DEGREE/ORKS STUDENEDUCATIONAL PLANNER TRAINING/ANUAL

OCTOBE 2022

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INTRODUCTION

Introduction to DegreeWorksStudentEducational Planner

The Degree Works Student Educational Planner (SEP) is an

ACCESBLANS

- 1. Access Degree Works through Self ßervice Banner.
- 2. Select Plans at the top of the Degree Works Responsive Dashboard.

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	Student ID	Name	Degree	<u></u>

3. In the Plan List block, you will see any plans that were previously created.

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PLANTYPES

There are two different options for create a new plan, Blank Plans and Templates.

BlankPlansallow you to build a customized plan from scratch.

Templatesallow you to select a pre defined template with courses and semesters already added. Note: you can still edit a plan if selected from a Template.

CREATE BLANKPLAN

1. Select New Planfor the Plan List Block

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	No. and a state of the second se
2 Select Blank Plan	

Select BlankPlan

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3. Use the drop down to select the starting term for the plan. Select Submit

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- 4. Enter the name of the plan in the Description field.
- 5. Select Active if you would like to track the student's progress. Select Lockedif you do not want the student to make changes. Both active and locked must be chosen to display if the student is "On track" (has taken courses that were planned). Note: You can only have one active plan at a time.

		~
	Description *	
	Active Locked	
SAVE	C	ANCEL

- 6. Select Save
- 7. The Blank Plan will appear. Scroll down to begin adding to the plan. You will see the starting term has been added. Skip to page 8 in the manual.

CREATE PLANFROMA TEMPLATE

1. Select New Planfrom the Plan List Block.

2. Choose SelectTemplate

3. The list of plans will appear. Use the drop down to

5. The plan template will appear. Select the pencil icon to edit the plan's description.

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6. Select Active if you would like to track the student's progress. Select Lockedif do not want the student to make changes. Both active and locked must be chose to display if the student is "On track" (has taken courses that were planned). Note: You can have on have one active plan at a time.

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Description +		
		-
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7. Select Save

ADDA TERM

You can add other terms to the plan to continue mapping out the student's coursework.

1. Select Add Termon the right side of the screen.

	2007K 2 5 11
Search by course or title Q	+
Course # Title	

2. Use the drop down to select the term for the plan. Select Add.

Add Terms are seen	×
Please select a term to add to this plan	
✓ Select term *	
ADD	ſ

3. The term will appear on the plan. Repeat the process to add more terms.

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andh by course or title Q					Sadim 0.0
		Course #	Title	<u></u>	

ADDA COURSEHATISSTILINEEDED

1. On the left side of the screen you will see the categories for the degree requirements that are still needed. Select the arrow next to the category to view the courses.

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2. Select the course and drag it to the + icon under the name of the appropriate term.



3. You will see the course listed under the term. Select All to return to the full list of categories for the requirements that are still needed.

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ADDA CHOIC REQUIREMENT

A choice requirement is used when a student can choose from multiple courses (ex. this course OR that course). A choice requirement is also used when a course must be paired with another course (ex. this course AND that course). Finally, a choice requirement is used to indicate a free elective (@@) or other course with a "wildcard" symbol (@).

1. On the left side of the screenyou will see the Still Needed section. Select the left arrow.

2. Selectthe + icon not to Choice.

3. Use the term drop down to select the appropriate term.



4. Add a course by searching course name or subject/number. You can also add a requirement based off of Attribute (if applicable).

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- 5. Select Add if you need another course.
- 6. Optional: Enter the number of credits, minimum grade, select the campus and delivery.
- 7. Select Save

ADDA PLACEHOLDER

A placeholder is used for elective credits, internships, etc. The placeholders have been added by the Degree Works administrators. If you would like to request an additional placeholder type, please email <u>graduation@unco.edu</u>.

1. From the Requirements section, select the + icon next to Placeholder.



2. Use the drop down to select the term and placeholder

New Requirement			x
Requirement type			
	~	Term *	
	~	Placeholder *	
		Value *	
	CANCEL	SAVE	

- 3. Enter the value. The value is the note that will display to the student on the plan. Note: Placeholders do not count toward the credit total and will not check off requirements on the plan. Any number placed in the value field will not be added to the term's total credits.
- 4. Select Save

ADDA MULTIPLEOURSES

1. Select the + icon under the name of the appropriate term.

		< >	ADD TERM
/	Fall 2022	d'ar Alexandre -	C. Acc Constant and
		aeral Arts Curriculum Bas	

 The degree requirements that are still needed are listed. Browse through the list or use the Subjects drop down and Search by title field to search for a specific course. You can also select Courses f you would like to search from all courses.

Ad <u>d_requirements_to_Fall_2022</u>		
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3. You may need to select the **down arrow** to expand a section. Select the **checkboxes for all of the courses**you would like to add to the plan.

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niecular and Cellular Biology (2700) MID-LEVEL COURSES	erry II for BMC 1 Close in		
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 Scroll to the bottom of the window. You will see the courses you have selected. Select the X next to the course if you no longer want to add it to the plan. Select Add to Plan

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Course : PSY-10315	Title PHYSIOLOGICAL PSYCHOLOGY	Credits 3
 CHEM.STROLY	MCROSOL Y	

5. All the courses will be added to the appropriate term.

REVIEWPLAN

If a student's plan is active and locked, then the template will track whether the student is on track with the template. Only past courses and courses in a current term will display as on track or off track. Future terms will not be tracked. Review the plan to determine whether a student's registration is "on track". Under the course name you will see, "On r track" or "Warning".

On track designates the student has met the requirement.

Warningdesignates the student has not met the requirement (not taken, failed, withdrawn, etc.)

+			+			+		
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MODIFYTHEPLAN

You may need to make adjustments to the plan you created or the template you chose.

ReassigrRequirements

You can move requirements between terms by selecting the requirement, then dragging and dropping it into the appropriate term.

You can also select the ellipsis for the requirement then select Reassign his requirement.



Reassignor Deletea Term

You can reassign or delete an entire term at once. Select the **ellipsis** for the term then select **Deletethis Term** or **Reassign** his term.



Editor Delete Requirements

Select the ellipsis for the requirement then select Edit this requirement or Delete this requirement.



Add a Note

You can add a note to a plan, a term, or a course.



PLANNERUDIT

The Audit allows you to view the requirements that are satisfied by the plan you created. This differs from the



	Course	Title	Grade	Credits Term	Repeated
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4. Requirements that have not been completed or planned for are denoted by a red circle. Add these courses when modifying the plan.

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5. Review the University wide Credits block. This block lists any courses that are not currently used to fulfill specific degree requirements. Ideally, you do not want the courses that you planned for to appear in this block. If any of your planned courses are applying in this block, please review these courses with your advisor before registering. An exception may be needed or a different course may be more appropriate.

