[Video begins]

[Scene displays EKU DegreeWorks webpage]

[Speaker Voiceover] This tutorial will show you how to make your own degree plan without using a predefined degree plan template. In DegreeWorks, select the "Planner" tab. On the planner page you will notice a split-screen. The section to the left is your audit, to your right is your planner. You first need to assign a name to your plan under the "Description" section. If you are starting with a blank planner, you will need to select a term. The dropdown menu called "Select Term" contains current and future semesters. Select the term you wish to add courses to. Next, click the boxes to the left of each semester name. You can also use the "Check All Terms" button at the bottom, which selects all terms at once.

Now you are ready to add courses. There are two ways to add courses to your plan. The first way is to type the subject code, course number, and hours in each text field. If you choose this method, you will need to type the subject code, course number, and hours exactly as they appear in the course catalog.

Throughout the audit section you will see links to courses that will meet core curriculum requirements. To use the second method, scroll through the audit to see if there are unfulfilled courses or requirements. Once you find a course you want to use, simply click, drag, and drop it into the text field of the planner section. Repeat the process of selecting the term and adding courses until your plan is complete.

After you have finished adding courses, make sure your plan is active. The box at the top of the planner section labeled "Active Plan" should be checked. It is extremely important to note that only one plan can be active in DegreeWorks. Active plans are used by the university to plan future course offerings. Now go ahead and click the "Save" button to save your plan. After that, we can apply our newly created plan to the audit by clicking the "Process New" button.

You will notice the left side of your screen will refresh and your plan of courses will appear. A green arrow next to a course in the planner section indicates that there is additional information available about the course. For example, there may be a prerequisite required to take that course. Click on the arrow to view the course information.

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Finally after consulting with your advisor on an appropriate plan, your advisor may choose to lock your plan of study. Only locked and active plans are used by the university to plan future course offerings. Only an advisor can lock a student's plan. Advisors approve the plan by locking the student's plan. While a student can adjust their locked plan, they cannot save those changes unless they save it under a new name. An advisor can review a revised plan and approve it by making it the student's new active and locked plan. For questions about DegreeWorks, click on the "Frequently Asked Questions" tab at the top of the page.

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