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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
2. Log on to Self-Service Banner.
3. Select the Faculty & Advisors tab.
5. The Advisee Search will appear. Select the appropriate term.
6. Search by Student ID (Banner ID), Student Email, or Student Name.
7. Select **View Profile**.

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

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
STUDENT HEADER

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

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

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

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.

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

<table>
<thead>
<tr>
<th>Degree in Bachelor of Science</th>
<th>INCOMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits required: 120</td>
<td>Credits applied: 40</td>
</tr>
<tr>
<td>120 Credits are required for this degree for graduation</td>
<td>Still needed: At least 120 credits are required. You currently have 40; you still need 80 more credits.</td>
</tr>
<tr>
<td>Minimum 30 Credits Taken in Residence.</td>
<td></td>
</tr>
<tr>
<td>Minimum Cumulative 2.0 GPA Requirement</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Rowan Experience</th>
<th>INCOMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits applied: 1</td>
<td>Catalog year: 2020-2021</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rowan Core (General Education)</th>
<th>INCOMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits applied: 21</td>
<td>Catalog year: 2020-2021</td>
</tr>
</tbody>
</table>
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**
  - Credits required: 120
  - Credits applied: 40
  - Catalog year: 2020-2021

  - **Still needed:** 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.

**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.
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.

- Calc Techniques & Applications or Calc 1 - Minimum Grade C- (Satisfies Quantitative Literacy)  Still needed: 1 Class in MATH 03125 or 01130
- 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.

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.

- BUSINESS FOUNDATIONAL COURSES
  - Principles of Marketing
  - Principles of Accounting I
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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 02215</td>
<td>MEDICAL ANTHROPOLOGY</td>
<td>R</td>
<td>(3)</td>
<td>Summer 2021</td>
</tr>
<tr>
<td>ARHS 03130</td>
<td>ART APPRECIATION</td>
<td>R</td>
<td>(3)</td>
<td>Summer 2021</td>
</tr>
<tr>
<td>CHEM 06101</td>
<td>CHEMISTRY II</td>
<td>D</td>
<td>4</td>
<td>Spring 2017</td>
</tr>
<tr>
<td>MUS 04118</td>
<td>MUSIC FUNDAMENTALS</td>
<td>R</td>
<td>(3)</td>
<td>Summer 2021</td>
</tr>
<tr>
<td>MUS 40201</td>
<td>HISTORY OF POPULAR MUSIC</td>
<td>R</td>
<td>(3)</td>
<td>Summer 2021</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 01110</td>
<td>COMPUTING ENVIRONMENTS</td>
<td>NC</td>
<td>0</td>
<td>Fall 2020</td>
</tr>
<tr>
<td>POSC 07320</td>
<td>INTERNATIONAL RELATIONS</td>
<td>NC</td>
<td>0</td>
<td>Spring 2021</td>
</tr>
</tbody>
</table>

In-progress Block
This block lists all of the courses the student is currently registered for and taking.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 02215</td>
<td>MEDICAL ANTHROPOLOGY</td>
<td>R</td>
<td>(3)</td>
<td>Summer 2021</td>
</tr>
<tr>
<td>ARHS 03130</td>
<td>ART APPRECIATION</td>
<td>R</td>
<td>(3)</td>
<td>Summer 2021</td>
</tr>
<tr>
<td>MUS 04118</td>
<td>MUSIC FUNDAMENTALS</td>
<td>R</td>
<td>(3)</td>
<td>Summer 2021</td>
</tr>
<tr>
<td>MUS 40201</td>
<td>HISTORY OF POPULAR MUSIC</td>
<td>R</td>
<td>(3)</td>
<td>Summer 2021</td>
</tr>
</tbody>
</table>
DEGREE AUDIT WORKSHEET OVERVIEW

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 03416</td>
<td>ADV ACCOUNTING</td>
<td>R</td>
<td>(3)</td>
<td>Fall 2021</td>
</tr>
<tr>
<td>ACC 03425</td>
<td>INTERNATIONAL ACCOUNTING</td>
<td>R</td>
<td>(3)</td>
<td>Fall 2021</td>
</tr>
<tr>
<td>ACC 98300</td>
<td>LAW FOR ACCOUNTANTS</td>
<td>R</td>
<td>(3)</td>
<td>Fall 2021</td>
</tr>
<tr>
<td>MGT 06402</td>
<td>BUSINESS POLICY</td>
<td>R</td>
<td>(3)</td>
<td>Fall 2021</td>
</tr>
<tr>
<td>STAT 02261</td>
<td>STATISTICS II</td>
<td>R</td>
<td>(3)</td>
<td>Fall 2021</td>
</tr>
</tbody>
</table>

Notes Block
This block displays any notes entered by an advisor.

<table>
<thead>
<tr>
<th>Status</th>
<th>Created on</th>
<th>Created by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student approved for graduation!</td>
<td>07/14/2021</td>
<td>Doe, John</td>
</tr>
<tr>
<td>Met with student to discuss internship this summer.</td>
<td>07/14/2021</td>
<td>Doe, John</td>
</tr>
<tr>
<td>Student can use Intermediate Accounting to satisfy QNTL Literacy</td>
<td>07/14/2021</td>
<td>Doe, John</td>
</tr>
</tbody>
</table>

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

Legend
- Complete
- Complete (with classes in-progress)
- Prerequisite
- Repeated class
- Not complete
- Nearly complete - see advisor
- Any course number
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.

CONTACT A STUDENT

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

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

![Image 1]

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.

![Image 2]

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

![Image 3]
WHAT-IF ANALYSIS

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

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

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

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.

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

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

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

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

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.
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.

![Worksheets](image1)

2. Select GPA Calculator.

![Worksheets](image2)
**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.

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.

4. Select **Recalculate** if you would like to input another desired GPA.
**Term Calculator**
The Term Calculator will estimate the student's GPA based on anticipated grades for in-progress courses.

1. Select **Term Calculator**.

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.

3. If needed, select **Add Course** or select the **trash icon** to delete a course that is listed.
4. Once all the courses and anticipated grades are listed, select Calculate.

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

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.

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

3. Select Calculate.
4. The scenarios to achieve the desired GPA are listed.

5. Select Recalculate to enter another desired GPA.
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.

2. Select Class History.

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

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

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

2. Select **Notes**.

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

   - **Created on** 07/14/2021
   - **By** Doe, John
   - Student approved for graduation!

   - **Created on** 07/14/2021
   - **By** Doe, John
   - Met with student to discuss internship this summer.
4. Choose from the Predefined notes drop-down or write a unique note in the Add description field.

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.
**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

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