DEGREEWORKS OVERVIEW
FOR FACULTY AND STAFF

SEAN HUDSON
REGISTRAR’S OFFICE
FACTS:

DEGREE WORKS OVERVIEW

FACT SHEET

**DegreeWorks** is the online audit software that will be replacing Degree Navigator on March 3rd, 2014.

**Degree Works** Audit admin training began for departments in November 2013. The goal is to have all of the student exceptions re-entered into Degree Works by Mid-February prior to go live to alleviate student traffic.

**Faculty Staff Overview:** Faculty and Staff that want to see a demonstration of the DegreeWorks audit are encouraged to attend the overview in Butler Library, Thursday Feb 27th 2014 from 11:00 to 12:00 and an additional one 12:30 to 1:30 in Butler 210. Please share this information. No signup is required. Camtasia videos and documentation are also available.

**MAY 2014 Applicants for UG Graduation:**
May applicants will have their audits be printed and reviewed out of Degree Navigator. So it’s important for each department to make sure both systems (Degree works and Degree Navigator) are updated with any notes or exceptions.

**Degree Navigator:** March 3rd 2014 when Degree Navigator goes offline, we will have backup audits stored on a shared network drive (More details to follow). In addition to this please have an internal discussion in your department of what you need to do to prep for this transition (Possibly also print off your own copy, and tell your students to as well).

DegreeWorks is still a work in progress, so we are still making adjustment to the Major basefiles. Go through some of your students, compare their audit to what Degree Navigator has, and notate any issues. An email can be sent to audit@buffalostate.edu so we can properly manage your concern.

We’d like to have this base file review done prior to the process of recreating exceptions. In some cases it might be possible to hide courses (as options) but have them place for the student on their audit.

**Masters Programs are now in DegreeWorks.**

**CHANGES:** Degree Works has its own logic that places the coursework to find a best fit. As a result it’s possible that the two courses that were fulfilling a student’s Natural Sciences Requirement (for instance) are replaced by two other ones.

**LOGIN**

*Note:* If you’re a new student or new faculty/staff AND you haven't changed your network password yet, you must do so before you’ll be able to login to Degree Works. New students will need to first login to Banner SSB, to activate their Network account, so they can then login to Degree Works.

**Degree Works is set up with a federated ID login.**
1. Go to Degree works: [https://buc.degreeworks.suny.edu](https://buc.degreeworks.suny.edu)
2. Choose our campus from the dropdown box (hit Login)
3. Login to Degree works using your NT username and password
4. You are then brought into DegreeWorks
TIMEOUT

It’s important to remember to logoff or lock your computer when not in use, and avoid others from using it.

DegreeWorks times out after 20 minutes of inactivity for students, and 38 for faculty and staff. If you are timed out you will be asked to close entirely out of your browser and log back in. You might want to consider a designated browser just for DegreeWorks (Such as Chrome).

Supported browsers are: Chrome, Safari, Firefox, and IE.

Possible time out messages:

<table>
<thead>
<tr>
<th>ellucian.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error 0726: Your session has stopped due to inactivity. Please close ALL browser windows and log back in if necessary.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ellucian.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error 0727: Your Passport is invalid. Please make sure your browser is accepting cookies.</td>
</tr>
</tbody>
</table>
LOGOUT

To Log out of Degree Works click on the “Log Out” tab in the upper right hand corner.

You will then be prompted to Exit DegreeWorks.

You will then be reminded for security purpose to close your browser.

DEGREEWORKS HOUSED AT SUNY ITEC:

Keep in mind that our environment with ITEC is a fairly new one and there may be periods of time during the day or evening where Degree Works will be unavailable. Emails will be generated to a list serve called DW alerts that all department chairs and audit admins are members of. They in turn will pass along this information to their Departments.
USER INTERFACE

Searching for Students:

- You can put in the Banner ID in the Student ID field and hit Enter to be brought into that students audit sheet.
- If you do not know the students Banner ID you can go to the search/Find Icon

FIND STUDENTS:

- If you know the First Name and Last Name of the student you may enter these.
- You may also just fill in first name or last name by themselves or a combination of both
- A @ serves as a wildcard.

FIND STUDENTS BY PARAMETERS:

You can search for students by any of the parameters above, or any combination of them

- For example you can search for all students in the Computer Information Systems (CIS) Department
- Or you can find any freshmen that have applied for graduation that are in the CIS Department.
CLEAR PARAMETERS:
You may clear search Criteria Parameters by highlighting them in the box and hitting REMOVE. A more efficient option is to press clear which resets all your search parameters.

STUDENTS FOUND:
Students found box will appear providing a listing of students that matches your search criteria. If you hit UNCHECK ALL, you can then select just the students you want to view, and then hit OK if you just click on OK, and then you will maintain the search results of all your students.

You are then brought into the record of the first student on your listing. You can go up to NAME in the upper left hand corner of your screen to toggle between student audit sheets.
HOW TO READ AN AUDIT SHEET

- Student Name: A hyperlink which opens up your default email program and starts an email to the student
- Banner ID
- Student Class (Freshman, Sophomore, Junior or Senior)
- Degree (BS, BA, etc)
- Major (if a second major, will also be listed here)
- Concentration
- Minor
- Transfer credit total the student was awarded
- Registration holds if any (this is a YES/NO) Student must still login to Banner to see their details
- Advisor (also a hyperlink)
- Upper Division Credits (300/400 level including 200 college level foreign Language)
- Campus Residency (credits taken at BSC)
- Overall GPA
- Major GPA.

The next section is a YES/NO Summary of overall Degree Completion.
A green checkmark indicates the requirement is complete.
The blue tilde (if you reference the legend at the bottom) represents the requirement is in process of being complete that semester at the end of grading.
The **still needed** required sections are hyperlinks that take you to their area of the audit.

You are then presented with the General Education “Blocks” of requirements starting with Writing Intensive. This student is following the Intellectual Foundations General Education requirement, so that is the next set of requirements that are displayed.

Advice of requirements unmet remains displayed until they are fulfilled, and then this advice goes away. This makes for a more condensed audit when printing.

Hyperlinks are available throughout the audit to link you to websites regarding more information on polices being enforced on the audit.

In the audit, course codes are displayed and you can click on them to obtain more information. If the course has an asterisk next to it, that means that course has enforced prerequisites on it. Clicking on the course reveals the course description, Prerequisites, all the sections being offered, and seat availability. This is all real-time information coming from Banner.
Major Requirements are displayed in their own block. If the student is pursuing a second Major, those requirements will appear under the main major in the block. If the student is pursuing a Dual Degree, the audit will required 152 Credits and then you have to click on “Degree” at the top to toggle between audits.

The last section of the audit is the “All College Electives” indicating the course can be used for the credits required for the degree, but the course itself does not meet any other requirement.

Another section called “All College Electives, courses not needed for the degree” assists in alerting students and advisors if there are any courses that will not apply toward the degree.

There’s an insufficient section, this is where the students withdrawals, E’s, and repeats get stored. There is an in-progress box showing you the current registrations.

The legend at the bottom shows what the various symbols mean on the audit.

The Class History link shows your summary progress chart at the top, a listing of all your test scores in Banner (ACT, SAT, etc) and a semester by semester account of all the coursework you took.
FEATURES WITHIN DEGREEWORKS:

The audit can be run with or without in-progress classes/preregistered classes. To temporarily remove these from the audit uncheck them and hit “process new”.

Audits can be run and saved in PDF format by clicking on “Save as PDF”.

OTHER REPORTS

Other reports are available for faculty staff to use

The standard report that gets run by default is the Student View

The Graduation checklist is a simplified mini report of the audit that shows the requirements only.

The Registration Checklist shows only those requirements that are unmet.

The Student Data Report shows very detailed background information such as CRNs, includes/excludes

WHAT IF AUDIT:

Students can do a WHAT IF by clicking on the WHAT IF Menu option, choosing catalog year, and picking the MAJOR and clicking on “Process What-IF”. Students may also do WHAT IF’s under Minors and Concentrations.

Printing your Audit:

Printing your audit can be accomplished by one of the following methods:

- Hitting the “PRINT” tab in DegreeWorks.
- In any browser select File Print.
CTRL P on your keyboard (windows), Command P on Mac
* Followed by Print after selection or SAVE as PDF.

The Look Ahead can be used to add courses to your audit temporarily to see how they would place.

Advising Notes can be added to the student’s record by clicking on the “Add Note” icon in the upper right hand corner. Pick the predefined note if one exists, if not type your note, and hit SAVE NOTE. These notes show at the bottom of the audit sheet.