DEGREEWORKS ADVISOR HELP SHEET

- **How to LOGIN**
  - Go to : EKUDirect
  - Username: EKU ID#
  - Password: EKU Direct Pin
  - Click Faculty Services
  - Click Advisor Menu
  - Click DegreeWorks

- **How to FIND a student (for those that have access to only their advisees)**
  - List of advisees will automatically populate
  - Click Find
    1. Sort by Name, Degree, Major etc...
    2. Click Unselect all
    3. Select the student(s) whose audit you wish to review

- **How to FIND a student (for those that have access to all students)**
  - Type in EKU ID in student ID field or
  - Click Find
    1. Search by name or Degree, Major, etc...
    2. Choose up to three criteria and click search
    3. All checked students will load into Degree Works

- **How to EMAIL the student** – in audit view ("Student View") simply click on student's name

- **REFRESH & PROCESS NEW – pulling in fresh student data**
  - These buttons will pull in the latest student data from Banner and run a new audit. Otherwise student data is refreshed automatically every morning and a new audit will automatically run.
  - If on-demand refresh button is pushed, you must also click on process new otherwise the audit will not reflect the new data that was pulled through.

- **DEGREE AUDIT - Reviewing Progress To Degree — The Roadmap to Graduation**
  - ✓ Full Audit – "STUDENT VIEW" – **Do <u>NOT</u> print this** (lots of paper)
    - ✓ Course Information – click on course and a box will appear with course description, any pre-reqs, and real time data on offerings in the current schedule of classes.
    - ✓ Students and advisor both see this; looks the same for both.
  - ✓ Registration Checklist – what's left to do – **This is better for students to print.**
    - ✓ Students and advisor both see this; looks the same for both.
  - ✓ Graduation Checklist – only for advisors – quick view of student progress – look for green checks
    - ✓ Advisors only see this view. This is printable if you feel you need a paper record.
  - ✓ PDF button – Save audit as a PDF

- **ACADEMIC PLANNER – every student should have Current-Customized-Active-Saved-<u>LOCKED</u> Academic Plan**
  - If you plan it – we know to offer it! Only ACTIVE LOCKED plans give EKU this information.
  - All new students and at least current freshmen should have create and save an academic plan.

1. Click on PLANNER
2. Full audit appears on left – student created/loaded plan should appear on right
3. CHECK ACADEMIC PLAN – are all courses listed? – are any wrong courses entered on the plan?

- ✓ Important – be sure the plan is a good plan.
- ✓ At bottom of page click on "CHECK ALL TERMS"
  - i. Can also select only a few terms to be placed into planner worksheet
- ✓ At top click on "PROCESS NEW" – all courses in checked terms will be placed on to the planner worksheet for your review.
- ✓ Carefully review the audit – are all areas met? Are there unnecessary or unwanted Free Electives or courses not used? If you find mistakes correct the academic plan ⟶ LOCK then SAVE the corrected plan.

4. NOTES to your advisee - after you save and lock plan change to **CALENDAR MODE**.
   - ✓ **CALENDAR MODE** – at bottom make your student specific instructions (This is viewable to students).
   - ✓ Print this **CALENDAR MODE** (this view saves paper and includes your notes to the student).

- **CLASS HISTORY** – a one-button transcript of the student

- **EXCEPTIONS and WAIVERS**
  - These will continue to be requested via exceptions forms, the Registrar's Office will receive the completed forms, and if approved will input these into DGW.

- **LOOK AHEAD** – add specific courses to a Look Ahead degree audit to see how they would fit into the student's program

- **GPA Calculator**
  - How many hours would it take to reach a desired GPA or grades a student would need to receive in specific courses in order to reach a desired GPA.

- **WHAT IF** – how would existing coursework apply if student decides to change their program

- **Other planner buttons:**
  - **Save AS** – should student decide to create a new or change an existing approved plan they would have to save the plan under another name which would require approval
  - **Uncheck All** – unchecks all terms previously checked
  - **Delete**-Delete a student's plan
    1. If you delete a plan, all notes will be lost. Be sure to copy and paste applicable notes into the new plan and save new plan

- **Degree Works Email – send all questions, suggestions, issues to** reg.dgw@eku.edu (not for student use, for advisors and departmental/college use only).