



UNIVERSITY *of* ALASKA ANCHORAGE

DegreeWorks Guide for Advisors

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DegreeWorks for Advisors

DegreeWorks is an electronic degree audit program and academic advising tool for reviewing students' progress toward their degrees or certificates. It extracts transcript information from the Banner database and organizes it chronologically and categorically, identifying courses that have been completed and courses still needed to fulfill students' graduation requirements. Requirements from active catalogs from the last seven years are available. DegreeWorks also has other capabilities:

- It allows advisors to record notes about students' advising appointments, petitions, and the outcomes of special exams such as exit exams and "tests of knowledge" required for some programs.
- It can be used by advisors to plan students' future class schedules.
- It allows advisors and students to explore how the student's completed coursework fits into the requirements for other degrees, certificates, majors, minors and concentrations.

Requesting Official Designation as an Academic Advisor

Before you can use DegreeWorks, you must be officially designated as an academic advisor in the University's Banner database. Instructions for requesting this designation are available here:

http://bannersi.uaa.alaska.edu/Permission_Academic_Advisor_Status.htm

Login Process

DegreeWorks is a web-based program, accessed through the university's UAOnline web site.

Use your Internet browser to go to **uaonline.alaska.edu**, and then choose **Login with UA Password** or **Login with PIN**.

If you use the **UA Password** option, note that you can use the **me.uaa.alaska.edu** web site to change that password or get help if you've forgotten that password. More help is available from the UAA Information Technology Call Center: 786-4646 or callcenter@uaa.alaska.edu.

If you use the **PIN** option, note that the default PIN is a six-digit number representing your birth date (MMDDYY), but at 5 p.m. on the day it is assigned or reset Statewide will change it to a random six-digit number unless you change it yourself. If you do not know your PIN, contact the UAA Human Resource Services office and ask to have your UAOnline PIN reset; be sure to include a contact phone number with your request.

After you log in, select **Faculty Services**.

Expired PIN

If you log in with your PIN and it has expired or was reset recently, a page like this will appear.



Your new PIN must be six characters long. It can include upper- and lower-case letters, numbers, spaces, and punctuation marks. It is case-sensitive. **Do not** use your date of birth (MMDDYY): if you do, Statewide will change your PIN to a random number after 5 p.m.

Login Verification Change PIN		HELP	EXIT
Welcome to UAOnline. You must change your PIN to continue. Re-enter your PIN and follow the prompts below to enter a new PIN that is 6 characters long and that you can remember.			
● Your PIN has expired. Please change it now.			
Re-enter Old PIN:	<input type="text"/>		
New PIN:	<input type="text"/>		
Re-enter new PIN:	<input type="text"/>		
<input type="button" value="Login"/>			

Terms of Usage

After your first login, the Terms of Usage appear. You must agree to the terms to continue.

Welcome Page

After you log in successfully, the sections of UAOnline that pertain to you will be available.

Faculty Services

Select the **Faculty Services** menu, which also contains the tools for advisors.

Determine Your Advisor Status

Select **Faculty and Advisor Security Information**. Among other things, this page says whether you are designated as a faculty member, an advisor, or both. To use DegreeWorks, you must be an advisor. If this page does not say you are designated as an advisor, follow the instructions on this web page:

http://bannersi.uaa.alaska.edu/Permission_Academic_Advisor_Status.htm

Advisor Menu

Select the **Advisor Menu**. In it, select **DegreeWorks**. Then select **UAA DegreeWorks**. That will take you to the Redirecting to DegreeWorks page; in that page, click the **Click to Redirect to DegreeWorks** button.

Header Section

Find	UA ID	Name	Degree	Major	Level	Last Audit	Last Refresh	
	30000000	Brown, Snoopy B	NODS	Non-Degree Seeking	XA	07/25/2013	07/24/2013 at 3:06 pm	

Find



If you need to find a different student or group of students, click the **Find** tool near the upper left corner of the DegreeWorks window.

The Find page lets you search for students based on ID number, name, degree, major, and other data.

DegreeWorks' name search rules are the same as those for UAOnline (see above), except that if you use first and last name criteria in the same search, you must put a % wildcard at the end of the last name if you want your results to include names that have extensions, an additional hyphenated segment, or any characters after what you typed (for example, if you typed Johns and want to find not only Johns but also Johnson, Johns Jr, Johns-Smith, etc.).

When you finish entering your criteria, click the **Search** button or press the **Enter** key.

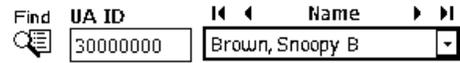
Searches using combinations of name or ID criteria and criteria in the drop-down boxes may take longer than queries using only name or ID criteria.

Results of your search will appear in the Students Found section. Only students whose degree programs are considered active and who have had admission or registration activity in the past two years will be included. If your query finds more than 1000 students, only the first 1000 will be shown. By default, every checkbox next to the students' names will be marked. The Uncheck All and Check All buttons turn all of the checkmarks off or on, respectively. You can also toggle individual checkmarks off or on by clicking them.

After marking the checkboxes for all the students whose degree audits you want to see, click the **OK** button.

UAID and Name

The ID number and name of the student you selected will appear here. If you selected more than one student, the first one listed in the Find window will appear in the audit page; you can use the Name field's drop-down feature to see and select different student names.



Find UA ID Name

30000000 Brown, Snoopy B

If you know a student's ID number, you do not have to use the Find tool: instead, you can type the ID number in the UA ID field and then press the **Enter** key to immediately find that student. This will also erase the results of any previous searches done with the Find tool.

Degree, Major and Level

These fields show the student's degree or certificate abbreviation, major, and the university's level code for that program of study (for example, UA=Undergraduate-level UAA, GA=Graduate-level UAA). Students who are pursuing more than one degree or certificate (for example, a BA and BS or an AAS and AA) will have more than one item in the Degree drop-down list. You cannot determine how a student was admitted into two or more majors of the same degree type using DegreeWorks alone. Please contact Degree Services to determine whether a student is pursuing a double major or a dual degree, as it will impact his/her degree requirements.

Last Audit

This is the last time the student's audit page was viewed.

Last Refresh

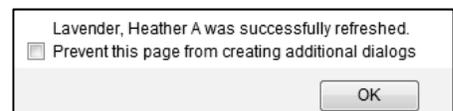
-  This is the last time data was refreshed (copied) from the Banner student-information database into DegreeWorks. Normally, when data is changed in Banner—for example, when a student registers or a grade is posted—the new data is copied into DegreeWorks that night. If you know that new data was added to Banner since the previous night, you can refresh the data immediately by clicking the **Refresh** button. Refreshing the data can be a time-consuming process, so do it only if you are sure the pertinent data in Banner has changed since the last regularly scheduled update.

Your browser will display a window asking if you want to refresh the data again. Click the **OK** button.



This student's data was last refreshed Today at 9:47 am
Do you want to refresh again now?

OK Cancel



Lavender, Heather A was successfully refreshed.
 Prevent this page from creating additional dialogs

OK

If your browser then displays a window asking if you want to prevent the page from creating additional dialogs, **do not mark the checkbox**. Doing so will cause DegreeWorks to stop working properly. Leave the checkbox blank and click the **OK** button.

Notes

-  You can click the **Notes** button at the end of the Header section to add a note. See the Notes Tab section on page 11 for more information about notes.

Audits Tab

Audits	Planner	Notes			
Audits	>	Format: Student View	View	Process New	Class History

Format

To change views, select from the drop-down list and then click the **View** button. The Student View is the main audit while the Registration Checklist displays only the requirements that are still needed.

Process New

If you make changes in the Notes section (see page 11), click the **Process New** button to make those changes appear in the student's degree audit.

Class History

This link displays the student's completed courses in chronological order, in a new window.

Identification and Program Information

Student View AE825758 as of 08/08/2013 at 10:01					
Student	Brown, Snoopy	Degree	Associate of Applied Science	Catalog Year	2012-2013
ID	30000000	Major	Professional Piloting	Overall GPA	2.857
Email	sbbrown@uaa.alaska.edu	Concentration		Total Credits Including In-Progress	34
Campus	UAA Main Campus	Minor		Total Credits Completed	18
Advisor		Acad Standing	Good Standing	Upper Division In-Progress Credits	0
College	UAA Community & Technical Coll	Directory Hold	No	Upper Division Completed	0

This section shows the student's identification, e-mail address, advisor (if one has been assigned in Banner), the current program of study (minors and concentrations may be listed for some, but not all, students), catalog year when the student was accepted into that program (that catalog's degree requirements are used as the basis for the degree audit shown below), overall GPA for the program level, and credits earned.

The GPA shown is not the one used for determining eligibility for graduation honors: the honors GPA calculation has to include grades not normally reflected in the overall GPA—grades for repeated courses, for example—so that calculation is done manually by Degree Services, and cannot be viewed here. Also, if the student plans to use a course from one level to complete the requirements of a different level (for example, using an undergraduate-level course as part of a master's degree), the out-of-level course will not be accounted for in the GPA until Degree Services is notified of the student's intent.

If a student is currently retaking a class, until the grade for the current class is entered, DegreeWorks may assume that the credits for both the first and current class should be included in the totals, even if some of those credits will not be eligible for use in the student's program.

Legend

Legend

Complete

Not Complete

Complete except for classes in-progress

Nearly complete - see advisor

(T) Transfer Class

@ Any course number

This explains the symbols seen in the audit.

Degree Requirements

Degree Progress	
Requirements	58%
Credits	56%

Degree in Associate of Applied Science	
<input type="checkbox"/> 61 Credits	<i>Still Needed:</i> 61 credits are required. You currently have 18; you still need 43 more. In-progress (IP) courses are NOT included in this total.
<input checked="" type="checkbox"/> 15 Credits in Residence	
<input checked="" type="checkbox"/> No Upper Division Credits	
Upper division credits are not required for this degree. Courses must be 100-level or above to meet credit requirements.	
<input checked="" type="checkbox"/> 2.0 GPA Requirement Met	
<input type="checkbox"/> General Education Requirements	<i>Still Needed:</i> See General Education Requirements AAS section
<input type="checkbox"/> Major Requirements	<i>Still Needed:</i> See Major in Professional Piloting AAS section
Remember that you must apply to graduate by submitting an Application for Graduation to the Office of the Registrar. This is meant to serve as a helpful reminder and does not imply that you have/have not applied for graduation. Students who have at least a 3.50 GPA at UAA may qualify to graduate with University Honors. Be aware that ALL transfer and previously excluded coursework is included to determine your final GPA. This is not the GPA you see at the top of the page.	
Blocks included in this block General Education Requirements AAS Major in Professional Piloting AAS	

This section (also called a block) is an overview of the specific blocks that make up the student's audit. It may also include General University Requirements (GURs). When a block or GUR is complete, this section will have a green check mark next to that block or requirement.

More blocks appear below, depending on the student's program of study. Those blocks include information about completed courses and courses that are required but not completed.

DegreeWorks separates undergraduate- and graduate-level courses. If the student plans to use a course from one level to complete the requirements of a different level (for example, using a graduate-level course as part of a baccalaureate degree), the out-of-level course will not appear in the audit until after the Degree Services office adds it manually. The course will appear in the Not Counted section, but will still need to be manually applied.

General Education Requirements

This block includes the university's general education requirements for the student's program. Special requirements for some majors may be listed in separate blocks, with more detail.

Major

This block contains the requirements for the student's major. It may include courses and non-course requirements. Non-course requirements appear in a variety of degree audits. They represent a degree requirement that must be satisfied but cannot be written into DegreeWorks. These types of requirements are manually verified by Degree Services when the student applies to graduate or at the time of graduation (also see Notes on page 11).

Minor

If the student has officially declared a minor, requirements for that minor appear in this block.

Concentration or Emphasis

If the student has declared a concentration or emphasis, the requirements for it may appear within the major block, or in a separate block.

University Electives

This block shows courses that were taken but not applied to specific requirements in the blocks above.

Courses Below Minimum Requirements

This block shows courses with grades that cannot be accepted for use in the student's program.

In-Progress

This block shows courses in which the student is currently enrolled.

Not Counted

These are courses that cannot be applied toward graduation (for example, zero-level courses).

Exceptions

This block contains information about petitions and other exceptions applied to the audit.

Notes

This block contains information about various actions such as notices sent by the Degree Services office; petitions (whether approved or not); and the student's completion of non-course requirements, including special proficiency exams, recitals, and theses. Advisors and designated employees in academic departments can add notes to a student's audit (see page 11).

What If



This can show how the completed and in-progress classes fit into the requirements of a different catalog. This may be useful when deciding between graduating under the requirements in the catalog year when the student was admitted to the program, and graduating under the requirements in the catalog year when the student plans to graduate. It can also show how the completed and in-progress classes fit into the requirements for other certificates, degrees, majors, minors, and concentrations.

Select the proposed new items from the drop-down lists, and then click **Process What-If**.

Petitions approved for the student's active programs might not appear in the *What If* audit. Often, petitions do not carry over from the student's original audit to a What If audit due to a difference in program requirements or the arrangement of the requirements within the audit. All petitions approved for a specific program will be applied to that program when the student is reviewed for graduation, even if the petitions do not appear in the What If audit. However, petitions approved for one program cannot be applied toward another program: for example, petitions approved for an AAS in Nursing cannot be applied towards a BHS in Nursing. Petitions cannot be applied to a What If audit.

Look Ahead



This allows a student to make a list of courses planned for the future, and to see how they fit into the audit. This information is not saved: when the student logs out or moves to another part of DegreeWorks, the list of planned courses will disappear.

Advisors are encouraged to use the Planner tool instead, because it allows them to plan multiple semesters at once, make advising notes, and create and save multiple plans for each student.

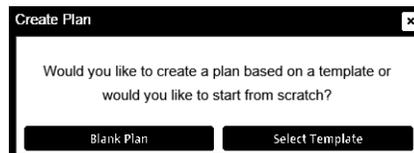
To use the Look Ahead tool, click on it. Follow the instructions provided on the screen.

Plans Tab

The planner allows advisors to create, view and save multi-term course plans for students.

When you go to the Plans tab, if the student already has one or more plans, a list of those plans will appear. If you want to create a new plan for that student, click the **New Plan** button in the upper right-hand corner.

If you create a new plan, or if the student has no existing plans, this message will appear, asking if you want to use a template or a blank plan.



Opening an Existing Plan

If the student has plans already, a list of those plans will appear, and you can select one of those plans. Double-click on the plan you want to open, or click on it once and then click the **Open** button.

If you open a plan created before July 2013, you may need to adjust some of the placeholder requirements. If you used the previous version of the planner, you may recall these as requirements that were saved with a dash (-) in front. These placeholders will appear with the word CONVERSION. Before the plan can be saved, those CONVERSION placeholders must be changed to one of these placeholder types: Elective, General Education, Other or Transfer Course. Click the drop-down button and select a placeholder type from the list of options.

Placeholder Requirement	Value	Notes
CONVERSION	WRIT. COMM.	
Select		
Elective	NAT. SCIENCE	
General Education		
Other	GEN. ELECTIV	
Transfer Course		

Creating a New Plan from a Template

Templates are predefined plans created for departments. They are ideal for creating plans for newly admitted students. If you want to develop a template for your program, please send an e-mail message to degrees@uaa.alaska.edu.

In the Create Plan window, choose **Select Template**.

Highlight the template you want to use, and then click the **Open** button.

You must select a start term. Open the drop-down list, labeled **Select**, and choose a term. If you do not see the term you need, select a term close to it. If you need to, you can update the starting term later; see Reassign Terms on page 10 for details. After choosing the term, click the **OK** button.

The template you selected will appear. You can modify the plan as needed for that student; see the Modifying a Plan section of this document for details.

The templates do not automatically omit requirements that the student has already completed.

Creating a New Blank Plan

If your program does not have a template you want to use, or you prefer to create your own plan, choose **Blank Plan** in the Create Plan window.

Fill in the **Description** field. This is required. If you are creating a plan for Satisfactory Academic Progress (SAP), please use this description: SAP Degree Plan.

Mark the **Active checkbox** to the right of the Description field to make the plan active. The Locked checkbox has no functionality at this time; it can remain unchecked.

If the **Degree** drop-down list field does not already show the degree you want to use in the plan, choose another degree from that list. Only active degree types for the student are shown. If you are planning for a degree that the student has not yet been admitted to, select any active degree and then update it when the student is admitted to the correct degree. Plans will not be lost when the degree type changes.

Still Needed

When you open an existing plan or create a new one, the Still Needed section will appear on the right-hand side of the window. This is a list of the requirements that the student has not yet completed, and the options for completing those requirements.

Click the expansion buttons to expand and collapse individual categories:



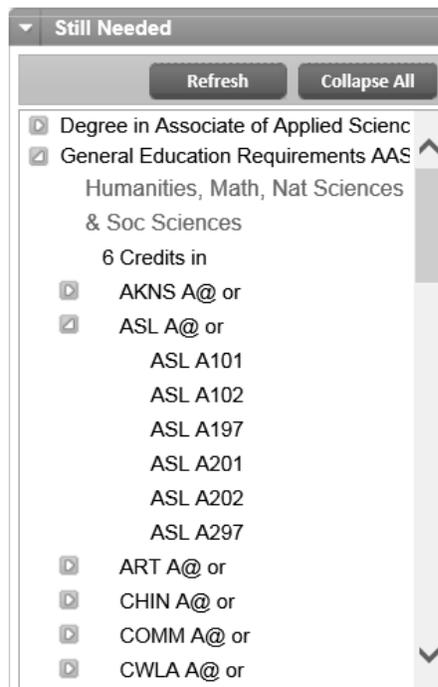
This symbol indicates that the item can be expanded further.



This symbol indicates that the item cannot be expanded further.

You can use the Collapse All button at the top to collapse all the categories at once.

An @ sign is a wildcard. It indicates that there are multiple options for meeting the requirement. In this illustration, the list for ASL A@ has been expanded, showing the list of specific classes that qualify as ASL A@ classes.

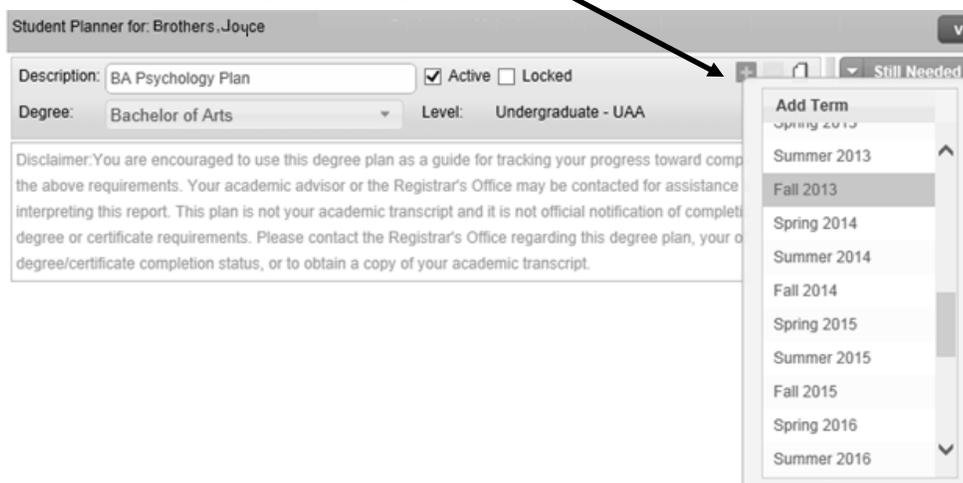


After adding classes from the Still Needed list to a plan, click the **Refresh** button to update the Still Needed list so that the planned courses no longer appear in it.

Modifying a Plan

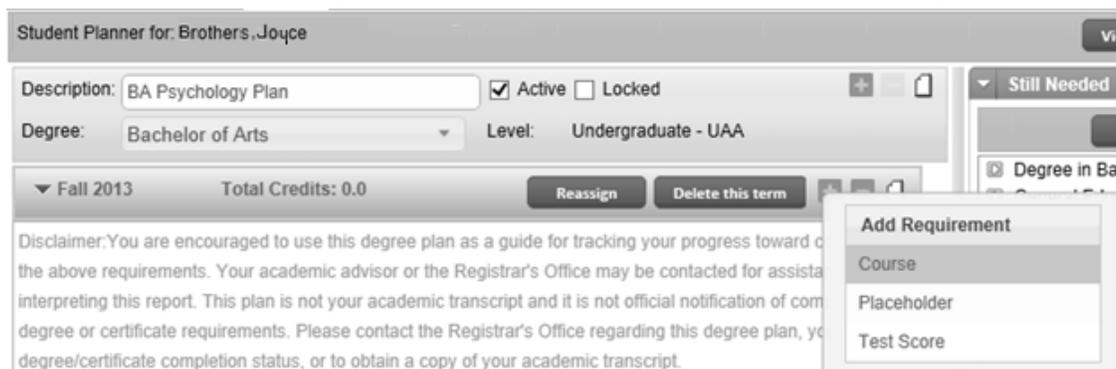
Adding Terms

To add a term to the plan, click the **plus sign button** near the top right corner, and click on a term. The term will appear in the plan.



Adding Requirements

To add a requirement to a term, find and drag an item from the Still Needed section, or click the **plus sign button** near the top right corner of the term section, and click on a requirement type.



Three requirement types are available:

1. Course

Option 1: Type the subject and course number or use the search function (the magnifying glass) to find a course.

Option 2: Open the **Still Needed** menu on the right, then click, hold and drag a course into the term area. If you use this option, you do not need to Add Requirement and choose Course first. If you do, it may cause a blank requirement row to appear. If that happens, you can remove the blank row; see Deleting Requirements on page 9 for instructions.

2. Placeholder

Use the placeholder type for an elective, GER, transfer course or other unspecified requirement. Select a Placeholder requirement from the drop-down list and enter a value: for example, General Education placeholder with a value of "Natural Sciences," or Elective placeholder with a value of "PSY or SOC course". You can also enter a credit amount in the value field, such as General Education placeholder with a value of "4 credit Natural Science course."

3. Test Score

Select a test from the drop-down list and enter a minimum score.

If you are unsure about the minimum score, enter any value: for example, "Pass."

If you do not see the test you need, please email degrees@uaa.alaska.edu and request to have it added to the list.

If you add classes from the Still Needed list to a plan, click the **Refresh** button at the top of the Still Needed pane to remove the planned courses from the Still Needed list.

Deleting Requirements

In the row you want to delete, click to the right of the notes icon. The background of that row will turn a darker shade.

Click the minus sign button in the term heading to delete the highlighted requirement.



Editing Requirements

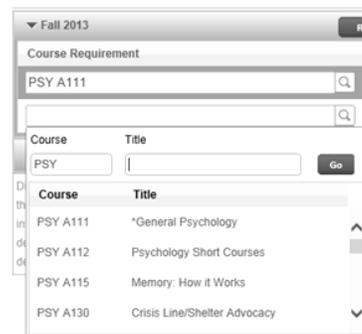
There are several ways to edit a plan:

- Add or delete requirements.
- Edit existing requirements: for example, replace SPAN A101 with FREN A101. Credits will automatically adjust.
- Drag and drop courses to different terms in the plan.
- Reassign terms:
 - Click the Reassign button to reassign the term, select the desired term from the drop-down menu and then click **OK**.
 - If a term has already been used in the plan, it will not be available in the drop-down menu. If you are reassigning to a term that already has planned courses, you must first delete the existing term or reassign that term; see Reassign Terms on page 10 for details.

Additional Features

Search

The magnifying class next to a course requirement lets you search for a class. For example, if a student needs a psychology elective, you can click the Search button, and then type PSY in the Course box to search for classes. Simply begin typing the course subject code, and a list of courses will appear.



Notes

Notes can be added to all levels of the plan:

- Entire plan
- A specific term
- Individual requirements

 If the Notes icon is yellow, with lines on the page, there is text in that note.



Saving a Plan

The total number of credits planned for each term will not be calculated until you save the plan. There are two ways to save a plan:

- Click the **Save** button in the lower right-hand corner. If you opened an existing plan, this will automatically replace the previous version of that plan. If you change the description of an existing plan, using the Save button will still overwrite the previous version of that plan.
- Click the **Save As** button to save a new copy of the plan. If you opened an existing plan, this will leave the previous version intact, as well as saving the new version of the plan. However, you are encouraged to have only one **active** plan saved at a time, so that reporting data is as accurate as possible. To inactivate an existing plan, open it, unmark the Active checkbox, and then save the plan.

Viewing Planned Courses in an Audit

Click the **Audit** button near the bottom of the page to view the planned requirements in an audit. Any changes made to a plan will not be visible within the audit until after the plan has been saved. Both planned and in-progress courses will appear in the audit.

Printing a Plan

DegreeWorks does not currently have the capability to print the plan. However, you can print the audit that is run from the planner by clicking the **Print** button within the audit.

Notes Tab

This is where the Audits tab's Notes block gets its information.

View Notes

This displays existing notes.

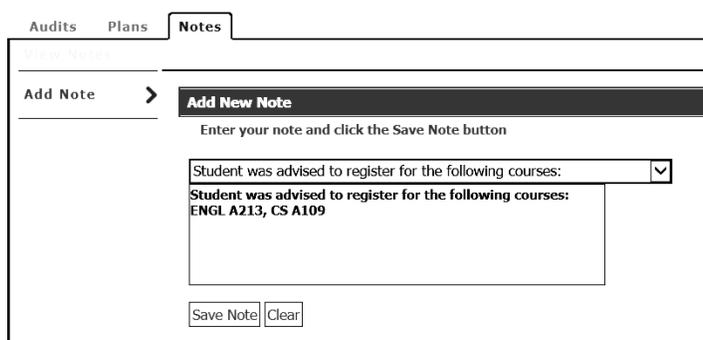
Add Note

To add a note, click **Add Note** in the left-hand side of the window. A drop-down list and text area will appear. You can type your note in the text area or select pre-defined notes from the drop-down list. If you select pre-defined notes, you can then edit them in the text area.

Click the **Save Note** button when you are finished. After a note has been saved, only the Degree Services office can delete it.

When a note is saved, it does not immediately appear in the student's Audits tab. To get the new note to appear there, you must return to the Audits tab and click the **Process New** button.

Adding notes about completion of special proficiency exams, recitals, and theses will not automatically cause the Audits tab's checkboxes to be marked *complete* for those items. Degree Services will manually add the *complete* indicator when the student's official degree check is done. If it is vital to have the *complete* indicator appear on the Audits page before that, please contact the Degree Services office after entering the note.



The screenshot shows the 'Notes' tab in the DegreeWorks interface. On the left, there is a sidebar with 'Add Note' and a right-pointing arrow. The main content area is titled 'Add New Note' and contains the following elements: a header instruction 'Enter your note and click the Save Note button', a dropdown menu with the text 'Student was advised to register for the following courses:' and a downward arrow, a text area containing the text 'Student was advised to register for the following courses: ENGL A213, CS A109', and two buttons at the bottom: 'Save Note' and 'Clear'.

Logging Out

Click **Log Out**, near the upper right-hand corner of the DegreeWorks window.

Reporting Problems

If you find a problem with DegreeWorks, please report it to the Degree Services office:
degrees@uaa.alaska.edu