

# Degree Works Audit Basics

1. **Student Header** - A consolidated view of important student and degree information
2. **Print Audit & Contact Card** - Print button & Contact Card that includes your Advisor's email address
3. **Menu items** - Shows a summary version of your Notes (also at the bottom of your audit) or your Class History
4. **Progress** - This shows the percentage complete of the rules and the credits required for the degree
5. **Degree Block(s)** - This is where you can find your course and program requirements listed
6. **Legend** - Explains the meaning for each icon found in DegreeWorks (found at the very bottom)
7. **Collapse/Expand** - This shrinks the cards to give a more summerized view or expands it for a detailed one.
8. **Degree Selector** - If there are multiple Degrees, you can toggle between them here.

The screenshot shows the Degree Works interface with the following elements highlighted by numbered callouts:

- 1**: Student Header section containing Student ID (900402466), Name (Testapp, Pinocchio), and Degree (Psychology (BA)).
- 2**: Print button and Contact Card icon in the top right corner.
- 3**: Menu items (Class History, Notes) in the top right corner.
- 4**: Degree progress section showing Requirements (32%) and Credits (38%) progress, Overall GPA (2.50), and checkboxes for In-progress classes and Preregistered classes.
- 5**: Degree Block(s) section showing Psychology (BA) with an INCOMPLETE status and a dropdown arrow.
- 6**: Legend section at the bottom explaining icons: Complete (green checkmark), Complete (with classes in-progress) (blue circle with exclamation mark), Any course number (@), Not complete (red circle), Nearly complete - see advisor (yellow circle with exclamation mark), and Repeated class (R).
- 7**: Expand all button in the bottom right corner.
- 8**: Degree Selector dropdown menu showing the current degree (Psychology (BA)).

# Degree Blocks

- In-progress Icon** - A blue half filled circle indicates a requirement that is currently in-progress.  
If the requirement has no course or additional information it is a Group header.
- Indented Rules** - If the rule has an indentation, it is part of the Grouped rules. It will have its own checkbox and will contribute to the completion of the group.
- Completed Icon** - A green check will indicate a completed requirement. No further action will be needed.  
Once an in-progress course is finished with an appropriately passing grade, it will then be marked complete.
- Incomplete Icon** - A red empty circle indicates a requirement that hasn't been started, but is required for program completion.
- Requirement Information** - This describes what course, or courses, will complete the requirement it is next to. It will also state how many courses or how many total credits are needed.

Major in Psychology (BA) <span>INCOMPLETE</span>						
Catalog year: 2022-2023						
	Course	Title	Grade	Credits	Term	Repeated
1	INTRODUCTION TO DISCIPLINE					
	Psychological Foundations	PSY 1200	PSYCHOLOGICAL FOUNDATIONS	TRB	3	Fall 2022
2	Satisfied by:	PSY150 - GENERAL PSYCHOLOGY - Cape Fear Community College				
	Careers in Psychology	PSY 2200	CAREERS IN PSYCHOLOGY	--	(1)	Spring 2023
	RESEARCH METHODS					
3	Statistics Course	STT 2820	REASONING WITH STATISTICS	TRB	4	Fall 2022
	Satisfied by:	MAT152 - STATISTICAL METHODS I - Cape Fear Community College				
	Research Methods in Psychology (WID)	Still needed:	1 Class in <a href="#">PSY 3100</a>			
4	Doing Psychology	Still needed:	3 Credits in <a href="#">PSY 4210</a> or <a href="#">4211</a> or <a href="#">4213</a> or <a href="#">4214</a> or <a href="#">4215</a> or <a href="#">4216</a> or <a href="#">4217</a> or @ with attribute = MLAB or 4001 or 4002 or 4005 or 4220 or 4511 or 4512 or 4905 or @ with attribute = MRES or @ with attribute = MSL Except <a href="#">PSY 2100</a>			
	Applied Psychology	Still needed:	6 Credits in <a href="#">PSY 3000</a> or <a href="#">3207</a> or <a href="#">3212</a> or <a href="#">3653</a> or <a href="#">4206</a> or <a href="#">4208</a> or <a href="#">4240</a> or <a href="#">4660</a> or <a href="#">4700</a>			
	Capstone Course	Still needed:	3 Credits in <a href="#">PSY 4655</a> or <a href="#">4658</a>			
					5	

# Fall Through and Insufficient

1. **Fall Through**- These courses are eligible to be counted for requirements, however DegreeWorks was unable to find a place to apply them.
2. **Insufficient** - These courses are NOT able to be used in the degree program requirements for different reasons. Like if a course was dropped or failed. These courses will always show “0 credits”.
3. **Repeated** - This area indicates if a course has \*already\* been repeated. Courses that are currently being repeated will not show this.

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## Fall Through

Credits applied: 6 Classes applied: 3

Course	Title	Grade	Credits	Term	Repeated
AST 1050	ASTROBIOLOGY: EXPL LIFE	B+	3	Spring 2021	
BIO 2610	CELL BIOLOGY LABORATORY	C	1	2022 Summer1	
C_S 1410	INTRO TO COMPUTER APPLIC	C	2	Fall 2021	

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## Insufficient

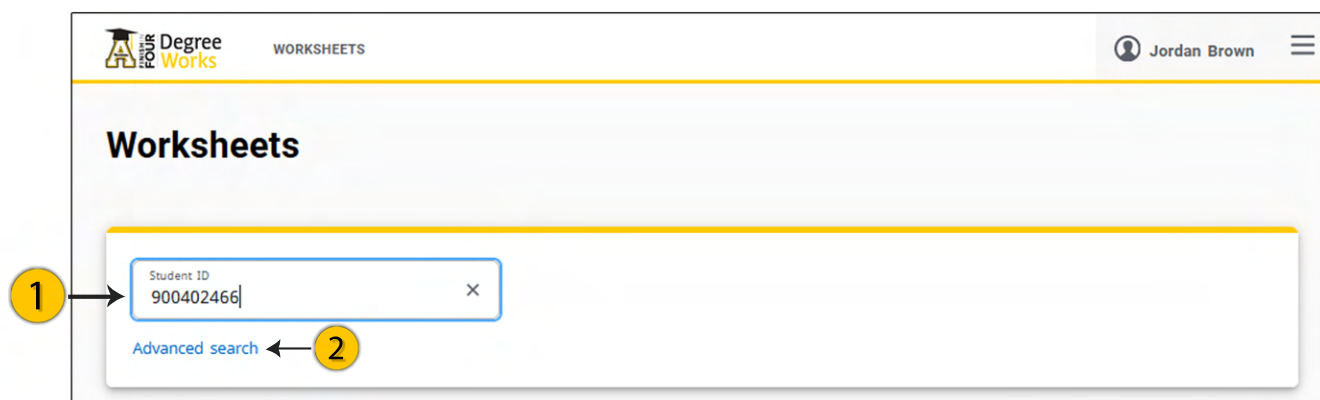
Credits applied: 0 Classes applied: 8

Course	Title	Grade	Credits	Term	Repeated
ANT 2430	MAGIC WITCHCRAFT & REL	WC E	0	Spring 2020	
BIO 1801	BIOLOGICAL CONCEPTS I	D+	0	Fall 2019	(R)
BIO 2400	GENETICS	WC E	0	Fall 2021	
BIO 3302	ECOLOGY	WC E	0	Fall 2021	
CHE 1101	INTROD CHEMISTRY I	D	0	Fall 2019	(R)
P_E 1810	BADMINTON	WC	0	Spring 2022	
R_C 2001	INTR WRITING ACROSS CURRICULUM	WC E	0	Fall 2020	
R_C 2001	INTR WRITING ACROSS CURRICULUM	WC E	0	Fall 2021	

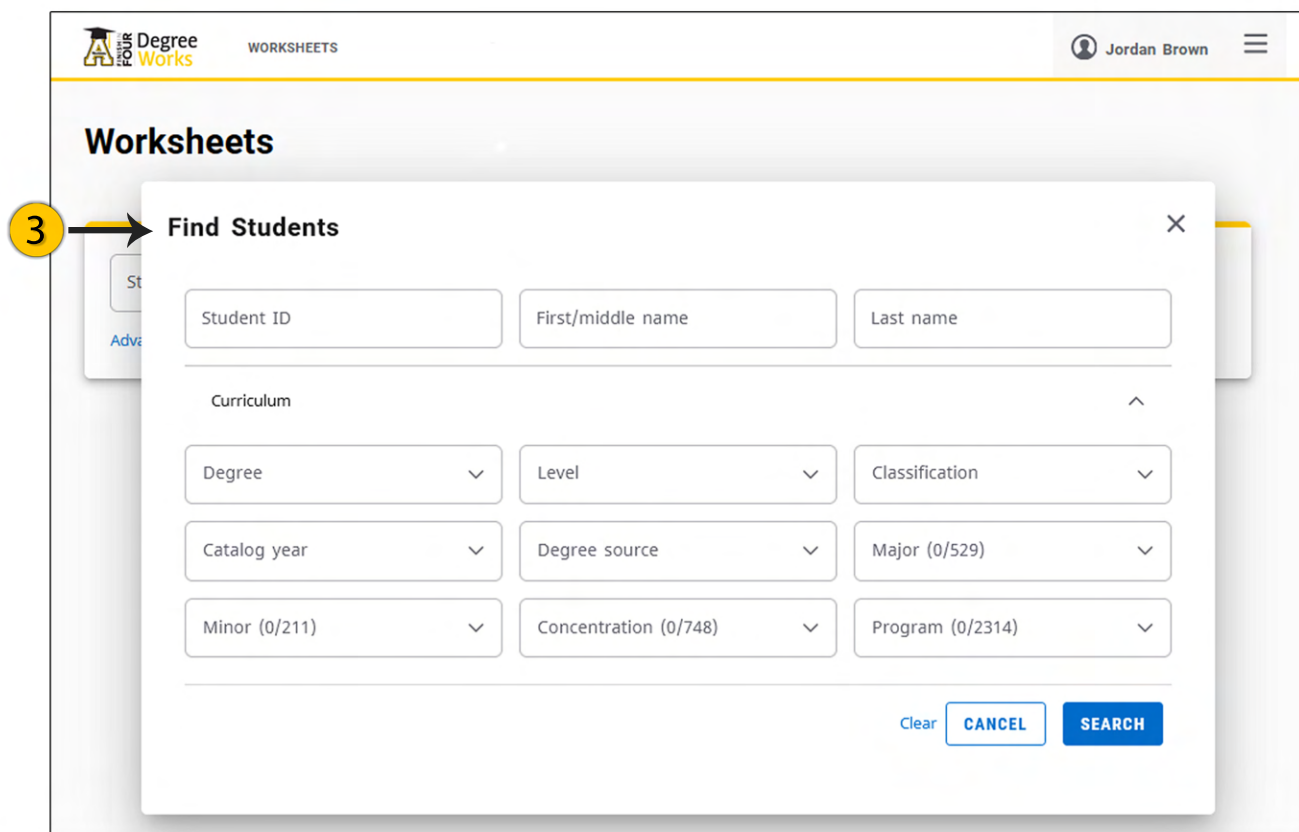
3

# Searching for Students

1. **Direct Navigation** - If you have a students BannerID, you can type it directly in here, and click “Enter” or “Return” on your keyboard to pull up the student.
2. **Advanced Search** - If you are looking for a student without their BannerID OR you want to find a group of students characterized by student data (Like major, catalog year, etc).
3. **Search Window** - Clicking the advanced search will create a new pop-up window with many options to find student(s). Any of these fields are useable and multiple fields can be used together.



The screenshot shows the 'Worksheets' page in the Degree Works system. At the top, there is a header with the Degree Works logo, the word 'WORKSHEETS', and a user profile for 'Jordan Brown'. Below the header, the main heading is 'Worksheets'. A search bar is present with the text 'Student ID' and the value '900402466'. A yellow circle with the number '1' points to the search bar. Below the search bar, there is a link labeled 'Advanced search' with a yellow circle and the number '2' pointing to it.



The screenshot shows the 'Worksheets' page with the 'Find Students' pop-up window open. A yellow circle with the number '3' points to the 'Find Students' title bar of the pop-up. The pop-up window contains several search criteria fields: 'Student ID', 'First/middle name', and 'Last name'. Below these, there is a 'Curriculum' section with a dropdown arrow. Under 'Curriculum', there are three rows of dropdown menus: 'Degree', 'Level', and 'Classification' in the first row; 'Catalog year', 'Degree source', and 'Major (0/529)' in the second row; and 'Minor (0/211)', 'Concentration (0/748)', and 'Program (0/2314)' in the third row. At the bottom right of the pop-up, there are three buttons: 'Clear', 'CANCEL', and 'SEARCH'.

# Using the Advanced Search

1. **Search Fields** - Example of a search using only the last name. You may not have all the information about a student, and need to find them using generic information.
2. **Selection Box** - Checking/Unchecking the top box will select all or unselect all students in the list.  
If you only want to select a single student, uncheck the top box and select only the one you want.
3. **Select Button** - After deciding what student(s) you want to view, clicking this button will either pull up the single student you select or open a blank page with a drop down to select which specific one you want.
4. **Student Select** - When selecting more than one student, you must select which student to view in this drop down block. You can also switch between students using it.

### Find Students

Curriculum

Degree

Level

Classification

Catalog year

Degree source

Major (0/529)

Minor (0/211)

Concentration (0/748)

Program (0/2314)

Clear

CANCEL

SEARCH

Students found: 3

<input checked="" type="checkbox"/>	ID	Name ↑	Degree	Major	Level	Classification
<input checked="" type="checkbox"/>	900491969	Testapp, Amanda	584A	Art Education (K-12) (BFA_584A)	U	Sophomore
<input checked="" type="checkbox"/>	900487642	Testapp, Cagle Reese	591C	Theatre Arts (BA_591* w/ Conc)	U	Non Degree Undergrad

CANCEL

SELECT

### Worksheets

[Advanced search](#)

Testapp, Amanda

Testapp, Cagle Reese

Testapp, Pinocchio

# Menu Items and Adding Notes

1. **Exceptions** - Clicking “Exceptions” will redirect you to a new page to create/remove exceptions.
2. **Menu Items** - These are the menu items available to Faculty/Staff.
3. **Notes** - In the Menu Item list is where you can add notes. Clicking this will open a pop-up window.
4. **Add a Note** - After clicking “Notes”, this window will appear showing all the notes already created. It also allows users to create new notes or modify/delete existing ones.

WORKSHEETS EXCEPTIONS PLANS ADMIN

Jordan Brown

## Worksheets

Data refreshed 12/06/2022 2:09 PM

Student ID: 900402466 Name: Testapp, Pinocchio Degree: Psychology (BA)

Advanced search

Level Undergraduate Classification Junior Major Psychology (BA\_251A) Campus Code MC College AS

Academic Standing Good Standing Cumulative Earned Hours 71 Advisors Psychology Dept Advising Catalog Year 2022

GPA Calculator  
Class History  
Notes

## Notes

Created on 01/26/2023

By Brown, Jordan

Additional notes in students file.

ADD A NEW NOTE