Texas A&M University–Commerce

DegreeWorks
Training Guide
**Purpose**

DegreeWorks will replace our current CAPP system which we have used for many years to run degree evaluations and evaluate the completion of the Texas Core Curriculum.

**Implementation Plan**

We will complete a soft go live beginning in the Fall 2011. This will include testing by all advisors and a selected few students.

In the Spring 2012 we will be fully transitioned into using DegreeWorks.

**How it Works**

For about a year prior, members of the Registrar’s Office and Graduate School have been “scribing” or programming the requirements for each degree individually into the software. When you select a program for the degree evaluation, the software reads the scribe and returns a nicely formatted copy for your viewing pleasure.

**What’s the Purpose?**

This software will allow students to easily read and identify the various components of their degree. It should also increase the ease of communicating between advisor and advisee. The software allows for planning into the future, and several previously requested capabilities including some regarding GPA calculations. Moreover, graduate students will also have an opportunity to have a degree evaluation, an option not previously afforded to them.

**Points of Contact**

There are several points of contact. Graduate questions will be handled by the Graduate School. Undergraduate concerns will be directed to the Office of the Registrar. More specific details are given in the FAQs.
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Introductions

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Marlena Cameron, Graduation Coordinator

(Not Pictured)
Amy Sims, Graduate School
Rhonda Neal, Graduate School

Debra Uphoff, Coordinator of CAPP/ NCAA

LeLe Hobbs, Report Coordinator
1. Go to the TAMU-Commerce home page: www.tamuc.edu

2. Click on “MyLeo”

3. Use your CWID and Password to Log-In

4. Click on “Registration Records and Grades”
5. Faculty and Advisors
6. Student Information Menu
7. Choose DegreeWorks Evaluation and planning
Accessing DegreeWorks

1. Select the current term for which you need to run the evaluation
2. Enter the CWID for the student on which you are working
Basic Worksheet Features

**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. substitutions approval).

**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.

**Worksheet:** shows the information for the student; essentially, this is the information that the old degree evaluation would provide

**Planner:** Allows you to build a plan for courses to take in future terms.
Basic Worksheet Features

Notes: Leave permanent notes for the students concerning progress, questions, or concerns.

Petitions: Enter in also allows (formerly substitutions) for courses that will be approved by the dean through DegreeWorks.

GPA Calc: Process different scenarios and determine impact to GPA.

Format: Toggle between “Student View” and “Graduation Checklist” by using the Format drop list and view button.

Save as PDF: convert what you view to a PDF for easy saving and sharing.

What If: Process a what if analysis under this tab.

Look Ahead: See how planned courses will fit into the Degree Plan.
1. Click on the Find icon in the upper left corner.
2. For best results leave all fields blank and search by name.

(Note that the order requires First Name then Last Name)

3. Click on Search

4. Any found students will populate here at the bottom.

5. Click okay once the appropriate student has been found and selected.
Conducting a What If Analysis

Click on What-If under the Worksheets Tab

Select information such as level, degree, catalog, major, minor, etc.
Conducting a What If Analysis

After the proper information is selected click “Process What-If”, you will then be prompted to wait.

A New worksheet will display the requirements of the “What If Analysis”
Select Look Ahead from the left menu under Worksheet.

Add the courses you are planning for the student to take.
Select Process New

The worksheet will now include the courses you planned, and it will place any unusable courses in the “non-program electives”
Creating a Plan for the Student

Click on Planner along the top. You will see this screen. Then click on the second planner along the left side.

After you click planner again, you should see the screen to the right.
Now you need to add classes to the right side of the screen.

You can either

- Click and drag from the worksheet on the left side
- Type in the courses you would like to be listed in the plan

The classes will appear along with hours, the formatting on the hours should be changed to reflect only one digit (3.00), instead of 003.000 that may automatically populate.

Be sure to select the appropriate term in which the student is going to take the course. You can build one term at a time, or multiple semesters. Also, give the plan a description. Once this is done, select save plan.
Creating a Plan for the Student

Save the plan.

The plan will be available for viewing by selecting it from the Plans dropdown menu.
Creating a Plan for the Student

Other features:

Activate or Inactivate a Plan: this allows you to notate to a student which plan is currently active for them to follow.

Lock or Unlock a Plan: if you lock a plan, the student will be able to see it but not edit it. An unlocked plan can be edited by the student.

Modes:

Notes Mode: Allows you to also add notes to the plan

Calendar Mode: Allows you to see and build the plan by terms

Planned vs. Taken Mode: Allows a side by side comparison of planned and taken courses

Other Options you may use:

View mode: allows you to see what is created

Edit mode: allows you to change the information
Leaving Notes

Click on Notes along the top, then “Add Note” in the left menu

Use a predefined note, or create your own.
Leaving Notes

Select “Save Note” a confirmation will be given

Use the run new audit button to see the note on the worksheet.
Click on the Petitions Tab

Click on Add Petition
Also Allow (Formerly Substitution) Process

Insert desired substitution using the following format:

**College Codes: Please use the code for the college in which the student is completing his/her work.**

- CB- College of Business
- CH- College of Humanities, Social Sciences and Arts
- CS- College of Science, Engineering and Agriculture
- ED- College of Education and Human Services
- GR- Graduate School

<College code>. In the <Section in degree works (i.e. Major support area)>, please also allow <Course you are allowing> with <Course required on DegreeeWork>. <CWID and name of student>; <Last Name, First Name of Student> ~ <your name>

**Sample:** CH. In the Major Support Area, please also allow Eng 423 for ENG 301. 50051533; Leo, Luck E. – Dr. Jons

*See Sample on Next Page.*

After you have entered the petition, click “Submit Petition” This information will go to the next person in the approval process.
Also Allow (Formerly Substitution) Process

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