

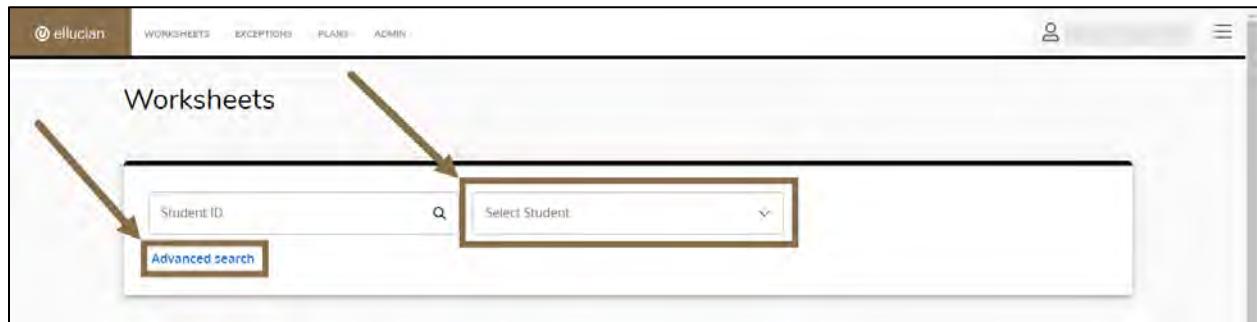
DegreeWorks Faculty Training Information

Accessing DegreeWorks

- Login to myWofford
- Click on the DegreeWorks link

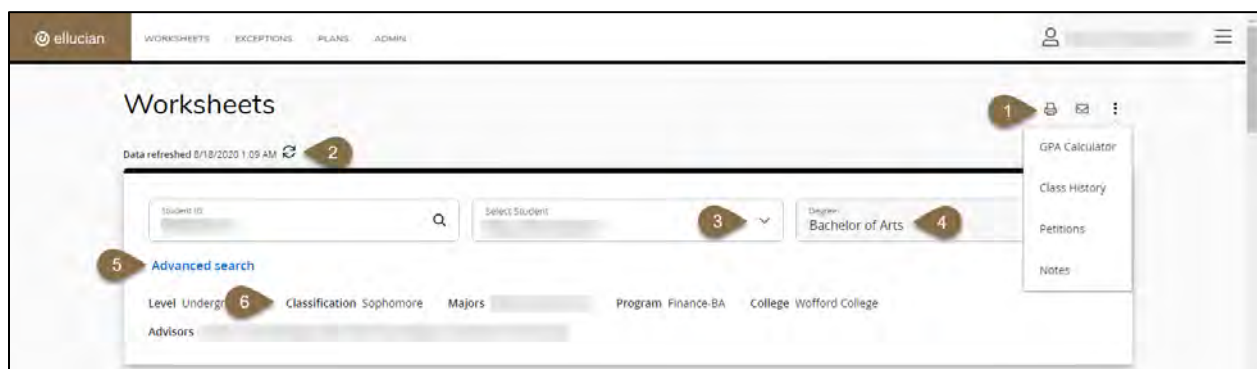
For advisors, the drop-down box will populate with the students for whom you are a designated advisor in Banner. Use the drop-down box to select a student. Unlike the previous version of DegreeWorks the audit of the first student will NOT automatically load. You need to select a student first.

For department chairs and program coordinators, you must use the Advanced Search to populate the Select Student drop-down box.



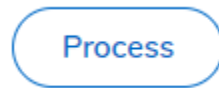
Degree Audit

Student Information Block



1. **Print / Email Student / Vertical Ellipsis Menu:** Print allows the user to either print as a hard-copy or save as a PDF. The envelope permits the user send an email to the student directly from the audit. The vertical ellipsis menu includes links to the GPA Calculator, Class History, and Notes, which will be discussed in more detail later.

2. **Data Refresh / Process:** Student information is refreshed on a nightly basis. If the student changed their registration or major declaration since the nightly refresh, click the Data Refresh arrows, above the student information block and then the Process button (below, on the right).

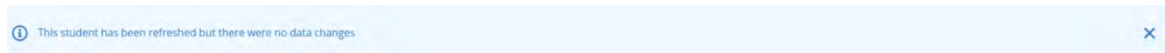


3. **Change students:** Use the Select Student drop-down box to choose the audit of another advisee.
4. **Degree:** The audit will default to the student's first priority degree as declared in Banner. If the student is pursuing two separate degrees (both a BA and BS), the second degree can be viewed by clicking on the drop down arrow under Degree.
5. **Advanced Search:** Students do not have access to this link. The search feature allows you to refine/create the list of students in the drop-down box by catalog year, classification, etc.
6. **Classification:** This is based solely on number of credit hours. Many Wofford students are categorized as further along in their degree due to the number of AP/dual enrollment hours they bring in compared to the actual number of semesters they have attended.

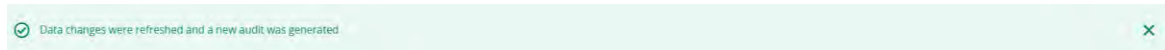
Possible Messages When Loading an Audit

DegreeWorks presents various messages to communicate the history of the student's audit. These messages may be presented when the audit first loads or after clicking the Data Refresh arrows.

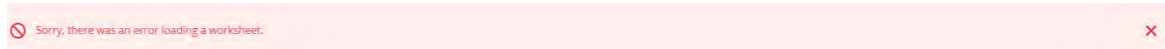
1. **No Data Changes:** this message will present after clicking the Data Refresh arrows. It means nothing about the student's data (major, minor, registration, etc.) changed since the last audit was run. Click the 'X' to close.



2. **Data Changes Refreshed:** presenting after clicking the Data Refresh arrows, this message means something about the data (major, minor, registration, etc.) changed since the last audit was run. Click the 'X' to close and the Process button to update the student's audit with those changes.



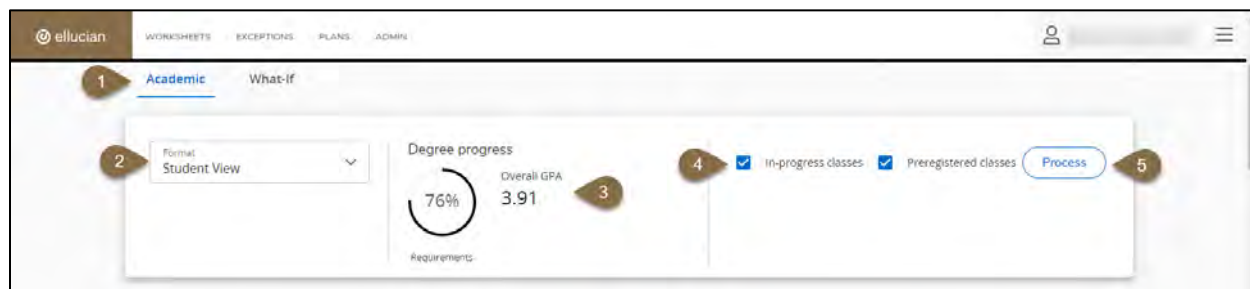
3. **Error Loading Worksheet:** this message will present when the audit initially loads. Click the 'X' to close, click the Data Refresh arrows and Process button to update the data and the audit.



4. **No Audit Found:** this message will present when the audit initially loads. It typically happens on new students that have never had an audit run on their data. Click Run Audit and Process to generate their first worksheet.



Menu & Degree Progress Bar



1. **Menu:** The menu items for Academic and What-if audits allow the user to toggle between the current audit and the what-if audit. Both will be discussed in further detail.
2. **Format:** This drop-down lists the different types of audits that are available. The student view is the typical audit type, but the registration and graduation checklists can be useful.
3. **Degree Progress:** The percentage is based on the number of completed and in-progress courses counted in the audit. Use this graph as a guide when advising students, but do not consider it the final word. *Please note: Unchecking the in-progress and pre-registered courses via the checkboxes, it will affect the degree progress percentage and block totals.*
4. **Checkboxes:** These options are checked by default. DegreeWorks will include any course in which the student is currently enrolled or pre-registered. These courses will be included in the degree progress percentage and totals for each block. If you would prefer to see ONLY what the student has completed simply uncheck the boxes and click the Process button.
5. **Process Button:** This will run a new audit and update the information presented. When you click the Data Refresh arrows at the top you always need to click the Process button to create a new audit based on the most current data.

The Worksheet – Student View

The student view is the typical display format which shows all of the requirements and applies the courses the student has taken in the most advantageous manner.

- **Legend:** Displayed at the bottom of the audit, the legend is an interpretation of the most commonly used symbols in the audit.

Legend

 Complete

 Not complete

 Complete except for classes in-progress

 Nearly complete - see advisor

 Prerequisite

 Any course number

- **Requirement Blocks:** Present all requirements for General Education, Interim, and declared major, minor and other concentrations, programs and emphases.
 - The block header displays the catalog year, GPA and credit hours. *If the student has not declared a major then the credit hours do not display.* If the block is for a major, minor, or other declaration, a GPA is displayed for the courses associated with that block.
 - Completed requirements are noted with a green checkmark, in-progress with a blue half-circle, and still needed by a red, empty circle.

The screenshot shows the ellucian student portal interface. At the top, there is a navigation bar with the ellucian logo and links for WORKSHEETS, EXCEPTIONS, PLANS, and ADMIN. A user profile icon and a menu icon are on the right. The main content area displays two requirement blocks.

Block 1: Degree in Bachelor of Arts (Status: INCOMPLETE)

Credits Required: 120 | Credits Applied: 73.01
Catalog Year: 2018-2019 | GPA: 3.91

Unmet conditions for this set of requirements: A minimum of 120 hours is required. You currently have 73.01 hour(s), you still need 46.99 more hour(s). Please apply for graduation once you have earned 85 semester hours.

- ☒ Minimum 2.0 GPA Requirement Met
- ☐ General Education Requirements **Still Needed:** See [General Education Requirements](#) section
- ☐ Interim Requirements **Still Needed:** See [Interim Requirements](#) section
- ☐ Major Requirements **Still Needed:** See [Major in \[\]](#) section
See [Major in \[\]](#) section

Block 2: General Education Requirements (Status: INCOMPLETE)

Catalog Year: 2018-2019 | GPA: 3.83

PLEASE NOTE: The system will always apply your courses in the most advantageous manner. Consequently, courses may be applied to a different requirement on a subsequent audit. Courses used to fulfill General Education may not be applied towards any other requirements unless otherwise specified.

	Course	Title	Grade	Credits	Term
<input checked="" type="checkbox"/> CULTURES & PEOPLES	ANTH 201	Intro Archaeol & Physical Anth	A	3	

[Click here for more information on the Cultures & Peoples requirement.](#)

- **Optional Blocks:** These blocks may or may not display depending on if the student has courses that fall into these areas.
 - **Electives:** Any course that does not fulfill a specific requirement will present here. These hours count toward graduation, but are not used elsewhere. This is a great place to look for areas the student could pick-up a minor, program, emphasis or concentration.
 - **Not Counted:** Courses a student repeated or course work that exceeds specific limitations displays under this header. For example, a student can take a maximum of two PE courses, if s/he were to take a third course just out of personal interest the course does not count as hours toward graduation nor fulfill any requirement, and displays in this block.
 - **Insufficient:** Courses in which a student does not earn credit - grades of W, WP, WF, or AU (audit) - display here.

- **Preregistered/In Progress:** The courses the student is currently enrolled in and/or are registered in for a future term are listed here, in addition to displaying where they fit throughout the audit.
- **Exceptions:** Any exceptions granted to the student are referenced both here and with the requirement to which the exception applies in the audit.
- **Notes:** Anyone that has access to DegreeWorks and the student's information can see the notes, *including the student*. Entering notes helps advisors, the student, and other offices - especially as they relate to transfer or study abroad coursework, policy explanations or special circumstances.

What-If Scenarios

The what-if function displays the courses the student has taken and where they would fit into a new field of study. This feature is helpful for students considering other majors, minors, etc. Because the system starts with a blank slate, you must select all applicable degree, major, minor and other options as current program declarations do not automatically feed over from the audit worksheet.

1. Click What-If
2. Confirm/select the degree of BA or BS
3. Confirm/select the catalog year

*Note about catalog year: Banner and thus DegreeWorks will automatically select the catalog year the student first enrolled at Wofford. If a student would prefer to complete their requirements under a more recent catalog, that is possible, but the declaration would need to be updated with the Registrar's Office.

4. Select the majors, minors, etc. of interest
5. Click the Process button

To edit the what-if options after generating a what-if audit, select the down-arrow in the What-If Analysis block:



To return to the current audit click on Academic. Anytime you finish using the what-if feature you need to click on Academic to return to the current audit – even if you selected a new student to view. The type of audit carries over from worksheet to worksheet and student to student.

Notes

Advisors can add and modify their own notes, but cannot alter the notes of others. Students do not have access to create notes themselves, but can see the notes entered by others. Use the notes feature each time you speak with a student about their academic progress to summarize your conversation and give the student a written record they can refer to in the future.



Create a New Note:

- Click the vertical ellipses
- Select Notes
- Click add a new note
- Enter your note and click save
- Exit and click Process to verify your note is displaying at the bottom of the audit

Delete or Edit a Note:

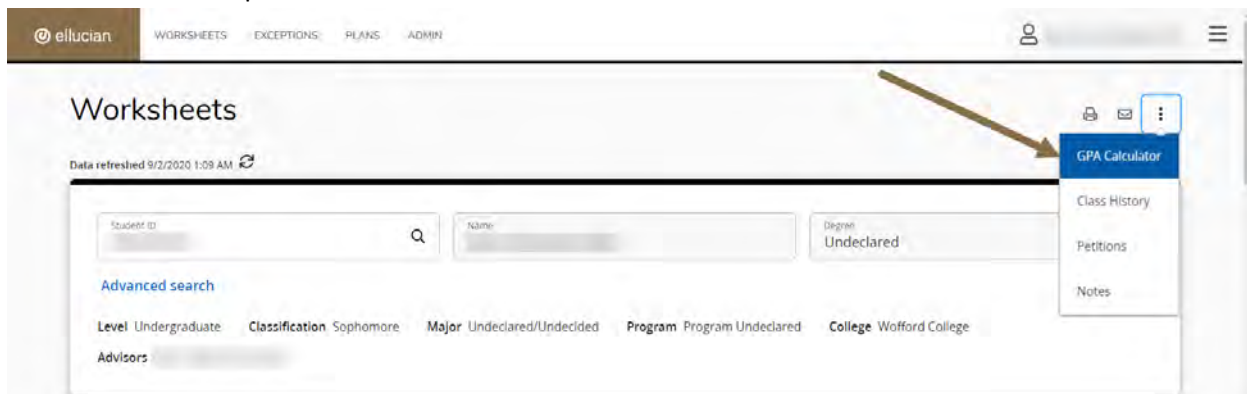
- Click the vertical ellipses
- Select notes (all notes will appear with the most recent at the top)
- Click the vertical ellipses of the note you need to update
- Select the appropriate action and make the desired changes
- Exit and click Process to verify your note is displaying at the bottom of the audit

GPA Calculators

There are three variations of the GPA calculator: Graduation, Term and Advice. Please note the calculator is for information only and should **NOT** be considered the official GPA.

To utilize the any of the GPA Calculators

- From the audit, uncheck the in-progress classes and preregistered classes checkboxes.
- Click Process
- Click the vertical ellipses



- Select GPA Calculator you would like to use
 - **Graduation Calculator:** Use to estimate the student's potential graduation GPA by means of the current GPA, the semester hours required and remaining, and the desired GPA. The current GPA, credit hours remaining, required credit hours will automatically feed over from the audit. **** IMPORTANT: You may need to update the Credits Required to 150 credits, if the student is pursuing BOTH a BA and BS) ****
 - Enter the GPA the student would like to earn upon graduation
 - Click calculate
 - The average GPA that must be earned over the remaining credit hours to achieve the desired GPA will display. If earning that GPA is not possible in the remaining credit hours that will also be stated.
- **Term Calculator:** Used to view how potential grades in current courses will affect the overall GPA. This calculator could be especially helpful for students attempting to figure out what grades they need to earn in order to maintain a scholarship, athletic eligibility, degree progress.

A screenshot of the GPA Calculator form. The form has a title bar 'GPA Calculator' with a close button. Below the title bar are three tabs: 'Graduation Calculator' (selected), 'Term Calculator', and 'Advice Calculator'. The form contains four input fields: 'Current GPA' with the value 3.92, 'Credits remaining' with the value 23, 'Credits required' with the value 120, and 'Desired GPA' with the value 3.94. A blue 'Calculate' button is at the bottom.

- Remember, uncheck the in-progress/preregistered options and click Process (on the audit).
- Click the vertical ellipses
- Select Term Calculator
- Add courses, credits, and grades using the Add Course link.
 - Do not enter courses the student took as pass/fail/withdraw as they have no effect on the GPA
- Click calculate
 - The projected GPA displays along with total hours earned.

GPA Calculator

Graduation Calculator **Term Calculator** Advice Calculator

Current GPA: 3.79 Graded Hours: 52

[Add Course](#)

Course #	Credits	Grade	Action
REL 200	3	A	
BIO 214	4	A	
CHEM 124	4	A	
ENVS 202	3	A	

[Calculate](#)

- **Advice Calculator:** This is a simpler version of the graduation calculator. It provides a summary of the number of credit hours and grades that must be earned in order to achieve the desired cumulative GPA.
 - Remember, to first uncheck the in-progress/preregistered checkboxes and click Process (on the audit).
 - Click the vertical ellipses
 - Select Advice Calculator
 - Enter desired GPA
 - Click calculate
 - The credit hours and grades required to earn the desired GPA will be displayed.

GPA Calculator

Graduation Calculator Term Calculator **Advice Calculator**

Current GPA: 3.92 Graded Hours: 37 Desired GPA: 3.94

[Calculate](#)

Class History

The class history function is quick and easy way to see more of an unofficial transcript view. It lists the courses a student has taken each term with the credit hours and grades earned in each course.

ellucian WORKSHEETS EXCEPTIONS PLANS ADMIN

Worksheets

Data refreshed 3/2/2020 1:09 AM

Student ID: [search] Name: [search] Degree: Undeclared

[Advanced search](#)

Level	Classification	Major	Program	College
Undergraduate	Sophomore	Undeclared/Undecided	Program Undeclared	Wofford College

Advisors: [search]

Dropdown menu options: GPA Calculator, **Class History**, Petitions, Notes