WESTERN CONNECTICUT STATE UNIVERSITY

DEGREE WORKS RESPONSIVE DASHBOARD USER GUIDE

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Introduction to Degree Works

DegreeWorks 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, credit 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 user guide, you 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)
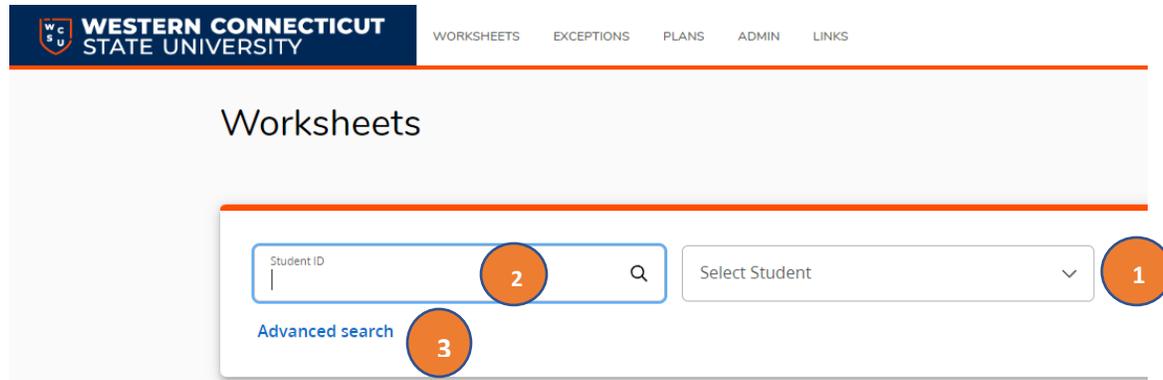4. Add Notes to a Student's Audit

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ACCESS DEGREE WORKS

1. Visit www.wcsu.edu, click on "Essentials" and then "Banner (my info)" and login.
2. Select "Degree Works" from the menu.

Searching for Students:

Faculty/advisors can search for students by:
1. Selecting their advisee from the dropdown menu on the "Select Student" field
2. Typing in the student ID number in the "Student ID" field
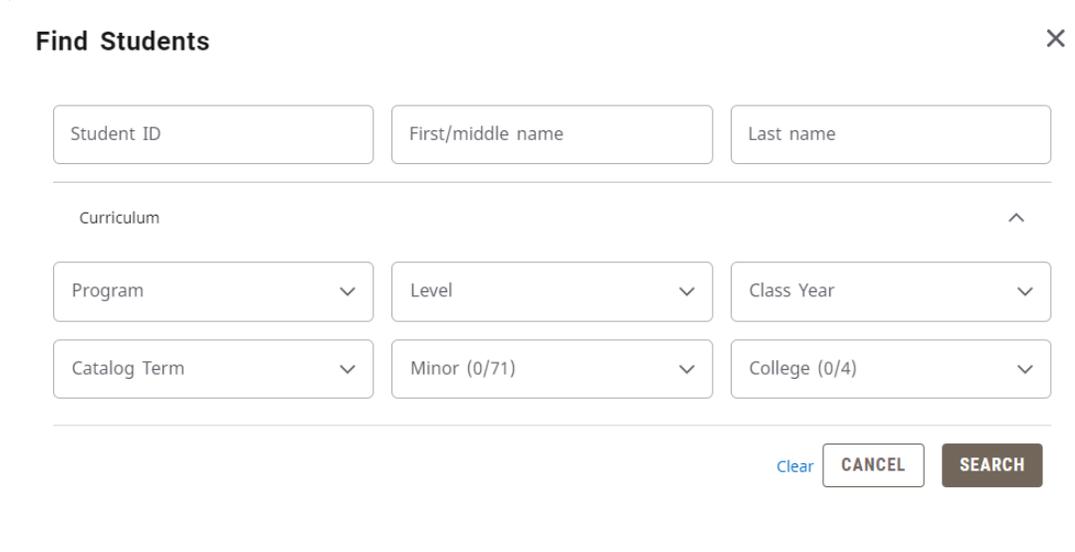3. Clicking on "Advanced Search"

Advanced Search:
This feature allows you to search for students by name, program, level, class year, catalog year, minor, and/or college. It does allow for you to use multiple search criteria to narrow your search (e.g., psychology majors who are sophomores).

When you have chosen the appropriate criteria, select **Search**.

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.**

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DEGREE AUDIT WORKSHEET OVERVIEW

The look and function of the worksheet has changed. Compared to the previous version, the font is now bigger, there is more whitespace, and you have to do more scrolling. This is part of the ADA-compliancy and cannot be changed. The Degree Audit Worksheet has several sections which we will review starting top of the page and work down.

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

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DEGREE AUDIT WORKSHEET OVERVIEW

Under the "Worksheets" heading to the left, you will see the last time the student's data was refreshed from Banner for this audit.

- **Click** ⟳ for an immediate refresh of the information from Banner. This will usually run an updated audit at the same time, but you should check the date stamps for "Date refreshed" and "Audit date" to ensure they match.

- If the "Audit Date" does not match the "Data refreshed" date, select **Process** to create an updated Degree Audit.

① PRINT/SAVE A STUDENT'S DEGREE AUDIT

At the upper top right of the audit, select the **Print icon** 🖶 to save or print the audit, then click "Open PDF". The audit will then open in Adobe and you can print/save from there.

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DEGREE AUDIT WORKSHEET OVERVIEW

1   ## CONTACT A STUDENT OR ADVISOR

At the upper top right of the audit, select the **Email icon** ✉ then click on the student's/advisor's, email address or the advisor's email address and a new email will be created in Outlook.

2   ## 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.

At the upper top right of the audit, select the kebob ⋮ icon then select **GPA Calculator**.
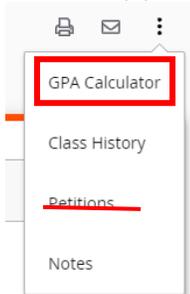
Graduation Calculator – Used to estimate the average GPA the student needs to maintain in their remaining terms to graduate with a desired GPA.

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, then click **Calculate.**

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DEGREE AUDIT WORKSHEET OVERVIEW

2. The average GPA the student must maintain to graduate with the desire GPA will be listed at the top of the window. You can select **Recalculate** if you would like to input another desired GPA.
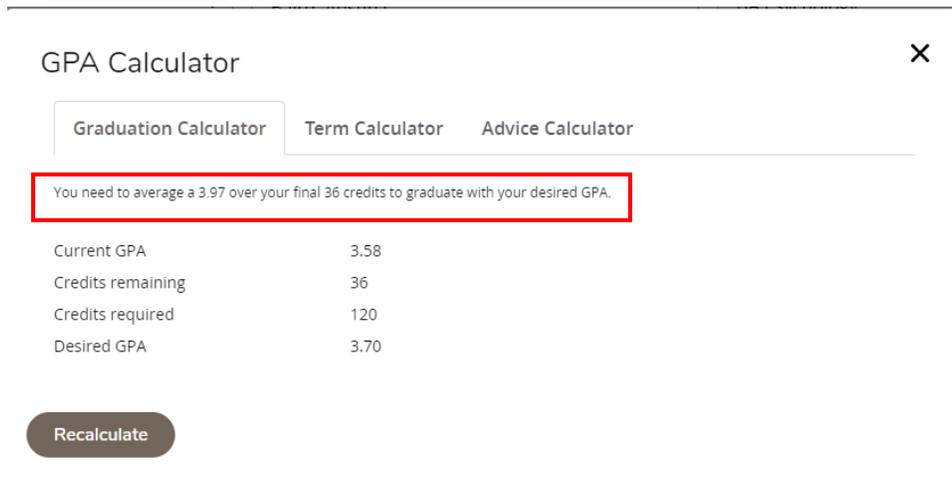
GPA Calculator

| Graduation Calculator | Term Calculator | Advice Calculator |

You need to average a 3.97 over your final 36 credits to graduate with your desired GPA.

Current GPA	3.58
Credits remaining	36
Credits required	120
Desired GPA	3.70

Recalculate

Term Calculator – Used to estimate the student's GPA based on anticipated grades for in-progress courses.

1. The current GPA, credits, earned and in-progress courses are listed.
   - Select **Term Calculator**
   - Use the grade drop-downs to select the anticipated grade for each course.
   - If needed, select **Add** Course or select the **trash** icon to delete a course that is listed.
   - Once all the courses and anticipated grades are listed, select **Calculate.**

(See next page for screen shots)

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DEGREE AUDIT WORKSHEET OVERVIEW

GPA Calculator   ✕

Graduation Calculator   **Term Calculator**   Advice Calculator

Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term.

Current GPA *	Credits earned *
3.34	45.00

Add Class

Class *	Credits *	Grade *	
CED 110	1.5	A ⌄	🗑
HIS 149	3	A ⌄	🗑
HIS 186	3	A ⌄	🗑
HPX 177A	1	A ⌄	🗑

CALCULATE

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

GPA Calculator

Graduation Calculator   Term Calculator   Advice Calculator

Calculated GPA

By achieving the grades listed here, your GPA at the end of the term will be 3.49

Current GPA	3.34	
Credits earned	45.00	
Class	Credits	Grade
CED 110	1.5	A
HIS 149	3	A

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DEGREE AUDIT WORKSHEET OVERVIEW

Advice Calculator – Used to show how many credits must be earned with certain grade averages to achieve a desired GPA.
1. The current GPA and number of credits are listed.
   - Select **Advice Calculator.**
   - Enter the student's Desired GPA.
   - Select **Calculate.**

GPA Calculator   ✕

Graduation Calculator	Term Calculator	Advice Calculator

Enter your desired GPA at graduation to see the grades you need to earn to achieve that goal.

Current GPA *
3.34

Credits earned *
45.00

Desired GPA *

CALCULATE ←

The scenarios to achieve the desired GPA are listed.

GPA Calculator   ✕

Graduation Calculator	Term Calculator	Advice Calculator

To achieve your desired GPA, you need one of the following:

5 credits at 4 (A) grade average

11 credits at 4 (A-) grade average

Note: Results that would require you to take more than 150 credits have been omitted.

Current GPA	3.34
Credits earned	45.00
Desired GPA	3.40

RECALCULATE

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DEGREE AUDIT WORKSHEET OVERVIEW

2 **CLASS HISTORY**

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

Click the kebob ⋮ icon then **Class History**. The Class History window will appear with a chronological list of courses the student has taken.

🖨 ✉ ⋮

GPA Calculator

Class History

~~Petitions~~
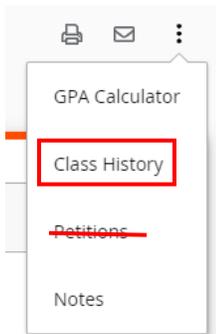
Notes

2 **NOTES**

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

> **PLEASE NOTE:** The Notes are public – students will see them.
> Once you add a Note, it becomes part of the student's academic record and cannot be edited or deleted.

1. Click the kebob ⋮ icon then **Notes**.

🖨 ✉ ⋮

GPA Calculator

Class History

~~Petitions~~

Notes

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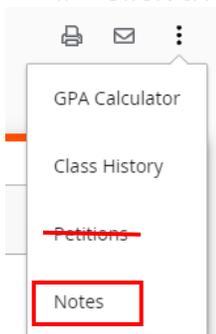
DEGREE AUDIT WORKSHEET OVERVIEW

2. The Notes window will appear with any notes that have been previously added for the student. Select **Add a new note.**
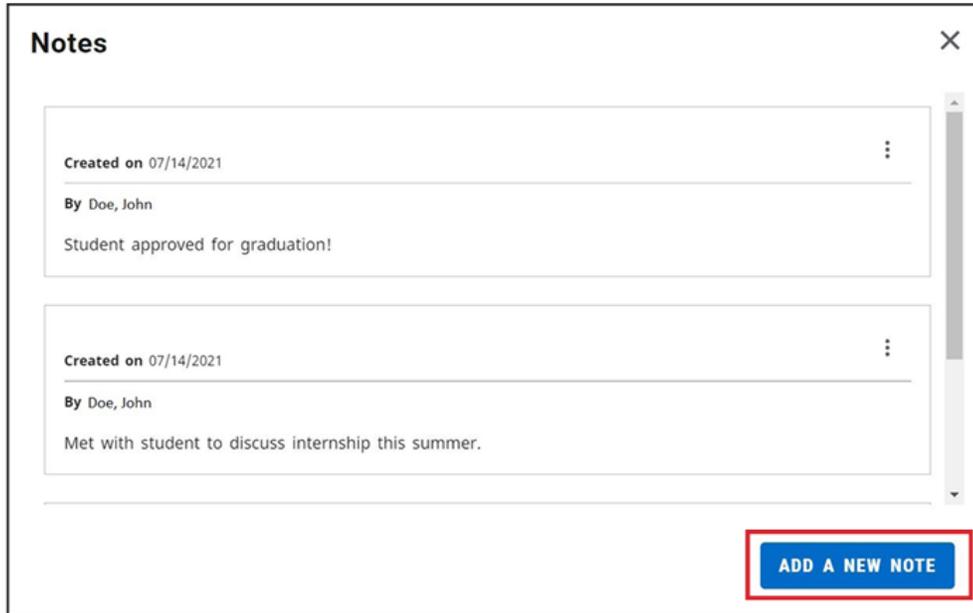
3. Choose from the predefined notes drop-down or write a unique note in the Add description field.

By default, the note will be available to the student.

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DEGREE AUDIT WORKSHEET OVERVIEW

If you do not want the student to see the note, Select the **Not available to student** check box. The note will appear in the Notes window but will **NOT appear** on the student's degree audit.

Notes

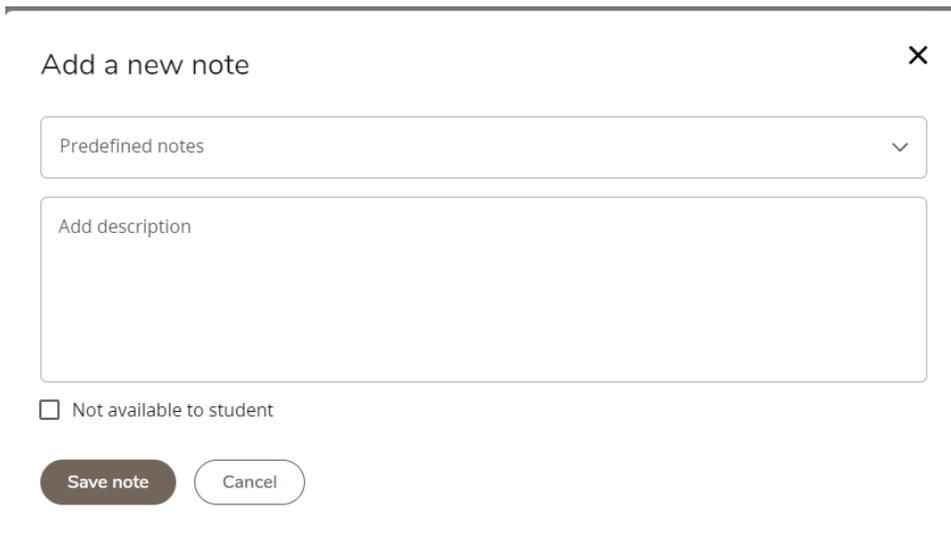|	
Created on 6/29/2022	⋮

By Zavatkay, Debra **Status Internal**

Student approved for graduation with NO CONDITIONS.

4. Select **Save Note.**

3 ## STUDENT HEADER

The Student Header provides useful information regarding the student such as degree, major, holds, part time vs. full time, advisor, etc. The Student Header is responsive, meaning a category will appear only if it applies to the student. (For example, the student below does not have any holds on their record, therefore, you do not see the "Holds" category in the student header.)

Worksheets

🖨 ✉ ⋮

Data refreshed 6/27/2022 12:03 AM ↻

Student ID 🔍	Select Student ▾	Program BA Psychology

Advanced search

Level Undergraduate   **Class Year** Junior   **Major** Psychology   **Degree** Bachelor of Arts   **College** School of Arts and Sciences   **Advisor**

Full-Time/Part-Time Part Time   **FERPA Indicator** Y

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DEGREE AUDIT WORKSHEET OVERVIEW

4 **DEGREE PROGRESS**

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

Note: Progress will NOT equal 100% until all courses are complete and graded.

FORMAT SELECTION

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

- **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.

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DEGREE AUDIT WORKSHEET OVERVIEW

5 **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**.

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 each block individually.

DEGREE AUDIT WORKSHEET OVERVIEW

The first block is the Degree Overview. It shows a summary of the main components necessary to obtain the degree.

BA in Psychology - 120 Credits Required   INCOMPLETE

Catalog year: FALL 2020

Unmet conditions for this set of requirements:		You currently have 75 credits, including in progress classes. In some cases not all credits may be applicable toward your program requirements.
⊘	Minimum credits at WCSU	
⊘	You meet the minimum cumulative 2.0 GPA requirement.	
⊘	Foreign Language Requirement	
○	General Education Competency Requirements	Still needed:
○	General Education Course Requirements	Still needed:
○	Major Requirements	Still needed:
○	Psychology General Electives	Still needed:

See Part 1: General Education Competency Requirements section

See Part 2: General Education Exploration section

See Part 3: Major in Psychology section

See Part 4: General Electives section

The subsequent blocks show the credits that have been completed and how they have been applied to degree requirements. 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, grade earned, number of credits, and the term the course was taken are to the right of the requirement.

⊘	Experimental Psychology	PSY 324	Experimental Psychology	A-	4	FALL 2021
○	Advanced Seminar	Still needed:	1 Class in PSY 412 or 415 or 425 or 426 ☑ or 439 ☑ or 450			
◑	BREADTH REQUIREMENTS					
◑	Area A: Cognitive	PSY 251	Psychology of Cognition	IP	(3)	FALL 2022

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
- The : symbol means any course number in that range.

○	Two Upper Level Psychology Electives	Still needed:
○	One Psychology Elective - Any Level (Except PSY 991)	Still needed:

6 Credits in PSY 300:499

3 Credits in PSY @ Except PSY 991

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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 denotes a prerequisite is needed.

○	Advanced Seminar	Still needed:	1 Class in PSY 412 or 415 or 425 or 426 ☑ or 439 ☑ or 450

The Class Information window will appear. You will see prerequisite information, course information, and the section(s) that are scheduled for the current or upcoming term.

Class Information   ✕

PSY 439 - 4 Credits - Community Psychology

<B>Course Description: </B> Community Psychology is a capstone course for Psychology majors. Its focus is the amelioration of conditions that inhibit optimal development. These conditions may foster dysfunction and psychopathology as well as inhibit the development of competencies such as academic skills. The prevention of disorders as well as tertiary care, or the remediation of pathology, are also of primary interest. Populations that are typically underserved in the existing health care system are considered in detail. These populations include: maltreated children, ethnic minorities, women, the elderly, and substance abusers. Classroom attendance and a practicum of five hour per week are required. Practicums are completed in community agencies such as mental health clinics, substance abuse treatment facilities, Head Start, schools, and related social service settings. Since, this is a capstone course for Psychology majors, 50% of student grades will be determined by a term paper. Prerequisites: PSY 324 and one additional course from the following: PSY 202, 203, 205.

Prerequisites:
(PSY 324 with a minimum grade of D- or PSY 225 with a minimum grade of D-) and (PSY 202 with a minimum grade of D- or PSY 203 with a minimum grade of D- or PSY 205 with a minimum grade of D-)

Attributes:

Code	Description
W3	Writing Intensive Tier 3 (W3)
SPSY	SBS Gen Ed - Psychology
CE	Culminating Experience (CE)

Sections:

Term	CRN	Section	Seats open	Title	Meeting times
FALL 2022	10567	01	1 (out of 20)	Community Psychology	Tu Th 12:30pm - 01:45pm

General Education Attributes: If you click on a Gen Ed attribute from the audit, you will be presented with an alphabetical listing of all courses that meet that requirement.

○	Writing Intensive III (W3)	Still needed:	1 Class in @ @ with attribute = W3

In-Progress Requirements

The requirements that a 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.

◑	Quantitative Reasoning (QR)	PSY 204	Psychological Statistics	IP	(4)	FALL 2022

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DEGREE AUDIT WORKSHEET OVERVIEW

Additional Electives 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 Electives
Credits earned: 108   Classes earned: 37

Class	Title	Grade	Credits	Term
ANT 100	Intro Cultural Anthropology	T	3	SPRING 2015
	Satisfied by: ANT101 - - Naugatuck Valley Cmty College			
BIO 991	Gen Educ Science Elective	T	3	SPRING 2015
	Satisfied by: BIO110 - - Naugatuck Valley Cmty College			
COM 161	Decision Making in Groups	B	3	SPRING 2015
COM 163	Intro to Communication Skills	T	3	SPRING 2015
	Satisfied by: COM100 - - Naugatuck Valley Cmty College			
CS 991	Gen Educ Comp Sci Elective	T	3	SPRING 2015
	Satisfied by: CSC231 - - Naugatuck Valley Cmty College			
ECO 211	Principles of Macroeconomics	C	3	FALL 2016
ENV 136	Energy	A-	4	FALL 2016

Insufficient Courses Block

This block lists any courses that did not meet the minimum grade or other requirement, withdrawn, and/or failed courses.

Insufficient
Credits earned: 0   Classes earned: 11

Class	Title	Grade	Credits	Term
COM 190	Intro to Mass Communication	W	0	FALL 2020
MAT 100	Intermediate Mathematics	W	0	FALL 2019
MKT 101	Orientation Ancell UG Program	F	0	FALL 2019
PHI 104	Philosophy through Television	W	0	FALL 2020
PHI 120	Introduction to Ethical Theory	W	0	SPRING 2021

DEGREE AUDIT WORKSHEET OVERVIEW

Preregistered/In Progress Courses Block
This block lists all courses the student is currently registered for and/or registered for in a future term.

Class	Title	Grade	Credits	Term
Preregistered Credits earned: 17.5 Classes earned: 7				
CED 130	Workplace Professionalism	IP	(1.5)	FALL 2022
COM 245	Meditation, Self-Aware & Comm	IP	(1)	FALL 2022
HUM 213	Artificial Intelligence	IP	(3)	FALL 2022

6 NOTES

This block displays any notes entered by an advisor.

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

6 LEGEND

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

Legend

⊘	Complete	○	Not complete
◐	Complete (with classes in-progress)	⚠	Nearly complete - see advisor
☑	Prerequisite	@	Any class number
(R)	Repeated class		

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WHAT-IF ANALYSIS

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

1. Select **What-If**

2. Use the drop-downs to select the appropriate information for the program and areas of study the student is considering. In-Progress and Pre-Registered 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. Select **Process.**

   NOTE: You must select **BOTH** the Degree and the Major.

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WHAT-IF ANALYSIS

3. Add **Future classes** to see how individual courses might alter the student's progress in the new major by adding courses along with selecting the new major.

The What-If-Analysis will appear with the alternative program's requirements and the student's progress towards the requirements.

Future Classes

The Future Classes section of the What-If Analysis has replaced the Look Ahead tool. You can create a What-If Analysis to see if how the individual courses will meet the student's current program requirements.

1. Select **What-If**

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

3. Enter the Subject and Number for the class(es) then Select **Add**.

What-If Analysis

☑ Use current curriculum   ☑ In-progress classes   ☑ Preregistered classes

Future classes

Subject	Number	ADD

RESET   PROCESS

4. Once you entered all the courses, select **Process**.

Future classes

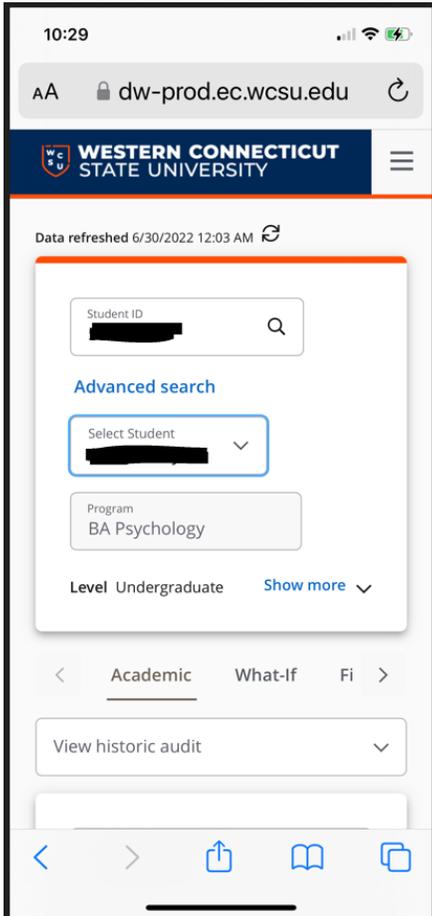| Subject	Number	ADD

PSY 220 ✕   AST 150 ✕

RESET   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.

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MOBILE FRIENDLY DASHBOARD

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

Mobile

Tablet