only, for example):
SANITY HINT #2:  Too broad a search will yield far more results than anyone can tolerate, including DegreeWorks. The program is set to return no more than 600 student names for any search, and even at the allowable 600, DW will give the searcher a grouchy message about performance issues and big searches. So, if you search on broad criteria such as BS and Seniors, the return list will be too large and result in general audit malaise.

SANITY HINT #3:  Be sure to choose Clear between searches. Otherwise, the program will attempt to find students based on your total history of searching in a single DW session. That can’t be good.

Part II: Viewing Audits and Understanding the Rascals

Audits consist of two broad categories of information:

• real-time academic detail in a static format, the “snapshot” of a student’s academic programs, grades, transfer credit, assigned advisor, etc.

• You’re going to love this: interactive features such as course offerings within the audit (think of the former Course Planner on steroids), GPA calculations, and planner functionality to “map out” a student’s four-year plan.

1. First, the static, detailed audit and its menus and tabs. For most faculty advisors and university personnel, an audit (in DW jargon, “audits” are called “worksheets”) includes the following menu features:

• Student view
  The most detailed audit worksheet, this view includes all features of a student’s academic program. It is also the “default” audit that first appears after a search.

• Registration Checklist
  This worksheet lists only the courses a student has yet to complete.

• Graduation Checklist
  The Graduation Checklist provides a quick summary of the completion (or not so much) of all graduation requirements reflected on the Student View without all of the detail.
To access the various audit worksheets, use the pull-down menu, make your selection, and choose **VIEW**.

2. Other tabs along the top of the audit worksheet include the following:
   - **Planner**

   This function allows a student and advisor to create a 4-year degree completion plan organized by semester. Courses can be loaded individually by semester and plans can be saved for later reference as a student progresses through the degree. **NOTE:** coming LIVE to a Planner near you……DegreeWorks will include templates for each BSU major--pre-populated 4-year plans that can be pulled into a student’s audit and adjusted, thus avoiding the course-by-course populating of a student’s plan. These templates should be available Spring 2013.

   - **Notes**
The Notes feature allows advisors to maintain permanent notes about a student’s progress, questions, and concerns. The notes are viewable by anyone accessing the audit.

**GPA Calc**

The DW GPA calculators allow students and advisors to process different scenarios and determine impact to GPAs.

The Admin tab next to GPA Calc allows each DW user to manage log-in information.

The PDF button, well, converts everything to a PDF for a more printable and shareable version of the audit.

2. The tabs along the left-hand side of the worksheet include **What If** (allows a student contemplating a major change (and who doesn’t?) to view the audit worksheet according to the requirements of the new major) and **Look Ahead** (documents how planned courses will fit into the student’s degree plan).
3. The rest of the audit’s first block includes the student’s academic information as it appears in Banner: academic program (major, concentrations, minors), freshman advisor or faculty advisor and (for an upper-division student) the advising resource center advisor; registration holds; and cumulative GPA.

   Key visuals in that first block are the progress bars, which represent the student’s progress toward degree completion. The Requirements Bar illustrates the completed percentage of specific program requirements (Core Curriculum + major + concentration + minor) contained within the audit. The Credits Bar indicates the percentage of credits completed based on the total required for the student’s degree.

4. Included at the bottom of the first block: the audit legend (oh, please, no—not me. But thanks for that). The DegreeWorks legend includes colors and symbols to provide an easier visual record of detailed program information:
Part III: Details, Details

The “meat” (yum) of the audit worksheet is contained in the following blocks. Nearly all audits will include degree blocks, Core Curriculum blocks, and major blocks. Other blocks that will appear depending on a student’s total curriculum include concentrations, minors, licensure information, general electives, and insufficient coursework. Below are screenshots of these blocks. Note each block includes completed courses, grades, and the semester of completion.

1. Degree Block
NOTE: Like all other blocks, the Degree Block includes catalog year, total credits, and GPA information for the requirements in that particular block. It’s quite typical for catalog years to vary from the degree block to the major/minor blocks—students are held to the catalog requirements current for that semester during which they declared any of those academic components. (Okay, admit it: That GPA-by-major-minor-etc. function is one FINE feature, isn’t it?)

2. University Core Curriculum Block
Note: This student’s transfer credit is marked with a “T” grade within the audit, reflecting the university’s policy that transfer credits, but not the grades for those credits, are included as part of the student’s BSU academic record.

**SANITY HINT #4** (forgot about these, didn’t you?): You will see two versions of the University Core Curriculum among student audits. Depending on year of matriculation, students will be held to the requirements of UCC-21’s tiered curriculum or the previous Core, whatever we called it.

3. **Major and Concentration Blocks**
Note: On the major block, this student’s audit shows he has completed two required courses in one category (highlighted in a yellowish hue) and is currently registered (RG) for a third. The next category is an electives category, colored in a light blue to reflect incomplete. The * symbol behind course numbers means perquisites exist to that course. Other important symbols include @ (as in ENG 4@@), which means any 400-level course fulfills that given requirement, and :) (ENG 200:299), which means the requirement is fulfilled by any course within that ENG numerical range. English majors appear to be an ambiguous lot, don’t they?

4. Minor Block

NOTE: Audits often contain important notes or pieces of information called “proxy advice” to help a student understand requirements that cannot be fulfilled with a finite list of specific courses. The statement above appears within the minor block and refers to a broad category of electives.
5. The remaining blocks appear at the end of the audit:

- **General Electives** (sometimes referred to as “fall-through” courses, but that seems scary) are courses that do not fulfill other program requirements.

- **Insufficient** courses are typically those for which the student has not earned a passing grade, though they can be passing but not high enough to count in a particular major.

- The **In-progress** block is simply a single section noting the student’s current registration.

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**Part IV: Stuff That Doesn’t Fit in I, II, or III**

1. Course look-up within the audit worksheet

   For any “Still Needed” course within the audit, a student can click on the course and view the next semester’s schedule information for that course:

<table>
<thead>
<tr>
<th>Still Needed: 1 Class in ENG 210*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 220 Language and Society</td>
<td>RG</td>
</tr>
<tr>
<td>ENG 230 Read Wr Lit</td>
<td>A-</td>
</tr>
<tr>
<td>ENG 285 Intr Cr Wr</td>
<td>A</td>
</tr>
</tbody>
</table>
The course information window includes the catalog description of the course as well as prerequisite or restriction information.

2. **Process New** at the top of the audit should be chosen whenever an advisor with appropriate access has changed something in a student’s audit (processed a course substitution, for example) and needs an updated audit.

3. Often overlooked but nonetheless loved, the **Class History** feature at the top of the audit, when selected, provides a semester-by-semester summary of the student’s completed coursework:
4. GPA Calculator

The GPA Calc tab at the top of the audit is actually 3 GPA calculators, each designed to provide grade-point average information according to various scenarios. The Graduation Calculator helps students determine what they will need to achieve academically to reach a desired final GPA goal. The first table pulls in the current GPA from the audit; the student enters in the other three fields, including the remaining credits,
the total required (120 for most programs), and the desired GPA. After choosing Calculate, the student can see the averages needed to reach the goal.

SANITY HINT #5: Everyone should strive to be realistic in setting GPA goals and predicting end-of-term grades. ‘Nuff said.

The Term Calculator is useful for estimating what the cumulative GPA will be at the end of a semester.
Finally, the **Advice Calculator** provides several scenarios within one calculation based solely on current GPA and credits completed:
5. What If Audits

What If audits offer students an opportunity to see how changing majors, adding minors, or otherwise altering their curricula can affect their progress toward graduation. The What If tab is located in the left-hand menu. Once accessed, the audit requires the student choose the type of degree, an academic major/minor/concentration, and any potential courses (though the course section does not have to be fully completed). Clicking the Process What If button will create the new audit with the impact of the curriculum changes in blue.

6. The DegreeWorks Planner
The Planner screen opens to a split-view screen that includes a slightly smooshed version of the Student View audit on the left and this view of the Student Educational Planner on the right:

As noted earlier in this tome, templates for each major should be available Spring13. These would be accessed via **Load in a pre-defined plan** just above the first term on the left of this screen. Until then, students and advisors may build plans directly in the Planner. The first step is to choose the term for the first semester from the drop-down menu.
Next, the Planner can be populated with courses in two different ways: The course can be dragged directly from the left-hand audit into the semester the course is to be taken, or the course prefix and number can be keyed into the semester.
The notes box allows free-from text to serve as additional information for student and advisor. Because not every requirement can be listed with a specific course number (directed electives in a major, for example), the advisor or student can enter less specific information with a (-), like the –General Electives entry in the example above.

Once all semesters have been completed, the box next to each semester must be checked, and the Process New button selected. The planned courses will appear in the planner audit worksheet on the left with the letters PL and the text Planned:

![Foreign Language Requirement](image)

Just as important are those courses planned but not counting for program requirements. These appear at the bottom of the Planner audit worksheet in the block Not Counted:

![Not Counted](image)

The electives are just placeholders in the plan; once the student has made a decision on the electives, the planner can be updated to pull in specific courses. The other courses appear in “Not Counted” because they fulfill no requirements on the student’s academic program. The student and advisor need to reconsider their inclusion on the plan.

Plans can be saved and called up for reference; new plans can be created by choosing “Add new plan” from the drop-down menu.

SANITY HINT #6: Changing a plan and clicking “Save Plan” will not save a new copy of the plan—it will override the current plan.
Part V:  Final Stuff

DegreeWorks is wonderful academic planning and degree progress tool, but like all degree audits, it is a living document. Curriculum changes annually, and student records are full of exceptions to requirements and substitutions for individual courses. Every effort has been made to create correct audits during this period of transition from our old audit system to this new tool. Still, there will undoubtedly be audit errors: a missing exception, a course not programmed correctly on a major, even a statement that just doesn’t “read” in the way an academic department intended. Students should always consult their academic advisors with questions or concerns about their degree audits. Departments and colleges with issues about their programs as they are depicted in DegreeWorks can email their concerns to lhelms@bsu.edu.