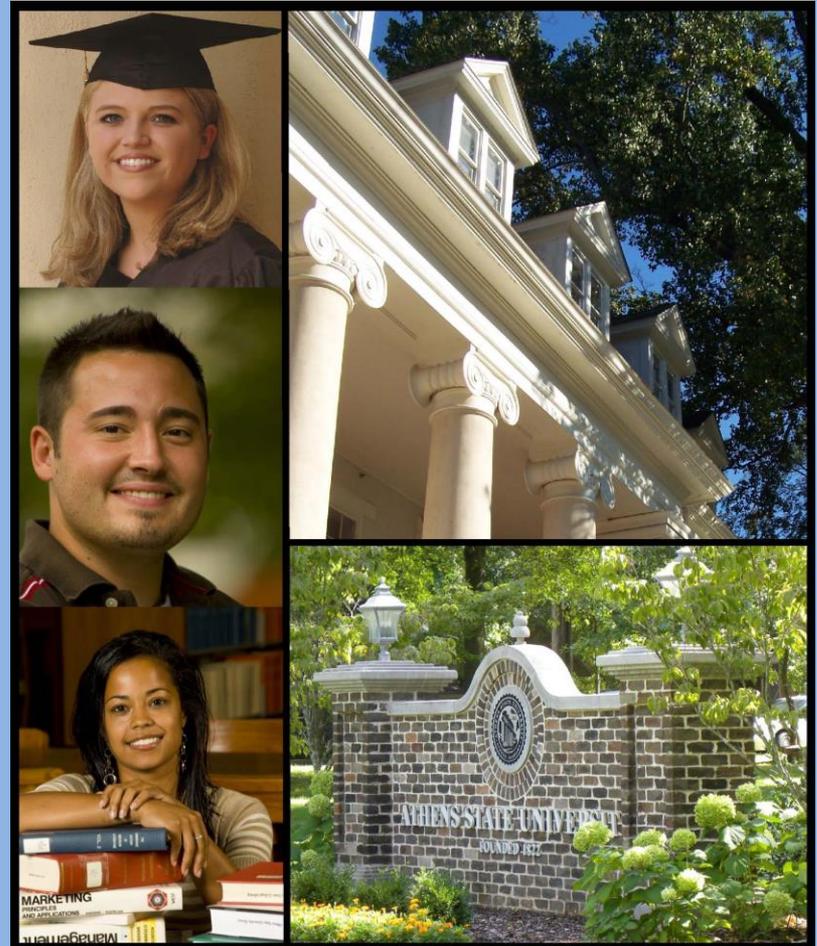


# Creating Unofficial Plans of Study with Degree Works



July 2018

# Topics

- Creating a Blank Plan of Study Using the *What If* and *Save as PDF* options
- Inserting Unofficial Coursework Using the *Future Classes* tool in *What If*
- Saving the Plan as a PDF document
- Inserting Additional Markup and Comments in a PDF Using Adobe Reader





# Plans of Study

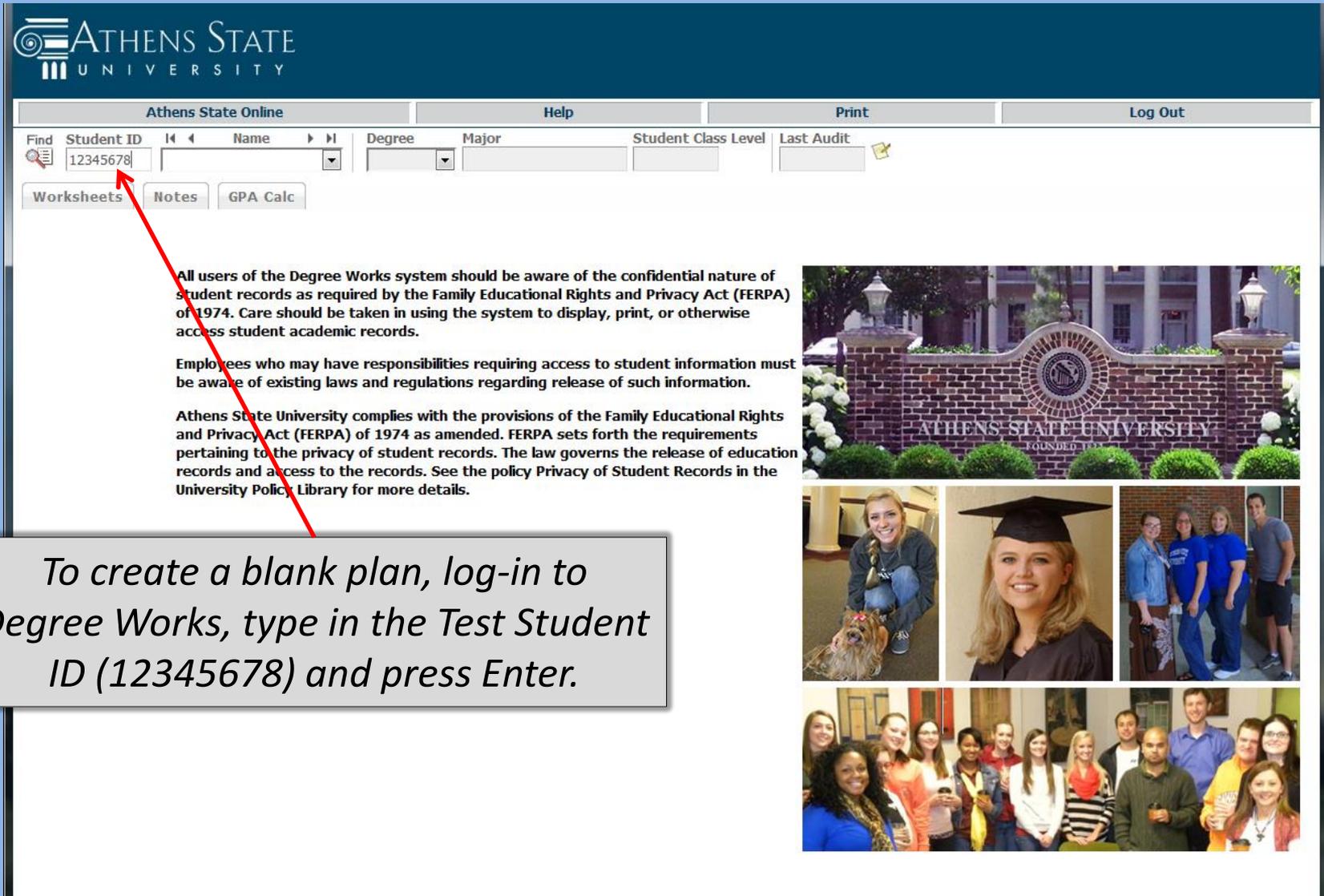
- Using the *What If* option in Degree Works can provide a plan of study for any degree program
- However, to create a “blank” plan of study, we need a “student” in the system who doesn’t have any college credit
- To this end, we have created Ms. (or Mr.) Test Student in Banner – **ID number 12345678**
- By entering this student ID and using *What If*, advisors can create blank plans of study which can be used to perform unofficial evaluations for prospective students



# Plans of Study

- For prospective students where unofficial transcripts are available, unofficial course completions can be added to the plan using the *Future Classes* function before saving as PDF
- Using **Adobe Reader** (and likely other PDF readers), additional comments can be added and saved to the PDF plan
- The plan can then be printed or emailed directly to the prospective student

# Creating a Blank Plan



Athens State Online      Help      Print      Log Out

Find Student ID    Name    Degree    Major    Student Class Level    Last Audit

12345678

Worksheets    Notes    GPA Calc

All users of the Degree Works system should be aware of the confidential nature of student records as required by the Family Educational Rights and Privacy Act (FERPA) of 1974. Care should be taken in using the system to display, print, or otherwise access student academic records.

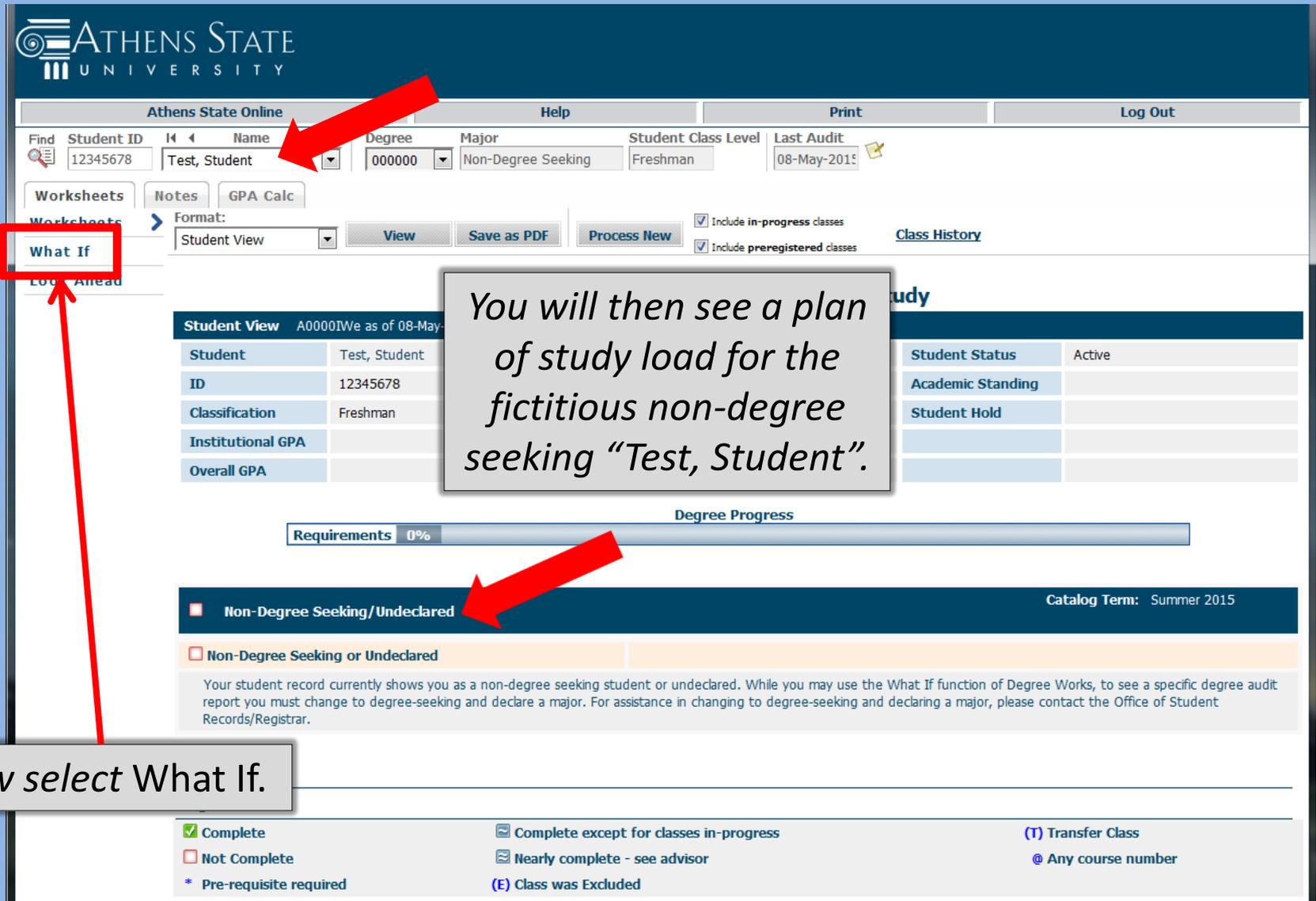
Employees who may have responsibilities requiring access to student information must be aware of existing laws and regulations regarding release of such information.

Athens State University complies with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. FERPA sets forth the requirements pertaining to the privacy of student records. The law governs the release of education records and access to the records. See the policy Privacy of Student Records in the University Policy Library for more details.

*To create a blank plan, log-in to Degree Works, type in the Test Student ID (12345678) and press Enter.*



# Creating a Blank Plan



**Athens State Online**      **Help**      **Print**      **Log Out**

Find Student ID: 12345678    Name: Test, Student    Degree: 000000    Major: Non-Degree Seeking    Student Class Level: Freshman    Last Audit: 08-May-2015

Worksheets    Notes    GPA Calc

Format: Student View    View    Save as PDF    Process New     Include in-progress classes     Include preregistered classes

**What If**

**Student View** A0000IWe as of 08-May-2015

Student	Test, Student
ID	12345678
Classification	Freshman
Institutional GPA	
Overall GPA	

**Requirements** 0%      **Degree Progress**

**Non-Degree Seeking/Undeclared**      **Catalog Term:** Summer 2015

Non-Degree Seeking or Undeclared

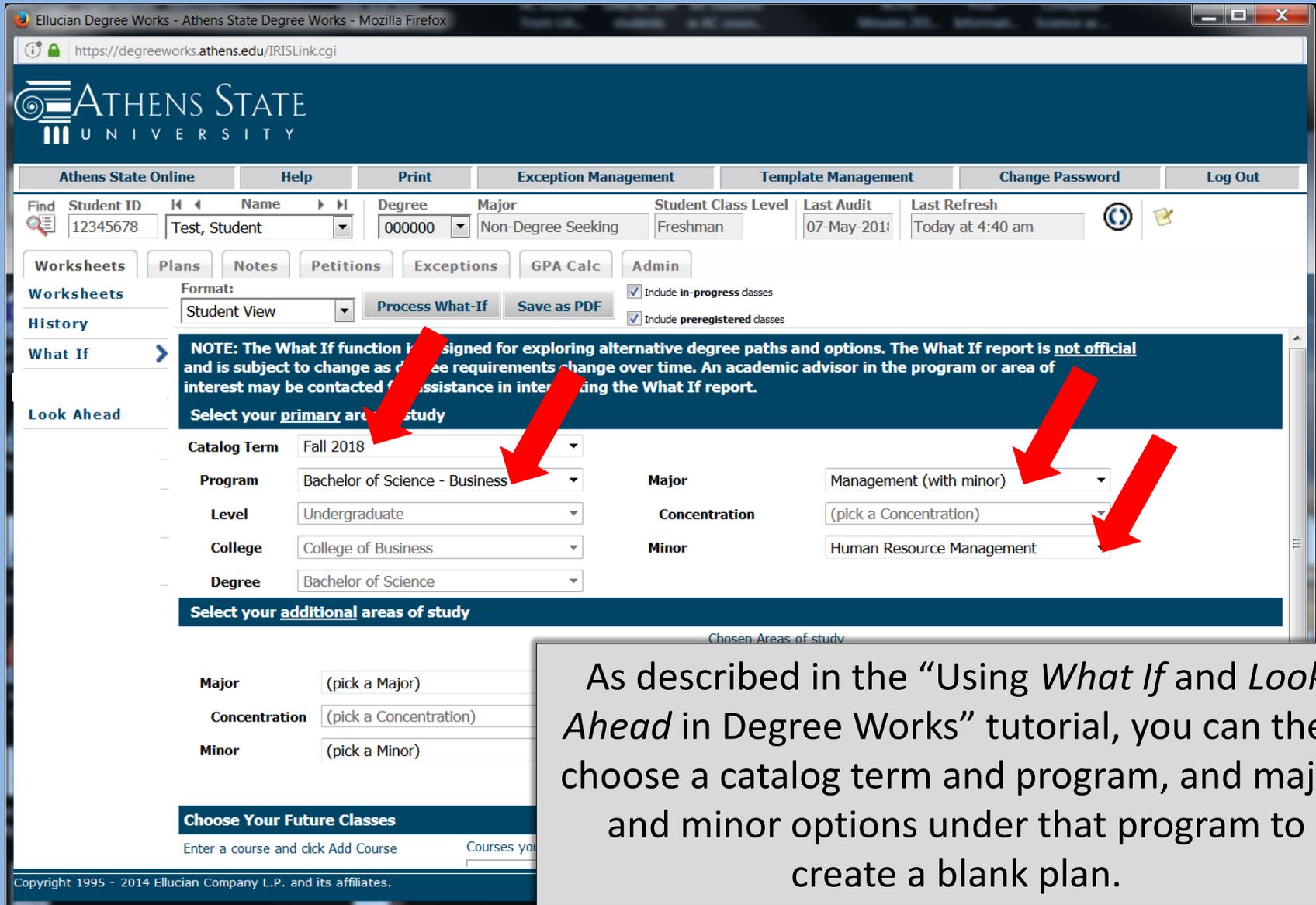
Your student record currently shows you as a non-degree seeking student or undeclared. While you may use the What If function of Degree Works, to see a specific degree audit report you must change to degree-seeking and declare a major. For assistance in changing to degree-seeking and declaring a major, please contact the Office of Student Records/Registrar.

Complete       Complete except for classes in-progress      (T) Transfer Class  
 Not Complete       Nearly complete - see advisor      @ Any course number  
\* Pre-requisite required      (E) Class was Excluded

*You will then see a plan of study load for the fictitious non-degree seeking "Test, Student".*

*Now select What If.*

# Creating a Blank Plan



The screenshot shows the Ellucian Degree Works interface for Athens State University. The browser address bar shows <https://degreeworks.athens.edu/IRISLink.cgi>. The page header includes the Athens State University logo and navigation links: Athens State Online, Help, Print, Exception Management, Template Management, Change Password, and Log Out. The search bar contains the following information: Student ID: 12345678, Name: Test, Student, Degree: 000000, Major: Non-Degree Seeking, Student Class Level: Freshman, Last Audit: 07-May-2011, Last Refresh: Today at 4:40 am. The main navigation menu includes Worksheets, Plans, Notes, Petitions, Exceptions, GPA Calc, and Admin. The 'What If' section is active, displaying a note: "NOTE: The What If function is designed for exploring alternative degree paths and options. The What If report is not official and is subject to change as degree requirements change over time. An academic advisor in the program or area of interest may be contacted for assistance in interpreting the What If report." Below the note, the 'Select your primary area of study' section is highlighted with a blue background. It contains the following fields: Catalog Term (Fall 2018), Program (Bachelor of Science - Business), Level (Undergraduate), College (College of Business), Degree (Bachelor of Science), Major (Management (with minor)), Concentration ((pick a Concentration)), and Minor (Human Resource Management). Red arrows point to the 'Catalog Term', 'Program', 'Major', and 'Minor' dropdown menus. Below this section is the 'Select your additional areas of study' section, which includes fields for Major ((pick a Major)), Concentration ((pick a Concentration)), and Minor ((pick a Minor)). At the bottom, there is a 'Choose Your Future Classes' section with a text input field and an 'Add Course' button. The footer contains the copyright information: Copyright 1995 - 2014 Ellucian Company L.P. and its affiliates.

As described in the “Using *What If* and *Look Ahead* in Degree Works” tutorial, you can then choose a catalog term and program, and major and minor options under that program to create a blank plan.

# Inserting Unofficial Coursework

Athens State Online   Help   Print   Exception Management   Template Management   Change Password   Log Out

Find Student ID: 12345678   Name: Test, Student   Degree: 000000   Major: Non-Degree Seeking   Student Class Level: Freshman   Last Audit: 07-May-2011   Last Refresh: Today at 4:40 am

Worksheets   Plans   Notes   Petitions   Exceptions   GPA Calc   Admin

Worksheets   History   What If   Look Ahead

Format: Student View   Process What-If   Save as PDF    Include in-progress classes    Include preregistered classes

**NOTE: The What If function is designed for exploring alternative degree paths and options. The What If report is not official and is subject to change as degree requirements change over time. An academic advisor in the program or area of interest may be contacted for assistance in interpreting the What If report.**

Select your primary area of study

Catalog Term: Fall 2018

Program: Bachelor of Science - Business   Major: Management (with minor)

Level: Undergraduate   Concentration: (pick a Concentration)

College: College of Business   Minor: Human Resource Management

Degree: Bachelor of Science

Select your additional areas of study

Major: (pick a Major)   Add

Concentration: (pick a Concentration)

Minor: (pick a Minor)   Remove

Chosen Areas of study

**Choose Your Future Classes**

Enter a course and click Add Course   Courses you are considering

Subject:   

Number:   

Add Course   Remove Course

*If unofficial transcripts are available, you can add unofficial transfer work to the plan using "Choose Your Future Classes"; however there are some limitations*



# Inserting Unofficial Coursework

Athens State Online   Help   Print   Exception Management   Template Management   Change Password   Log Out

Find Student ID 12345678   Name Test, Student   Degree 000000   Major Non-Degree Seeking   Student Class Level Freshman   Last Audit 07-May-2011   Last Refresh Today at 4:40 am

Worksheets   Plans   Notes   Petitions   Exceptions   GPA Calc   Admin

Worksheets   Format: Student View   Process What-If   Save as PDF    Include in-progress classes    Include preregistered classes

History

What If   **NOTE: The What If function is designed for exploring alternative degree paths and options. The What If report is not official and is subject to change as degree requirements change over time. An academic advisor in the program or area of interest may be contacted for assistance in interpreting the What If report.**

Look Ahead

Select your primary area of study

Catalog Term: Fall 2018

Program: Bachelor of Science - Business   Major: Management (with minor)

Level: Undergraduate   Concentration: (pick a Concentration)

College: College of Business   Minor: Human Resource Management

Degree: Bachelor of Science

Select your additional areas of study

Major: (pick a Major)   Concentration: (pick a Concentration)   Minor: (pick a Minor)

Chosen Areas of study

Add   Remove

Choose Your Future Classes

Enter a course and click Add Course   Courses you are considering

Subject: ENG   Number: 101

Add Course   Remove Course

*Enter a standard course prefix and number, then click "Add Course"*

# Inserting Unofficial Coursework

Athens State Online    Help    Print    Exception Management    Template Management    Change Password    Log Out

Find Student ID: 12345678    Name: Test, Student    Degree: 000000    Major: Non-Degree Seeking    Student Class Level: Freshman    Last Audit: 07-May-2011    Last Refresh: Today at 4:40 am

Worksheets    Plans    Notes    Petitions    Exceptions    GPA Calc    Admin

Worksheets    History    What If    Look Ahead

Format: Student View    Process What-If    Save as PDF     Include in-progress classes     Include preregistered classes

**NOTE: The What If function is designed for exploring alternative degree paths and options. The What If report is not official and is subject to change as degree requirements change over time. An academic advisor in the program or area of interest may be contacted for assistance in interpreting the What If report.**

**Select your primary area of study**

Catalog Term: Fall 2018

Program: Bachelor of Science - Business    Major: Management (with minor)

Level: Undergraduate    Concentration: (pick a Concentration)

College: College of Business    Minor: Human Resource Management

Degree: Bachelor of Science

**Select your additional areas of study**

Major: (pick a Major)    Concentration: (pick a Concentration)    Minor: (pick a Minor)

Chosen Areas of study

**Choose Your Future Classes**

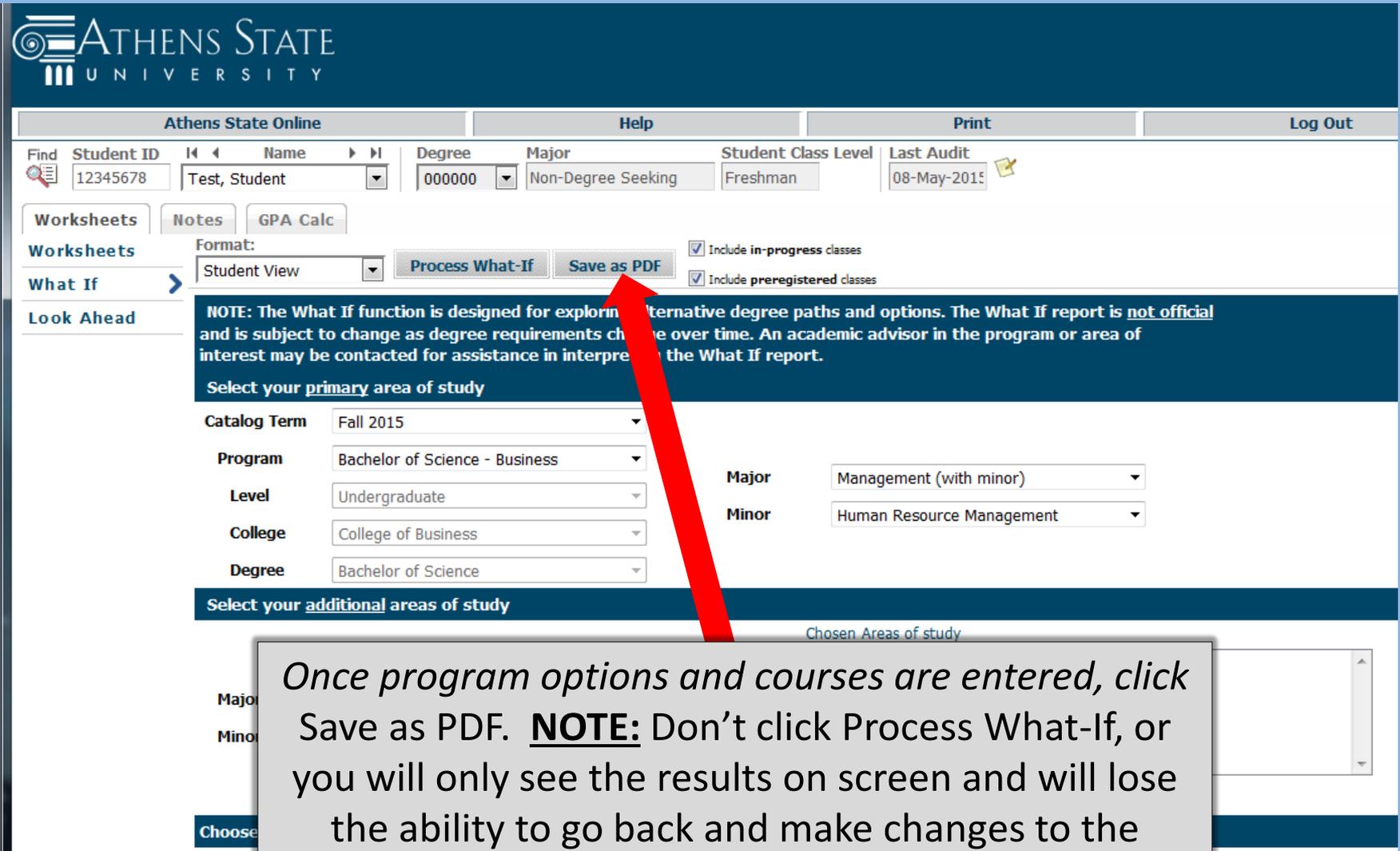
Enter a course and click Add Course    Courses you are considering

Subject: ENG    Number: 102    Add Course    Remove Course

ENG 101

*Continue this process until all standard courses are added. You can also remove any added courses by highlighting them and then clicking the Remove Course button.*

# Saving the Plan



Athens State Online Help Print Log Out

Find Student ID 12345678 Name Test, Student Degree 000000 Major Non-Degree Seeking Student Class Level Freshman Last Audit 08-May-2015

Worksheets Notes GPA Calc

Worksheets

What If

Look Ahead

Format: Student View Process What-If Save as PDF

Include in-progress classes

Include preregistered classes

**NOTE: The What If function is designed for exploring alternative degree paths and options. The What If report is not official and is subject to change as degree requirements change over time. An academic advisor in the program or area of interest may be contacted for assistance in interpreting the What If report.**

Select your primary area of study

Catalog Term Fall 2015

Program Bachelor of Science - Business

Level Undergraduate

College College of Business

Degree Bachelor of Science

Major Management (with minor)

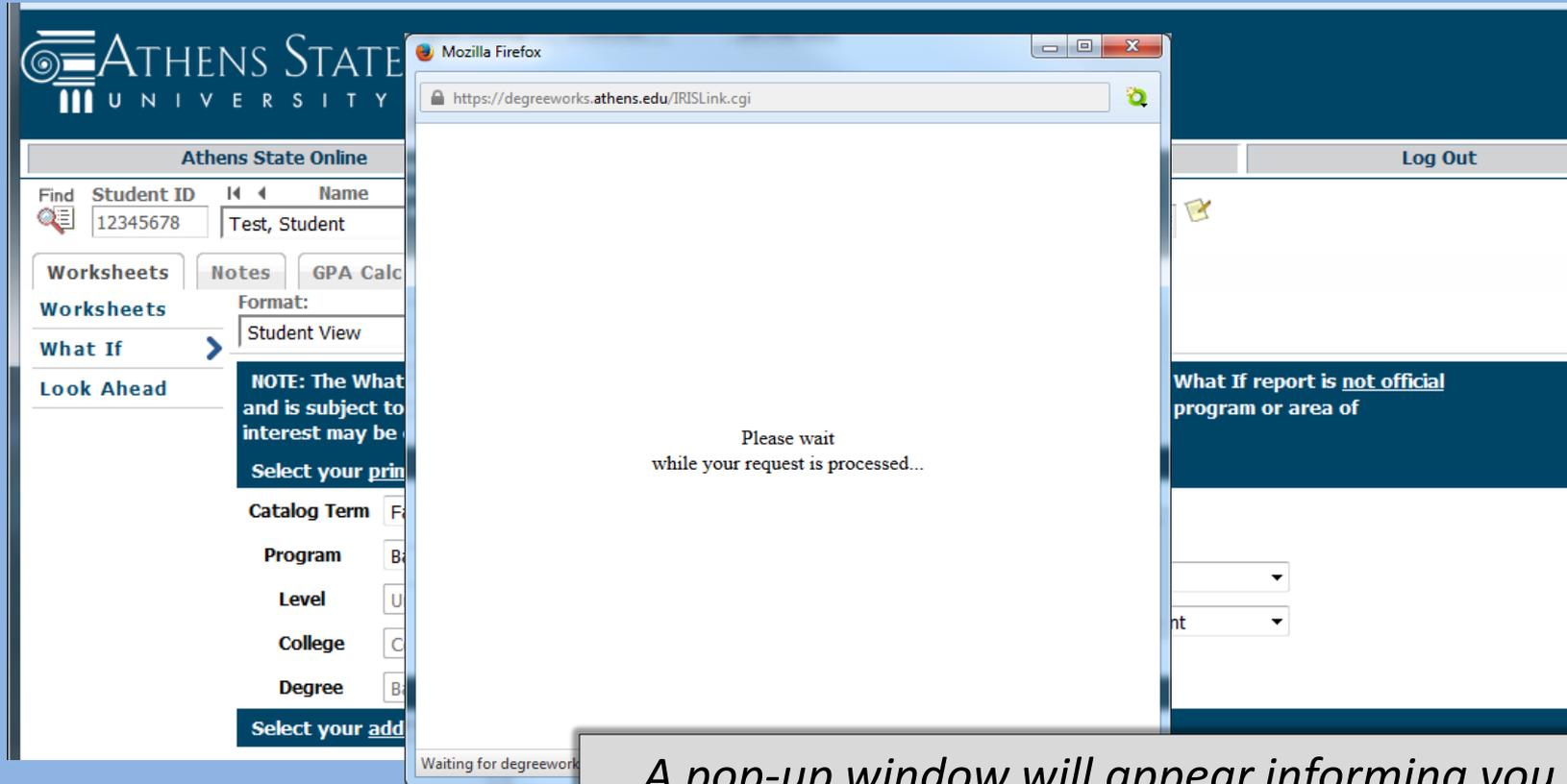
Minor Human Resource Management

Select your additional areas of study

Chosen Areas of study

Once program options and courses are entered, click Save as PDF. **NOTE:** Don't click Process What-If, or you will only see the results on screen and will lose the ability to go back and make changes to the Future Classes list without re-entering them all.

# Saving the Plan



Athens State Online

Find Student ID 12345678 Name Test, Student

Worksheets Notes GPA Calc

Worksheets

What If

Look Ahead

Format: Student View

NOTE: The What If report is subject to change and is subject to interest may be subject to change.

Select your print

Catalog Term

Program

Level

College

Degree

Select your add

Log Out

What If report is not official program or area of

nt

Mozilla Firefox

https://degreeworks.athens.edu/TRISLink.cgi

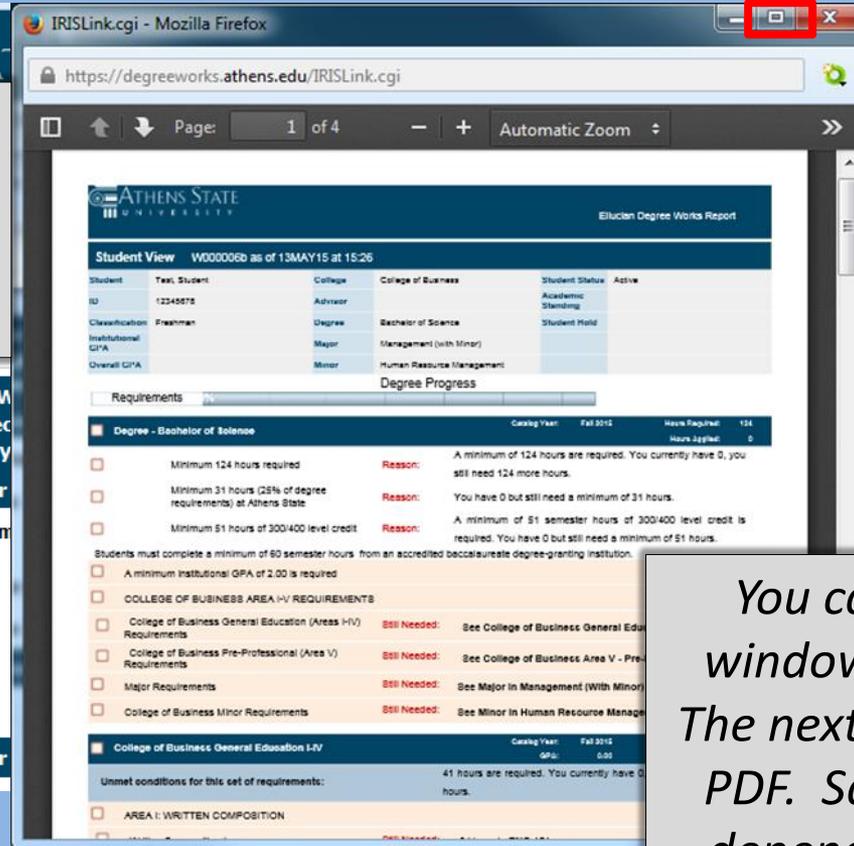
Please wait while your request is processed...

Waiting for degreeworks

*A pop-up window will appear informing you that the PDF version is being processed. Be patient since this may take a little while (generally around 10-15 seconds at most).*

# Saving the Plan

Once the PDF is created, it will appear in the pop-up window.




NOTE: The W  
and is subject  
interest may  
Select your  
Catalog Term  
Program  
Level  
College  
Degree  
Select your

You can maximize the window to view the PDF. The next step is to save the PDF. Saving the PDF will depend on browser, and how your browser is set up to process PDF documents.

# Saving the Plan

<input type="checkbox"/>	A minimum institutional GPA of 2.00 is required		
<input type="checkbox"/>	COLLEGE OF BUSINESS AREA I-V REQUIREMENTS		
<input type="checkbox"/>	College of Business General Education (Areas I-IV) Requirements	Still Needed:	See College of Business General Education I-IV section
<input type="checkbox"/>	College of Business Pre-Professional (Area V) Requirements	Still Needed:	See College of Business Area V - Pre-Prof section
<input type="checkbox"/>	Major Requirements	Still Needed:	See Major in Management (With Minor) section
<input type="checkbox"/>	College of Business Minor Requirements	Still Needed:	See Minor in Human Resource Management section

<input type="checkbox"/>	<b>College of Business General Education I-IV</b>	Catalog Year:	Fall 2018	Hours Required:	41
		GPA:	0.00	Hours Applied:	6
<b>Unmet conditions for this set of requirements:</b>		41 hours are required. You currently have 6, you still need 35 more hours.			
<input checked="" type="checkbox"/>	AREA I: WRITTEN COMPOSITION				
<input checked="" type="checkbox"/>	Written Composition I	(ENG 101)	English Composition I	PLAN (3)	Planned Term
<input checked="" type="checkbox"/>	Written Composition II	(ENG 102)	English Composition II	PLAN (3)	Planned Term
<input type="checkbox"/>	AREA II: HUMANITIES AND FINE ARTS				
<input type="checkbox"/>	One Fine Arts Course	Still Needed:	3 Hours in ART 100 or 203 or 204 or HUM 130 or MUS 101 or THR 120 or 126 or AR 301 or 341 or 342 or 343 or 421 or 423 or 424 or 426		

*Note that the unofficial standard course completions appear in blue with "Planned Term" next to them*



# Saving the Plan

Labor Economics Still Needed: 3 Hours in EC 348

## In-progress

Hours Applied: 6

Classes Applied: 2

ENG 101	English Composition I	PLAN	3	Planned Term
ENG 102	English Composition II	PLAN	3	Planned Term

## Not Counted

Hours Applied: 0

Classes Applied: 1

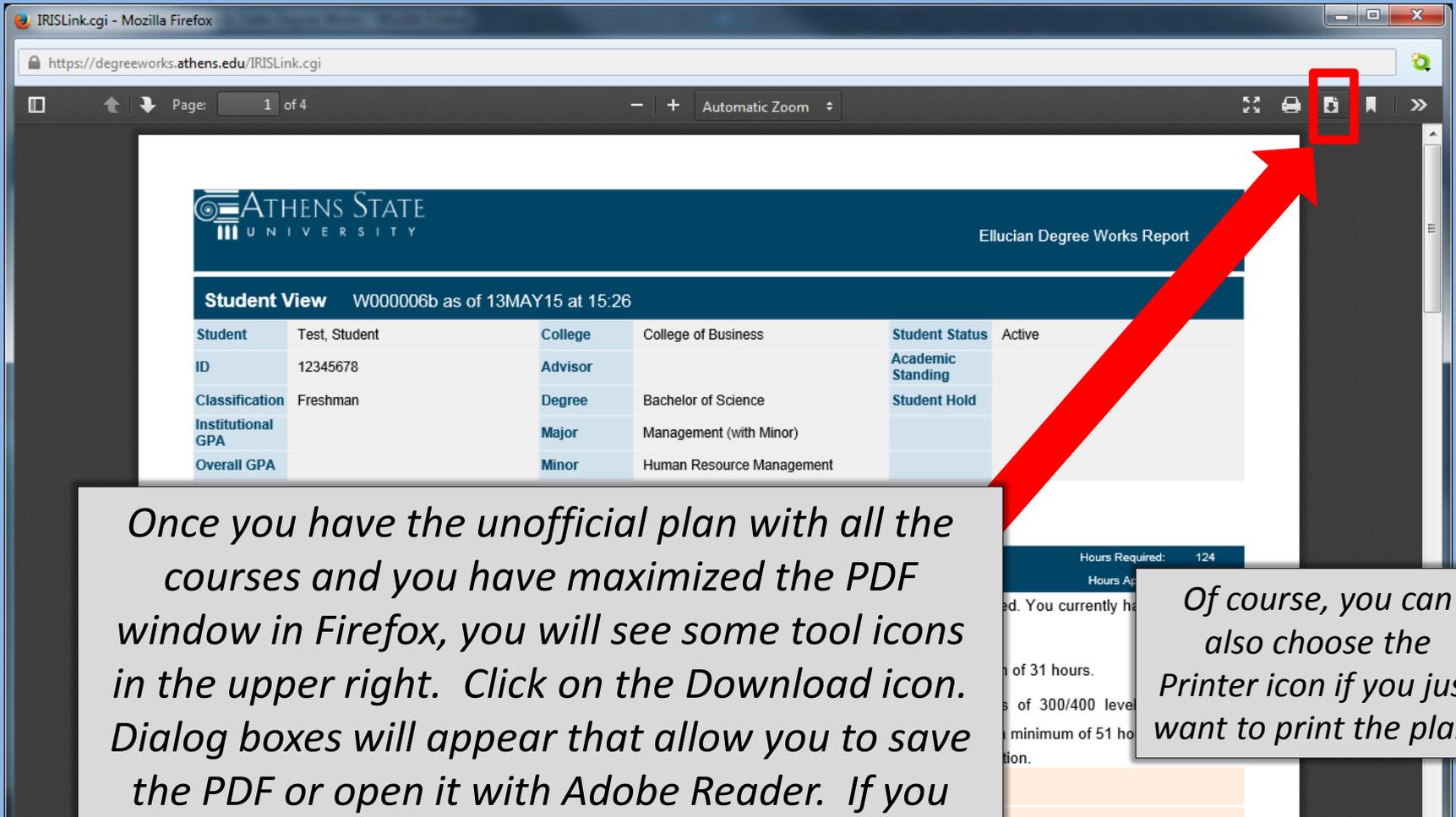
GHIS 100EL	-Course not found in system-	PLAN	0	Planned Term
------------	------------------------------	------	---	--------------

## Legend

<input checked="" type="checkbox"/>	Complete	<input type="checkbox"/>	Complete except for classes in-progress	(T)	Transfer Class
<input type="checkbox"/>	Not Complete	<input type="checkbox"/>	Nearly complete - see advisor	@	Any course number
*	Pre-requisite required	(E)	Class was Excluded		

*These also appear at the bottom as “In-progress”. Also note any nonstandard courses that the Banner system can’t recognize will appear in Not Counted. If you want to remove these, close the PDF window. This will take you back to What If and you can revise the Future Classes list (or program and major) as needed and click Save as PDF again.*

# Saving the PDF in Firefox



IRISLink.cgi - Mozilla Firefox  
https://degreeworks.athens.edu/IRISLink.cgi  
Page: 1 of 4  
Automatic Zoom

ATHENS STATE UNIVERSITY  
Ellucian Degree Works Report

**Student View** W000006b as of 13MAY15 at 15:26

Student	Test, Student	College	College of Business	Student Status	Active
ID	12345678	Advisor		Academic Standing	
Classification	Freshman	Degree	Bachelor of Science	Student Hold	
Institutional GPA		Major	Management (with Minor)		
Overall GPA		Minor	Human Resource Management		

Hours Required: 124  
Hours Ac

ed. You currently h

of 31 hours.

s of 300/400 level

minimum of 51 ho

tion.

Once you have the unofficial plan with all the courses and you have maximized the PDF window in Firefox, you will see some tool icons in the upper right. Click on the Download icon. Dialog boxes will appear that allow you to save the PDF or open it with Adobe Reader. If you choose to save, you can choose a download destination and a name for the PDF file.

Of course, you can also choose the Printer icon if you just want to print the plan.



# Saving the PDF in Internet Explorer

Student View W000006k as of 18MAY15 at 09:53

Student	Test, Student	College	College of Business
ID	12345678	Advisor	
Classification	Freshman	Degree	Bachelor of Science
Institutional GPA		Major	Management (with Min
Overall GPA		Minor	Human Resource Man
		Degree Progress	

Requirements %

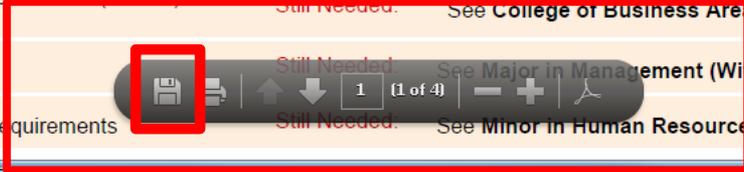
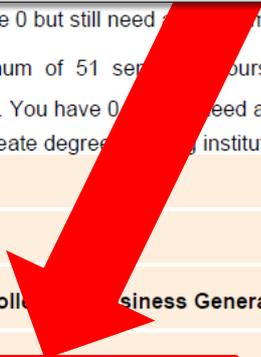
Degree - Bachelor of Science

- Minimum 124 hours required Reason: A n  
sti
- Minimum 31 hours (25% of degree requirements) at Athens State Reason: You have 0 but still need a minimum of 31 hours.
- Minimum 51 hours of 300/400 level credit Reason: A minimum of 51 semester hours of 300/400 level credit is required. You have 0. You need a minimum of 51 hours.

Students must complete a minimum of 60 semester hours from an accredited baccalaureate degree-granting institution.

- A minimum institutional GPA of 2.00 is required
- COLLEGE OF BUSINESS AREA I-V REQUIREMENTS
- College of Business General Education (Areas I-IV) Requirements Still Needed: See College of Business General Education I-IV section
- College of Business Pre-Professional (Area V) Requirements Still Needed: See College of Business Area V - Pre-Prof section
- Major Requirements Still Needed: See Major in Management (With Minor) section
- College of Business Minor Requirements Still Needed: See Minor in Human Resource Management section

*In the PDF window in IE, roll the mouse pointer towards the bottom of the screen, and you should see a tool bar appear. Click on the Disk icon, and dialog boxes will appear that allow you to choose a destination and filename to save the PDF.*

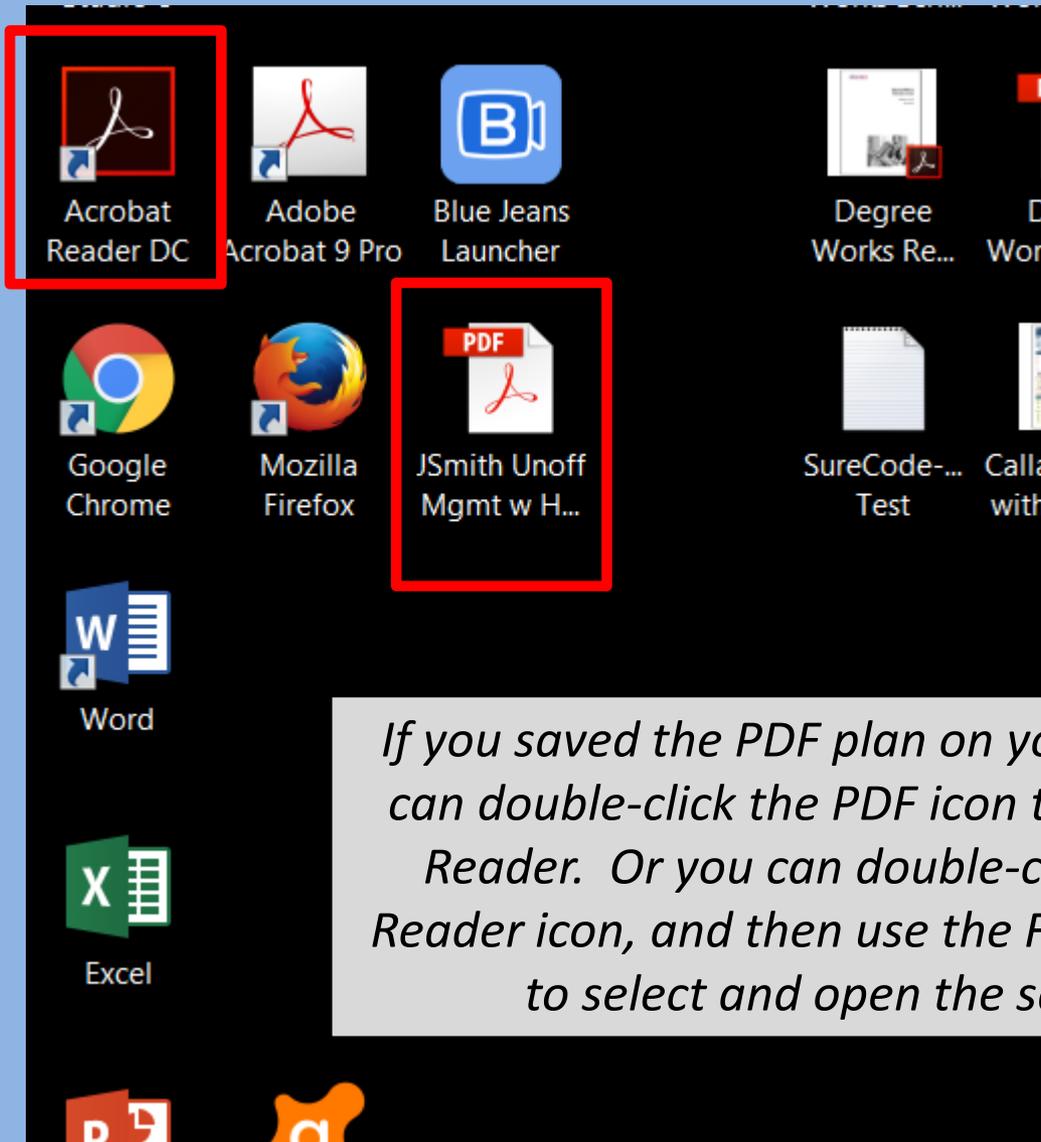




# Using Adobe Reader

- Once the blank plan is saved as a PDF file, you can use **Adobe Reader** to add other comments to the plan - this tutorial only outlines some of the basic steps that can be used
- **Please note:** The steps and techniques described in the following slides are shown with Adobe Reader DC – **you may not have these options with older versions of Adobe Reader**

# Using Adobe Reader



*If you saved the PDF plan on your desktop, you can double-click the PDF icon to launch Adobe Reader. Or you can double-click the Adobe Reader icon, and then use the File – Open menu to select and open the saved PDF.*



# Using Adobe Reader

JSmith Unoff Mgmt w HRM.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools JSmith Unoff Mgmt... x ? Sign In

Fit to window width and enable scrolling

**ATHENS STATE UNIVERSITY** Ellucian Degree Works Report

**Student View** W0000DZR as of 10JUL18 at 15:42

Student	Test, Student	College	College of Business	Advisor	
ID	12345678	Degree	Bachelor of Science	Student Status	Inactive - Must Reapply
Classification	Freshman	Major	Management (with Minor)	Academic Standing	
Institutional GPA		Minor	Human Resource Management	Student Hold	
Overall GPA		Concentration			

Requirements **5%** Degree Progress

**Degree - Bachelor of Science** Catalog Year: Fall 2018 Hours Required: 124 Hours Applied: 6

- Minimum 51 hours of 300/400 level credit **Reason:** A minimum of 51 semester hours of 300/400 level credit is required. You have 0 but still need a minimum of 51 hours.
- Minimum 60 hours earned at baccalaureate institutions **Reason:** A minimum of 60 semester hours of credit earned from baccalaureate institutions is required. You have 0 but still need a minimum of 60 hours.
- Minimum 31 hours (25% of degree requirements) at Athens State **Reason:** You have 6 but still need a minimum of 25 hours.
- Minimum 124 hours required **Reason:** A minimum of 124 hours are required. You currently have 6 still need 118 more hours.

You currently have 0  
You currently have 0  
You currently have 6

A minimum ins  
 COLLEGE OF  
 College of Bu  
Requirements

Export PDF  
Create PDF  
Edit PDF  
**Comment**  
Combine Files  
Organize Pages  
Redact  
Protect  
Optimize PDF  
Fill & Sign  
Send for Signature  
Send & Track

Store and share files in the Document Cloud  
[Learn More](#)

Once the PDF is displayed in Reader, you can add comments in many ways by clicking the Comment tool.

# Using Adobe Reader

JSmith Unoff Mgmt w HRM.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools JSmith Unoff Mgmt... x Sign In

1 (1 of 5) 84.7%

Comment Add text box

ATHENS STATE UNIVERSITY Ellucian Degree Works Report

Student View W0000DZR as of 10JUL18 at 15:42

Student	Test, Student	College	College of Business	Advisor	
ID	12345678	Degree	Bachelor of Science	Student Status	Inactive - Must Reapply
Classification	Freshman	Major	Management (minor)	Academic Standing	
Institutional GPA		Minor	Human Resources Management	Student Hold	
Overall GPA		Concentration			

Requirements 5% Degree progress

**Degree - Bachelor of Science** Catalog Year: Fall 2018 Hours Required: 124 Hours Applied: 6

- Minimum 51 hours of 300/400 level credit **Reason:** A minimum of 51 semester hours of 300/400 level credit is required. You have 0 but still need a minimum of 51 hours.
- Minimum 60 hours earned at baccalaureate institutions **Reason:** A minimum of 60 semester hours of credit earned from baccalaureate institutions is required. You have 0 but still need a minimum of 60 hours.
- Minimum 31 hours (25% of degree requirements) at Athens State **Reason:** You have 6 but still need a minimum of 25 hours.
- Minimum 124 hours required **Reason:** A minimum of 124 hours are required. You currently have 6, you still need 118 more hours.

You currently have 0 hours  
You currently have 0 hours  
You currently have 6 hours

A minimum institution  
 COLLEGE OF BUS  
 College of Business General Education (Areas I-IV) **Still Needed:** See College of Business General Education I-IV section Requirements

*Adding comments by clicking add Text Box is one of the best options.*





# Using Adobe Reader

*You can add boxes and text, and resize/position them pretty much anywhere you want. You can then resave the PDF document with the comments to print or email to the student.*

The screenshot shows the Adobe Acrobat Reader interface. The document is titled "JSmith Unoff Mgmt w HRM.pdf". The main content is a student record for John Smith (unofficial) at Athens State University. The record includes fields for Student ID, Classification, Institutional GPA, Overall GPA, College, Degree, Major, Minor, Concentration, Advisor, Student Status, Academic Standing, and Student Hold. A red box highlights a comment in the right margin: "Unofficial plan of study for John Smith done by GHolliday. Mr. Smith also has courses in BIOL 225, BIOL 226, and PSYC 222B from XX University (regionally accredited) which are eligible for transfer and may be eligible for general education substitutions through the Curriculum Adjustment process." Below the student record is a "Degree Progress" section showing a progress bar at 5%. The degree is "Bachelor of Science" with 124 hours required and 6 hours applied. A list of requirements is shown with checkboxes and reasons for not meeting them.

Student	Smith, John (unofficial)	College	College of Business	Advisor	Unofficial plan of study for John Smith done by GHolliday. Mr. Smith also has courses in BIOL 225, BIOL 226, and PSYC 222B from XX University (regionally accredited) which are eligible for transfer and may be eligible for general education substitutions through the Curriculum Adjustment process.
ID	12345678	Degree	Bachelor of Science	Student Status	
Classification	Freshman	Major	Management (with Minor)	Academic Standing	
Institutional GPA		Minor	Human Resource Management	Student Hold	
Overall GPA		Concentration			

**Requirements** 5%

Requirement	Reason
<input type="checkbox"/> Minimum 51 hours of 300/400 level credit	A minimum of 51 semester hours of 300/400 level credit is required. You have 0 but still need a minimum of 51 hours.
<input type="checkbox"/> Minimum 60 hours earned at baccalaureate institutions	A minimum of 60 semester hours of credit earned from baccalaureate institutions is required. You have 0 but still need a minimum of 60 hours.
<input type="checkbox"/> Minimum 31 hours (25% of degree requirements) at Athens State	You have 6 but still need a minimum of 25 hours.
<input type="checkbox"/> Minimum 124 hours required	A minimum of 124 hours are required. You currently have 6, you still need 118 more hours.

You currently have 0 hours of 300/400 level credit.  
You currently have 0 hours earned at baccalaureate institutions (including Athens State).  
You currently have 6 hours earned at Athens State.

# End of Tutorial

- Please view the other available tutorials that will help you make the most out of using Degree Works.

[www.athens.edu/degreeworks](http://www.athens.edu/degreeworks)

