

Faculty and staff

Summer B Rather
LAMAR UNIVERSITY



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Introduction

DegreeWorks has a new improved modern design, feel and navigation capabilities! We are now on version 5.0.3.1

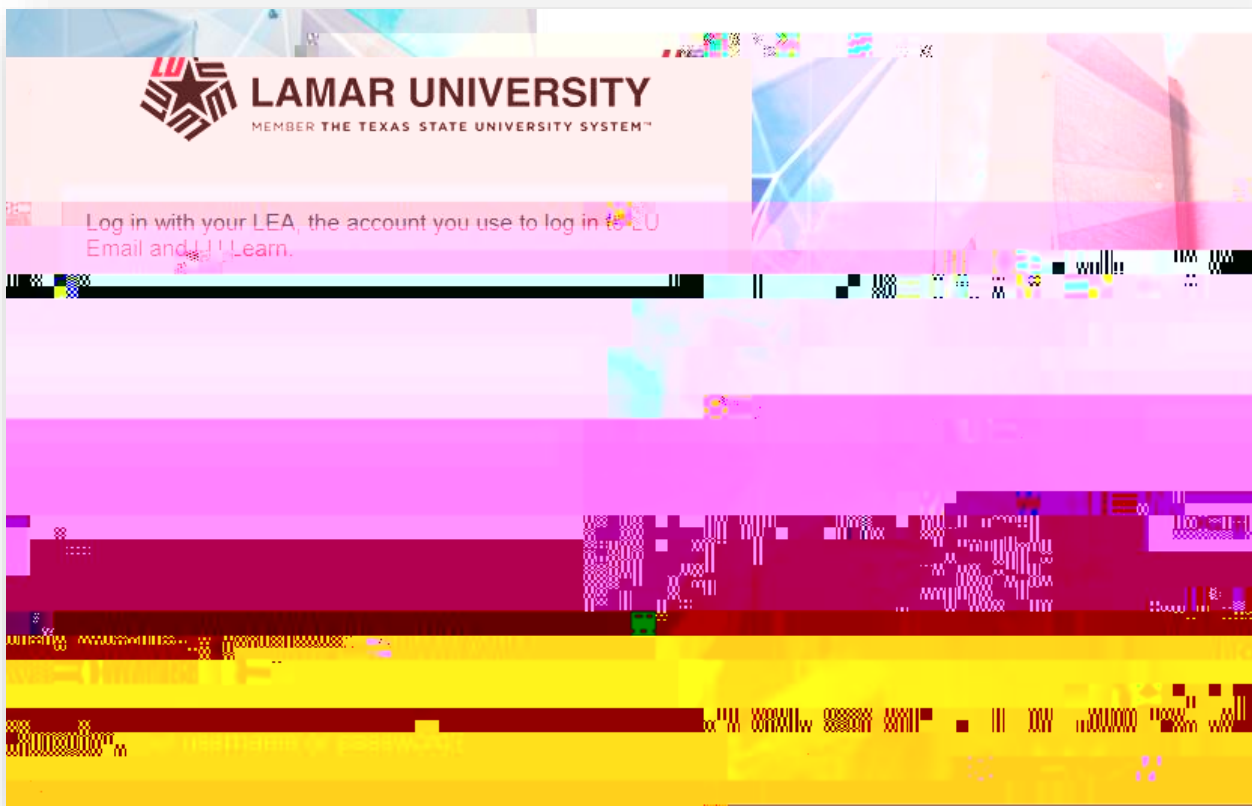
Video trainin

SINGLE SIGN ON (SOS)

Signing into DegreeWorks has become easier. Whether you go through Self-Service Banner (SSB) or Tri-Campus Banner Links, you will sign in using Single Sign On (SSO).

you may ask?

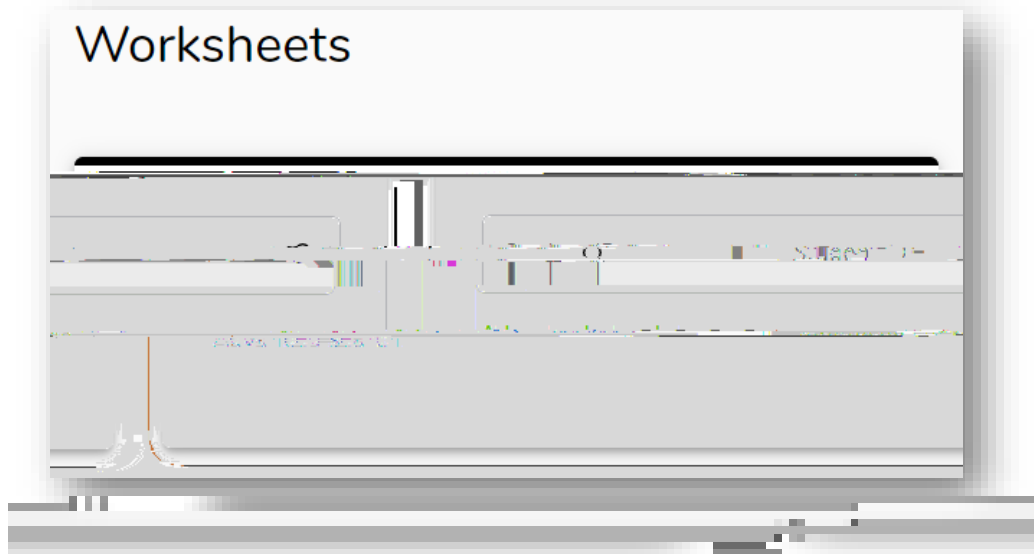
By using your LEA, the account you use to log in to your LU email with, you will be able to access applications like Banner and DegreeWorks.



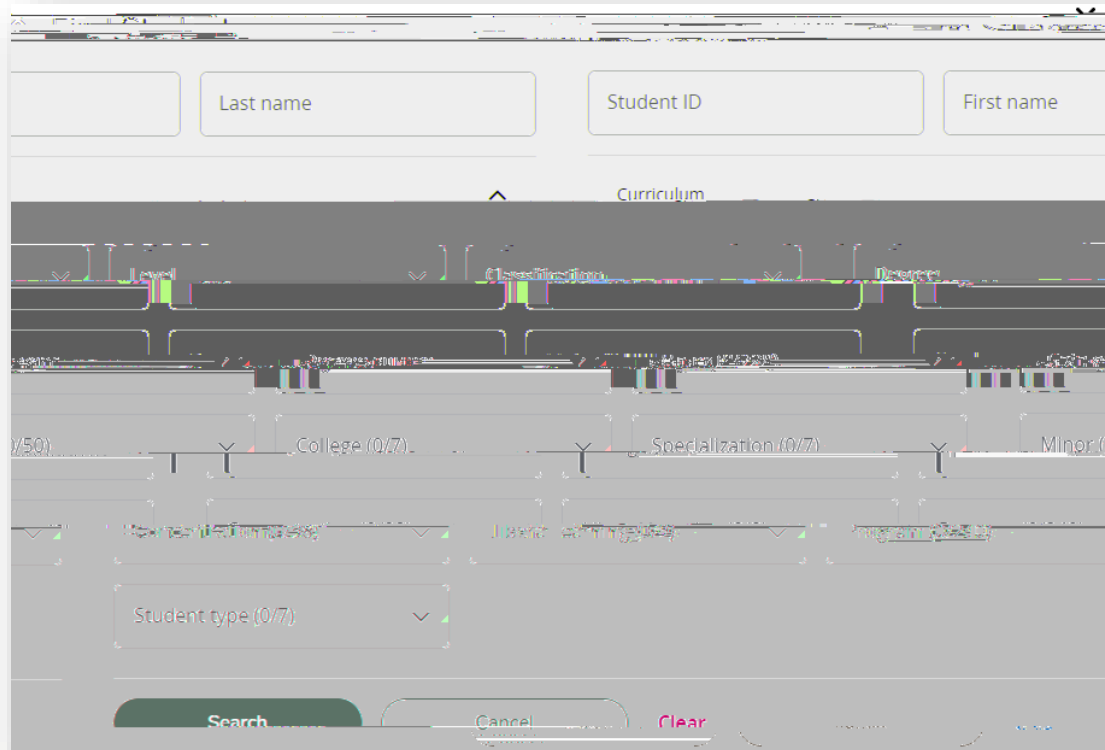
WORKSHEETS

Search for Student

Once signed in you will be brought to Worksheets, where you can search by Student ID or you can complete an Advanced Search.



enter it in the Student ID field. If you do not know the ID, then you can search by clicking on Advanced Search.



Advanced Search

Search for single student

Student ID

First and/or last name

Search for a single student or a group of students using curriculum information

Degree

Level

Classification

Catalog year

Degree source

Major

Minor

College

Concentration

Student Type

ACADEMIC

Student View

After choosing a student you will be in the Student View of the audit.

Refresh

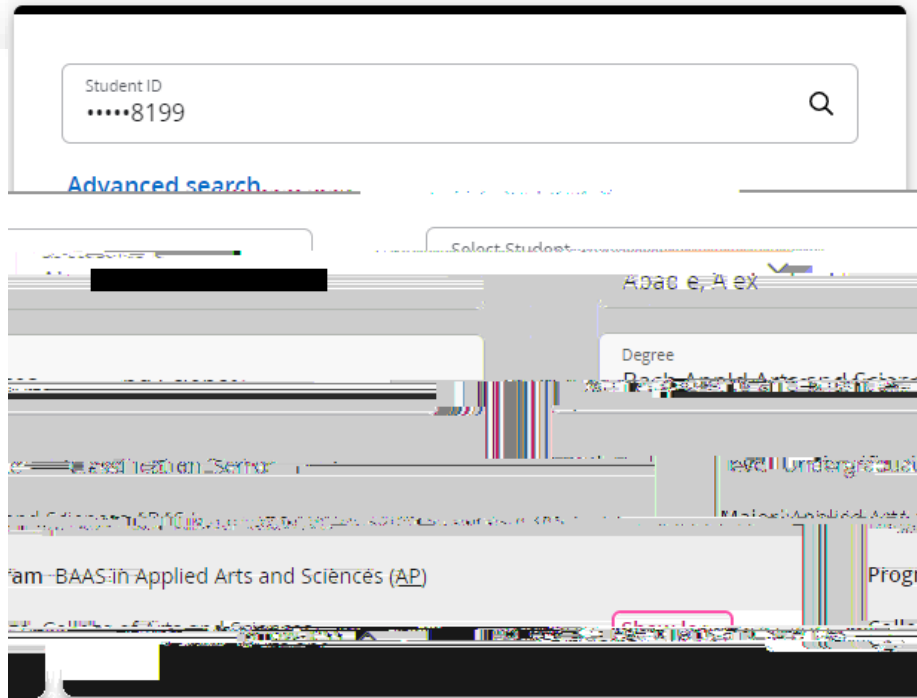
To Ref

Student Information Card

Student Info Card includes:

- Student ID
- Student Name or Select Student when choosing a group of students
- Degree
- Level
- Classification
- Major
- Concentration
- Minor
- College

In mobile view you can show more or less

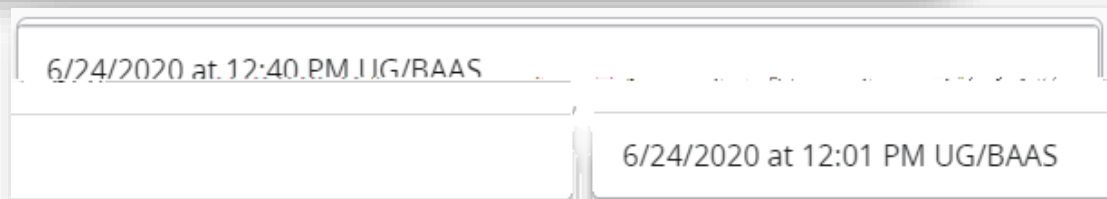
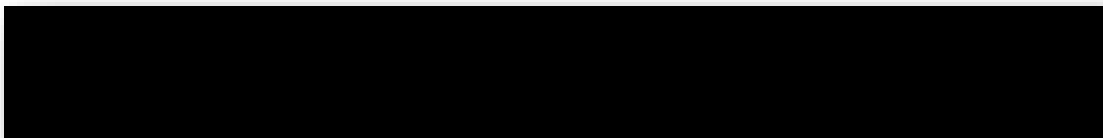


Multiple Degrees

If a student has multiple degrees, they will be found under Degree in the Student Info Card, as a drop down.

Historical Audit

You can now view an historic audit. These audits are older audits of the plan. For instance, if you ran a new audit the older audit would be viewable here. You can normally see up to 3 historical audits.



Format

There are additional formats of the Academic Audit

Student View (default)

Registration Checklist

Graduation Checklist

In addition to choosing a format you can also view the overall GPA for the degree, Degree progress (image to come), Remove In-progress and Pre-registered classes and Process an audit.

If you would like to change the format of the audit to the Registration or Graduation checklist, you will need to choose the format then click on Process.

If you want to remove In-progress and Pre-registered classes, you will need to uncheck the boxes and click on Process.

Cards

In our previous version of DegreeWorks, we called each section of the audit blocks, we will now call them Cards. These cards can all be expanded or collapsed. Cards will show Incomplete, Complete

Legend

Disclaimer

WHAT-IF ANALYSIS

What-If audits allow you to process speculative degree audits for a student using their current class history. To access the What-if analysis, click on What-If found under the Student Info card.

The course(s) will look like this on the What-If.

Processing a What-If Analysis Major

Using the Program and Areas of Study, you can see how a student will fair in a different field of study. When choosing a major, concentration, or minor make sure that you are choosing the most recent catalog. If you are looking at a newer major, concentration, or minor, they may not be available on the student s current year. Below is an example of reviewing a Bachelor of General Studies, under the 2020-2021 catalog. You will need to choose the following

- Degree
- Catalog
- Major
- Minor (optional)
- Concentration (optional)

Once you pick your options, click on Process. A What-if will be generated.

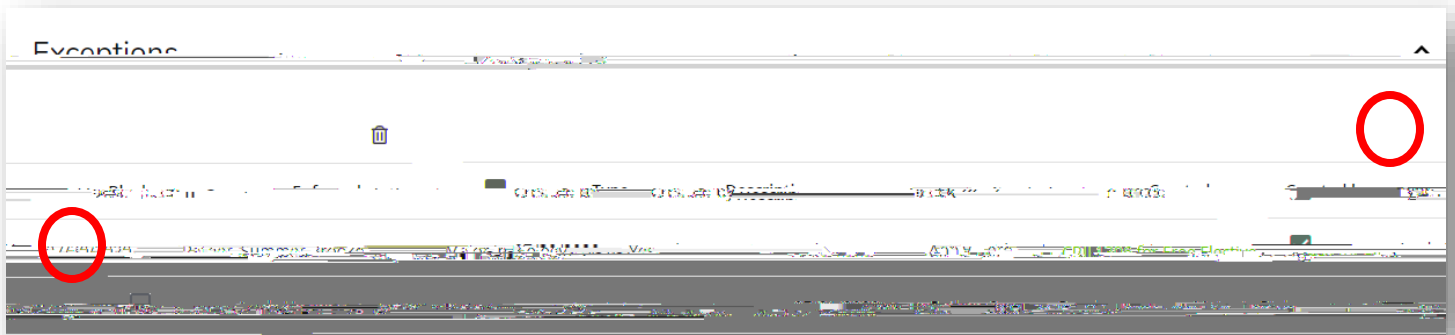
If you would like to do a What-if for a dual or double major, you can choose more than one major.

ClickETQq0. TE9.8(y)-3(ma)10(y)-3()\$2igeuT/F1 14st.7q0.00000912 0 612 792 foted.

Historic What-If Audit

When a What-if audit is generated you can save it. Click on **Save Audit** .

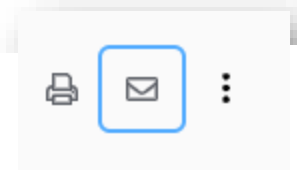
A pop-



TOOLS

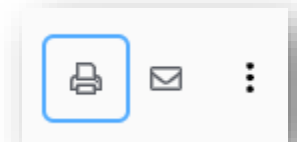
Email

Email a student about their audit can be done by clicking on the email icon. Found in the right-hand corner of the Dashboard Worksheet. This will connect you to Outlook so you can email the student.



Print/PDF

An audit can be printed or saved as a PDF if you click on the print icon. It is highly suggested to use the save as PDF option. If you want to save as a PDF click on the print icon.

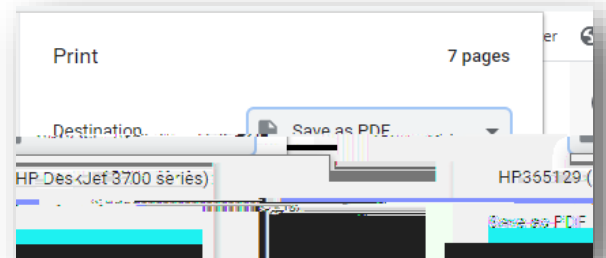


Change the Destination from the printer to Save as PDF .

Click on Save

It should ask you where you would like to Save it.

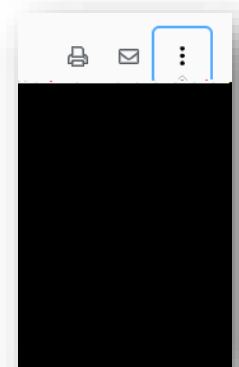
This PDF can be emailed to the student.



GPA Calculator

The GPA calculator has three types of calculators: graduation, term, and advice.

A student or advisor can enter the Desired GPA in the calculator and click on calculate t



See examples on the next page

Graduation Calculator

Advice Calculator Graduation Calculator Term Calculator

Credits required*
120

Desired GPA*
3.0

Calculate

Current GPA 2.714

Credits completed 100

Credits remaining 20

Credits required 120

Term Calculator

Advice Calculator Graduation Calculator Term Calculator Advice Calculator

Credits earned*
100

Current GPA*
2.714

Calculated GPA

By achieving the grades listed here, your GPA at the end of the term will be 2.777

Course	Grade	Credits
COSC 1871	B	3
ENGL 3310	B	3
COSC 1875	B	3
ENGL 3310	B	3
COSC 1871	B	3

Advice Calculator

Class History

the [View or
Worksheet.](#)

, a7i-3(see)6(n)-3()]TETQq0.00000912 0 612 792 reW* nBT/F1 14.04 Tf1 0 0 1 3

Notes

Notes can be found by clicking on the 3 dots on the Student View or Exceptions Worksheet.

To add a note, click on Notes. A pop-up box will appear.

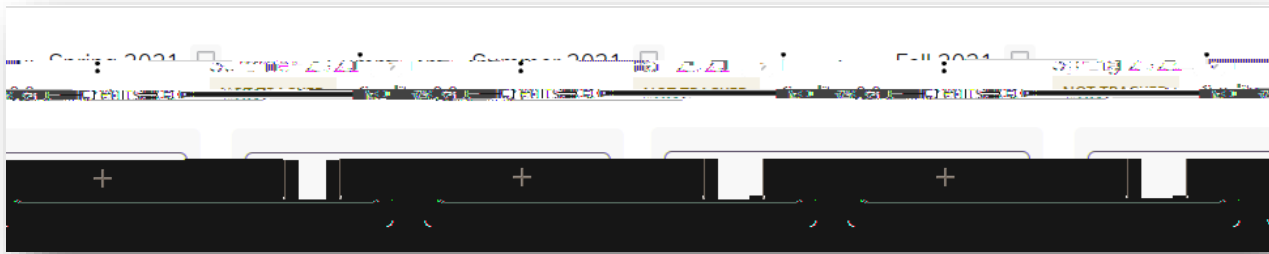
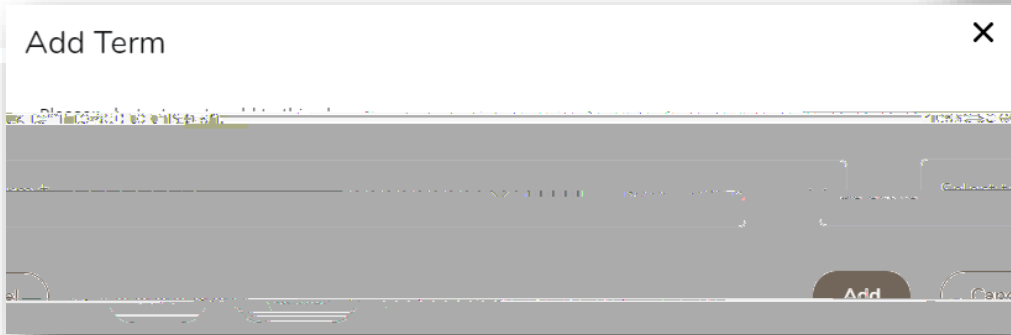
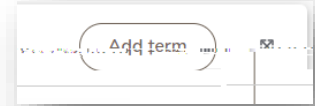
1. Click on

To view Notes, you can scroll to the bottom of the worksheet. If the note is internal the status will indicate that.

If a note needs to be deleted because it was entered in error, notify degreeaudit@lamar.edu. Only your note will be deleted, we will not delete a note if you

Adding Additional Terms

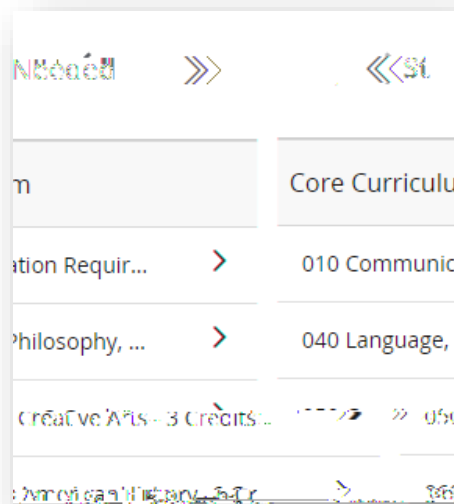
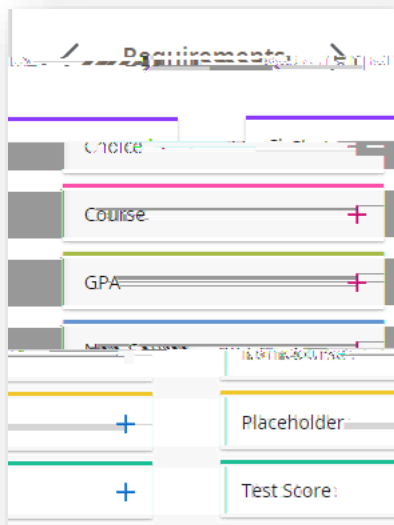
To add additional terms, click on **Add term**



Within each term you can add notes, view course information for all courses assigned to the term, reassign the term, or delete term.

Adding Requirements

To add requirements, choose the type of requirement and build from scratch or pick from the **Still Needed** pulled the student's current Student View Worksheet.




Still Needed

It is suggested that advisors and students use courses still needed when developing a plan. This will ensure courses chosen are on the actual degree plan and will be covered by Financial Aid.

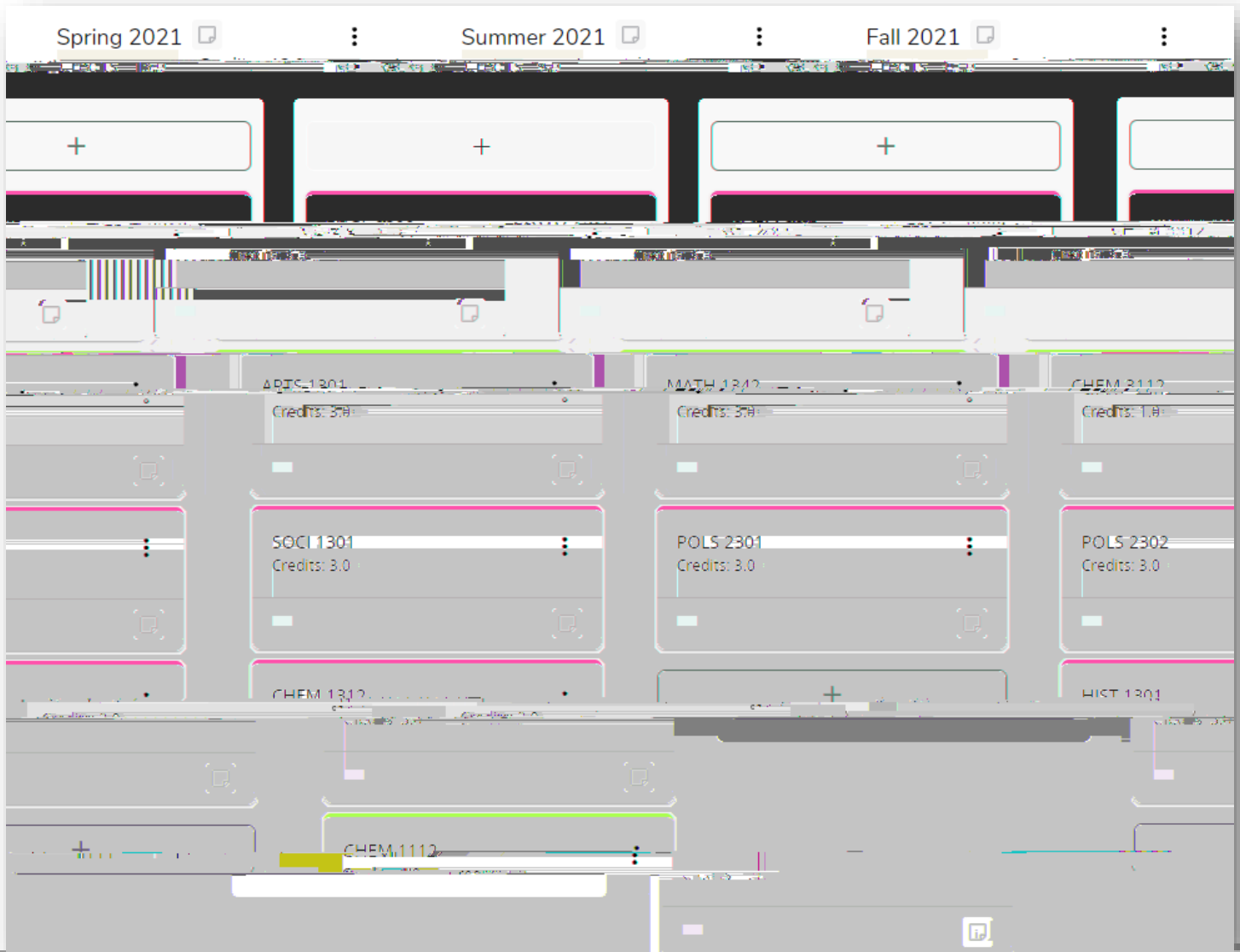
When using a course from Still Needed, you will only need to determine if there is a pre-req needed before choosing that course and if it is available for the term you are choosing.

Here are the basic steps to choose a still Needed course.

Click on a requirement, still needed. Example used is 010 Communication Requirement. A course or list of courses will appear. Choose a course from the list by clicking on the course and dragging it to the term you want to put it in. If you want to verify that it is available in that term or want to see if there are any pre-reqs required, click on the 

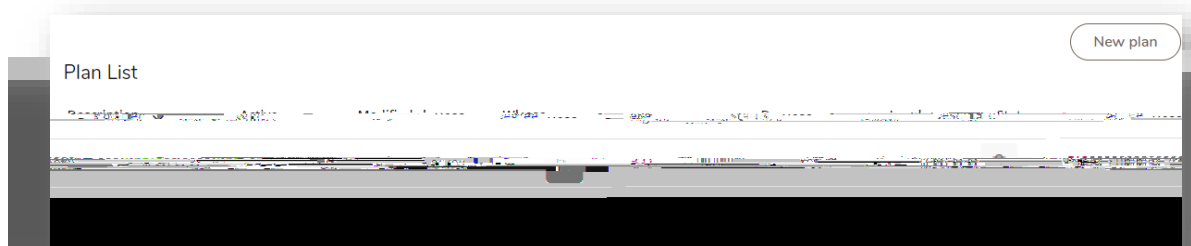
Course information will pop up on the course. If this course is available for use, grab, drag and drop into the term.

After completing the plan, it will look similar to this



The plan automatically saves and will provide a last updated time stamp about the plan.

The plan will now show up on the Plan List



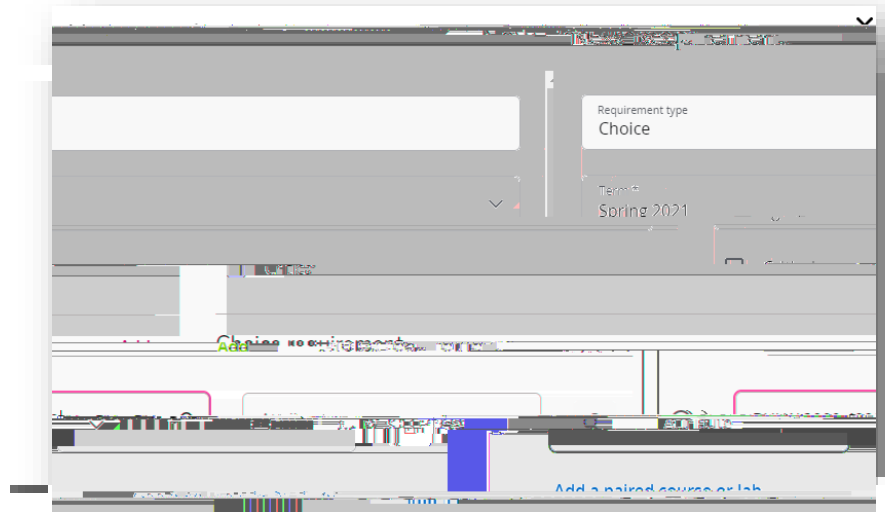
Choice

A choice requirement allows you to choose multiple courses or a range of courses.

Click on Choice and enter multiple courses or a range of courses.

Example is a range of courses

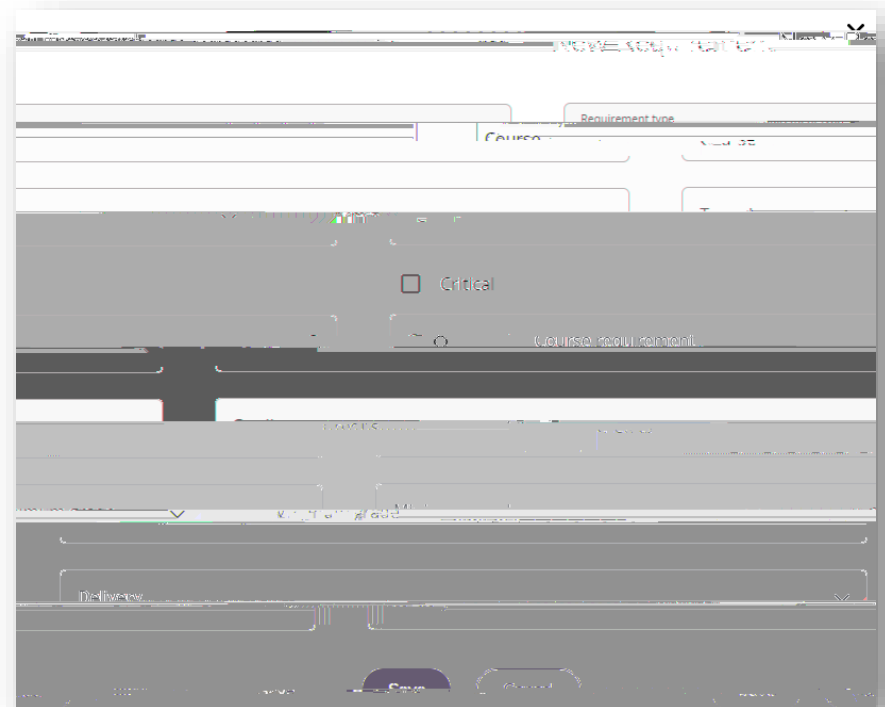
If you choose different courses, click on add to add additional course to the requirement



Course

Click on Course and enter one course requirement.

If a plan must be shared with a student, it is suggested a PDF version of the plan be saved. To save a PDF, click on Audit above the plan.



Course