# New Degree Works Responsive Dashboard

Faculty & Staff Guide

**Buffalo State College** 

Registrar's Office

For additional questions (Audit@buffalostate.edu)



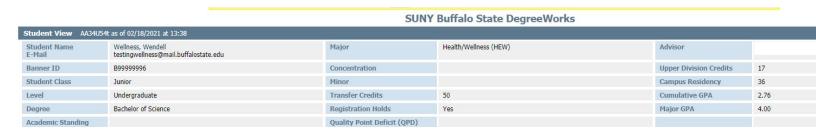
## Introduction:

Degree Works, the Degree audit system has been upgraded to include new features for students to view their academic progress. This is a new Responsive Dashboard version which brings a mobile friendly student dashboard with a fresh and clean look. The adaptable format displays appropriately across different devices and is ADA compliant for accessibility.

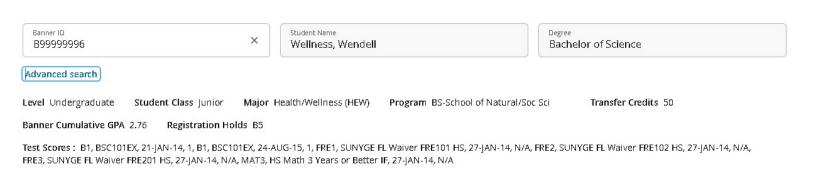
# How to login to Degree Works:

- 1. Go to http://registrar.buffalostate.edu and click on the faculty/staff link
- 2. Click Login
- 3. Provide your school from the dropdown
- 4. Then login (authenticate) with your NT username and password.

The old classic student header provided useful information at the top of the audit for viewing. The student header in the classic dashboard was organized in three columns

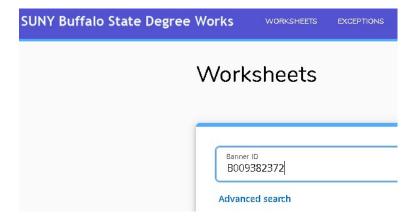


In the new responsive dashboard, only the fields with information will be displayed and the order of the information is slightly different.

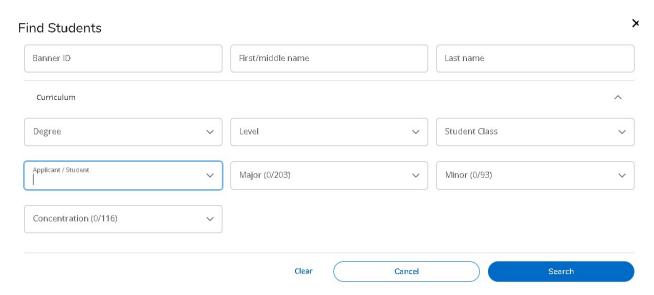


## Search for Students

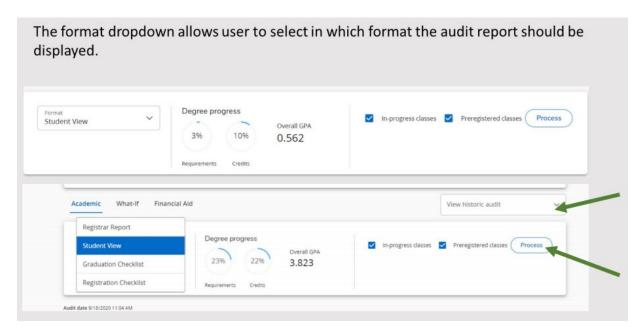
If you know the students Banner ID you may enter it here and press return, if not you can click on Advanced Search



You can use the provided filters to search for students



## Viewing Audits:



## **Degree Requirements**

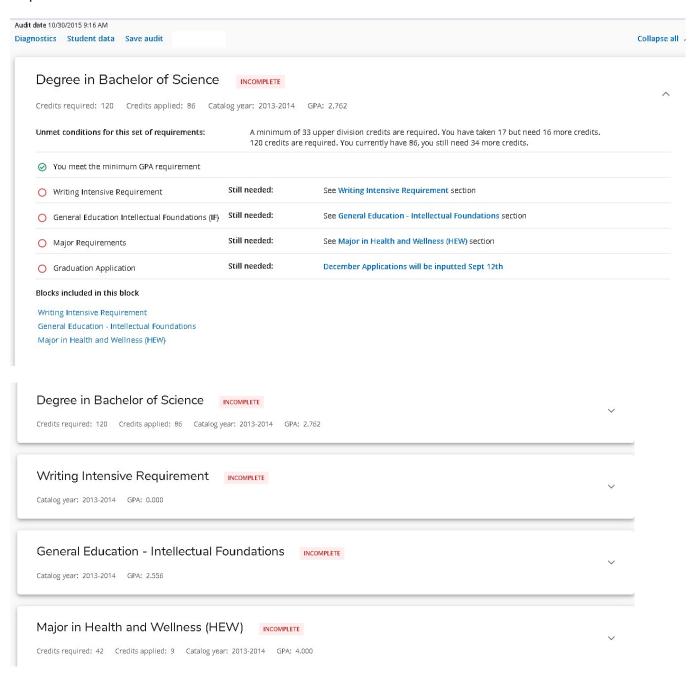
The Degree Requirements section lists requirements needed to complete a degree and can be found right below the Degree Progress section in both dashboards. Requirements are also called blocks in Degree Works

#### Classic



In Responsive Dashboard the degree requirements block is formatted like the classic dashboard with a list of check boxes that state whether requirements have been fulfilled or not. The audit in Responsive Dashboard is still divided by blocks same as in the classic dashboard but now users will have the ability to collapse sections for quick navigation through to what they are looking for. The rest of the degree audit is very similar on both dashboards. Blocks as Major Specific Core Curriculum, General Education Core, Major, Concentration, Minor, Teacher Certification, if applicable, are all listed in the same order as the classic dashboard

#### Responsive



<sup>\*</sup>You click on the arrow to the right to view the entire requirement section.

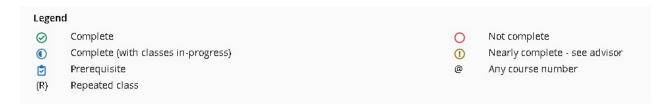
All College Electives and All College Electives Above Degree Requirements are where the coursework resides that cannot be used for the major/minor/concentration, etc.

All College Electives is what is left of the degree requirements that are necessary to bring the student to the degree requirements of 120 credits (or whatever the credit hour is listed as).

All College Elective Above Degree requirements is where courses go that can not be used for the degree.

## Legend

This new responsive dashboard also comes with an updated Legend of icons that look slightly different from the classic dashboard. The icons in the classic dashboard are squares while in the responsive dashboard are circles. The colors for each icon are also very similar in both versions. Requirements completed will show in green, requirements not complete will show in red, and requirements with classes in-progress will show in blue. The legend can be found at the bottom of the audit sheet.



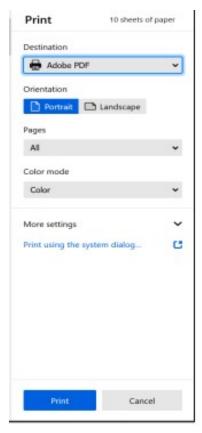
The new responsive dashboard now includes a notation of (R) next to a course if the course has been repeated. It also includes a clipboard icon next to a course if the course has a prerequisite.

## **Printing and Saving of Degree Works Audits**

Responsive Dashboard the save audit option is shown with the printer icon located at the top right hand corner of the page.

Once you click on the icon, the printer window will popup. Select the destination (printer or save as PDF

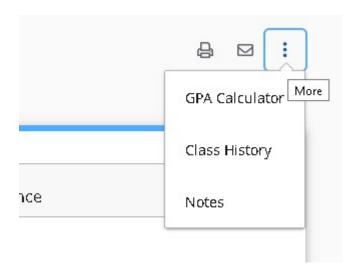
in your computer)



## Look ahead and What if:

In the new dashboard, the look ahead audit has been combined with the what-if audit to improve efficiency in the new interface.

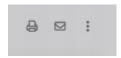
The links to the GPA Calculator, Class History and Notes are within the "more" printer menu in the upper right hand corner of your screen.



# Emailing students.

## **Responsive Dashboard**

**Email Students** Faculty and staff can contact students via email from Degree Works. In the classic dashboard the student's email is available by clicking on the student's name located in the header section. In the **responsive dashboard** this feature is located at the top right-side corner of the page by clicking the envelope icon



## **Course Link Feature:**

clicking on any open course in Degree works allows for insight on what that class equals at other institutions as well as real time seat availability