# Faculty and staff

## Summer B Rather
LAMAR UNIVERSITY

# Introduction

DegreeWorks has a new improved modern design, feel and navigation capabilities! We are now on version 5.0.3.1
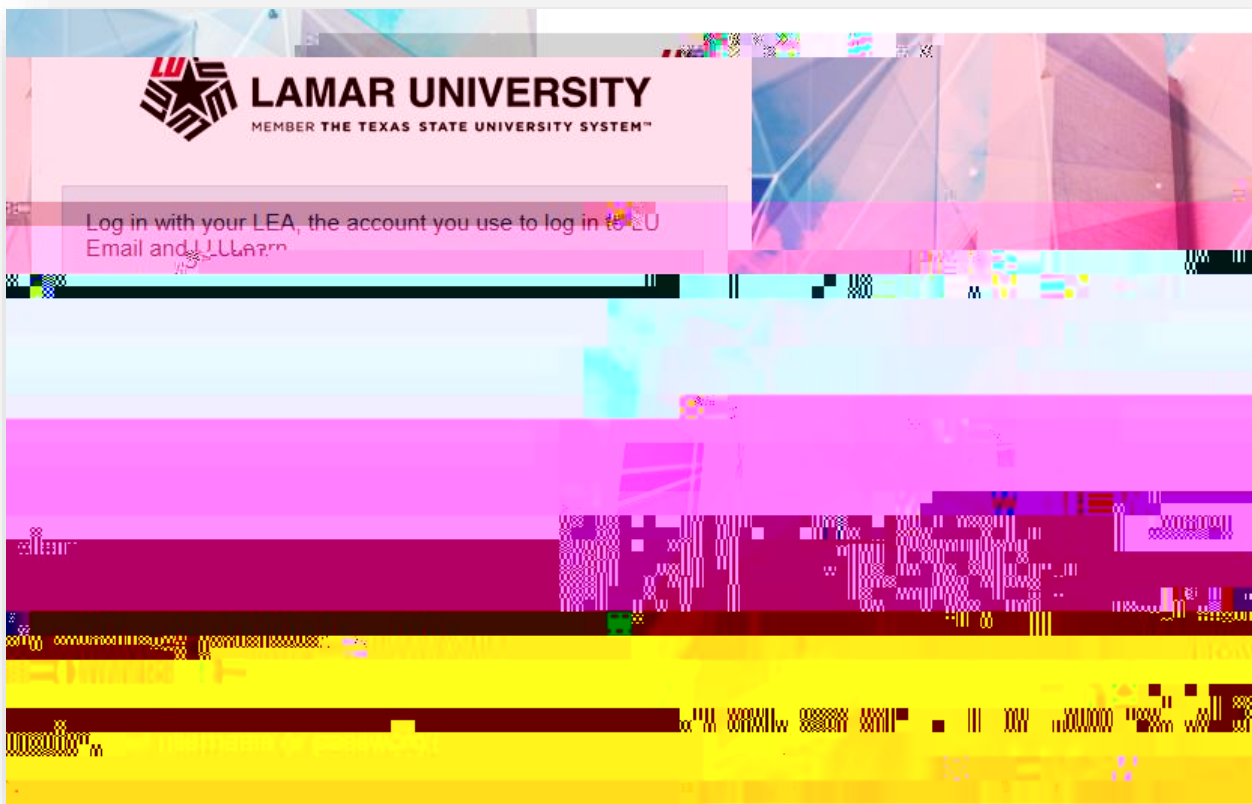
Video trainin

# SINGLE SIGN ON (SOS)

Signing into DegreeWorks has become easier. Whether you go through Self-Service Banner (SSB) or Tri-Campus Banner Links, you will sign in using Single Sign On (SSO).
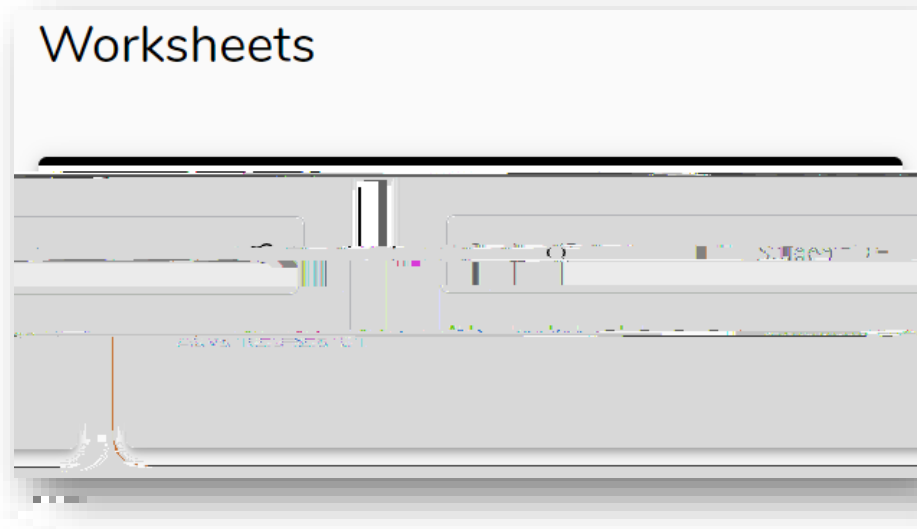
you may ask?

By using your LEA, the account you use to log in to your LU email with, you will be able to access applications like Banner and DegreeWorks.
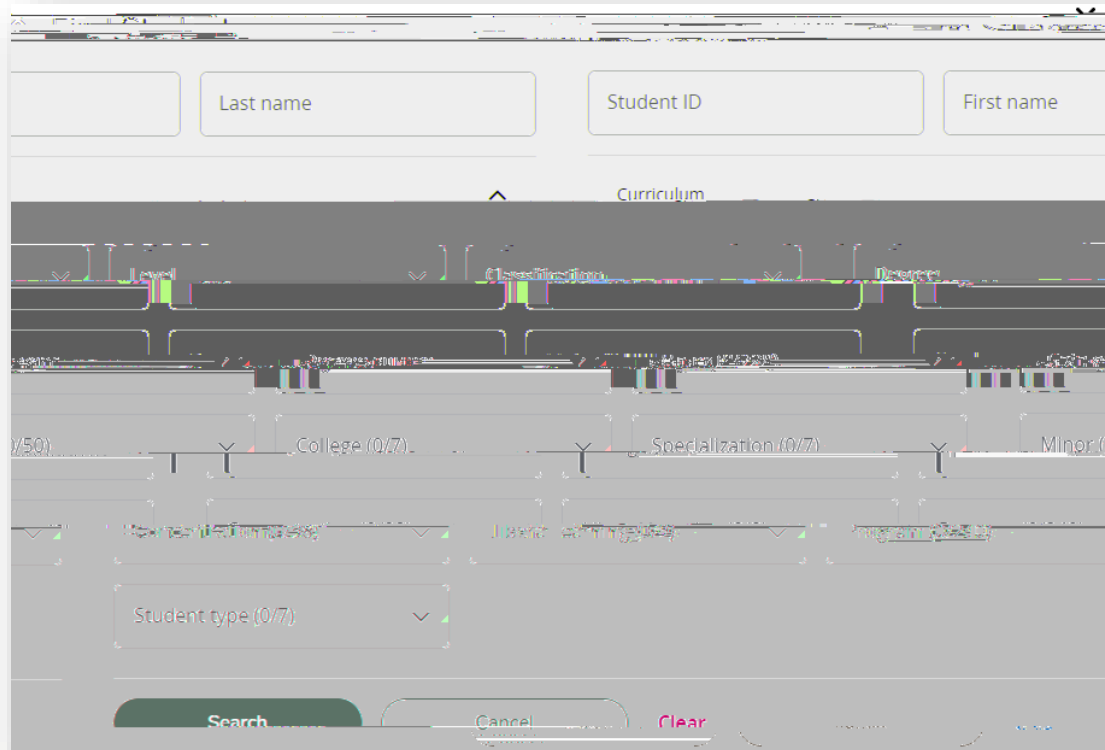
# WORKSHEETS

## Search for Student

Once signed in you will be brought to Worksheets, where you can search by Student ID or you can complete an Advanced Search.



enter it in the Student ID field. If you do not know the ID, then you can search by clicking on Advanced Search.

<span style="color:red">Advanced Search</span>

Search for single student

Student ID
First and/or last name

Search for a single student or a group of students using curriculum information

Degree
Level
Classification
Catalog year
Degree source
Major
Minor
College
Concentration
Student Type

# ACADEMIC
## Student View

After choosing a student you will be in the Student View of the audit.
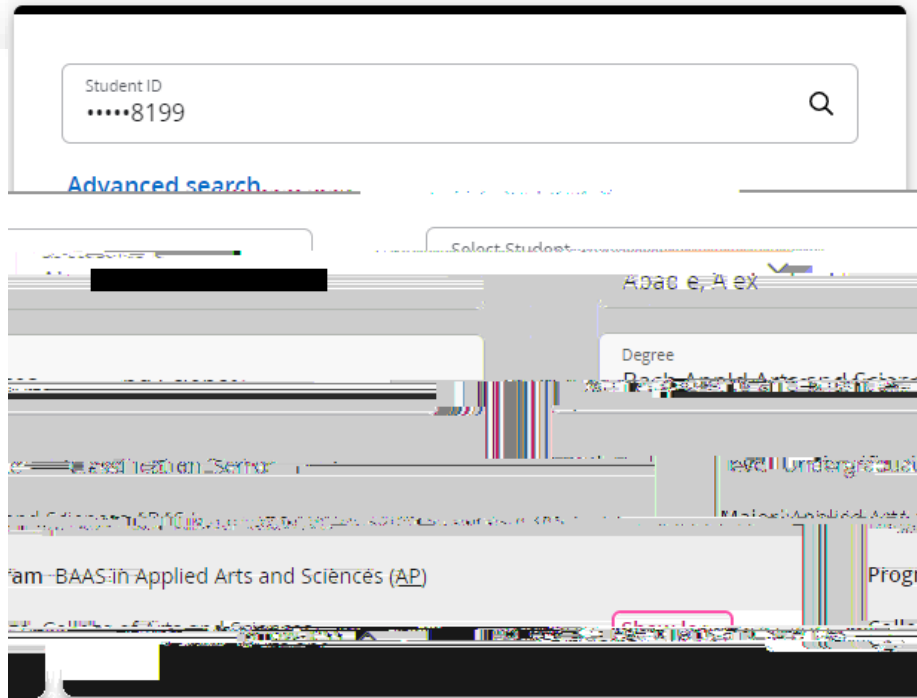
## Refresh

To Ref

## Student Information Card

Student Info Card includes:

- Student ID
- Student Name or Select Student when choosing a group of students
- Degree
- Level
- Classification
- Major
- Concentration
- Minor
- College

*In mobile view you can show more or less*



## Multiple Degrees

If a student has multiple degrees, they will be found under Degree in the Student Info Card, as a drop down.

## Historical Audit

You can now view an historic audit. These audits are older audits of the plan. For instance, if you ran a new audit the older audit would be viewable here. You can normally see up to 3 historical audits.



6/24/2020 at 12:40 PM UG/BAAS

6/24/2020 at 12:01 PM UG/BAAS
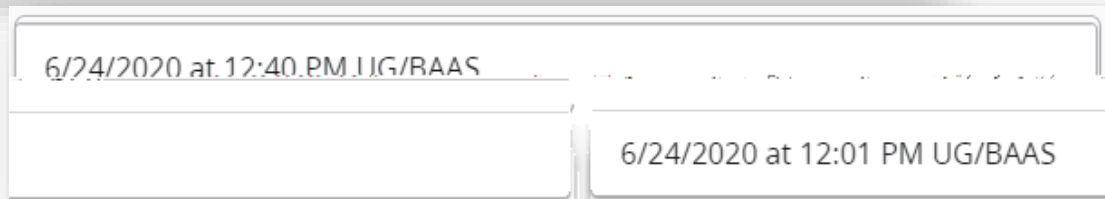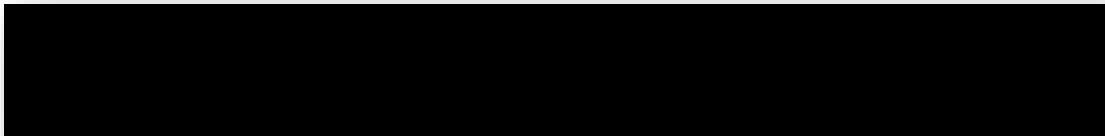
# Format

There are additional formats of the Academic Audit

> Student View (default)
> Registration Checklist
> Graduation Checklist

In addition to choosing a format you can
also view the overall GPA for the degree,
Degree progress (image to come),
Remove In-progress and Pre-registered
classes and Process an audit.

If you would like to change the format of
the audit to the Registration or Graduation
checklist, you will need to choose the format then click on Process.

If you want to remove In-progress and Pre-registered classes, you will need to uncheck the
boxes and click on Process.

# Cards

*In our previous version of DegreeWorks, we called each section of the audit blocks, we will now
call them Cards.* These cards can all be expanded or collapsed. Cards will show Incomplete,
Complete

Legend

Disclaimer

# WHAT-IF ANALYSIS

What-If audits allow you to process speculative degree audits for a student using their current class history. To access the What-if analysis, click on What-If found under the Student Info card.

The course(s) will look like this on the What-If.

## Processing a What-If Analysis   Major

Using the Program and Areas of Study, you can see how a student will fair in a different field of study. When choosing a major, concentration, or minor make sure that you are choosing the most recent catalog. If you are looking at a newer major, concentration, or minor, they may not be available on the student s current year. Below is an example of reviewing a Bachelor of General Studies, under the 2020-2021 catalog. You will need to choose the following

> Degree
> Catalog
> Major
> Minor (optional)
> Concentration (optional)

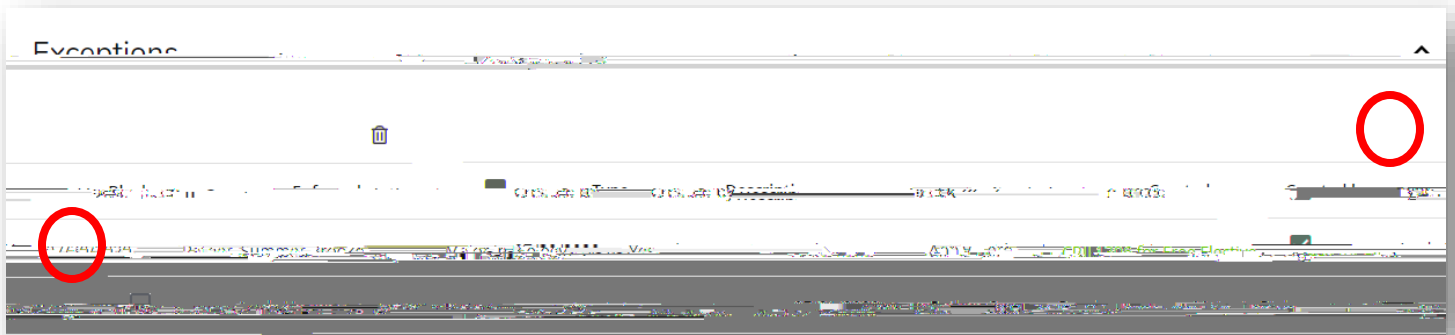Once you pick your options, click on Process. A What-if will be generated.

If you would like to do a What-if
for a dual or double major, you
can choose more than one major.

ClickETQq0. TE9.8(y)-3( ma)10(y)-3( )52igeuT/F1 14st.7q0.00000912 0 612 792 foted.

# Historic What-If Audit

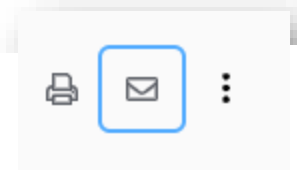When a What-if audit is generated you can save it. Click on  Save Audit .

A pop-

# TOOLS

## Email

Email a student about their audit can be done by clicking on the email icon. Found in the right-hand corner of the Dashboard Worksheet. This will connect you to Outlook so you can email the student.

## Print/PDF

An audit can be printed or saved as a PDF if you click on the print icon. It is highly suggested to use the save as PDF option. If you want to save as a PDF click on the print icon.
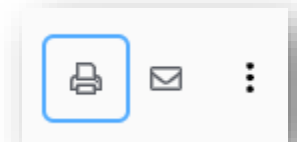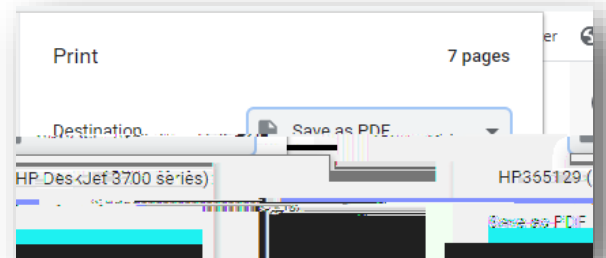
Change the Destination from the printer to  Save as PDF  .

Click on Save

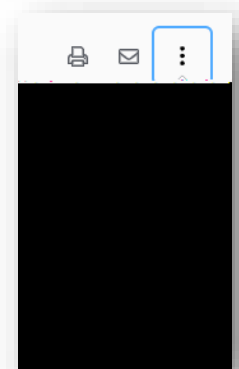It should ask you where you would like to Save it.

This PDF can be emailed to the student.

## GPA Calculator

The GPA calculator has three types of calculators: graduation, term, and advice.

A student or advisor can enter the Desired GPA in the calculator and click on calculate t

*See examples on the next page*

**Graduation Calculator**

GPA Calculator

Advice Calculator   Graduation Calculator   Term Calculator

Credits required *
120

Desired GPA *
3.0

Calculate

average a 3.306 over your final 58 credits to graduate with your desired GPA.      You need to

Current GPA                    2.714

58                Credits remaining

120                         Credits required

**Term Calculator**

GPA Calculator

Graduation Calculator   Term Calculator   Advice Calculator

Credits earned *                    Current GPA *
58                                  2.714

Calculated GPA

g the grades listed here, your GPA at the end of the term will be 2.777      By achieving

Credits earned                58

| Grade | Course | Credits | Grade |
|---|---|---|---|
| A | COSC 1371 | 3 | |
| | ENGL 3310 | 3 | B |
| | COSC 1632 | 4 | |
| | COSC 1331 | | |

# Class History

the          View or
             Worksheet.

<span style="color:red">Notes</span>

Notes can be found by clicking on the 3 dots on the Student View or Exceptions Worksheet.

To add a note, click on Notes. A pop-up box will appear.

1. Click on

To view Notes, you can scroll to the bottom of the worksheet.  If the note is internal the status will indicate that.

If a note needs to be deleted because it was entered in error, notify degreeaudit@lamar.edu. Only your note will be deleted, we will not delete a note if you

## Adding Additional Terms

To add additional terms, click on  Add term
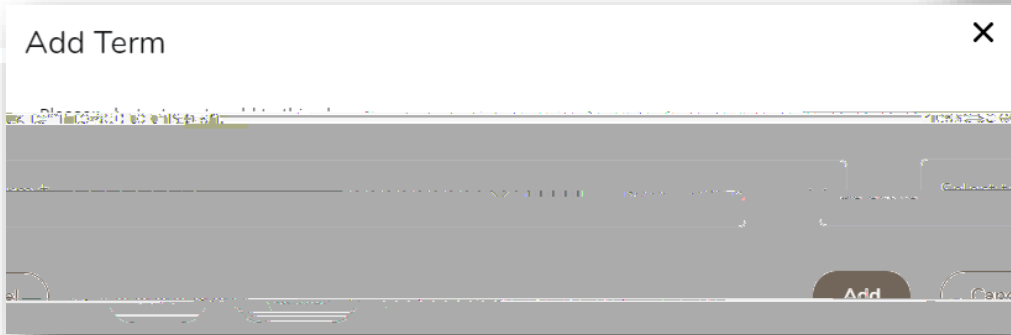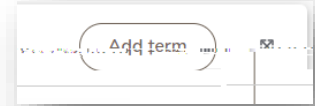




Within each term you can add notes, view course information for all courses assigned to the term, reassign the term, or delete term.

## Adding Requirements

To add requirements, choose the type of requirement and build from scratch or pick from the
Still Needed  pulled the student s current Student View Worksheet.
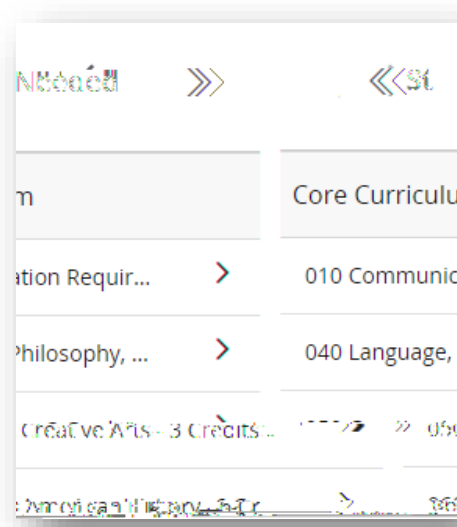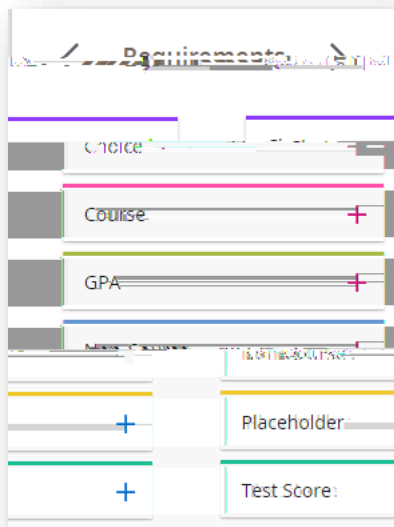
It is suggested that advisors and students use courses still needed when developing a plan. This will ensure courses chosen are on the actual degree plan and will be covered by Financial Aid.

When using a course from Still Needed, you will only need to determine if there is a pre-req needed before choosing that course and if it is available for the term you are choosing.

Here are the basic steps to choose a still Needed course.

Click on a requirement, still needed. Example used is 010 Communication Requirement. A course or list of courses will appear. Choose a course from the list by clicking on the course and dragging it to the term you want to put it in. If you want to verify that it is available in that term or want to see if there are any pre-reqs required, click on the ⓘ
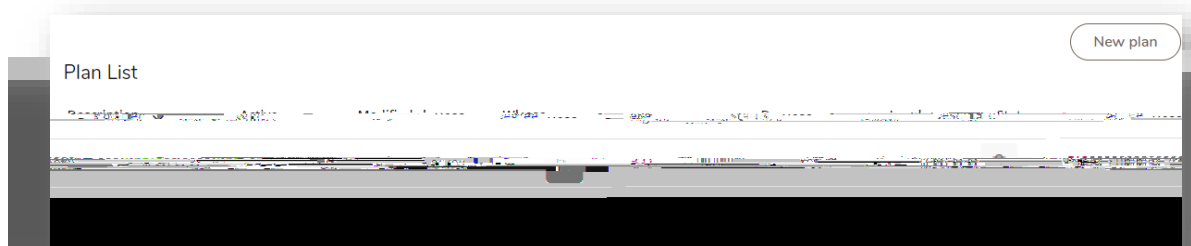
Course information will pop up on the course. If this course is available for use, grab, drag and drop into the term.

After completing the plan, it will look similar to this
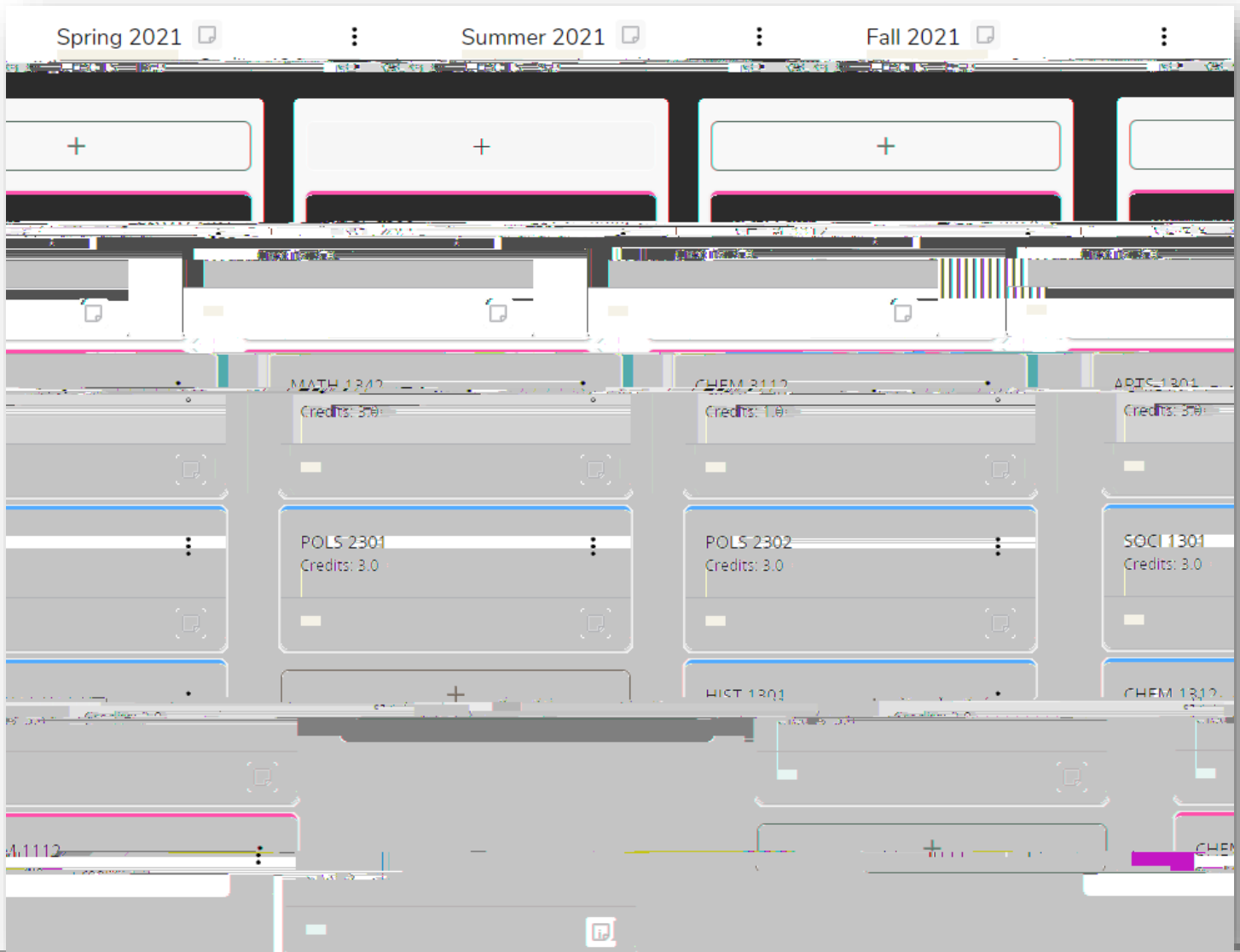


The plan automatically saves and will provide a
 last updated   time stamp about the plan.
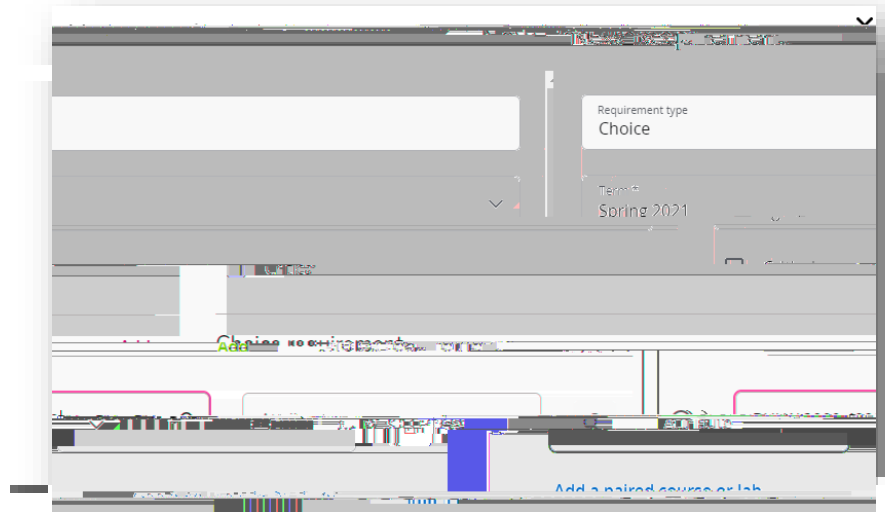
The plan will
now show up
on the Plan List

## Choice

A choice requirement allows you to choose multiple courses or a range of courses.

Click on Choice and enter multiple courses or a range of courses.
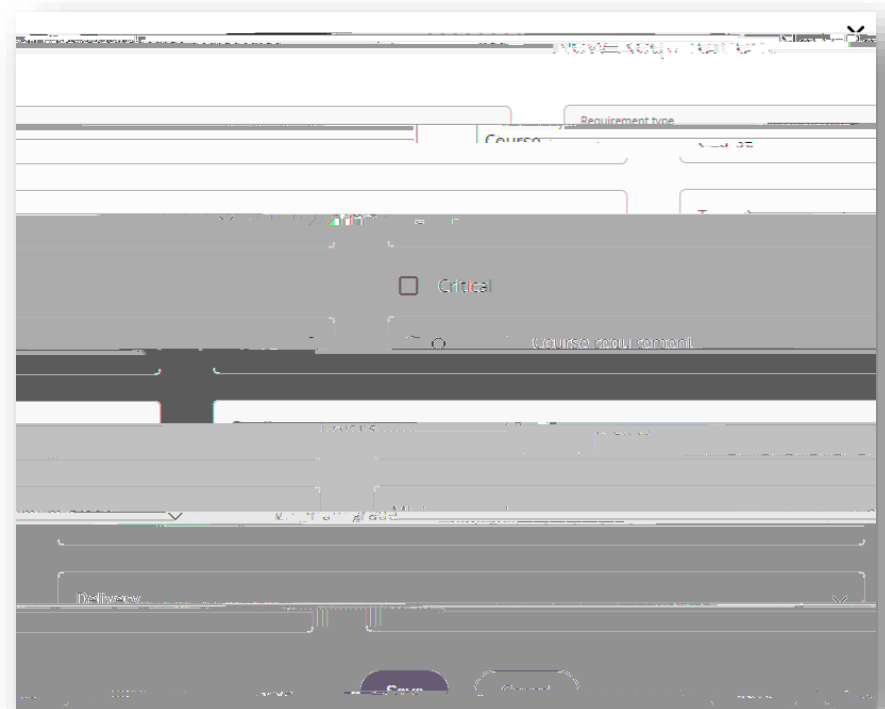
*Example is a range of courses*

If you choose different courses, click on add to add additional course to the requirement



## Course

Click on Course and enter one course requirement.

If a plan must be shared with a student, it is suggested a PDF version of the plan be saved. To save a PDF, click on Audit above the plan.

Course