Valdosta State University **Degree Works™ Advisor Guide**

::Access Degree Works via MyVSU

Plans Tool

Student Educational Planner (SEP)

With the Degree Works™ Plans tool, advisors can create academic plans based on a student's future academic goals. Pre-defined plans, or templates for particular programs of study, can be created ahead of time and loaded for student advising. Once a plan is populated, it can be modified as needed, including adding relevant notes. You can also run audits for a plan to check the student's progress against the plan to ensure timely degree completion.

For additional assistance, contact

VSU Solutions Center

229-245-4357

-or-

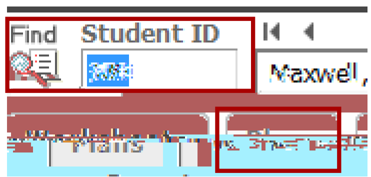
Email: degreeworks@valdosta.edu

View Existing Plans

Select a student and plan

1. In the Student ID field, enter the student's VSU Banner ID (870#) and press Enter key on your keyboard, or click the Find icon to search for a student.

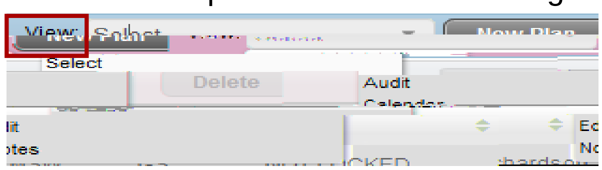
2. Click the Plans tab. A list of existing plans is displayed.



ⓘ If no plan exists, you will be prompted to create one from scratch or use a template. . .

View plans

A plan can be opened in the following views: Audit, Calendar, Edit, and Notes.
Select plan > Select from the View drop-down list located to the right on the blue bar

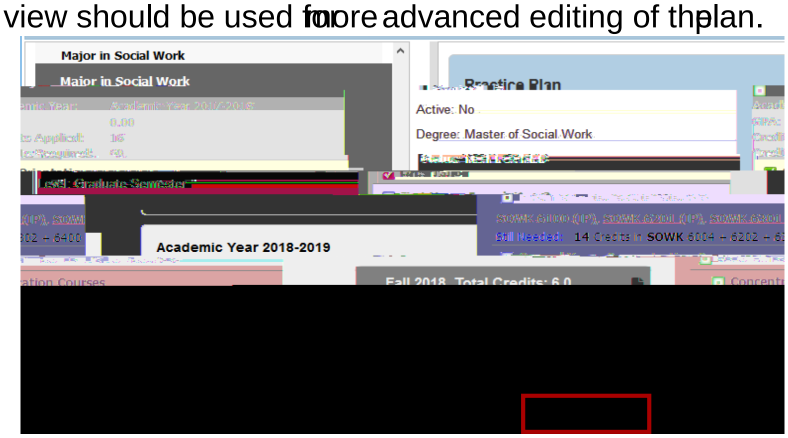


Audit view: Displays a side-by-side view of a degree report on the left side and a high-level view of a plan on the right side. The audit processes the coursework against the requirements associated with the student's degree data. Progress is displayed in terms of the percentage of requirements and hours completed. *Completed, not completed, in-progress, and transfer classes* are also listed. Future course and placeholder requirements are also included.

Courses that are required but have not been taken yet are listed as *Still Needed.*

1. Drag and drop Still Needed courses from the audit to the appropriate term on the plan.
2. Click the Refresh Audit button to run the audit again against the updated plan.

ⓘ The Edit view should be used for more advanced editing of the plan.



Calendar view: The calendar view provides a high

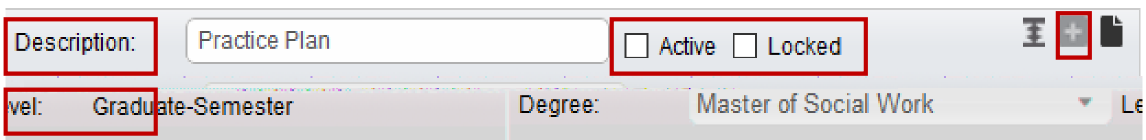
Create a Blank Plan

Name plan and add term(s)

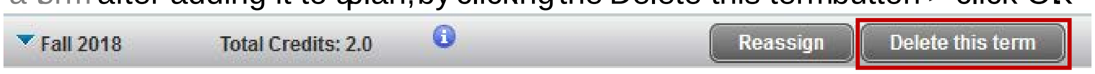
1. If no plan exists, select Blank Plan when prompted.
   If a plan exists, click New Plan button located in upper right corner > Blank Plan.
   You are now in Edit View.

2. Enter a Description (i.e., Finance BBA)
3. If necessary, select the Degree to which this plan applies from the drop-down list.
4. Optionally, select the Active check box to indicate student is following this plan.
5. Select the Locked check box to prevent other users from editing the plan. *You can lock the plan after it has been approved. Once locked, students can still access and save plans, but they must request changes be reviewed by an advisor who will then lock the updated plan when it is approved.*

6. Click the Plus sign to select a Term(s) from the drop-down list.



Delete a term after adding it to a plan, by clicking the Delete this term button > click OK



Add term requirements

As needed, add Requirements for each term on the plan.
Types of requirements: Course, Choice, GPA, Test Score, Non-Course, and Placeholder

Add a Course requirement:

There are multiple ways a course(s) can be added to a term:

a. From the Still Needed List: Located on the right side of the plan, the Still Needed pane contains the remaining requirements from the student's Degree Works Audit™ blocks.

   1. Click the Arrow to the left of the title to expand a block.
   2. Drag the course to the gray bar of the term when the course is to be completed.
   3. Click the Refresh button to update the Still Needed list as you add required courses to the plan.

Add a GPA requirement:

1. Click the Plus sign to the far right on the gray term bar > Select GPA from the list of requirement types.

2. Select the type of GPA from the GPA Requirement drop-down list:
   a. Class-List GPA: *Specify a list of classes and the minimum average GPA for that list.* (Click the Ellipses icon to type in the class names.)
   b. Major GPA: *Specify a major and a minimum GPA for that area of study*. (Select major from the Major drop-down list.)
   c. Overall GPA Degree Works: *Specify the minimum overall GPA as calculated by Degree Works.*
   d. Overall GPA Student System

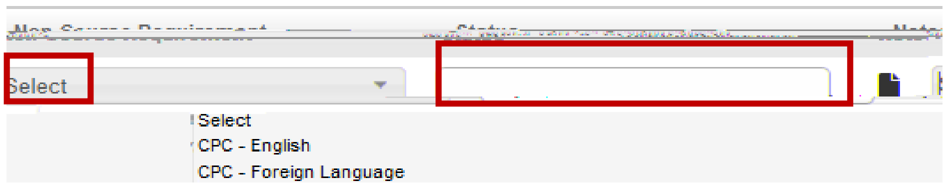
Add a Non-Course requirement:

Used to add requirements that are not courses, scores, or GPAs--example, a music recital.

1. Click the Plus sign to the far right on the gray term bar > Select Non-Course from the list of requirement types.

2. Select the type from the Non-Course Requirement drop-down list.

3. Optionally, enter a value for the requirement inside the box under Status.
   For example, for a music recital, you can record the status as completed.



Add a Placeholder requirement:

Used to add requirements that cannot be categorized under the other requirement types.

1. Click the Plus sign to the far right on the gray term bar > Select Placeholder from the list of requirement types.

2. Enter text in the box under Value.

   ⓘ A Placeholder is informational only and does not impact units.

Delete a requirement from a term:

1. Click on the desired requirement to select it.

2. Click the Minus sign to the far right on the gray term bar.

Reassign requirements between terms:

1. Select the desired requirement > Drag and drop to the desired existing term.

Reassign all term requirements:

1. Click the Reassign button on the term box.
2. Select the new term to reassign requirements from the drop down list displayed on the far-left corner of the term box.
3. Click OK. *The new term is created and requirements are moved to that term. The old term is removed.*

ⓘ You cannot reassign all requirements from a term to an already existing term.

Add notes

1. Click the Notes icon to add notes to the Plan, a Term, or Term Requirement.
2. Click the Add Note button > Type note > Click the Done button.

ⓘ Once entered, the note icon will change from solid black to black with white lines

Save plan

Modifications to a plan are not captured until the plan is saved.

Save

1. When finished editing, click the Save button in the bottom right-hand corner of the screen.

2. Click the View Plan List button.
   The plan will be displayed in the list of existing plans.

Save As

To make a copy of an existing plan:

1. In Edit view of the existing plan, click the Save As button in the bottom right.
   (If Save As is grayed out, edit the plan in some way; i.e., the Description.)

2. Click the View Plan List button.
   A newly created plan (copy) will be displayed in the list of existing plans.

Cancel

1. To Cancel a plan without saving any modifications, do not click the Save button.
2. Click any Tab (Worksheets, Plans, Notes, GPA Calc) at the top of the page to leave the edit mode of the Plans page without saving the plan.

ⓘ Select Leave Page if prompted with a pop-up message asking "Are you sure? This page is asking you to confirm that you want to leave – data you have entered may not be saved."

Planner Audits

Run an audit

To run an Audit for a plan while in the Edit, Calendar or Notes view:

1. Click the Audit button at the lower right corner of the page.
   The Audit is not saved in the system.

2. To print Audit, click the Print link at the top right corner of the Audit page.

Run a What-If audit

What-