

DEGREEWORKS ADVISOR HELP SHEET

❖ How to LOGIN

- Go to : EKUDirect
- Username: ECU ID#
- Password: ECU Direct Pin
- Click Faculty Services
- Click Advisor Menu
- Click DegreeWorks

❖ How to FIND a student (for those that have access to only their advisees)

- List of advisees will automatically populate
- Click Find
 1. Sort by Name, Degree, Major etc...
 2. Click Unselect all
 3. Select the student(s) whose audit you wish to review

❖ How to FIND a student (for those that have access to all students)

- Type in ECU ID in student ID field or
- Click Find
 1. Search by name or Degree, Major, etc...
 2. Choose up to three criteria and click search
 3. All checked students will load into Degree Works

❖ How to EMAIL the student – in audit view (“Student View”) simply click on student’s name

❖ REFRESH & PROCESS NEW – pulling in fresh student data

- These buttons will pull in the latest student data from Banner and run a new audit. Otherwise student data is refreshed automatically every morning and a new audit will automatically run.
- If on-demand refresh button is pushed, you must also click on process new otherwise the audit will not reflect the new data that was pulled through.

❖ DEGREE AUDIT - Reviewing Progress To Degree — The Roadmap to Graduation

- ✓ Full Audit – “STUDENT VIEW” – **Do NOT print this** (lots of paper)
 - ✓ Course Information – click on course and a box will appear with course description, any pre-reqs, and real time data on offerings in the current schedule of classes.
 - ✓ Students and advisor both see this; looks the same for both.
- ✓ Registration Checklist – what’s left to do – **This is better for students to print.**
 - ✓ Students and advisor both see this; looks the same for both.
- ✓ Graduation Checklist – only for advisors – quick view of student progress – look for green checks
 - ✓ Advisors only see this view. This is printable if you feel you need a paper record.
- ✓ PDF button – Save audit as a PDF

❖ ACADEMIC PLANNER – every student should have Current-Customized-Active-Saved-LOCKED Academic Plan

- If you plan it – we know to offer it! Only ACTIVE LOCKED plans give ECU this information.
 - All new students and at least current freshmen should have create and save an academic plan.
1. Click on PLANNER
 2. Full audit appears on left – student created/loaded plan should appear on right
 3. CHECK ACADEMIC PLAN – are all courses listed? – are any wrong courses entered on the plan?

- ✓ Important – be sure the plan is a good plan.
 - ✓ At bottom of page click on “CHECK ALL TERMS”
 - i. Can also select only a few terms to be placed into planner worksheet
 - ✓ At top click on “PROCESS NEW” – all courses in checked terms will be placed on to the planner worksheet for your review.
 - ✓ Carefully review the audit – are all areas met? Are there unnecessary or unwanted Free Electives or courses not used? If you find mistakes correct the academic plan → LOCK then SAVE the corrected plan.
4. NOTES to your advisee - after you save and lock plan change to **CALENDAR MODE**.
- ✓ **CALENDAR MODE** – at bottom make your student specific instructions (This is viewable to students).
 - ✓ Print this **CALENDAR MODE** (this view saves paper and includes your notes to the student).
- ❖ **CLASS HISTORY** – a one-button transcript of the student
 - ❖ **EXCEPTIONS and WAIVERS**
 - These will continue to be requested via exceptions forms, the Registrar’s Office will receive the completed forms, and if approved will input these into DGW.
 - ❖ **LOOK AHEAD** – add specific courses to a Look Ahead degree audit to see how they would fit into the student’s program
 - ❖ **GPA Calculator**
 - How many hours would it take to reach a desired GPA or grades a student would need to receive in specific courses in order to reach a desired GPA.
 - ❖ **WHAT IF** – how would existing coursework apply if student decides to change their program
 - ❖ **Other planner buttons:**
 - **Save AS** – should student decide to create a new or change an existing approved plan they would have to save the plan under another name which would require approval
 - **Uncheck All** – unchecks all terms previously checked
 - **Delete**-Delete a student’s plan
 1. If you delete a plan, all notes will be lost. Be sure to copy and paste applicable notes into the new plan and save new plan
 - ❖ **Degree Works Email** – send all questions, suggestions, issues to reg.dgw@eku.edu (not for student use, for advisors and departmental/college use only).