

# DEGREEWORKS - GRADUATE

## Graduate Training Guide

### Faculty/Staff

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**Graduate Studies**

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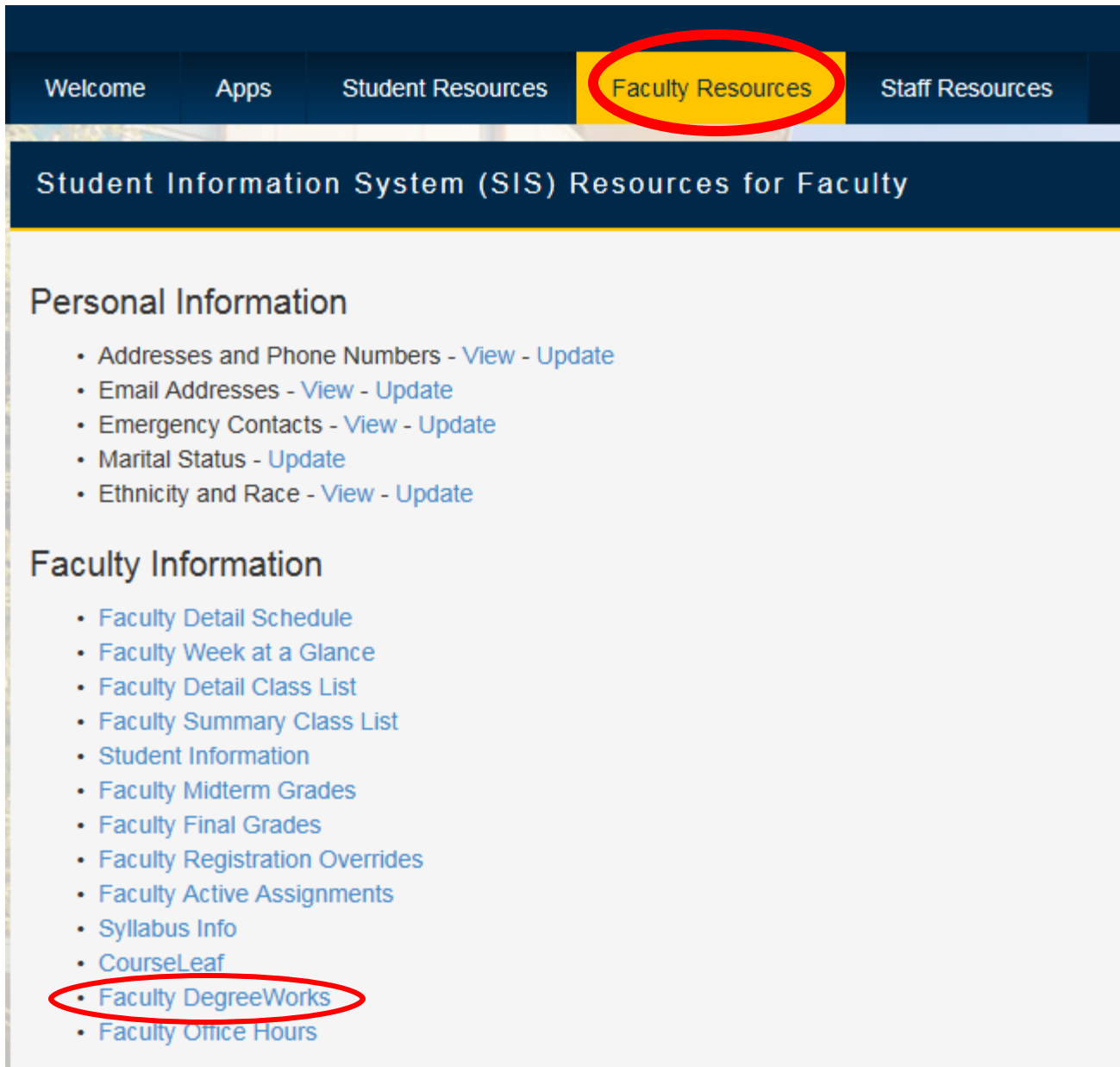
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# Table of Contents

Accessing DegreeWorks.....	3
Basic Worksheet Features.....	5
Legend, Unofficial Transcript, In Progress & Pre-Registered Courses.....	7
Finding a Student.....	8
Finding all Students in a Program.....	9
Entering a Petition.....	10
Entering a Note.....	11
Saving as a PDF.....	12
Processing a What-If Audit.....	13

# Accessing DegreeWorks

1. Go to TAMU-Commerce home page and login to “MyLeo”
2. Select the **Faculty Resources** Tab
3. Select **Faculty DegreeWorks**



The screenshot displays the MyLeo interface. At the top, a dark blue navigation bar contains several tabs: 'Welcome', 'Apps', 'Student Resources', 'Faculty Resources', and 'Staff Resources'. The 'Faculty Resources' tab is highlighted in yellow and circled in red. Below this bar is a dark blue header with the text 'Student Information System (SIS) Resources for Faculty'. The main content area is light gray and divided into two sections: 'Personal Information' and 'Faculty Information'. Under 'Personal Information', there are five links: 'Addresses and Phone Numbers - View - Update', 'Email Addresses - View - Update', 'Emergency Contacts - View - Update', 'Marital Status - Update', and 'Ethnicity and Race - View - Update'. Under 'Faculty Information', there are ten links: 'Faculty Detail Schedule', 'Faculty Week at a Glance', 'Faculty Detail Class List', 'Faculty Summary Class List', 'Student Information', 'Faculty Midterm Grades', 'Faculty Final Grades', 'Faculty Registration Overrides', 'Faculty Active Assignments', 'Syllabus Info', 'CourseLeaf', 'Faculty DegreeWorks', and 'Faculty Office Hours'. The 'Faculty DegreeWorks' link is circled in red.

Welcome    Apps    Student Resources    **Faculty Resources**    Staff Resources

Student Information System (SIS) Resources for Faculty

### Personal Information

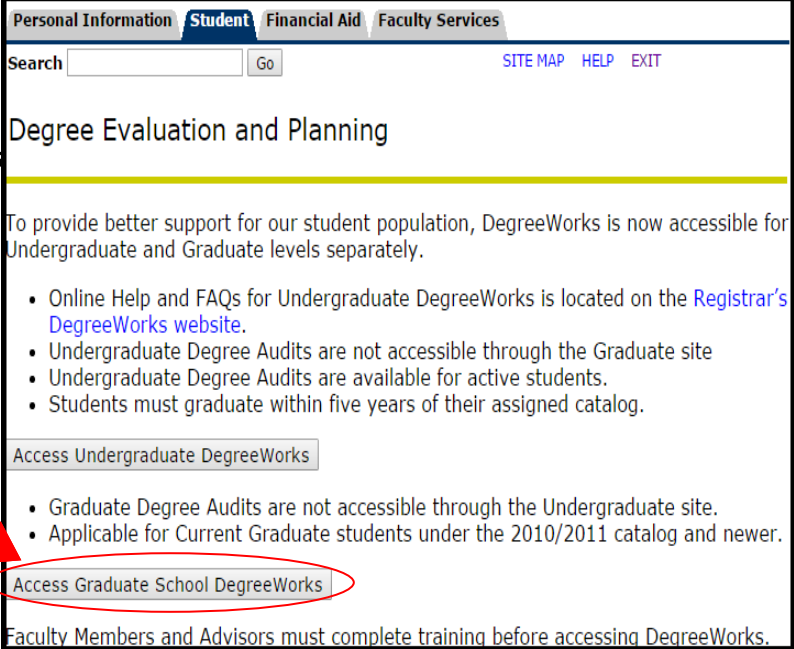
- [Addresses and Phone Numbers - View - Update](#)
- [Email Addresses - View - Update](#)
- [Emergency Contacts - View - Update](#)
- [Marital Status - Update](#)
- [Ethnicity and Race - View - Update](#)

### Faculty Information

- [Faculty Detail Schedule](#)
- [Faculty Week at a Glance](#)
- [Faculty Detail Class List](#)
- [Faculty Summary Class List](#)
- [Student Information](#)
- [Faculty Midterm Grades](#)
- [Faculty Final Grades](#)
- [Faculty Registration Overrides](#)
- [Faculty Active Assignments](#)
- [Syllabus Info](#)
- [CourseLeaf](#)
- [Faculty DegreeWorks](#)
- [Faculty Office Hours](#)

# Accessing DegreeWorks

5. Select **Access Graduate School DegreeWorks**



Personal Information **Student** Financial Aid Faculty Services

Search  Go SITE MAP HELP EXIT

## Degree Evaluation and Planning

To provide better support for our student population, DegreeWorks is now accessible for Undergraduate and Graduate levels separately.

- Online Help and FAQs for Undergraduate DegreeWorks is located on the [Registrar's DegreeWorks website](#).
- Undergraduate Degree Audits are not accessible through the Graduate site
- Undergraduate Degree Audits are available for active students.
- Students must graduate within five years of their assigned catalog.

Access Undergraduate DegreeWorks

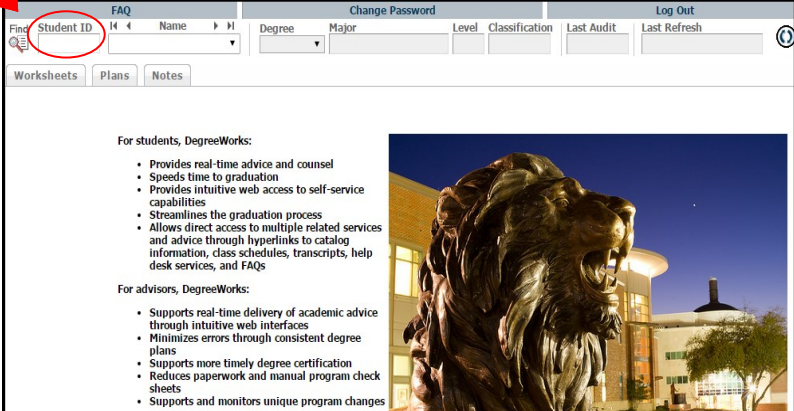
- Graduate Degree Audits are not accessible through the Undergraduate site.
- Applicable for Current Graduate students under the 2010/2011 catalog and newer.

**Access Graduate School DegreeWorks**

Faculty Members and Advisors must complete training before accessing DegreeWorks.

6. Enter the **Student ID (CWID)** for the student on which you are working

7. Hit **ENTER**



FAQ Change Password Log Out

Find **Student ID** 14 Name Degree Major Level Classification Last Audit Last Refresh


Worksheets Plans Notes

**For students, DegreeWorks:**

- Provides real-time advice and counsel
- Speeds time to graduation
- Provides intuitive web access to self-service capabilities
- Streamlines the graduation process
- Allows direct access to multiple related services and advice through hyperlinks to catalog information, class schedules, transcripts, help desk services, and FAQs

**For advisors, DegreeWorks:**

- Supports real-time delivery of academic advice through intuitive web interfaces
- Minimizes errors through consistent degree plans
- Supports more timely degree certification
- Reduces paperwork and manual program check sheets
- Supports and monitors unique program changes




# Basic Worksheet Features

The screenshot displays the DegreeWorks - Graduate interface for a student named Floyd, Pink. The interface includes a navigation bar with 'Worksheets', 'Plans', 'Notes', and 'Petitions' tabs. The 'Worksheets' tab is active, showing a 'Process New' button. A 'Refresh' button (circular arrow icon) is located in the top right corner. The student's information is displayed in a table format, including fields for Degree, Major, Level, Classification, Last Audit, and Last Refresh. The 'Process New' button is highlighted with a red circle and an arrow pointing to it. The 'Refresh' button is also highlighted with a red circle and an arrow pointing to it. The 'Worksheets' tab is also highlighted with a red circle.

Student ID	Name	Degree	Major	Level	Classification	Last Audit	Last Refresh
36871215	Floyd, Pink	MBA	Business Administration	G	Master Stud	Today	Today at 4:44 pm

Field	Value
Institutional GPA	0.00
Transfer Hours	0
TAMUC Earned Hours	0
Admission Decision	Enrollment Allowed for 1 term (MS-MKT) Full Admission (MBA-BA)
Academic Standing	Good Standing
Classification	Master Student
Registration Holds	Yes

1. **Worksheet:** Shows the information for the student.
2. **Process New:** If you make any changes that may affect DegreeWorks and want to see them reflected on the degree evaluation, use this option (i.e.substitution approval)
3. **Refresh Button:**  Use this button to refresh information in the DegreeWorks application after you have made changes in Banner. Remember, once you “refresh” you will need to “Process New” to see the effect of your Banner changes.

# Basic Worksheet Features

The screenshot displays the DEGREEWORKS - GRADUATE interface. At the top left is the Texas A&M University Commerce logo. The main header reads "DEGREEWORKS - GRADUATE". Below this is a navigation bar with "FAQ", "Change Password", and "Log Out". A search bar contains "Student ID" 36871215 and "Name" Floyd, Pink. The student's profile shows "Degree: MBA", "Major: Business Administration", "Level: G", and "Classification: Master Student". The "Last Audit" is "Today" and "Last Refresh" is "Today at 4:44 pm".

Below the search bar are tabs for "Worksheets", "Plans", "Notes", and "Petitions". The "Notes" and "Petitions" tabs are circled in red. Under "Worksheets", there is a "Format:" dropdown set to "Student View", a "View" button, a "Save as PDF" button (circled in red), and a "Process New" button. There are also checkboxes for "Include in-progress classes" and "Include preregistered classes", and a "Class Summary" link.

The "History" section shows a "Save" button and a "Save this audit with this new description and freeze status" message. The "What If" tab (circled in red) is selected, showing a "Student View" for AD784U3q as of 07/28/2016 at 16:44. A "Look Ahead" section contains a "No Image Found" placeholder. Below this is a table of student information:

Advisor		Institutional GPA	0.00
College	Business	Transfer Hours	0
Degree	MBA-Master of Business Admin	TAMUC Earned Hours	0
Major	Business Administration	Admission Decision	Enrollment Allowed for 1 term (MS-MKT) Full Admission (MBA-BA)
Concentration		Academic Standing	Good Standing
Minor		Classification	Master Student
TAMUC Awarded Degrees		Registration Holds	Yes

At the bottom, there is a "Legend" section with icons for "Complete", "Not Complete", "In-progress", "Registered Class", "Course Contains Prerequisites", "Any Course Number", and "See Advisor". A footer bar indicates "Degree in Master of Business Administration" and "Catalog Year: 2014-2015".

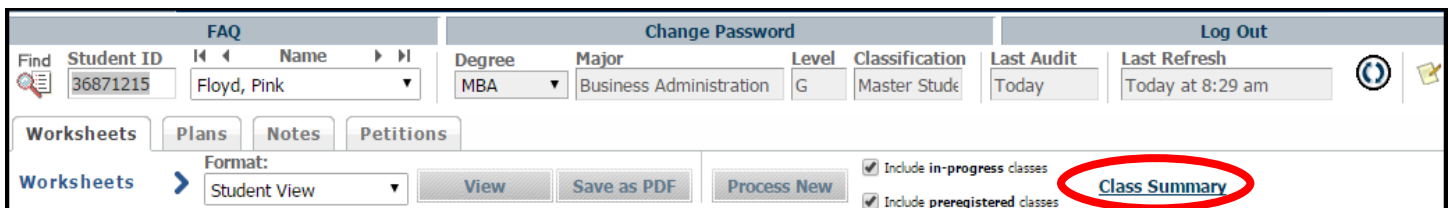
1. **Notes:** Leave permanent notes for the students concerning progress, questions, or concerns.
2. **Petitions:** Enter requests that will need to be approved by the Office of Graduate Studies (substitutions, time extensions, catalog term updates, request for thesis option, track/emphasis options)
3. **Save as PDF:** convert what you view to a PDF for easy saving, sharing, and printing.
4. **What If:** Process a What-If analysis under this tab

# Legend



## Unofficial Transcript

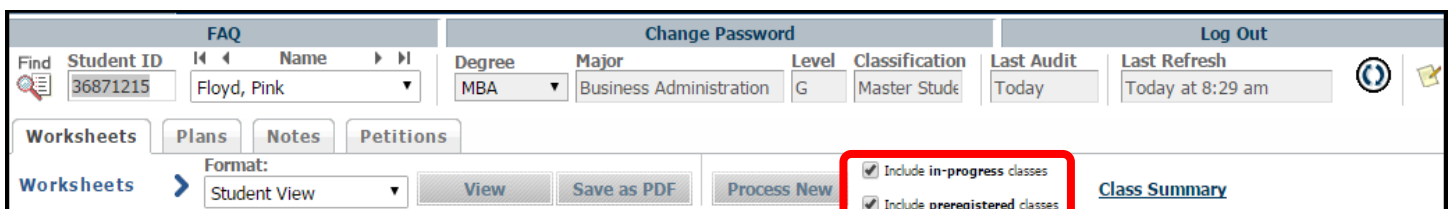
The Class Summary feature acts as an Unofficial Transcript



## In Progress & Pre-Registered Courses

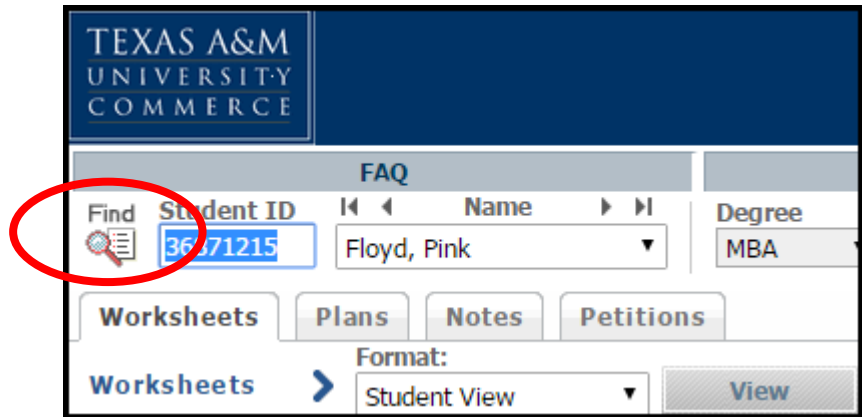
In Progress & Pre-Registered courses can be **Included** in an Audit by selecting the check box next to each option or **Excluded** by unchecking the checkbox.

(Process New must be clicked after making checking or unchecking)

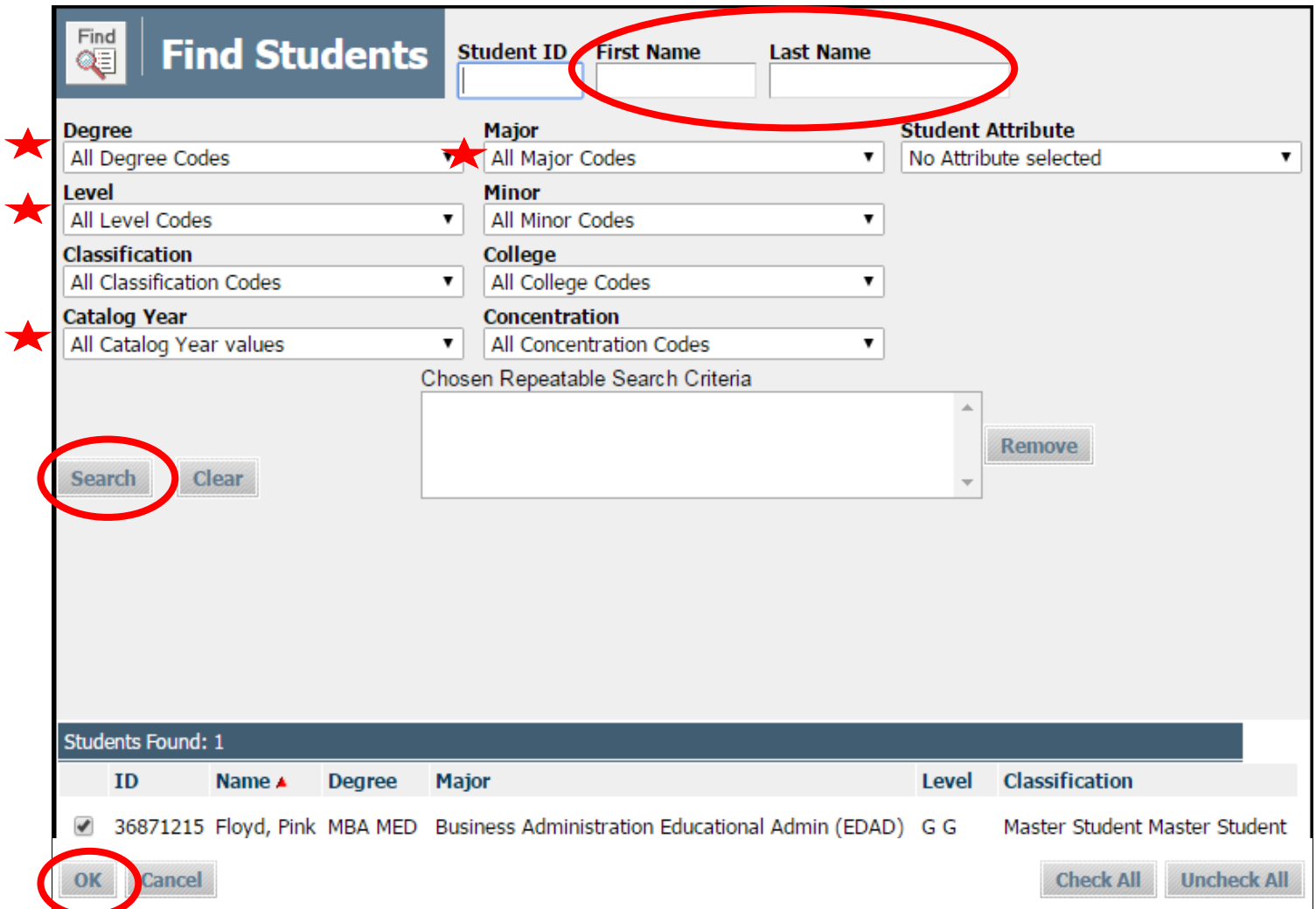


# Finding a Student

1. Click on the Find icon in the upper left corner.



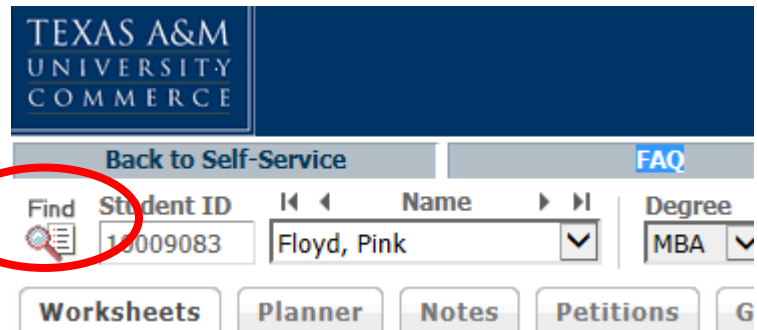
2. Enter first and last name or ID number.
3. Click on Search
4. Any found students will populate at the bottom of the screen.
5. Click OK once the appropriate student has been found.





# Finding all Students in a Program

1. Click on the Find icon in the upper left corner.



**Find Students**

Student ID:  First Name:  Last Name:

★ Degree: All Degree Codes  
★ Level: Graduate  
★ Classification: All Classification Codes  
★ Catalog Year: 2015-2016

★ Major: All Major Codes  
 Minor: All Minor Codes  
 College: All College Codes  
 Concentration: All Concentration Codes

Student Attribute: No Attribute selected

Chosen Repeatable Search Criteria: MAJOR: Business Administration

**Note:** use **Remove** to delete Major, Minor, College or Concentration

Students Found: 200

ID	Name ▲	Degree	Major	Level	Classification
<input checked="" type="checkbox"/>	ID # Last Name, First Name	MBA	Business Administration	G	Master Student
<input checked="" type="checkbox"/>	ID # Last Name, First Name	MBA	Business Administration	G	Master Student
<input checked="" type="checkbox"/>	ID # Last Name, First Name	MBA	Business Administration	G	Master Student
<input checked="" type="checkbox"/>	ID # Last Name, First Name	MBA	Business Administration	G	Master Student
<input checked="" type="checkbox"/>	ID # Last Name, First Name	MBA	Business Administration	G	Master Student
<input checked="" type="checkbox"/>	ID # Last Name, First Name	MBA	Business Administration	G	Master Student
<input checked="" type="checkbox"/>	ID # Last Name, First Name	MBA	Business Administration	G	Master Student
<input checked="" type="checkbox"/>	ID # Last Name, First Name	MBA	Business Administration	G	Master Student
<input checked="" type="checkbox"/>	ID # Last Name, First Name	MBA	Business Administration	G	Master Student

2. Select criteria (Level, Catalog Year, Major)
3. Click on Search (note: DW will only display first 200 students. You may need to narrow your search fields)
4. Any found students will populate at the bottom of the screen.
5. You have the option to check all or uncheck all and check only the students in which you want to view.
6. Click OK once the appropriate student has been found.

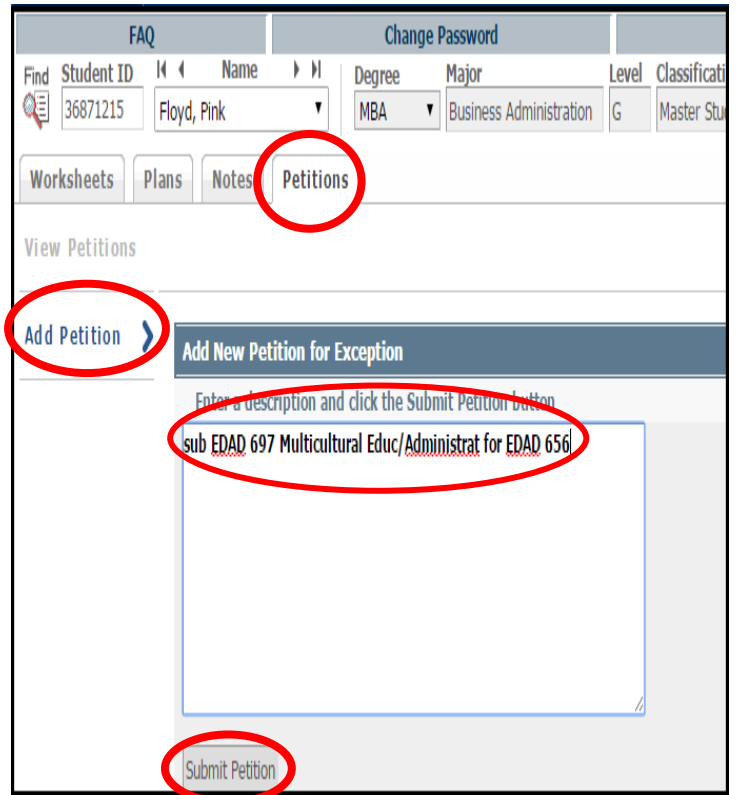
# Entering a Petition Master's/Specialist

1. Select the 'Petitions' Tab
2. Select 'Add Petition'
3. Type: "What you are requesting"

Examples :

- SUB this course for this course
- This course is approved for use over 6 years old (list all courses requiring approval)
- Update this students catalog year to Fall 2015 (201580)

4. Select 'Submit Petition'



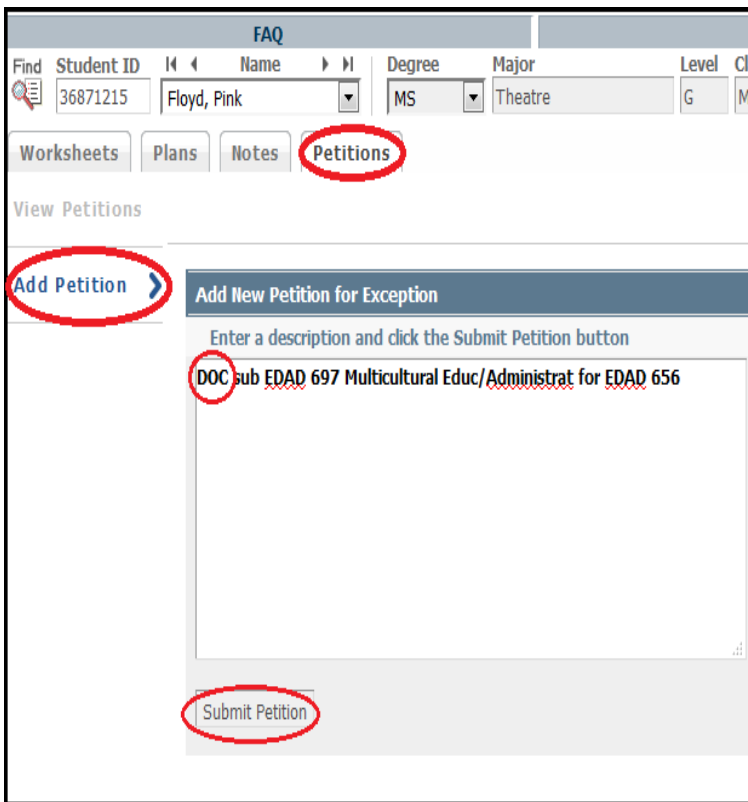
# Entering a Petition Doctoral

1. Select the 'Petitions' Tab
2. Select 'Add Petition'
3. Type: "DOC + What you are requesting"

Examples :

- DOC sub this course for this course
- DOC Update this students catalog year to Fall 2015 (201580)

4. Select 'Submit Petition'



# Entering a Note

1. Select the 'Notes' Tab
2. Select 'Add Note'
3. Enter the information you want to enter
4. Select 'Save Note'

The screenshot shows a web application interface for entering a note. The top navigation bar includes 'FAQ', 'Change Password', and 'Log Out'. Below this is a search bar with fields for 'Student ID' (36871215), 'Name' (Floyd, Pink), 'Degree' (MBA), 'Major' (Business Administration), 'Level' (G), 'Classification' (Master Stud), and 'Last Audit' (Today). A tabbed interface shows 'Notes' selected. On the left, a sidebar contains 'View Notes', 'Add Note', 'Modify Notes', and 'Delete Notes'. The main area is titled 'Add New Note' and contains a checkbox for 'Not available to student', a dropdown menu for 'Choose a predefined note from the list below', a text area with the text 'Notes are visible to everybody, including students.', and 'Save Note' and 'Clear' buttons at the bottom.

# Saving As a PDF

From the 'Worksheets' Tab

Select 'Save as PDF'

The screenshot shows a web application interface with a search bar and navigation tabs. The search bar contains the following information:

Find	Student ID	Name	Degree	Major	Level	Classification	Last Audit
	36871215	Floyd, Pink	MBA	Business Administration	G	Master Stud	Today

Below the search bar are four tabs: **Worksheets**, Plans, Notes, and Petitions. The **Worksheets** tab is selected and circled in red. Below the tabs is a 'Format:' dropdown menu set to 'Student View'. To the right of the dropdown are three buttons: 'View', 'Save as PDF' (circled in red), and 'Process New'. On the far right, there are two checked checkboxes: 'Include in-progress classes' and 'Include preregistered classes'.

# Processing a What-If Audit For Master's/Specialist

1. Under the 'Worksheets' Tab, Select the 'What If' Option
2. Select the Student Level, Degree, Catalog Year, and Major (or Concentration is Thesis Option is desired)
3. Confirm major in 'Chosen Areas of Study'
4. Select 'Process What-If'

The screenshot displays a student portal interface with the following elements:

- Navigation Bar:** Includes links for FAQ, Change Password, and Log Out.
- Search/Filter Section:** Contains fields for Student ID (36871215), Name (Floyd, Pink), Degree (MBA), Major (Business Administration), Level (G), Classification (Master Stud), Last Audit (Today), and Last Refresh (Today at 9:52 am).
- Worksheets Tab:** The 'Worksheets' tab is selected and circled in red. Below it, the 'Format' dropdown is set to 'Student View', and the 'Process What-If' button is circled in red.
- What-If Section:** A yellow box highlights the 'What-If' section with the following selections:
  - Level: Graduate
  - Degree: MBA-Master of Business Admin
  - Catalog Year: 2014-2015
- Choose Your Different Areas of Study Section:** A yellow box highlights the 'Major' dropdown set to 'Pick a Major'. To the right, another yellow box highlights the 'Chosen Areas of study' list, which contains 'MAJOR : Business Administration'. A red arrow points to this list.
- Other Elements:** A 'Remove' button is located at the bottom right of the 'Chosen Areas of study' list.