

## Advisor Functions

[Video begins]

[Scene displays EKU DegreeWorks webpage]

[Speaker Voiceover] This tutorial is intended for advisors. Advisors have the ability to refresh a student's audit. The "Refresh" button is helpful if the student made changes that same day; otherwise the changes will be refreshed with a nightly process. Examples of changes can be the student recently changed their major, received some transfer work, or recently registered for additional courses.

In this example, the student just had their change of major processed. To see the latest changes, the student's information needs to be refreshed. To refresh a student's audit, click on the arrows to refresh the student's data. Then click on "Process New". The student's audit will refresh and display the updated information. It now shows the student's new major, accounting.

As an advisor, you also have the ability to view an abbreviated version of the student's audit with the graduation checklist view. It shows a condensed version of what requirements have been completed and what sections still need to be fulfilled. To view the graduation checklist, go to "Format" and select "Graduation Checklist" from the dropdown menu. Then click "View". The graduation checklist will also be helpful to your college when processing graduation checkout. To print the graduation checklist, click on "Print" at the top of the page.

[Video ends]