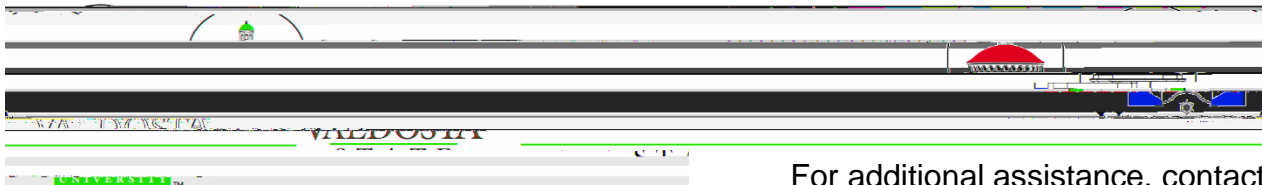

Valdosta State University

Degree Works Advisor Guide

Access Degree Works via MyVSU

Plans Tool Student Educational Planner (SEP)

With the Degree Works™ Planstool, 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 (B70#) 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 dropdown 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 requirements and hours completed.

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Calendarview: 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 dropdown 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 dropdown list.

Description: Practice Plan Active Locked

Level: Graduate-Semester Degree: Master of Social Work

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

Fall 2018 Total Credits: 2.0 Reassign Delete this term

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 list 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.



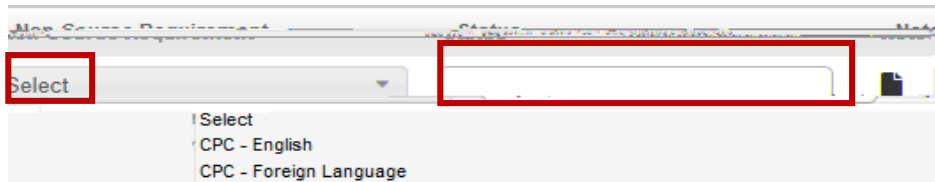
Add a GPA requirement:

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 dropdown 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 dropdown list.)*
 - c. **Overall GPA Degree Works** *Specify the minimum overall GPA as calculated by Degree Works.*
 - d. **Overall GPA Student System**

Add a NonCourse 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 NonCourse from the list of requirement types.
2. Select the type from the NonCourse 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
- i** 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 dropdown 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.

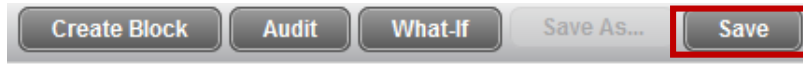
-  Once entered, the note icon will change from solid black to black with white lines

Saveplan

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.

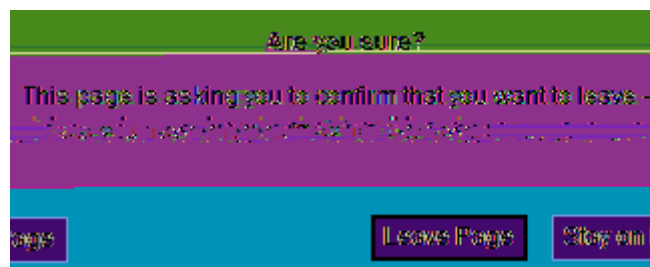
Save As

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 Plan page without saving the plan.
- i** Select Leave Page if prompted with a popup 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 at the top right corner of the Audit page.

Run a Whatif audit

What-