

# Using the Degree Works Planner

Information for Students (Fall 2014) and Advisors, Spring 2013

# What is the Planner?

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- ▶ A feature in Degree Works that will allow you to view a student's long-term plan for degree completion and verify that the courses included on the plan will fulfill the degree requirements. Advisers can also make plans



# Why should students use the Planner?

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- ▶ It will help stay on track to graduate within the desired time range.
- ▶ It will help plan for registration for upcoming quarters.
- ▶ It will help avoid last minute issues when applying for graduation.
- ▶ It will help students better understand remaining degree requirements.
- ▶ It will help students prepare for advising appointments with their academic advisor.



# To Begin Using the Planner ...

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- ▶ Log in to Degree Works
  - ▶ Click on the Planner Tab at the top of the screen.





This drop-down menu controls the way you view the planner. In Notes mode, the plan will be formatted in this way, and will include a place to add notes for each semester.

The screenshot displays the Ellucian Degree Works interface for Eastern Oregon University. The top navigation bar includes links for Back to Self-Service, Transcript, FAQ, Help, Print, Exception Management, and Log Out. The user's profile information is shown, including Student ID 910009506, Name Croft, Jolyn, Katherine, Degree BS, Major Media Arts and Commur, Level UG, Classification Sophomore, Last Audit 03/11/2013, and Last Refresh 03/11/2013 at 4:14 pm. The 'Planner' tab is active, and the 'Notes Mode' dropdown menu is highlighted with a red circle. The 'Planner Worksheet' for AA033545 as of 03/11/2013 at 13:20 is displayed, showing student information, advisor Roy, Kevin A, and overall GPA 3.736. The 'Degree Progress' section shows 38% requirements and 43% credits completed. The 'Bachelor of Science Degree' section lists unmet conditions, such as General Education Core Requirements and Institutional Diversity (DPD) Requirement. The 'Student Educational Planner' on the right shows the current term as Winter 2013 and the academic year as 2012-2013. The planner includes a table for selecting terms and a 'Notes' field for each semester. The bottom of the interface features buttons for Save Plan, Reload Form, Save As..., Delete Plan, Process New, Check All Terms, and Uncheck All.

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In Calendar mode, the plan will be formatted in this way. You will not be able to add notes for each quarter, but you can view more than one term at one time.

The screenshot displays the Eastern Oregon University IRISLink interface. At the top, the university logo and name are visible, along with navigation links like 'Back to Self-Service', 'Transcript', 'FAQ', 'Help', 'Print', 'Exception Management', and 'Log Out'. A search bar contains student information, and a 'Degree' dropdown menu is set to 'BS'. Below this, a 'Planner' section features a dropdown menu with 'Calendar Mode' selected and circled. A black arrow points from this menu to the 'Active Plan' checkbox in the 'Student Educational Planner' section on the right. The 'Active Plan' checkbox is checked, and the text 'Load in a pre-defined plan' is visible below it. The interface also shows a 'Degree Progress' section with progress bars for 'Requirements' (38%) and 'Credits' (43%), and a 'Bachelor of Science Degree' section with a list of unmet conditions. At the bottom, there are buttons for 'Save Plan', 'Reload Form', 'Save As...', 'Delete Plan', 'Process New', 'Check All Terms', and 'Uncheck All'. The footer indicates '© SunGard 1995 - 2012'.

To begin your plan, pick your preferred view. Then type a description for the plan in this field. Use this drop down box to enter the catalog you are using.

The screenshot displays the Ellucian Degree Works interface for Eastern Oregon University. The top navigation bar includes links for Back to Self-Service, Transcript, FAQ, Help, Print, Exception Management, and Log Out. The main content area is divided into several sections:

- Search and Filter:** Fields for Student ID, Name (Crotty, Jolyn Katherine), Degree (BS), Major (Media Arts and Commur), Level (UG), Classification (Sophomore), Last Audit (03/11/2013), and Last Refresh (03/11/2013 at 4:14 pm).
- Planner Controls:** A dropdown menu for "Add new plan" and a "Notes Mode" dropdown. There are also checkboxes for "Show completed classes" and "Load" buttons for "Edit" and "View".
- Planner Worksheet:** A summary table for student Crotty, Jolyn Katherine, ID 918888888, a Bachelor of Science degree, Sophomore classification, advised by Roy, Kevin A, in the Media Arts and Communication major with a 3.736 GPA.
- Degree Progress:** Two progress bars: "Requirements" at 38% and "Credits" at 43%.
- Bachelor of Science Degree:** A section detailing unmet conditions. A note states: "A minimum of 180 credits is required. You currently have 78 in progress or complete and still need 102 more credit(s)."
- General Education Core Requirements:** A list of requirements with checkboxes: "General Education Core Requirements" (unchecked), "Foreign Language Requirement-DFL" (checked), "Institutional Math Requirement" (checked), "Institutional Diversity (DPD) Requirement" (unchecked), and "Upper Division Requirements" (unchecked).
- Student Educational Planner:** A section for creating a plan. It includes fields for "Student", "Current Term" (Winter 2013), "Description" (circled in black), "Academic Year" (2013-2013), and "Last Modified". Below this is a "Select Term" dropdown menu (circled in black) and a "Notes" text area. At the bottom are buttons for "Save Plan", "Reload Form", "Save As...", "Delete Plan", "Process New", "Check All Terms", and "Uncheck All".

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When you have completed entering courses, click the “save plan” button. (You can also save periodically while you are working if you have several terms to enter.)

The screenshot displays the Ellucian Degree Works interface for Eastern Oregon University. The page title is "Ellucian Degree Works - Eastern Oregon University - Google Chrome". The URL is "https://dweouprd.ous.edu/IRISLink.cgi". The page features the Ellucian logo and the Eastern Oregon University logo with the tagline "The University that WORKS WITH YOU".

The interface includes a navigation bar with links: "Back to Self-Service", "Transcript", "FAQ", "Help", "Print", "Exception Management", and "Log Out". Below this is a search and filter section with fields for "Student ID", "Name", "Degree", "Major", "Level", "Classification", "Last Audit", and "Last Refresh".

The main content area is divided into several sections:

- Planner:** Includes a dropdown for "Add new plan", "Notes Mode", and a checkbox for "Show completed classes". It shows a "Needed: 54 credits of Upper-Division courses." and a list of requirements for the "Media Arts & Communication Major Requirements".
- Requirements List:** A list of requirements with checkboxes and "Needed" counts. For example, "Foundations of Mass Media" is checked, while "Foundations of Digital Media" is not. Other requirements include "Art History", "Beginning Photography", "Digital Rhetoric", "Practicum (1-12)", and "Capstone".
- Student Education Planner:** A sidebar on the right showing student information: "Student", "Current Term" (Winter 2013), "Description", "Academic Year" (2012-2013), and "Last Modified". It also has a checkbox for "Active Plan" and a dropdown for "Load in a pre-defined plan" (Fall 2013).
- Course Selection Table:** A table with columns for course ID, name, credits, and notes. The "Total" row shows 3 credits.
- Buttons:** At the bottom, there are buttons for "Save Plan", "Reload Form", "Save As...", "Delete Plan", "Process New", "Check All Terms", and "Uncheck All". The "Save Plan" button is circled in red.

The footer of the page reads "© SunGard 1995 - 2012".

Click "Process New" to generate a new worksheet using your planned courses.

The screenshot shows the Ellucian Degree Works interface for Eastern Oregon University. The browser address bar displays <https://dweouprd.ous.edu/IRISLink.cgi>. The page header includes the Ellucian logo and the Eastern Oregon University logo with the tagline "The University that WORKS WITH YOU". Navigation tabs include "Back to Self-Service", "Transcript", "FAQ", "Help", "Print", "Exception Management", and "Log Out".

The main interface is divided into several sections:

- Search and Filter:** Fields for Student ID, Name, Degree (BS), Major (Media Arts and Commur), Level (UG), Classification (Sophomore), Last Audit (03/11/2013), and Last Refresh (03/11/2013 at 4:14 pm).
- Navigation:** Buttons for Worksheets, Planner, Notes, Petitions, Exceptions, GPA Calc, and Admin.
- Planner Section:** Includes a dropdown for "Add new plan", "Notes Mode", and a "Show completed classes" checkbox. A "Load" button is present.
- Student Educational Planner Panel:** Contains student information (Student ID, Current Term: Winter 2013, Academic Year: 2012-2013), a "Print" button, and an "Active Plan" checkbox. Below this is a table for "Fall 2013" with columns for course name, credits, and notes. A "Total" row shows 3 credits.
- Bottom Panel:** Includes a "Select Term" dropdown and buttons for "Save Plan", "Reload Form", "Save As...", "Delete Plan", "Process New", "Check All Terms", and "Uncheck All".

A black arrow originates from the text "Click 'Process New' to generate a new worksheet using your planned courses." and points directly to the "Process New" button in the bottom panel.

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## Please note:

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- ▶ You can create as many plans as you'd like, but only one plan at a time can be marked as active. Please designate the plan that most closely matches your intended degree completion plan as active.
- ▶ If you plan to complete a course at another institution, please do not include it on your plan. It can be included in the notes.
- ▶ Be sure to save often.

