

DEGREE WORKS RESPONSIVE DASHBOARD

TRAINING MANUAL

JULY 2021

CONTACT

DegreeWorks@rowan.edu

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Introduction to Degree Works

Degree Works is an academic advising and degree audit tool that helps advisors and students track their degree progress in real-time. It tracks coursework, grades, GPA requirements, credits and other relevant student data, and displays the information in accordance with program requirements. This tool allows advisors and students to quickly identify outstanding requirements and make a plan to achieve degree completion on time.

The Responsive Dashboard offers:

- Modern Design
- Mobile Friendly
- ADA Compliant
- Personalized Experience
- Fresh Clean Look



Objectives

By the end of this manual the user will be able to:

1. Access the Degree Works Responsive Dashboard
2. Review Degree Audit Worksheet
3. Use Audit Tools (What-If, GPA Calculator, Print, and Contact a Student)
4. Add Notes to a Student's Audit

ACCESS DEGREE WORKS

ACCESS DEGREE WORKS

1. Visit ssb.rowan.edu.
2. Log on to Self-Service Banner.
3. Select the **Faculty & Advisors** tab.

RowanUniversity

Main Personal Information Faculty & Advisors Employee Bursar

Search Go

4. Select **Advising Services**.

Main Personal Information Faculty & Advisors Employee Bursar

Search Go

Faculty Services

Faculty Services
Menu of services has been updated to include attendance verification, class lists, wait list, grade entry, missing and final grades

Advising Services
Menu of advising services that have migrated to Banner 9

Submit Electronic Forms
Submit Electronic Forms for Faculty

5. The Advisee Search will appear. Select the appropriate term.
6. Search by Student ID (Banner ID), Student Email, or Student Name.

Advising • Advisee Search

Advisee Search

Change term, search for a student, or view your advisee listing

Term

Winter Session 2021-2022

View advisee listing, or search by

Student ID
 Student Email
 Student Name

Student ID

[View Profile](#) [View My Advisee Listing](#)

ACCESS DEGREE WORKS

7. Select View Profile.

Change term, search for a student, or view your advisee listing

Term
Fall 2021

View advisee listing, or search by
 Student ID
 Student Email
 Student Name

Student Name
Student, Test

Student Test M.

View Profile [View My Advisee Listing](#)

8. The student's profile will appear. Select **Degree Works (Responsive)** from the navigation panel on the left.

Advising • [Advisee Search](#) • [Student Profile](#)

Student Profile - [REDACTED]

Term: Fall 2021	Standing: Not Calculated, as of Spring 2021	Overall Hours: 22	Overall GPA: 2.800	Registration Notices: 4	Holds: 0						
	Bio Information Email: Phone: Emergency Contact: Emergency Phone:	Not Provided Not Provided Not Provided	CURRICULUM, HOURS & GPA <table border="1"><thead><tr><th>Primary</th><th>Secondary</th><th>Hours & GPA</th></tr></thead><tbody><tr><td>Degree: Bachelor of Science Study Path: Not Provided Level: Undergraduate Program: BS Human Resource Management College: College of Business Major: Human Resource Management Department: Management & Entrepreneurship Concentration: Not Provided Minor: Not Provided Concentration: Not Provided Admit Type: Special Admit Admit Term: Fall 2020 Catalog Term: Fall 2020</td><td></td><td></td></tr></tbody></table>	Primary	Secondary	Hours & GPA	Degree: Bachelor of Science Study Path: Not Provided Level: Undergraduate Program: BS Human Resource Management College: College of Business Major: Human Resource Management Department: Management & Entrepreneurship Concentration: Not Provided Minor: Not Provided Concentration: Not Provided Admit Type: Special Admit Admit Term: Fall 2020 Catalog Term: Fall 2020				
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Curriculum and Courses	General Information 1 Level: Class: Status: Student Type: Residency: Campus: First Term Attended: Matriculated Term: Last Term Attended: Leave of Absence:	Undergraduate Freshman Active Student Continuing In state resident Not Provided Fall 2020 Not Provided Spring 2021 Not Provided									
Prior Education and Testing	Graduation Information Graduation Applications:	None									
Additional Links	Advisors Primary / Major										
Academic Transcript											
RSN by Starfish											
Degree Works (Responsive)											

REGISTERED COURSES

Course Title	Details	CRN	Hours	Registration Status
Structures Of Mathematics I	MATH 0120...	42481	3	**Web Registered**
Principles of Accounting I	ACC 03210 10	43436	3	**Web Registered**
Indians of North America	ANTH 0231...	44009	3	**Web Registered**

9. The Degree Works Responsive Dashboard will appear.

DEGREE AUDIT WORKSHEET OVERVIEW

DEGREE AUDIT WORKSHEET OVERVIEW

The Degree Audit Worksheet has several sections which will be reviewed in detail in this manual.

1. Student Header
2. Print Audit or Contact a Student
3. GPA Calculator, Class History, and Notes
4. Degree Progress
5. Degree Audit Blocks
6. Legend

1

2

3

4

5

6

DEGREE AUDIT WORKSHEET OVERVIEW

STUDENT HEADER

The Student Header provides useful information regarding the student such as degree, major, minor, college, and advisor.

The screenshot shows a 'Worksheets' interface with the following fields and filters:

- Student ID: [REDACTED]
- Name: [REDACTED]
- Degree: Bachelor of Science
- Advanced search link
- Level: Undergraduate
- Classification: Freshman
- Major: Human Resource Management - UG
- Program: Human Resource Management (BS)
- College: College of Business
- Advisor: [REDACTED]

Search for a Student in Degree Works

You can use the Student Header to search for other students within Degree Works.

1. Type the student's Banner ID in the Student ID field and select Enter.
2. If you do not know the student's Banner ID, select **Advanced Search**.

The screenshot shows the 'Advanced search' interface with the following fields:

- Student ID: [REDACTED]
- Advanced search button (highlighted with a red box)

3. Search for the student by name or filter by degree, major, class, etc. When you have chosen the appropriate criteria, select **Search**.

The screenshot shows the 'Find Students' search interface with the following fields and filters:

- Student ID
- First/middle name
- Last name
- Curriculum section with dropdowns for:
 - Degree
 - Level
 - Classification
 - Catalog year
 - Major (0/549)
 - Minor (0/91)
 - College (0/14)
 - Concentration (0/247)
 - Program (0/346)
- Clear, CANCEL, and SEARCH buttons (the SEARCH button is highlighted with a red box)

DEGREE AUDIT WORKSHEET OVERVIEW

4. A list of students will appear based on your criteria. Use the check boxes to select or deselect the students you want to view then click **Select**.

Find Students

Student ID: smith

Curriculum:

Students found: 39

ID	Name ↑	Degree	Major	Level	Classification
[Red Box]	[Red Box]	BA	Psychology (BA) - UG	UG	Sophomore
[Red Box]	[Red Box]	BS	Computer Science - UG	UG	Sophomore
[Red Box]	[Red Box]	BA	Law & Justice - UG	UG	Sophomore

CANCEL SELECT

5. Use the Select Student drop-down to view the list of students. Select a student from the list.

Student ID: [Red Box]

Q: Select Student

Advanced search

The student's degree audit worksheet will appear.

Degree Selection

If a student has multiple majors, degrees, or a certificate, you can view their additional requirements.

1. Select the Degree drop-down in the Student Header.

Student ID: [Red Box] X

Select Student

Advanced search

Level Undergraduate Classification Sophomore Major Accounting - UG Program Accounting (BS) College College of Business

Degree: Bachelor of Science

2. The Degree options will appear. Select the appropriate option.

Student ID: [Red Box] X

Select Student

Advanced search

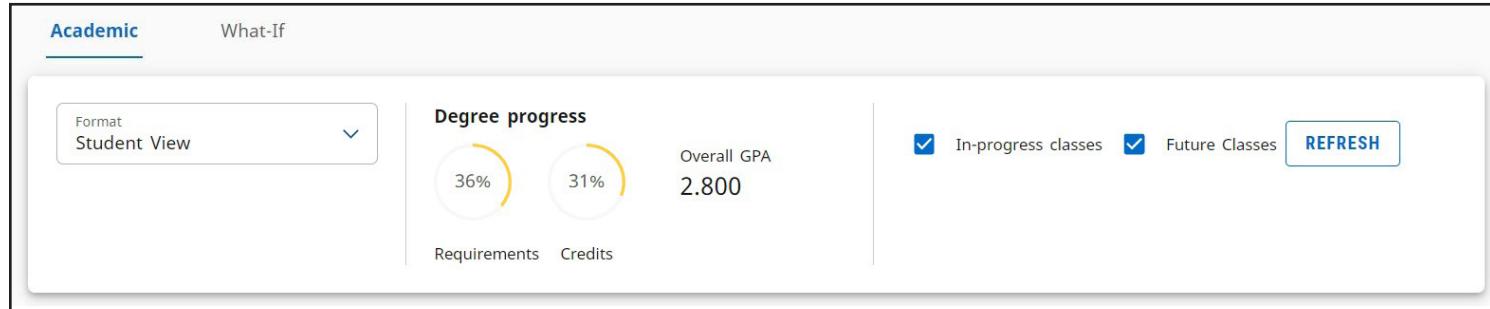
Level Undergraduate Classification Sophomore Major Accounting - UG Program Accounting (BS) College College of Business

Degree: Bachelor of Science

DEGREE AUDIT WORKSHEET OVERVIEW

DEGREE PROGRESS

The Degree Progress shows the percentage complete of the student's requirements and credits as well as their overall GPA.

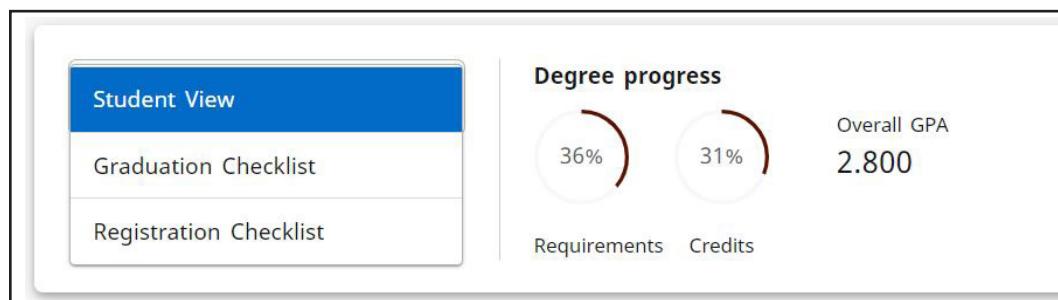


The Requirements progress will not always equal the Credits progress.

Progress will not equal 100% until all of the courses are complete and graded. A graduating senior who has completed all credits and course requirements and is preparing for graduation will reach 98% until the grades are submitted at the end of the term.

Format Selection

The default format is Student View. You can change the format of the audit by selecting the Format drop-down.



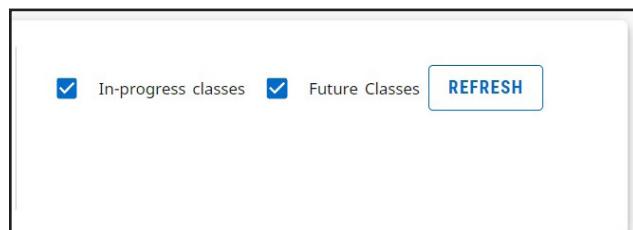
Student View - The default and most frequently used format. Displays a detailed view of the student's degree requirements.

Graduation Checklist - Displays which courses fulfilled each requirement.

Registration Checklist - Displays outstanding requirements and suggestions to fulfill them.

In-Progress and Future Classes

The audit displays in-progress and future classes and counts them toward the student's degree progress. Uncheck one or both of the boxes and select **Refresh** to view the student's progress without those classes.



DEGREE AUDIT WORKSHEET OVERVIEW

DEGREE AUDIT BLOCKS

The Degree Audit is divided into multiple sections called blocks. The blocks will show the student's progress towards their degree.

Collapse and Expand Blocks

You can collapse the blocks for quick navigation through the audit.
To collapse all of the blocks in the audit, select Collapse all.

[Collapse all ^](#)

Degree in Bachelor of Science INCOMPLETE

Credits required: 120 Credits applied: 40 Catalog year: 2020-2021

120 Credits are required for this degree for graduation **Still needed:** At least 120 credits are required. You currently have 40; you still need 80 more credits.

Minimum 30 Credits Taken in Residence.

Minimum Cumulative 2.0 GPA Requirement

To expand all of the blocks in the audit, select Expand all. You can also use the arrows within each block to collapse and expand the block.

[Expand all ^](#)

Degree in Bachelor of Science INCOMPLETE

Credits required: 120 Credits applied: 37 Catalog year: 2020-2021 GPA: 2.800

Rowan Experience INCOMPLETE

Credits applied: 1 Catalog year: 2020-2021 GPA: 3.700

Rowan Core (General Education) INCOMPLETE

Credits applied: 21 Catalog year: 2020-2021 GPA: 2.575

DEGREE AUDIT WORKSHEET OVERVIEW

Each block header includes the number of credits applied from that block, the catalog year, and if the requirements of the block have been completed. The first block is the Degree Overview. It shows a summary of the main components necessary to obtain the degree.

Degree in Bachelor of Science INCOMPLETE

Credits required: 120 Credits applied: 40 Catalog year: 2020-2021

120 Credits are required for this degree for graduation **Still needed:** At least 120 credits are required. You currently have 40; you still need 80 more credits.

Minimum 30 Credits Taken in Residence.

Minimum Cumulative 2.0 GPA Requirement

The subsequent blocks show the credits that have been completed and how they have been completed. They also show incomplete requirements and instructions for how to complete them.

Completed Requirements

The requirements that the student has completed are denoted by a green check mark. The course name, students grade, number of credits, and term the course was taken are to the right of the requirement.

Rowan Experience INCOMPLETE

Credits applied: 1 Catalog year: 2020-2021

Courses may also carry more than one designation (attribute) so that one course may meet two or more Rowan Experience requirements as well as general education or major requirements.(However, the credits may only count one time.) Please speak with your advisor if you have any questions.

	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/> Broad-based Literature						
	Still needed:	3 Credits in @ @ with attribute = LIT				
<input checked="" type="checkbox"/> Rowan Seminar	BUS 01100	HOW TO SUCCEED IN BUS SCH-RS	A-	1	Fall 2020	
<input type="radio"/> Writing Intensive						
	Still needed:	3 Credits in @ @ with attribute = WRIT				

Incomplete Requirements

The requirements that a student has not completed are denoted by a red circle. The course that is still needed to satisfy the requirement is listed to the right. The @ symbol means any course number will satisfy the requirement.

Rowan Experience INCOMPLETE

Credits applied: 1 Catalog year: 2020-2021

Courses may also carry more than one designation (attribute) so that one course may meet two or more Rowan Experience requirements as well as general education or major requirements.(However, the credits may only count one time.) Please speak with your advisor if you have any questions.

	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/> Broad-based Literature						
	Still needed:	3 Credits in @ @ with attribute = LIT				
<input checked="" type="checkbox"/> Rowan Seminar	BUS 01100	HOW TO SUCCEED IN BUS SCH-RS	A-	1	Fall 2020	

DEGREE AUDIT WORKSHEET OVERVIEW

Course Information

To get more information about a course that will satisfy a requirement, select the name of the course.
Note: The check mark icon next to the course name denotes a prerequisite is needed.

<input type="radio"/> Calc Techniques & Applications or Calc I - Minimum Grade C- (Satisfies Quantitative Literacy)	Still needed:	1 Class in MATH 03125 or 01130
<input type="radio"/> Statistics I - Minimum Grade C- (Satisfies Quantitative Literacy)	Still needed:	1 Class in STAT 02260

The Course Information window will appear. You will see prerequisite information, course information, and the sections that are scheduled for a current or upcoming term.

Course Information

MATH 03125 - 3 Credits - CALC TECHNIC/APPLIC

Attributes:
UGRD SM QNTL GNED GCAT CAT

Prerequisites:
Test **CLM** with a minimum score of 060 or Test **CLMR** with a minimum score of 060 or **MATH 01123** with a minimum grade of C- or **MATH 01122** with a minimum grade of C- or Test **S02** with a minimum score of 600 or Test **A02** with a minimum score of 27 or Test **S12** with a minimum score of 620 or **MATH 01124** with a minimum grade of C- or Test **AAF** with a minimum score of 276

This course introduces students to the fundamental concepts and techniques of differential and integral calculus. Emphasis is placed on practical and informative applications of limits, derivatives and integrals in today's world, with those in business highlighted. A graphics calculator is required. Students are expected to have completed an equivalent of the course of College Algebra.
Prerequisites: C- or better in MATH 01122 or MATH 01123 or MATH 01124 or CLM score of 60+ or AAF score of 276+ or Old SAT score of 600+ or New SAT score of 620+ or ACT 27+

Sections:

Term	CRN	Section	Seats open	Meeting times
Fall 2021	42372	1	1 (out of 30)	W F 08:00am - 09:15am

Requirements In-progress

The requirements that the student is currently registered for are denoted by a blue half filled circle. The course the student registered for, number of credits, and term are to the right of the requirement.

<input type="radio"/> BUSINESS FOUNDATIONAL COURSES					
<input checked="" type="radio"/> Principles of Marketing	MKT 09200	PRINCIPLES OF MARKETING	R	(3)	Fall 2021
<input checked="" type="radio"/> Principles of Accounting I	ACC 03210	PRINCIPLES OF ACCTG I	R	(3)	Fall 2021

DEGREE AUDIT WORKSHEET OVERVIEW

Additional Courses Applying to Credit Total Block

This block lists any courses that are not currently used to fulfill specific degree requirements. However, the grades and credit hours will factor into the student's overall GPA and total credit hours earned.

Additional Courses Applying to Credit Total

Credits applied: 16 Classes applied: 6

Course	Title	Grade	Credits	Term	Repeated
ANTH 02215	MEDICAL ANTHROPOLOGY	R	(3)	Summer 2021	
ARHS 03130	ART APPRECIATION	R	(3)	Summer 2021	
CHEM 06101	CHEMISTRY II	D	4	Spring 2017	
MUS 04118	MUSIC FUNDAMENTALS	R	(3)	Summer 2021	
MUS 40201	HISTORY OF POPULAR MUSIC	R	(3)	Summer 2021	

Insufficient Courses Block

This block lists any courses that did not meet the minimum grade or some other requirement and cannot be used in the audit.

Insufficient

Credits applied: 0 Classes applied: 2

Course	Title	Grade	Credits	Term	Repeated
CS 01110	COMPUTING ENVIRONMENTS	NC	0	Fall 2020	
POSC 07320	INTERNATIONAL RELATIONS	NC	0	Spring 2021	

In-progress Block

This block lists all of the courses the student is currently registered for and taking.

In-progress

Credits applied: 12 Classes applied: 4

Course	Title	Grade	Credits	Term	Repeated
ANTH 02215	MEDICAL ANTHROPOLOGY	R	(3)	Summer 2021	
ARHS 03130	ART APPRECIATION	R	(3)	Summer 2021	
MUS 04118	MUSIC FUNDAMENTALS	R	(3)	Summer 2021	
MUS 40201	HISTORY OF POPULAR MUSIC	R	(3)	Summer 2021	

DEGREE AUDIT WORKSHEET OVERVIEW

Future Classes Block

This block lists all of the courses the student is registered for in future semesters.

Future Classes					
Course		Title	Grade	Credits	Term
ACC 03416		ADV ACCOUNTING	R	(3)	Fall 2021
ACC 03425		INTERNATIONAL ACCOUNTING	R	(3)	Fall 2021
ACC 98300		LAW FOR ACCOUNTANTS	R	(3)	Fall 2021
MGT 06402		BUSINESS POLICY	R	(3)	Fall 2021
STAT 02261		STATISTICS II	R	(3)	Fall 2021

Notes Block

This block displays any notes entered by an advisor.

Notes			
Status	Description	Created on	Created by
	Student approved for graduation!	07/14/2021	Doe, John
	Met with student to discuss internship this summer.	07/14/2021	Doe, John
	Student can use Intermediate Accounting to satisfy QNTL Literacy	07/14/2021	Doe, John

LEGEND

At the bottom of the audit, you will see a legend that explains the icons found in the degree audit.

Legend	
<input checked="" type="checkbox"/>	Complete
<input type="radio"/>	Complete (with classes in-progress)
<input checked="" type="checkbox"/>	Prerequisite
(R)	Repeated class
<input type="radio"/>	Not complete
<input type="checkbox"/>	Nearly complete - see advisor
@	Any course number

DEGREE AUDIT WORKSHEET OVERVIEW

PRINT A STUDENT'S DEGREE AUDIT

Select the **Print icon** at the top of the Degree Audit Worksheet to print the student's audit. The print options will appear.

Worksheets

Student ID	X	Name	Degree Bachelor of Science
Advanced search			
Level Undergraduate	Classification Freshman	Major Human Resource Management - UG	Program Human Resource Management (BS)
College College of Business	Advisor		

CONTACT A STUDENT

1. Select the **Email icon** at the top of the Degree Audit Worksheet to contact the student.

Worksheets

Student ID	X	Name	Degree Bachelor of Science
Advanced search			
Level Undergraduate	Classification Freshman	Major Human Resource Management - UG	Program Human Resource Management (BS)
College College of Business	Advisor		

2. The student's contact information will appear. Select the **student's email address** and a new email will be created in Outlook.

Contact

X

Student, Test

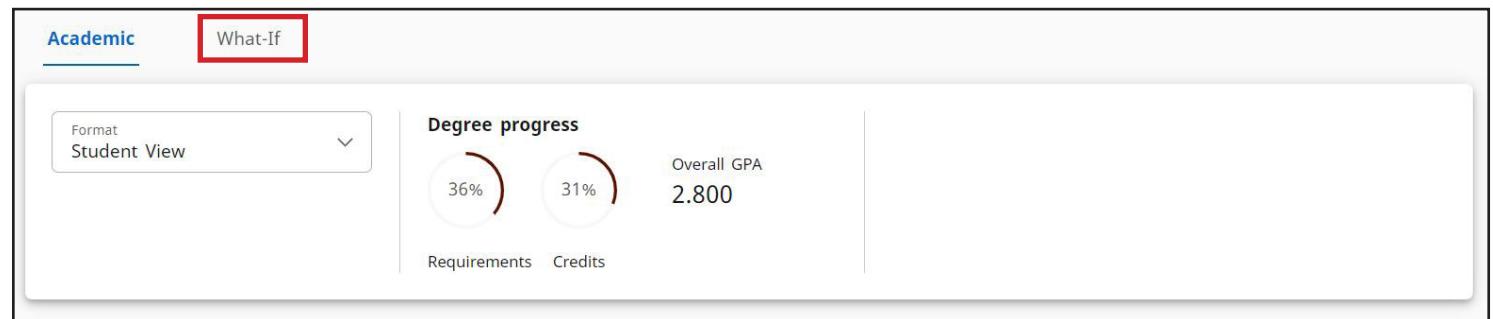
 studentte@students.rowan.edu

WHAT-IF ANALYSIS

WHAT-IF ANALYSIS

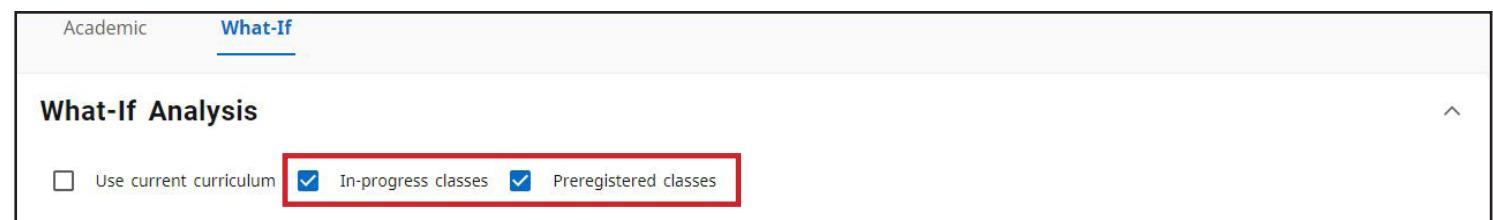
In the Responsive Dashboard, the Look Ahead tool has been combined with the What-If Analysis to improve efficiency in the user interface. The What-If Analysis allows you to apply student's courses to different majors and/or minors to see how they would affect their progress.

1. Select What-If.



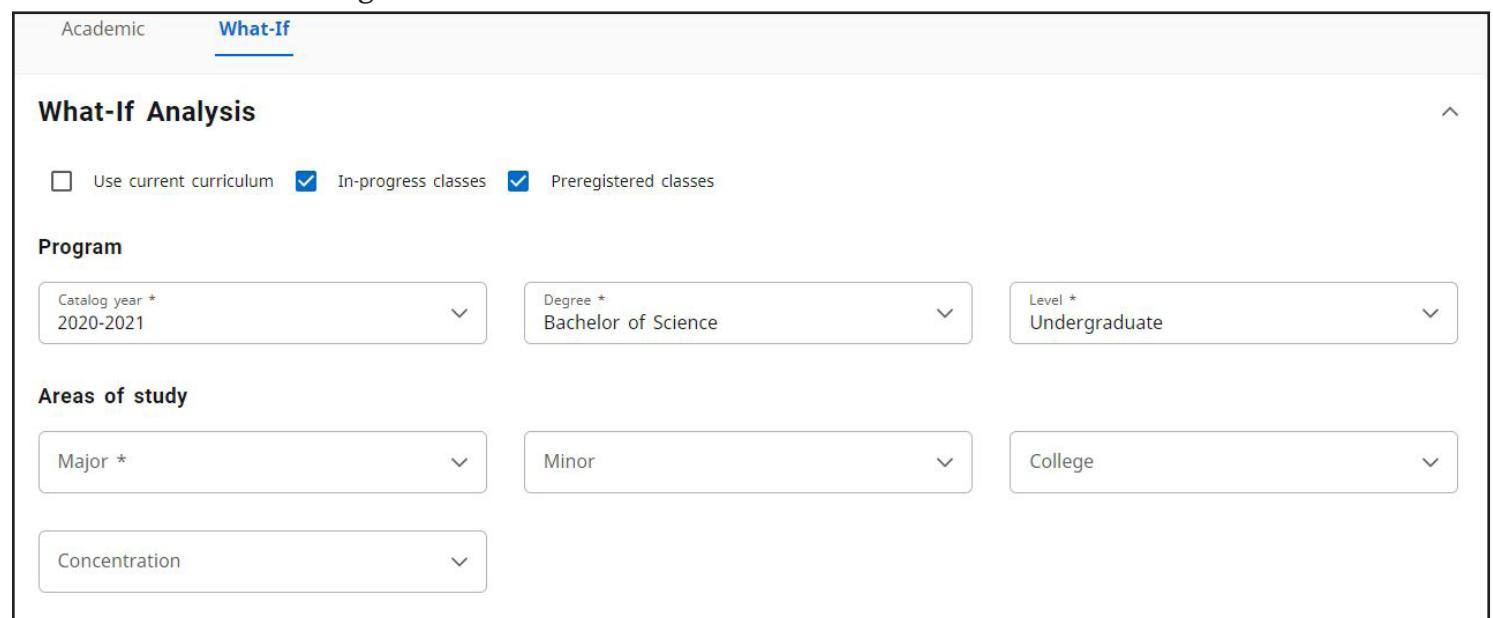
The screenshot shows the Academic tab selected. It displays a dropdown menu for 'Format' set to 'Student View'. Below it, there are two circular progress indicators: one at 36% and another at 31%. To the right, the 'Overall GPA' is listed as 2.800. At the bottom, there are links for 'Requirements' and 'Credits'.

2. In-progress and Preregistered classes are selected and will be applied to the analysis. If you do not want to include them, you can deselect the check boxes for these options.



The screenshot shows the What-If tab selected. Under the 'What-If Analysis' section, there is a group of checkboxes: 'Use current curriculum' (unchecked), 'In-progress classes' (checked), and 'Preregistered classes' (checked). The 'In-progress classes' and 'Preregistered classes' checkboxes are highlighted with a red border.

3. Use the drop-downs to select the appropriate information for the program and areas of study the student is considering.



The screenshot shows the What-If tab selected. It includes sections for 'Program' and 'Areas of study'. In the 'Program' section, dropdown menus are shown for 'Catalog year *' (2020-2021), 'Degree *' (Bachelor of Science), and 'Level *' (Undergraduate). In the 'Areas of study' section, dropdown menus are shown for 'Major *', 'Minor', 'College', and 'Concentration'.

WHAT-IF ANALYSIS

4. If needed, select **Additional areas of study** to add another major, minor, etc.

Concentration

Additional areas of study

Future classes

5. Add future classes to see how individual courses might alter the student's progress in the new major.

Future classes

Subject

Number

ADD

RESET

PROCESS

6. Select **Process**.

The What-If Analysis will appear with the alternative program's requirements and the student's progress towards the requirements.

What-If Analysis

Format
Student View

Degree progress

7% 31%

Overall GPA
2.800

Requirements Credits

Audit date 07/09/2021 1:55 PM

Collapse all ^

Degree in Bachelor of Science INCOMPLETE

Credits required: 120 Credits applied: 37 Catalog year: 2020-2021 GPA: 2.800

120 Credits are required for this degree for graduation Still needed: At least 120 credits are required. You currently have 37; you still need 83 more credits.

Minimum 30 Credits Taken in Residence.

WHAT-IF ANALYSIS

Process Another What - If Analysis

The What-If Analysis block will collapse once the analysis is processed.

1. Select the **down arrow** to expand the What-If Analysis block.

What-If Analysis

Format
Student View ▾

Degree progress

7% 31% Overall GPA
2.800

Requirements Credits

2. Select **Reset** at the bottom of the block.

Future classes

Subject Number ADD

RESET PROCESS

3. Use the drop-downs to select the appropriate information for the program the student is considering.
4. Select **Process**.

WHAT-IF ANALYSIS

Future Classes

The Future Classes section in the What-If Analysis has replaced the Look Ahead tool. You can create a What-If Analysis to see if a course will meet a student's current program requirement.

1. Select **What-If**.

A screenshot of the Academic tab interface. At the top, there are two tabs: "Academic" (underlined) and "What-If". Below the tabs, there is a dropdown menu set to "Student View". To the right of the dropdown are two circular progress indicators: one for "Requirements" at 36% and another for "Credits" at 31%. To the right of these indicators is the text "Overall GPA 2.800".

2. Select the **Use current curriculum** check box.

A screenshot of the "What-If Analysis" section. At the top, there are tabs: "Academic" and "What-If" (underlined). Below the tabs is a heading "What-If Analysis". Underneath the heading are three checkboxes: "Use current curriculum" (unchecked and highlighted with a red box), "In-progress classes" (checked), and "Preregistered classes" (checked).

3. Enter the Subject and Number for the class. Select **Add**.

A screenshot of the "Future classes" section. It includes a dropdown menu for "Additional areas of study". Below it are fields for "Subject" and "Number". To the right of these fields is a large grey "ADD" button, which is highlighted with a red box. At the bottom right of the section are two buttons: "RESET" and "PROCESS".

4. Add as many courses as you wish to view on the audit. Select **Process**.

5. The Student Audit will appear. Scroll through the audit to see where the courses appear and if they meet the student's program requirements.

<input checked="" type="checkbox"/> Intro to Economics - Microeconomics (Satisfies Humanistic Literacy)	ECON 04102	INTRO ECON-MICROECON	B+	3	Spring 2021
<input checked="" type="checkbox"/> Calc Techniques & Applications or Calc I - Minimum Grade C- (Satisfies Quantitative Literacy)	MATH 03125	CALC TECHNIC/APPLIC	PLAN	(3)	Planned Term
<input type="checkbox"/> Statistics I - Minimum Grade C- (Satisfies Quantitative Literacy)	Still needed:	1 Class in STAT 02260			

GPA CALCULATORS

GPA CALCULATORS

Degree Works contains three types of GPA Calculators: Graduation, Term, and Advice. The GPA Calculators are designed to deliver insights into academic performance and program completion to help students set realistic short and long term goals.

1. Select the **Ellipsis** at the top right corner of the screen.

The screenshot shows the 'Worksheets' page. At the top right is a red-bordered ellipsis menu. Below it are search fields for 'Student ID' (with an 'X' button), 'Name' (with a red box around it), and 'Degree' (set to 'Bachelor of Science'). Underneath are filters for 'Level' (Undergraduate), 'Classification' (Freshman), 'Major' (Human Resource Management - UG), 'Program' (Human Resource Management (BS)), 'College' (College of Business), and 'Advisor' (with a red box around it). A 'Advanced search' link is also present.

2. Select **GPA Calculator**.

The screenshot shows the same 'Worksheets' page as above, but with a red box highlighting the 'GPA Calculator' option in the top right ellipsis menu. The rest of the interface is identical to the first screenshot.

GPA CALCULATORS

Graduation Calculator

The Graduation Calculator is used to estimate the average GPA the student needs to maintain in their remaining terms to graduate with a desired GPA. This calculator can be helpful for a student who would like to graduate with specific honors.

1. The student's current GPA, number of credits remaining, and number of credits required are listed. Enter the GPA the student would like to earn upon graduation in the Desired GPA field.

The screenshot shows a modal window titled "GPA Calculator". At the top, there are three tabs: "Graduation Calculator" (which is selected and highlighted in blue), "Term Calculator", and "Advice Calculator". Below the tabs, there is a instruction text: "Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal." There are four input fields:

- "Current GPA *": Value 2.800
- "Credits remaining *": Value 83
- "Credits required *": Value 120
- "Desired GPA *": This field is outlined in red, indicating it is the active input field.

A blue "CALCULATE" button is located at the bottom right of the form area.

2. Select **Calculate**.
3. The average GPA the student must maintain to graduate with the desired GPA will be listed at the top of the window.

The screenshot shows the same modal window after the "CALCULATE" button was pressed. The "Graduation Calculator" tab is still selected. A message box at the top displays the result: "You need to average a 3.523 over your final 83 credits to graduate with your desired GPA." Below this message, the input values are listed again, along with the calculated result:

Current GPA	2.800
Credits remaining	83
Credits required	120
Desired GPA	3.3

A blue "RECALCULATE" button is located at the bottom right of the form area.

4. Select **Recalculate** if you would like to input another desired GPA.

GPA CALCULATORS

Term Calculator

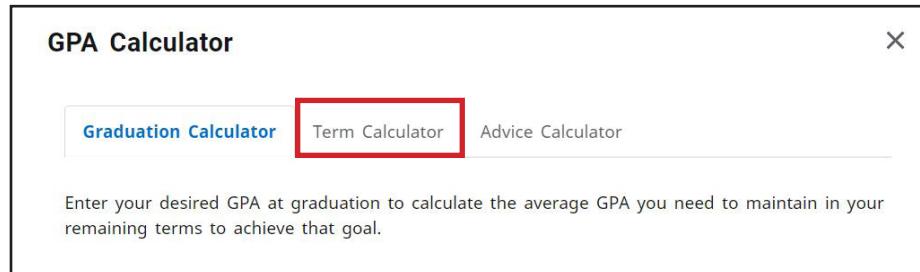
The Term Calculator will estimate the student's GPA based on anticipated grades for in-progress courses.

1. Select Term Calculator.

GPA Calculator

Graduation Calculator **Term Calculator** **Advice Calculator**

Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal.



2. The current GPA, credits earned, and in-progress courses are listed. Use the grade drop-downs to select the anticipated grade for each course.

GPA Calculator

Graduation Calculator **Term Calculator** **Advice Calculator**

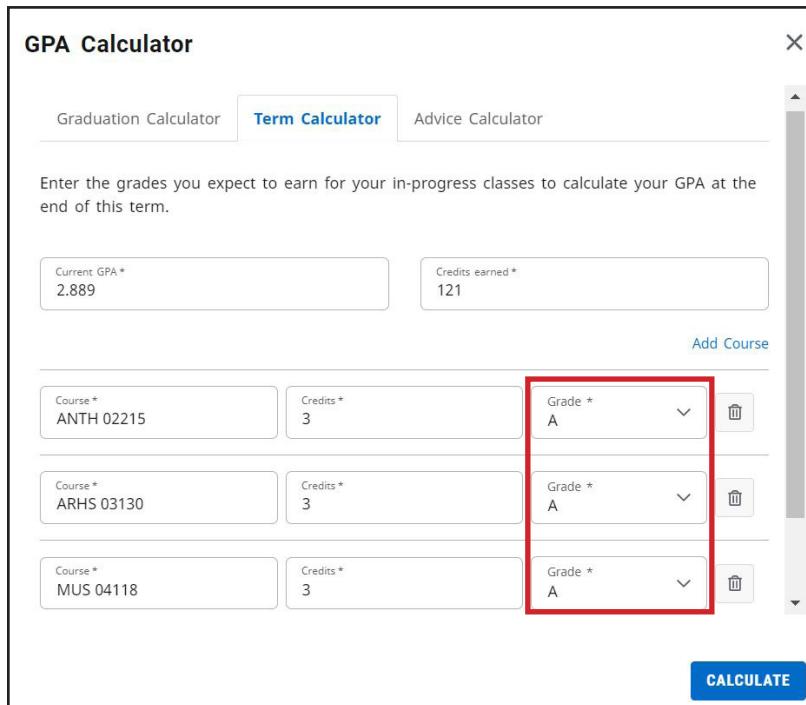
Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term.

Current GPA * 2.889 Credits earned * 121

Add Course

Course *	Credits *	Grade *	Delete
ANTH 02215	3	A	
ARHS 03130	3	A	
MUS 04118	3	A	

CALCULATE

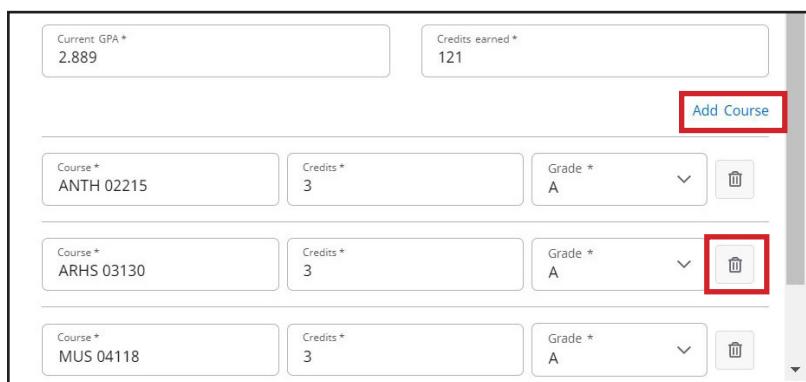


3. If needed, select Add Course or select the trash icon to delete a course that is listed.

Current GPA * 2.889 Credits earned * 121

Add Course

Course *	Credits *	Grade *	Delete
ANTH 02215	3	A	
ARHS 03130	3	A	
MUS 04118	3	A	



GPA CALCULATORS

4. Once all the courses and anticipated grades are listed, select **Calculate**.

Add Course			
Course *	ANTH 02215	Credits *	3
Grade *	B		
Course *	ARHS 03130	Credits *	3
Grade *	C		
Course *	MUS 04118	Credits *	3
Grade *	A		
Course *	MUS 40201	Credits *	3
Grade *	A		
CALCULATE			

5. The student's estimated GPA will be listed at the top of the window.

Calculated GPA		
By achieving the grades listed here, your GPA at the end of the term will be 2.922		
Current GPA	2.889	
Credits earned	121	
Course	Credits	Grade
ANTH 02215	3	B
ARHS 03130	3	C
MUS 04118	3	A
MUS 40201	3	A
RECALCULATE		

6. Select **Recalculate** to modify the anticipated grades.

GPA CALCULATORS

Advice Calculator

The advice calculator will show how many credits must be earned with certain grade averages to achieve a desired GPA.

1. Select Advice Calculator.

A screenshot of a web-based GPA calculator. At the top, there is a header bar with the text "GPA Calculator" and a close button "X". Below the header, there are three tabs: "Graduation Calculator", "Term Calculator", and "Advice Calculator". The "Advice Calculator" tab is highlighted with a red border. The main content area contains some placeholder text and a few input fields, but they are not clearly legible.

2. The student's current GPA and number of credits earned are listed. Enter the student's Desired GPA.

A screenshot of the GPA calculator interface. The "Advice Calculator" tab is selected. The form includes fields for "Current GPA *" (2.800), "Credits earned *" (37), and "Desired GPA *" (which is highlighted with a red border). A "CALCULATE" button is located at the bottom right.

3. Select Calculate.

4. The scenarios to achieve the desired GPA are listed.

A screenshot of the GPA calculator interface after calculating. It displays the message "To achieve your desired GPA, you need one of the following:" followed by three scenarios: "19 credits at 4.0 (A) grade average", "30 credits at 3.7 (A-) grade average", and "149 credits at 3.3 (B+) grade average". Below this, a note states: "Note: Results that would require you to take more than 150 credits have been omitted." At the bottom, it shows the input values: Current GPA (2.800), Credits earned (37), and Desired GPA (3.2). A "RECALCULATE" button is located at the bottom right.

5. Select Recalculate to enter another desired GPA.

CLASS HISTORY

CLASS HISTORY

You can view Class History to get a term-by-term summary of the courses the student has taken and the grades they earned.

1. Select the **Ellipsis** at the top right corner of the screen.

Worksheets

Student ID [redacted] X Name [redacted] Degree Bachelor of Science

Advanced search

Level Undergraduate Classification Freshman Major Human Resource Management - UG Program Human Resource Management (BS)

College College of Business Advisor [redacted]

2. Select **Class History**.

Worksheets

Student ID [redacted] X Name [redacted] Degree Bachelor of Science

Advanced search

Level Undergraduate Classification Freshman Major Human Resource Management - UG Program Human Resource Management (BS)

College College of Business Advisor [redacted]

GPA Calculator

Class History

Notes

3. The Class History window will appear with a chronological list of courses the student has taken.

Class History

Fall 2020

Course	Title	Grade	Credits
BUS 01100	HOW TO SUCCEED IN BUS SCH-RS	A-	1
COMP 01111	COLLEGE COMPOSITION I	B+	3
CS 01110	COMPUTING ENVIRONMENTS	NC	0
ECON 04101	INTRO ECON-MACROECON	B-	3
MGT 06123	INTRO MGT PERSPTV 21ST CENT	B	3

Spring 2021

Course	Title	Grade	Credits
COMP 01112	COLLEGE COMPOSITION II	D+	3
ECON 04102	INTRO ECON-MICROECON	B+	3
MATH 01090	FOUND MATHEMATICAL REASONING	S	0
MUSG 06109	MUSIC APPRECIATION	A	3
POSC 07320	INTERNATIONAL RELATIONS	NC	0
PSY 01107	ESSENTIALS OF PSYCHOLOGY	C-	3

NOTES

NOTES

You can add notes to a student's degree audit to document their progress or needs.

1. Select the **Ellipsis** at the top right corner of the screen.

The screenshot shows the 'Worksheets' page with search fields for Student ID, Name, and Degree. Below the search bar are filters for Level (Undergraduate), Classification (Freshman), Major (Human Resource Management - UG), Program (Human Resource Management (BS)), College (College of Business), and Advisor. The 'Degree' field shows Bachelor of Science. A red box highlights the three-dot ellipsis icon in the top right corner of the header.

2. Select **Notes**.

The screenshot shows the 'Worksheets' page with the same search and filter options as the previous screenshot. A vertical sidebar on the right contains links for GPA Calculator, Class History, and Notes. The 'Notes' link is highlighted with a red box. The rest of the page content is identical to the first screenshot.

3. The Notes window will appear with any notes that have been previously added for the student. Select **Add a new note**.

The screenshot shows the 'Notes' window displaying two previous notes. The first note was created on 07/14/2021 by Doe, John, stating 'Student approved for graduation!'. The second note was also created on 07/14/2021 by Doe, John, stating 'Met with student to discuss internship this summer.'. At the bottom of the window, a blue button labeled 'ADD A NEW NOTE' is highlighted with a red box.

NOTES

4. Choose from the Predefined notes drop-down or write a unique note in the Add description field.

Add a new note X

Predefined notes ▼

Add description

Not available to student

CANCEL SAVE NOTE

5. By default, the note will be available to the student. If you do not want the student to see the note. Select the **Not available to student** check box.
6. Select **Save Note**.

The note will appear in the Notes window as well as on the student's degree audit. Note: the status will be listed as internal if it is not available to the student.

Notes X

Created on 07/15/2021	⋮
By Meireles, Melissa T Status Internal	⋮
Student approved for graduation with NO conditions.	
Created on 07/14/2021	⋮
By	⋮
Student approved for graduation!	

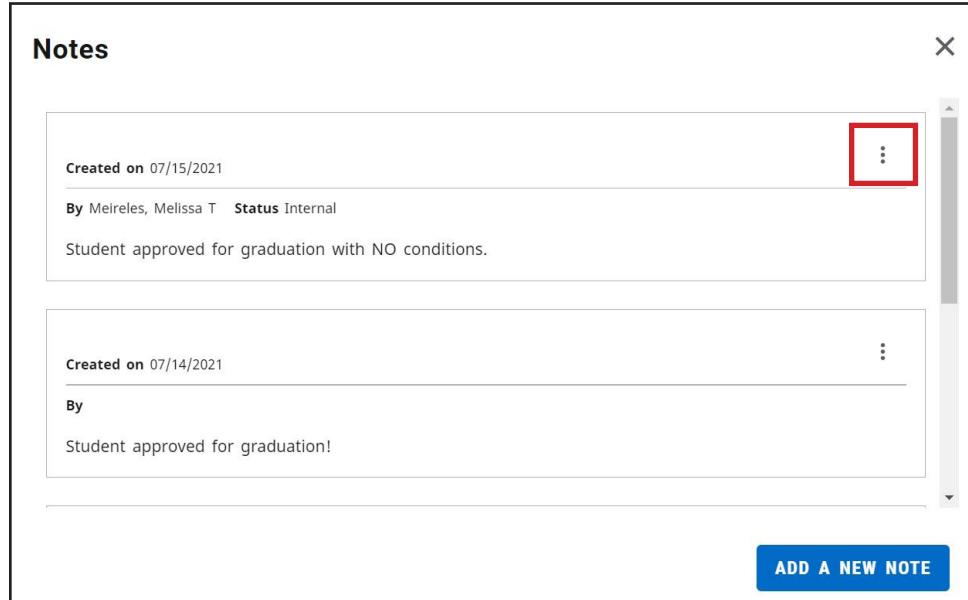
Notes ^			
Status	Description	Created on	Created by
Internal	Student approved for graduation with NO conditions.	07/15/2021	Meireles, Melissa T

NOTES

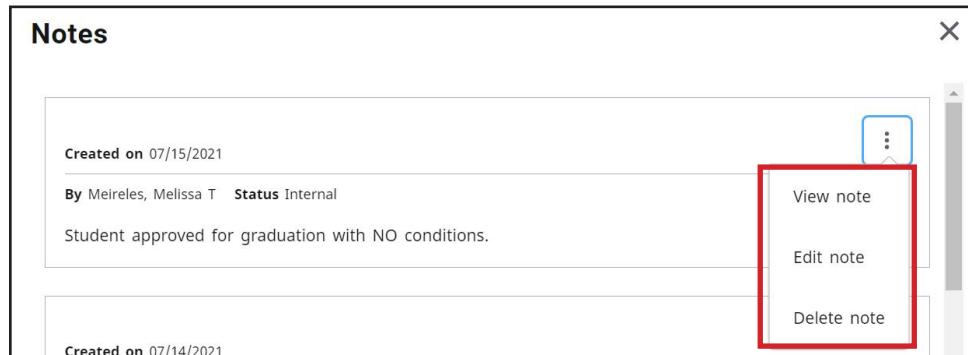
View, Delete, or Edit a Note

You can delete or edit notes you have written about a student within the Notes window. However, you can only view notes others have written about a student.

1. From the Notes window, select the **Ellipsis** for the note.



2. Select **View note**, **Delete note**, or **Edit note**.



MOBILE FRIENDLY DASHBOARD

MOBILE FRIENDLY DASHBOARD

A major benefit to the Responsive Dashboard is it adapts to screen size making the information easily visible from a mobile device or tablet.

Mobile

This mobile screenshot shows the 'Worksheets' section of the Rowan University Degreeworks dashboard. At the top, there are input fields for 'Student ID' and 'Name'. Below these are dropdown menus for 'Degree' (set to 'Bachelor of Science') and 'Level' (set to 'Undergraduate'). A 'Show more' button is located next to the 'Level' dropdown. At the bottom, there are tabs for 'Academic' (which is selected) and 'What-If', along with a 'Format' dropdown menu and some navigation icons.

Tablet

This tablet screenshot shows the same 'Worksheets' section as the mobile version. It includes the same input fields for Student ID, Name, Degree, and Level. The 'Advanced search' link is visible. Below the search fields, student details are listed: Undergraduate classification (Freshman), Major (Human Resource Management - UG), Program (Human Resource Management (BS)), College (College of Business), and Advisor (O'Connor, Brittney - MAJR|oconnorb@rowan.edu). The 'Academic' tab is selected, showing a 'Format' dropdown and a 'Degree progress' summary. The 'Degree progress' summary indicates 36% completion of requirements, which consist of 31% credits. The overall GPA is listed as 2.800. At the bottom, the audit date is shown as 07/15/2021 3:44 PM.