

DEGREE WORKS RESPONSIVE DASHBOARD USER GUIDE

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TABLE OF CONTENTS

Int	troduction to DegreeWorks	2	
Ob	bjectives	2	
Ac	ccess DegreeWorks		
	Searching for Students		
	Advanced Search		
De	egree Audit Worksheet Overview	4	
	Print/Save a Student's Degree Audit	5	
	Contact a Student or Advisor	6	
	GPA Calculators	6	
	Class History	10	
	Notes	10	
	Student Header	12	
	Degree Progress	13	
De	egree Audit Blocks	14	
	Collapse and Expand Blocks	14	
	Completed Requirements	15	
	Incomplete Requirements	15	
	Course Information	16	
	In Progress Requirements	16	
	Additional Electives Block	17	
	Insufficient Courses Block	17	
	Preregistered/In Progress Course Block	18	
Le	egend	18	
Wł	/hat-If Analysis	19	
	Future Classes	20	
. 4 -	abile Eviandly Dashbaard	31	





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



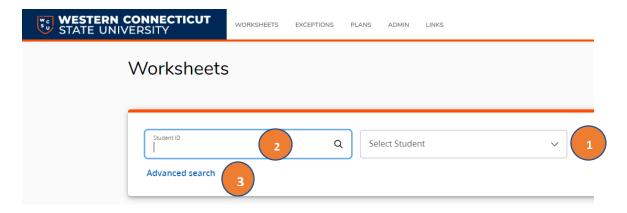
ACCESS DEGREE WORKS

- 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:

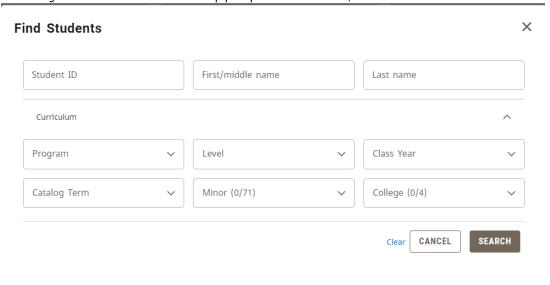
- 1. Selecting their advisee from the dropdown menu on the "Select Student" field
- 2. Typing in the student ID number in the "Student ID" field
- 3. Clicking on "Advanced Search"



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**.

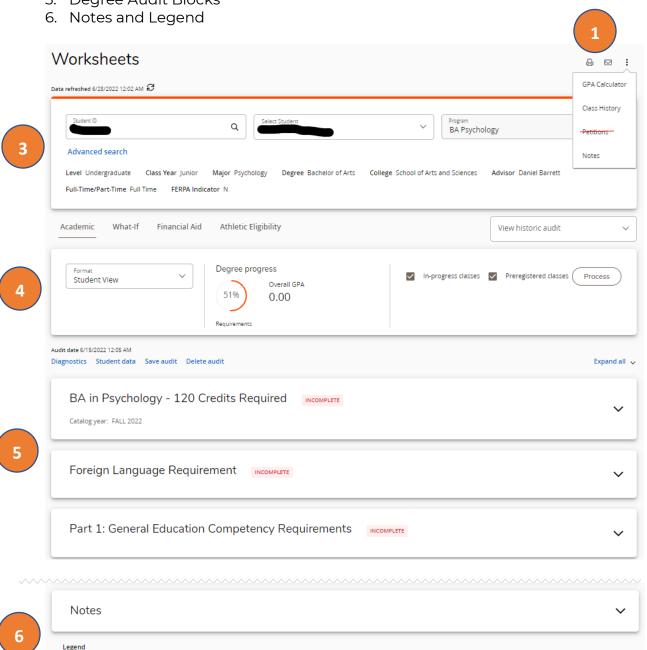


A list of students will appear based on your criteria. Use the check boxes to select or deselect the students you want to view then click **Select.**



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.

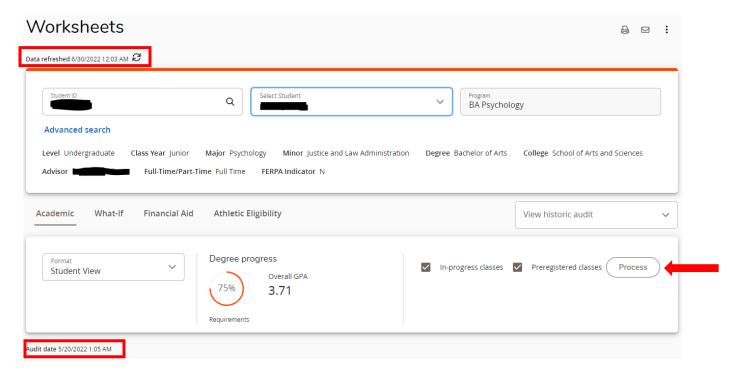
- 1. Print/Save an Audit or Contact a Student/Advisor
- 2. GPA Calculators, Class History, and Notes.
- 3. Student Header
- 4. Degree Progress
- 5. Degree Audit Blocks





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

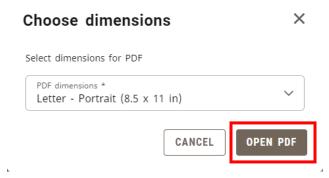
- **Click** for an immediate refresh of the information from Banner. This will usually run an updated audit at the same time, but you should check the date stamps for "Date refreshed" and "Audit date" to ensure they match.
- If the "Audit Date" does not match the "Data refreshed" date, select **Process** to create an updated Degree Audit.





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.







CONTACT A STUDENT OR ADVISOR

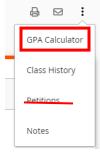
At the upper top right of the audit, select the **Email icon** then click on the student's/advisor's, email address or the advisor's email address and a new email will be created in Outlook.



GPA CALCULATORS

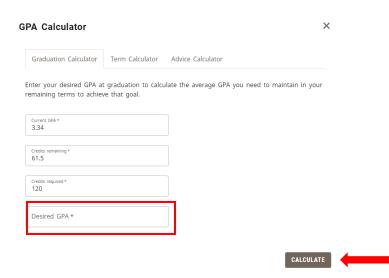
Degree Works contains three types of GPA Calculators: Graduation, Term, and Advice. The GPA Calculators are designed to deliver insights into academic performance and program completion to help students set realistic short and long-term goals.

At the upper top right of the audit, select the kebob icon then select **GPA Calculator**.



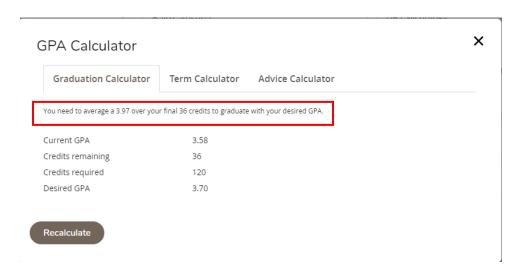
Graduation Calculator – Used to estimate the average GPA the student needs to maintain in their remaining terms to graduate with a desired GPA.

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.**





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.

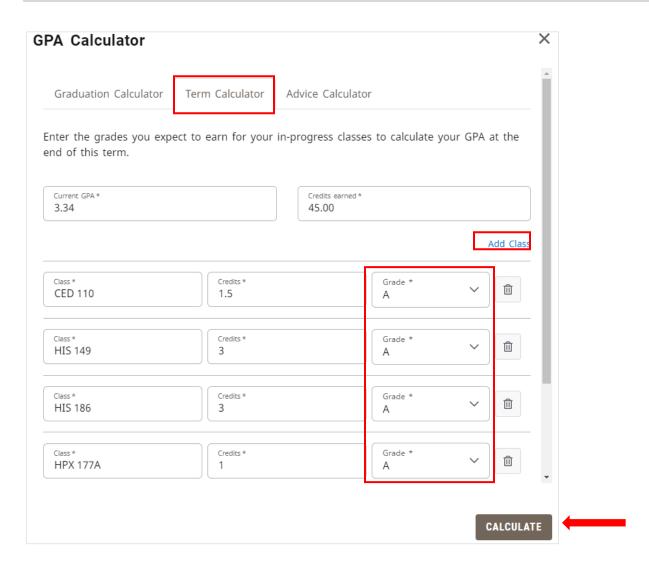


Term Calculator – Used to estimate the student's GPA based on anticipated grades for in-progress courses.

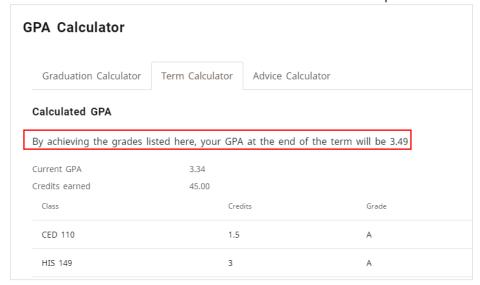
- 1. The current GPA, credits, earned and in-progress courses are listed.
 - Select **Term Calculator**
 - Use the grade drop-downs to select the anticipated grade for each course.
 - If needed, select **Add** Course or select the **trash** icon to delete a course that is listed.
 - Once all the courses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

(See next page for screen shots)





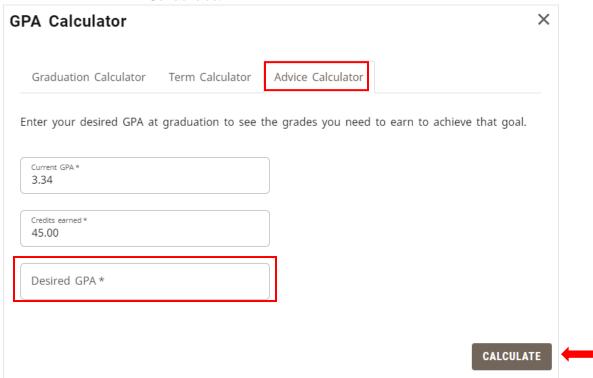
The student's estimated GPA will be listed at the top of the window



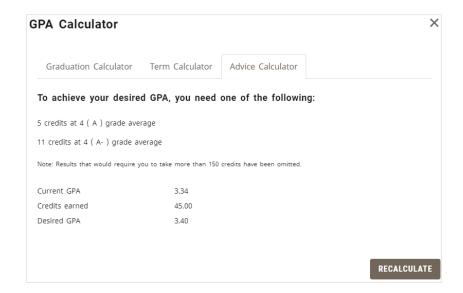


Advice Calculator – Used to show how many credits must be earned with certain grade averages to achieve a desired GPA.

- 1. The current GPA and number of credits are listed.
 - Select Advice Calculator.
 - Enter the student's Desired GPA.
 - Select Calculate.



The scenarios to achieve the desired GPA are listed.





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.





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

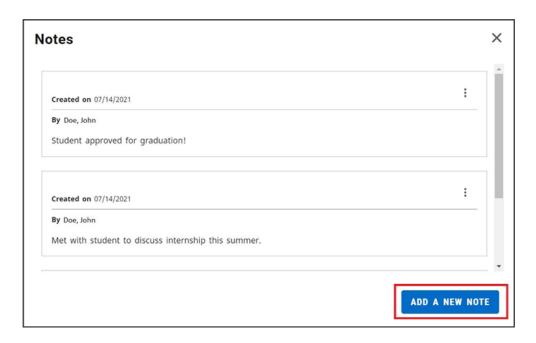
PLEASE NOTE: The Notes are public – students will see them. Once you add a Note, it becomes part of the student's academic record and cannot be edited or deleted.

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

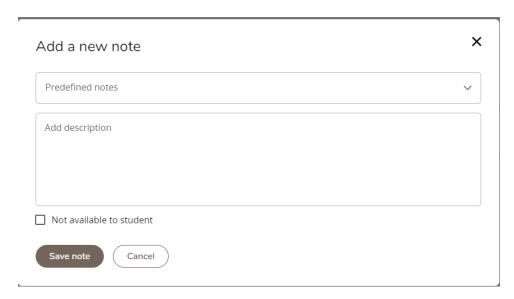




2. The Notes window will appear with any notes that have been previously added for the student. Select **Add a new note.**



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.



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.

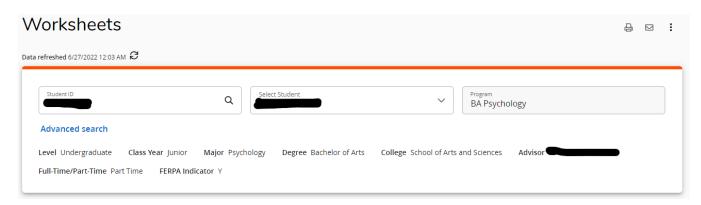
Notes



4. Select Save Note.

3 STUDENT HEADER

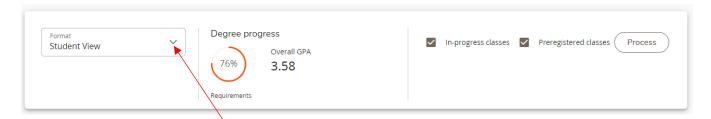
The Student Header provides useful information regarding the student such as degree, major, holds, part time vs. full time, advisor, etc. The Student Header is responsive, meaning a category will appear only if it applies to the student. (For example, the student below does not have any holds on their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





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.

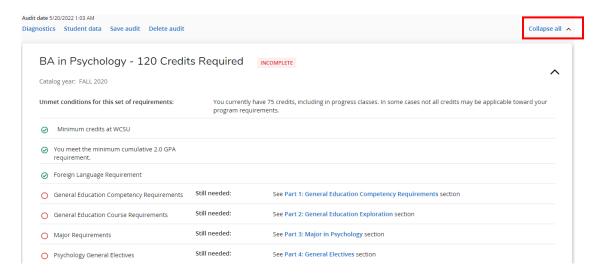




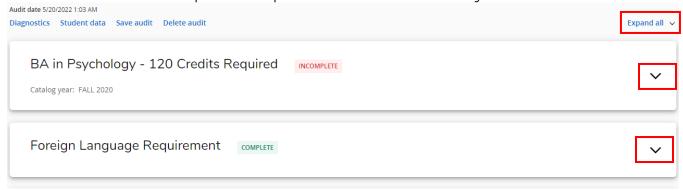
The Degree Audit is divided into multiple sections called blocks. The blocks will show the student's progress towards their degree.

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**.

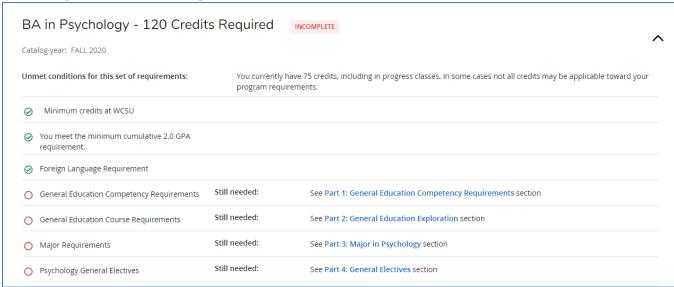


To expand all of the blocks in the audit, select **Expand all**. You can also use the arrows within each block to collapse and expand each block individually.





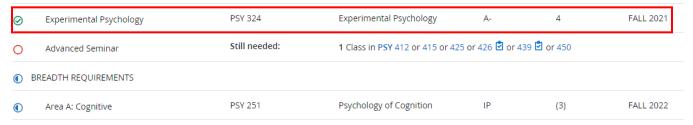
The first block is the Degree Overview. It shows a summary of the main components necessary to obtain the degree.



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.



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.



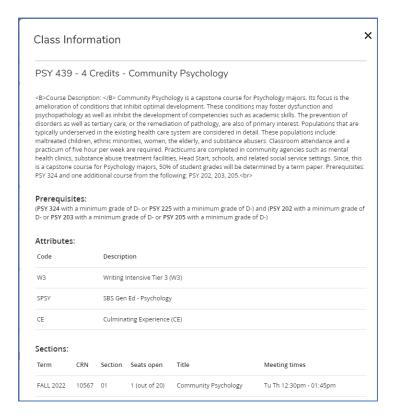


Course Information – To get more information about a course that will satisfy a requirement, select the name of the course.

Note: The check mark icon next to the course denotes a prerequisite is needed. Not all prerequisites will show here so you should check for prerequisites in Open/Close.



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.

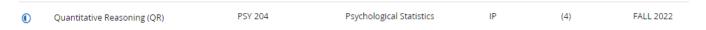


General Education Attributes: If you click on a Gen Ed attribute from the audit, you will be presented with an alphabetical listing of all courses that meet that requirement.



In-Progress Requirements

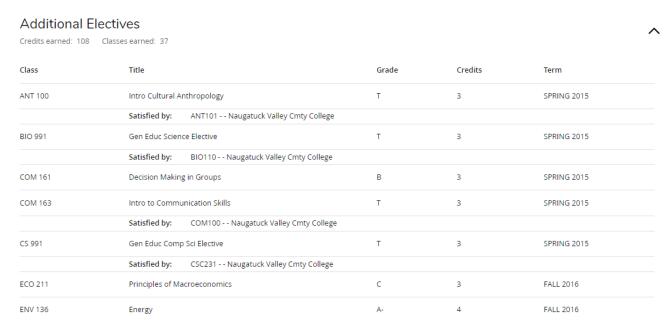
The requirements that a student is currently registered for are denoted by a blue half-filled circle. The course the student registered for, number of credits, and term are to the right of the requirement.





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.



Insufficient Courses Block

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





Preregistered/In Progress Courses Block

This block lists all courses the student is currently registered for and/or registered for in a future term.





This block displays any notes entered by an advisor.

lotes			^
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



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

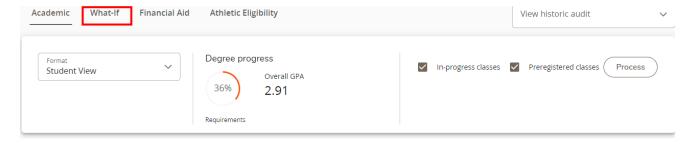
Legend					
\odot	Complete	0	Not complete		
•	Complete (with classes in-progress)	1	Nearly complete - see advisor		
Ż	Prerequisite	@	Any class number		
(R)	Repeated class				



WHAT-IF ANALYSIS

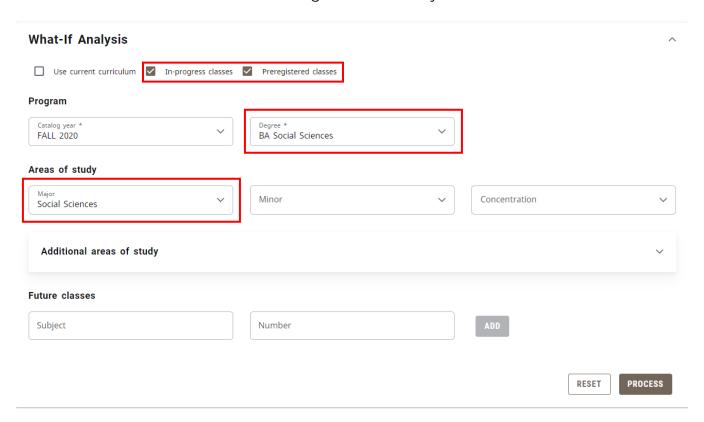
In the Responsive Dashboard, the Look Ahead tool has been combined with the What-If Analysis to improve the efficiency in the user interface. The What-If Analysis allows you to apply student courses to different majors and/or minors to see how they would affect their progress.

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.**

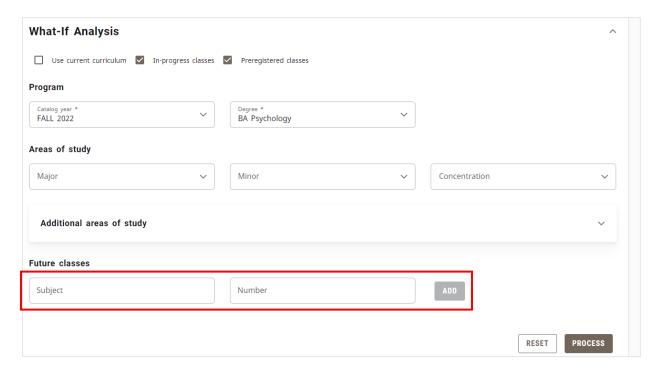
NOTE: You must select BOTH the Degree and the Major.





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.

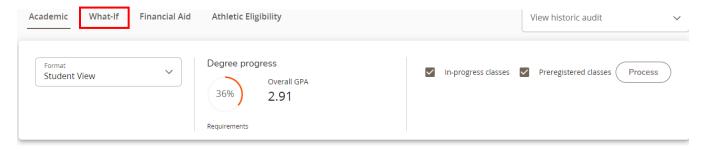


The What-If-Analysis will appear with the alternative program's requirements and the student's progress towards the requirements.

Future Classes

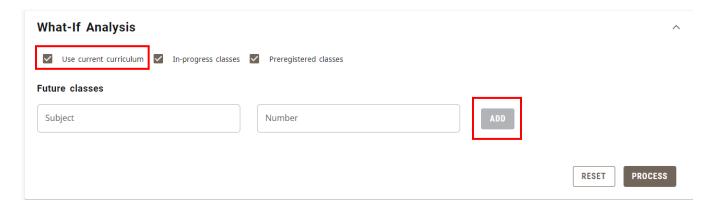
The Future Classes section of the What-If Analysis has replaced the Look Ahead tool. You can create a What-If Analysis to see if how the individual courses will meet the student's current program requirements.

1. Select What-If

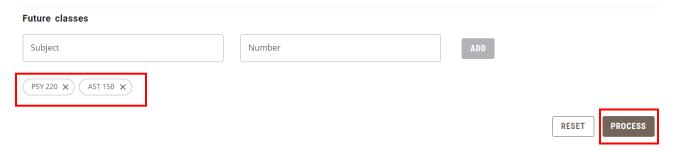




- 2. Select the **Use current curriculum** check box.
- 3. Enter the Subject and Number for the class(es) then Select Add.



4. Once you entered all the courses, 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.

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

