

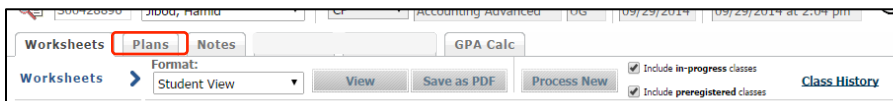
Plans Tab

The Plans Tab is a feature in DegreeWorks 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.

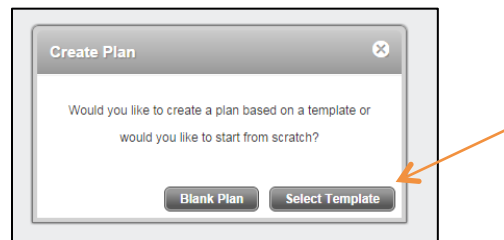
Why should you use the Plans Tab?

- It will help the student stay on track to graduate within the desired time range.
- It will help plan for registration for upcoming semesters.
- It will help students better understand remaining degree requirements.
- It will help students prepare for advising appointment with their Advisors.

1. Click on the Plans tab

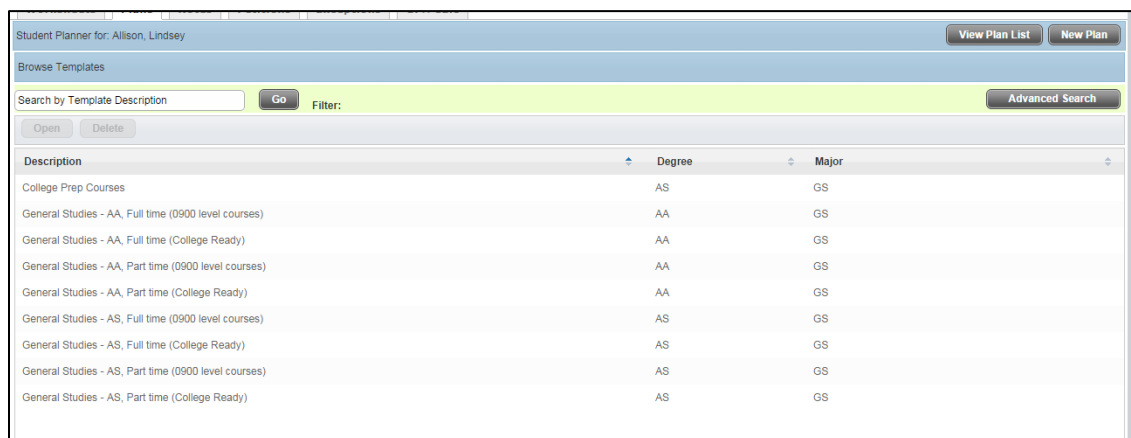


2. You will have the option to select a *Blank Plan* or to *Select Template*



TEMPLATES

3. You will see the following screen



Student Planner for: Allison, Lindsey

View Plan List New Plan

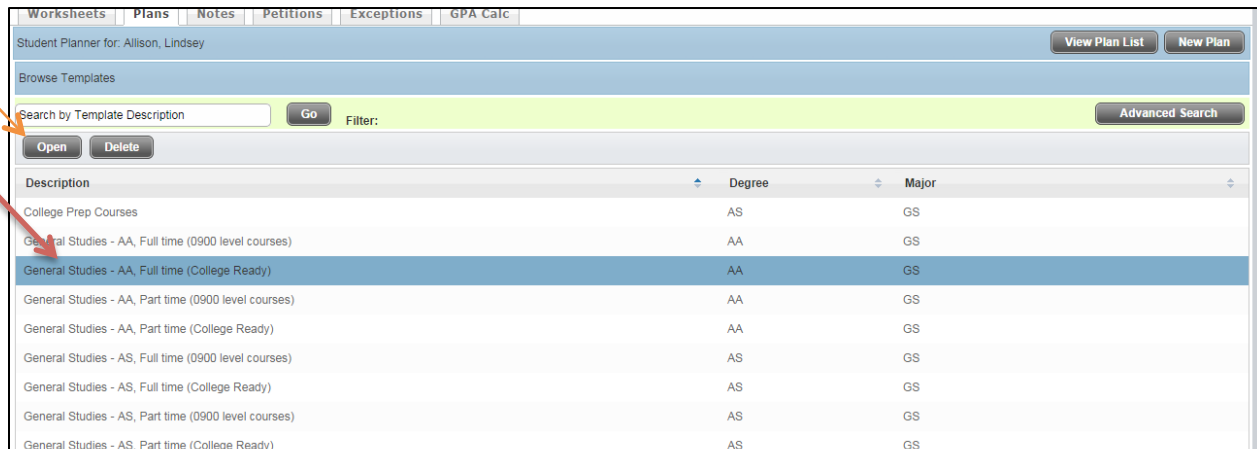
Browse Templates

Search by Template Description Go Filter: Advanced Search

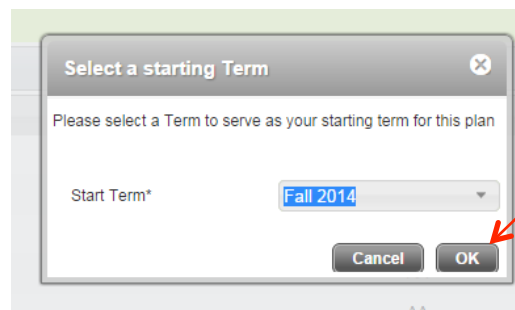
Open Delete

Description	Degree	Major
College Prep Courses	AS	GS
General Studies - AA, Full time (0900 level courses)	AA	GS
General Studies - AA, Full time (College Ready)	AA	GS
General Studies - AA, Part time (0900 level courses)	AA	GS
General Studies - AA, Part time (College Ready)	AA	GS
General Studies - AS, Full time (0900 level courses)	AS	GS
General Studies - AS, Full time (College Ready)	AS	GS
General Studies - AS, Part time (0900 level courses)	AS	GS
General Studies - AS, Part time (College Ready)	AS	GS

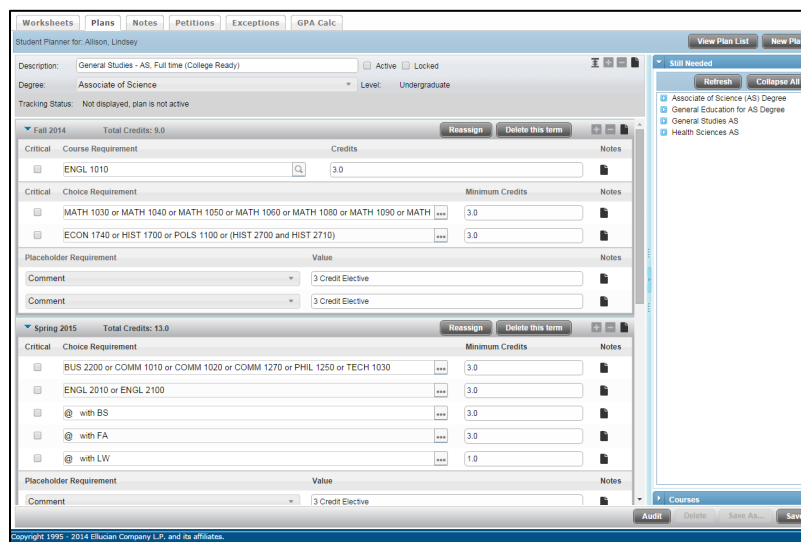
- a. Click on the desired template then clicked on the *Open* button



4. Select the **FALL** Term the student started in from the drop down menu, Click *OK*

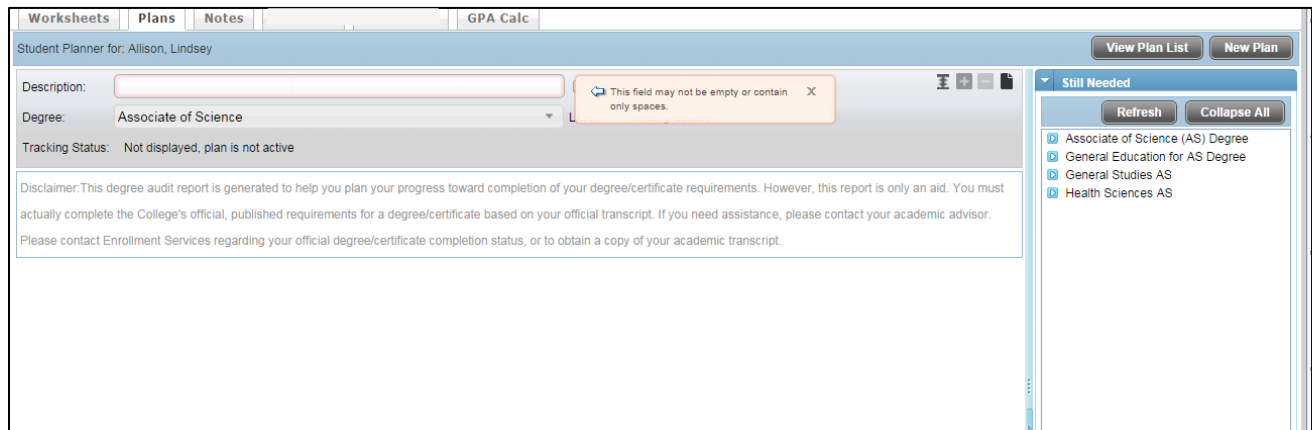


5. The template will open

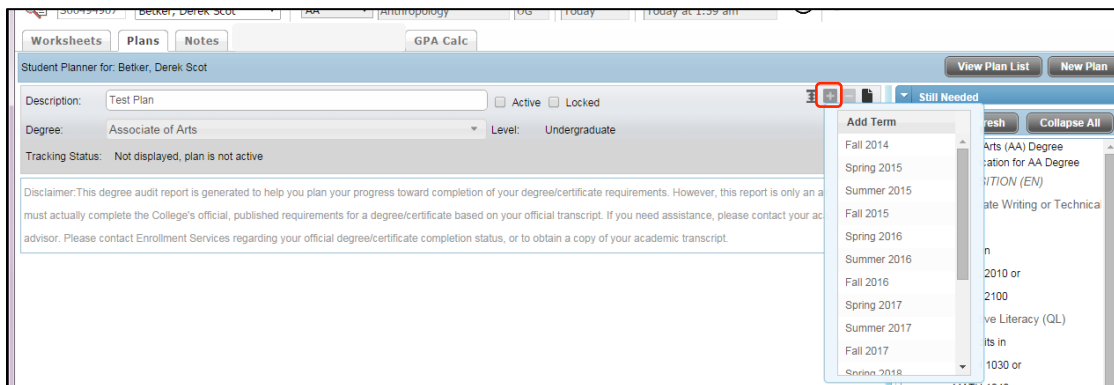


Once the Template is open you can change the template as needed by typing in the courses or by dragging the courses over.

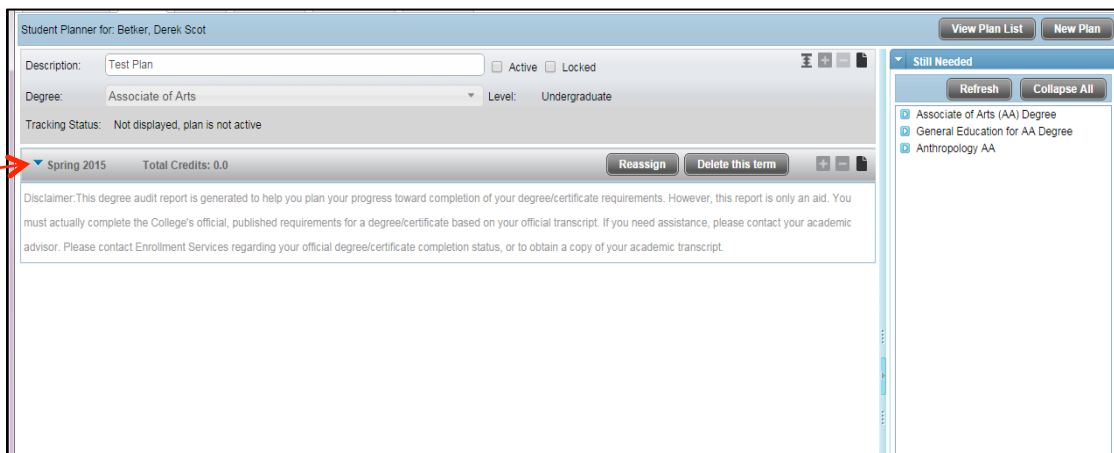
BLANK PLANS



- a. You will need to add a Description or a Title to the Plan
6. In the top right hand corner there is a Plus Symbol (+) box click this to add a term, a drop down box with the current term and the upcoming terms will appear.

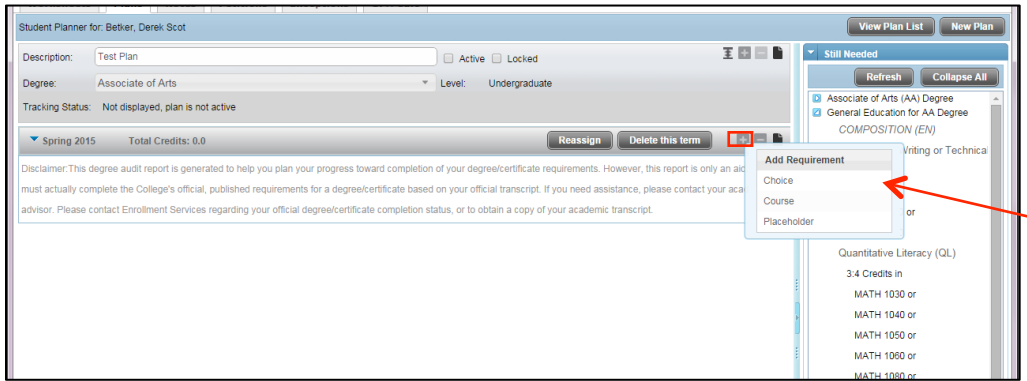


7. Click on the term you want. This will add a level.

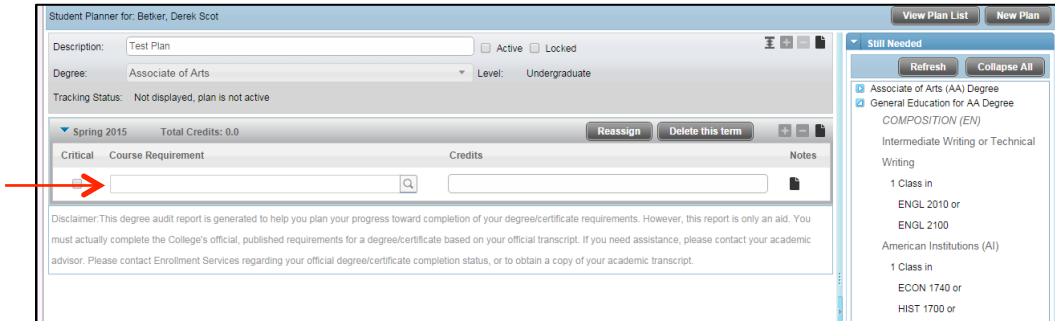


8. You have two options

a. OPTION 1: You can click on the Plus Symbol box (+) in the Term header.

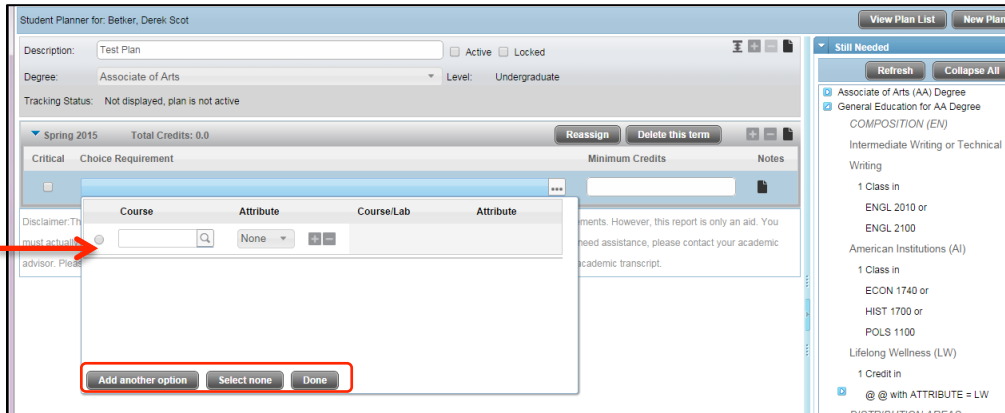


(Plus Symbol Box choices)



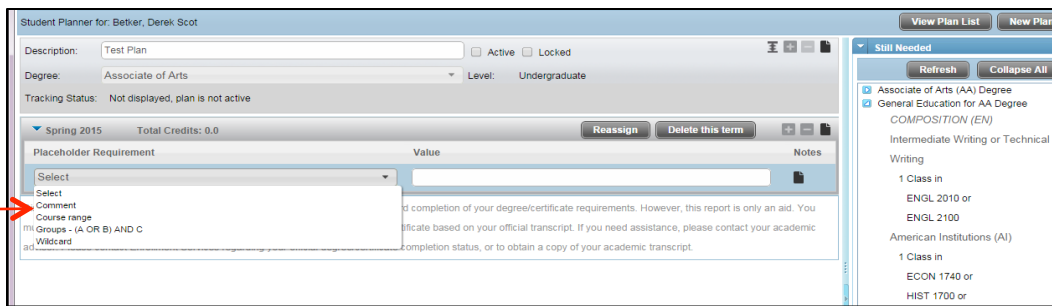
(Selecting *Course* from the Plus Box drop down)

i. You can type directly into the box which course is need, ie..MATH 0900



(Selecting *Choice* from the Plus Box drop down)

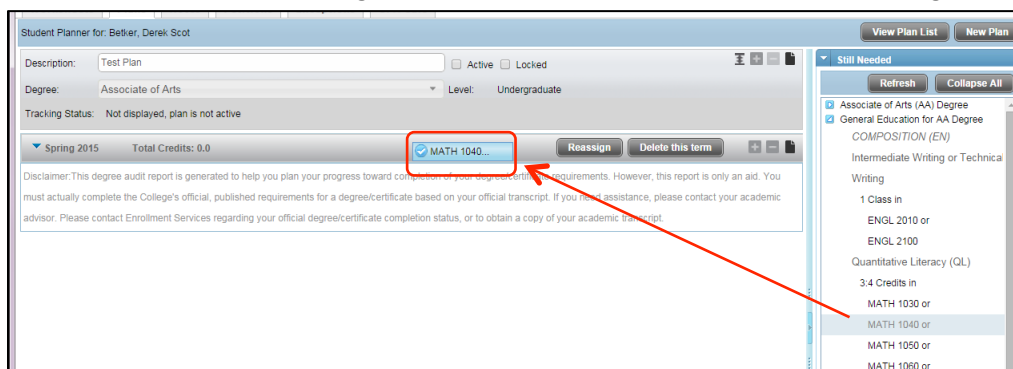
ii. If the student has multiple courses they can take to fulfill a requirement, you can type or look the course up add it, click on *Add another Option* or click on *Done*.



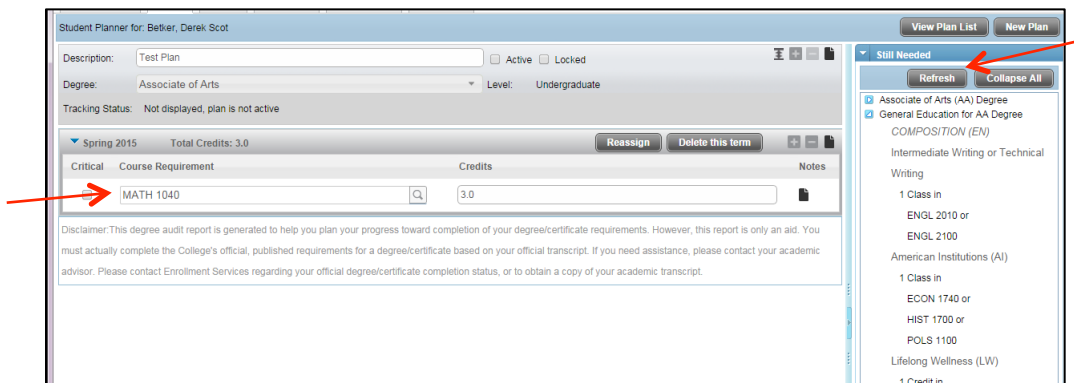
(Selecting *Placeholder* from the Plus Box drop down)

iii. You can select a *Comment, Course Range, Groups, or Wildcard*. Once chosen you can tab over and type in the option)

b. OPTION 2: You can drag a course over from the *Still Need* tree on the right

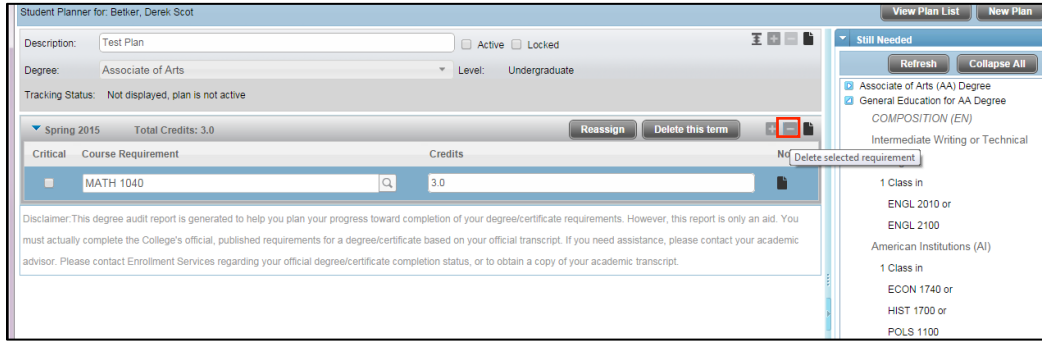


(Dragging a course from the *Still Need* Tree)

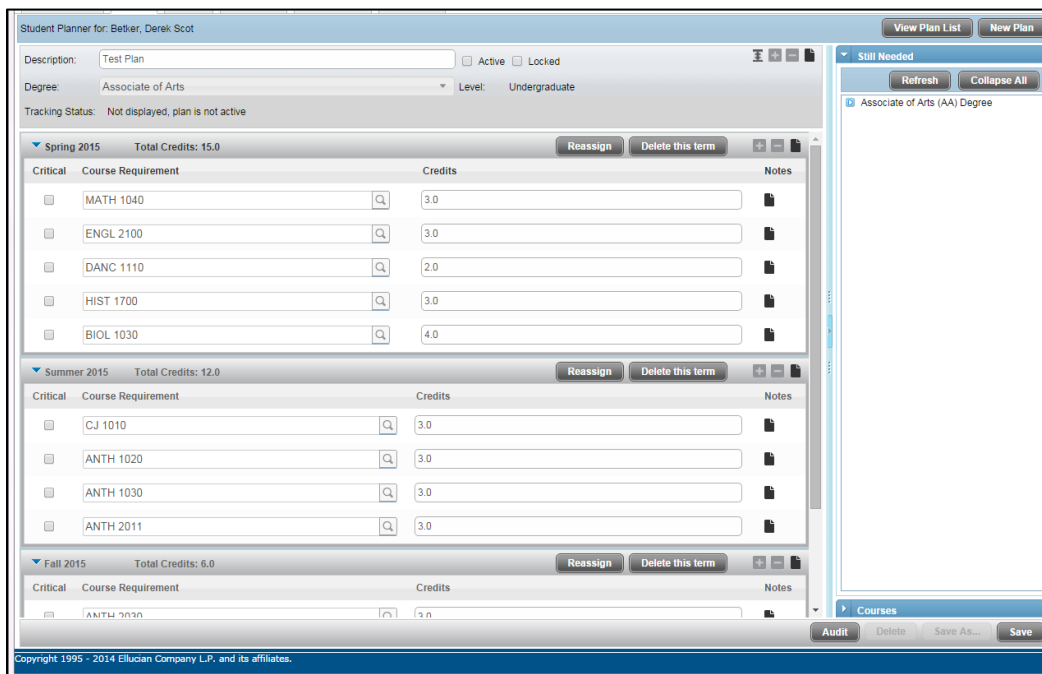


c. You will note the course is now in the Plan and once you click *Refresh* the course disappeared from the *Still Need* Tree.

- To delete a course placed in the Plan highlight the course and click on the *Dash* Symbol box (-).



- Once the Plan has been created Click *Save* in the bottom right corner. ;



Plans Options

DegreeWorks Plans has an option to make a Plan *Active* and to *Lock* a Plan.

Active Plan

A student or Advisor can create as many Plans as they like. However, only one (1) Plan at a time can be marked as *Active*.

- To activate a Plan click on the *Active* check box. Plans that are Active can be changed by anyone. However, an active Plan indicates this is the Plan the student is choosing to follow.

Description: Test plan Active Locked

Degree: Associate of Science Level: Undergraduate

Tracking Status: Not displayed, plan is not active

Locked Status

For purposes determined by Salt Lake Community College you can “lock” a Plan. By locking a Plan the only person who can edit the Plan is the individual who locked it.

12. To lock a Plan click on the *Locked* check box.

Description: Test Plan Active Locked

Degree: Associate of Applied Science Level: Undergraduate

Tracking Status: Not displayed, plan is not active

Tracking Status

DegreeWorks Plans has the ability to “track” if a student is on course and following their Active and/or Locked Plan.

Description: Test plan Active Locked

Degree: Associate of Science Level: Undergraduate

Tracking Status: Not displayed, plan is not active

Disclaimer: This degree audit report is generated to help you plan your progress toward completion of your degree/certificate requirements. However, this report is only an aid. You

Notes in Plans

You can make an overall note for the entire Plan or you can make a specific Course note.




Student Planner for: Allison, Lindsey

Description: n Active Locked

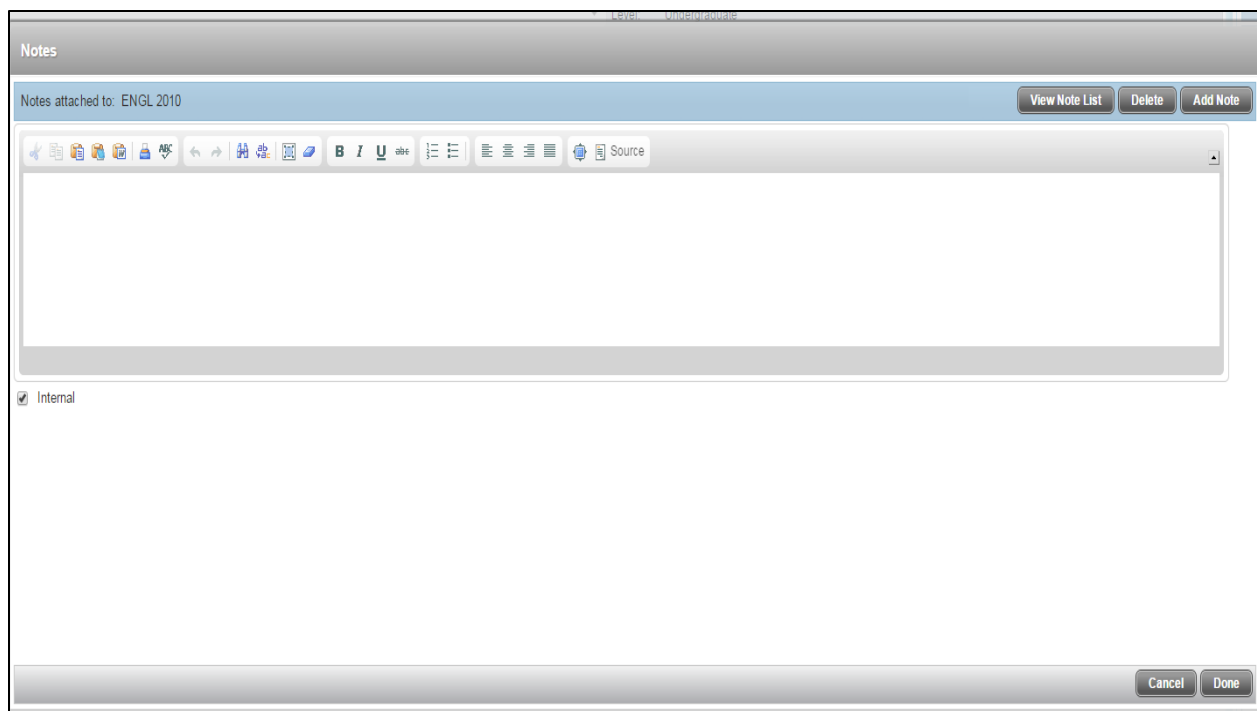
Degree: Associate of Science Level: Undergraduate

Tracking Status: Not displayed, plan is not active

Spring 2015 Total Credits: 10.0 Reassign Delete this term

Critical	Course Requirement	Credits	Notes
<input type="checkbox"/>	ENGL 1010	3.0	
<input type="checkbox"/>	MATH 1050	4.0	
<input type="checkbox"/>	ENGL 2010	3.0	

Once you click on the Notes icon a pop up will appear.



- a. Click on *Add Note*
- b. Type your note in the field
- c. Click the *Internal* check box below the typing field
- d. Click *Done* in the bottom right hand corner

Once a note has been created the note icon will change and will now have white lines. 