

Introduction to the Audit and Audit Header



November 2014

Topics

- Introduction to the Degree Audit
- Features of the Audit Header





Intro to The Audit

Once you have entered the ID for a student or selected a group of students using Find (see the "Finding Students in Degree Works" tutorial), a student audit will be loaded. This tutorial will discuss the header section of the audit.

Ellucian Degree Works - Athens State DWTEST Environment - Mozilla Firefox
https://degreeworksadmin.athens.edu/IRISLink.cgi

ATHENS STATE UNIVERSITY

Athens State Online Help Print

Find Student ID Name Degree Major Student Class Level Last Audit

Worksheets Notes GPA Calc

Worksheets Format: Student View View Save as PDF Process New Include in-progress classes Include preregistered classes [Class History](#)

What If

Look Ahead

Athens State University Plan of Study

Student View A0000ACw as of 29-Oct-2014 at 11:49

Student		College	College of Business	Student Status
ID		Advisor	Cox, Scott R	Academic Standing
Classification	Junior	Degree	Bachelor of Science	Student Hold
Institutional GPA	2.25	Major	Acquisition & Contract Mgmt	
Overall GPA	2.93	Minor		

Degree Progress

Requirements **53%**

Degree - Bachelor of Science Catalog Term: Fall 2013 Hours Required: 124 Hours Applied: 84

- 60 hours of upper level credit** **Still Needed:** A minimum of 60 semester hours of upper level college/ university credit (300-400 level) is required. You have 18 but still need a minimum of 42 hours.
- Minimum 31 hours at Athens State** **Still Needed:** You have 18 but still need a minimum of 13 hours.

Complete 33 of the last 39 semester hours of study or 25% of the degree requirements, whichever is larger, at Athens State University.

You meet the minimum institutional 2.00 GPA



Intro to The Audit

Many of the additional options available to advisors, seen on various tabs or selections such as "Notes", "What If", and "Look Ahead", will be discussed in separate tutorials.

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https://degreeworksadmin.athens.edu/IRISLink.cgi

ATHENS STATE UNIVERSITY

Athens State Online Help Print

Find Student ID Name Degree Major Student Class Level Last Audit

Worksheets **Notes** GPA Calc

Worksheets Format: Student View View Save as PDF Process New Include in-progress classes Include preregistered classes [Class History](#)

What If

Look Ahead

Athens State University Plan of Study

Student View A0000ACw as of 29-Oct-2014 at 11:49

Student		College	College of Business	Student Status	Active
ID		Advisor	Cox, Scott R	Academic Standing	Good Standing
Classification	Junior	Degree	Bachelor of Science	Student Hold	
Institutional GPA	2.25	Major	Acquisition & Contract Mgmt		
Overall GPA	2.93	Minor			

Degree Progress

Requirements 53%

Degree - Bachelor of Science **Catalog Term:** Fall 2013 **Hours Required:** 124
Hours Applied: 84

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Complete 33 of the last 39 semester hours of study or 25% of the degree requirements, whichever is larger, at Athens State University.

You meet the minimum institutional 2.00 GPA



The Audit Header

The Audit Header gives a summary of useful information about the student, and provides access to a variety of options and tools.

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

Find Student ID Name Degree Major Student Class Level Last Audit

Worksheets **Notes** **GPA Calc**

Worksheets **Notes** **GPA Calc**

Format: Student View **View** **Save as PDF** **Process New** Include in-progress classes Include preregistered classes [Class History](#)

What If

Look Ahead

Athens State University Plan of Study

Student View A0000ACw as of 29-Oct-2014 at 11:49

Student	<input type="text"/>	College	College of Business	Student Status	Active
ID	<input type="text"/>	Advisor	Cox, Scott R	Academic Standing	Good Standing
Classification	Junior	Degree	Bachelor of Science	Student Hold	
Institutional GPA	2.25	Major	Acquisition & Contract Mgmt		

This arrow tells you which of the three options on the left (Worksheets, What If, or Look Ahead) you are currently viewing.



The Audit Header

Basic information for the student appears in these boxes (ID and Name masked here).

This box tells you the last time a new audit process ran for this student (more on this later).

The screenshot shows the Ellucian Degree Works interface for Athens State University. The top navigation bar includes 'Athens State Online', 'Help', 'Print', and 'Log Out'. Below this is a search bar with fields for 'Student ID', 'Name', 'Degree', 'Major', 'Student Class Level', and 'Last Audit'. The 'Last Audit' field shows 'Today'. Below the search bar are buttons for 'Worksheets', 'Notes', and 'GPA Calc'. The 'Worksheets' section includes a 'Format' dropdown set to 'Student View', 'View', 'Save as PDF', and 'Process New' buttons. There are also checkboxes for 'Include in-progress classes' and 'Include preregistered classes', and a 'Class History' link. The 'What If' section is visible, and the 'Look Ahead' section displays the 'Athens State University Plan of Study' for 'Student View A0000ACw as of 29-Oct-2014 at 11:49'. The plan of study table includes fields for Student, ID, College, Advisor, Degree, Major, Minor, Student Status, Academic Standing, and Student Hold. At the bottom, the 'Degree Progress' section shows a progress bar for 'Requirements' at 53%.

Student	[Masked]	College	College of Business	Student Status	Active
ID	[Masked]	Advisor	Cox, Scott R	Academic Standing	Good Standing
Classification	Junior	Degree	Bachelor of Science	Student Hold	
Institutional GPA	2.25	Major	Acquisition & Contract Mgmt		
Overall GPA	2.93	Minor			

Degree Progress

Requirements	53%
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The Audit Header

If you selected multiple students in Find, you can select a different student using this pull down.

The screenshot shows the Ellucian Degree Works interface. At the top, there's a navigation bar with "Athens State Online", "Help", "Print", and "Log Out". Below this is a search bar with fields for "Student ID", "Name", "Degree", "Major", "Student Class Level", and "Last Audit". The "Student ID" field is highlighted with a red box and a red arrow pointing to it from a text box. The "Name" field is also highlighted with a red box and a red arrow pointing to it from a text box. The "Degree" field is set to "BS" and the "Major" field is set to "Acquisition & Contract M". The "Student Class Level" field is set to "Junior" and the "Last Audit" field is set to "Today".

Below the search bar, there are buttons for "Worksheets", "Notes", and "GPA Calc". The "Worksheets" button is highlighted with a red box and a red arrow pointing to it from a text box. The "Format" dropdown is set to "Student View". There are buttons for "View", "Save as PDF", and "Process New". There are also checkboxes for "Include in-progress classes" and "Include preregistered classes". A link for "Class History" is also present.

Below the search bar, there's a section titled "Athens State University Plan of Study". Underneath, there's a "Student View" section for student A0000ACw as of 29-Oct-2014 at 11:49. This section contains a table with student information:

Student	College	Student Status
[Redacted]	College of Business	Active
ID	Advisor	Academic Standing
[Redacted]	Cox, Scott R	Good Standing
Classification	Degree	Student Hold
Junior	Bachelor of Science	
.25	Major	
.93	Acquisition & Contract Mgmt	
	Minor	

Below the table, there's a "Degree Progress" section with a progress bar showing 53% completion.

You can always enter a new ID or click on Find to select different students.



The Audit Header

The screenshot shows the Ellucian Degree Works interface in a Mozilla Firefox browser. The page title is "Ellucian Degree Works - Athens State DWTEST Environment - Mozilla Firefox". The URL is "https://degreeworksadmin.athens.edu/IRISLink.cgi". The Athens State University logo is visible in the top left. The navigation bar includes "Athens State Online", "Help", "Print", and "Log Out". The search section contains fields for "Student ID", "Name", "Degree", "Major", "Student Class Level", and "Last Audit". The "Degree" dropdown menu is currently set to "BS" and is highlighted with a red arrow. Below the search section are buttons for "Worksheets", "Notes", and "GPA Calc". The "Worksheets" section includes a "Format:" dropdown set to "Student View", a "View" button, a "Save as PDF" button, and a "Process New" button. There are also checkboxes for "Include in-progress classes" and "Include preregistered classes". The "Class History" link is visible. The "What If" section is partially visible. The "Look Ahead" section shows "Student View" for "A0000ACw as of 29-Oct-2014 at 11:49". Below this is a table with columns for "Student", "College", "Student Status", and "Academic Standing". The table shows a student with "College of Business" and "Active" status, and "Good Standing".

If a student is pursuing multiple degrees (i.e., BS and BA, etc.) you can select the audit for the other degree here. If the student is pursuing majors under a single degree, the information for all majors will appear in this audit and no additional options will be available in this pull down.



The Audit Header

Clicking on this icon allows you to add a note to the student's audit (more on Notes in a separate tutorial).

Ellucian Degree Works - Athens State DWTEST Environment - Mozilla Firefox
https://degreeworksadmin.athens.edu/IRISLink.cgi

ATHENS STATE UNIVERSITY

Athens State Online Help Print Log Out

Find Student ID Name Degree Major Student Class Level Last Audit
[input] [input] BS Acquisition & Contract M Junior Today 

Worksheets Notes GPA Calc

Worksheets Format: Student View View Save as PDF Process New Include in-progress classes Include preregistered classes [Class History](#)

What If

Look Ahead

Athens State University Plan of Study

Student View A0000ACw as of 29-Oct-2014 at 11:49

Student	[input]	College	College of Business	Student Status	Active
ID	[input]	Advisor	Cox, Scott R	Academic Standing	Good Standing
Classification	Junior	Degree	Bachelor of Science	Student Hold	
Institutional GPA	2.25	Major	Acquisition & Contract Mgmt		
Overall GPA	2.93	Minor			

Degree Progress

Requirements **53%**



The Audit Header

More about Print and Save as PDF in a separate tutorial.

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

Find Student ID Name Degree Major Student Class Level Last Audit
[Input] [Input] BS Acquisition & Contract M Junior Today

Worksheets Notes GP Calc

Worksheets Format: Student View View Save as PDF Process New Include in-progress classes Include preregistered classes [Class History](#)

Athens State University Plan of Study

Student View A0000ACW of 29-Oct-2014 at 11:49

Student	College	Student Status
[Redacted]	College of Business	Active
[Redacted]	[Redacted]	Academic Standing
[Redacted]	Bachelor of Science	Student Hold
[Redacted]	Acquisition & Contract Mgmt	

Degree Progress

Requirements 53%

Clicking these links will take you to Self-Service Banner or to the Athens State Degree Works Help webpages.



The Audit Header

“Student View” in the Format box tells you that you are viewing the audit as the student sees it. This is always the default format when an audit is loaded. Advisors and students also have access to two other formats: Graduation Checklist and Registration Checklist. These formats will be discussed in other tutorials.

The screenshot shows the Athens State Online Degree Works interface. At the top, there is a search bar with fields for Student ID, Name, and Degree (BS). Below this are tabs for Worksheets, Notes, and GPA Calc. A red box highlights the 'Format:' dropdown menu, which is currently set to 'Student View'. To the right of the dropdown are buttons for 'View', 'Save as PDF', and 'Process New', along with checkboxes for 'Include in-progress classes' and 'Include preregistered classes'. A link for 'Class History' is also visible.

Athens State University Plan of Study

Student View A0000ACw as of 29-Oct-2014 at 11:49

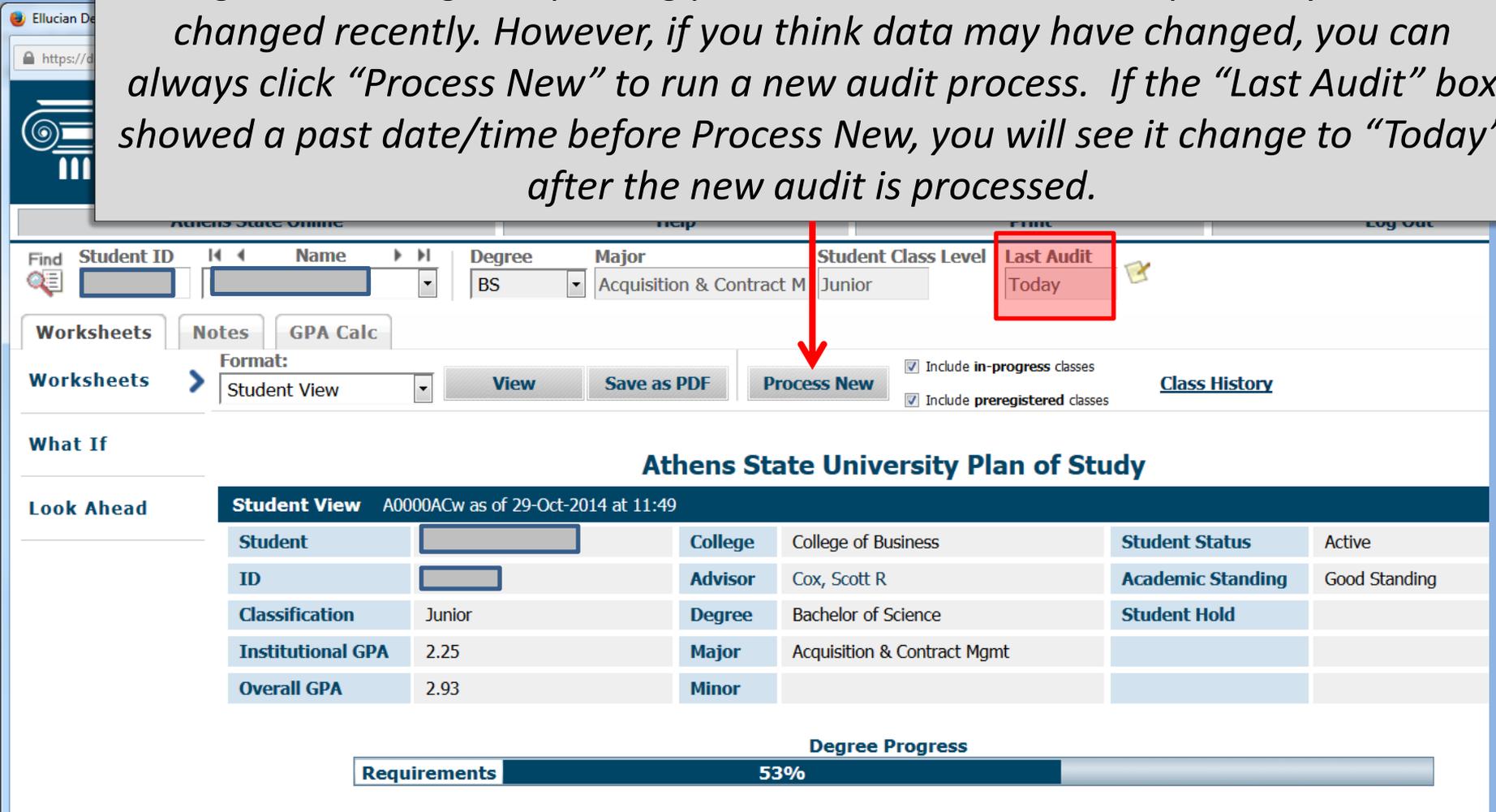
Student	[Redacted]	College	College of Business	Student Status	Active
ID	[Redacted]	Advisor	Cox, Scott R	Academic Standing	Good Standing
Classification	Junior	Degree	Bachelor of Science	Student Hold	
Institutional GPA	2.25	Major	Acquisition & Contract Mgmt		
Overall GPA	2.93	Minor			

Degree Progress

Requirements	53%
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The Audit Header

Student data is refreshed nightly. Unless you are viewing the audit during registration or grade posting periods, the student's data probably hasn't changed recently. However, if you think data may have changed, you can always click "Process New" to run a new audit process. If the "Last Audit" box showed a past date/time before Process New, you will see it change to "Today" after the new audit is processed.



Find Student ID Name Degree Major Student Class Level Last Audit Today

BS Acquisition & Contract M Junior

Worksheets Notes GPA Calc

Worksheets Format: Student View View Save as PDF Process New

Include in-progress classes
 Include preregistered classes

[Class History](#)

Athens State University Plan of Study

Student View A0000ACw as of 29-Oct-2014 at 11:49

Student		College	College of Business	Student Status	Active
ID		Advisor	Cox, Scott R	Academic Standing	Good Standing
Classification	Junior	Degree	Bachelor of Science	Student Hold	
Institutional GPA	2.25	Major	Acquisition & Contract Mgmt		
Overall GPA	2.93	Minor			

Degree Progress

Requirements 53%



The Audit Header

If you want to exclude in-progress and/or preregistered classes in the audit, you can uncheck the appropriate box and then click "Process New".

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

Find Student ID Name Degree Major Student Class Level Last Audit

BS Acquisition & Contract M Junior Today

Worksheets **Notes** **GPA Calc**

Worksheets **Format:** Student View **View** **Save as PDF** **Process New** Include in-progress classes Include preregistered classes [Class History](#)

Athens State University Plan of Study

Student View A0000ACw as of 29-Oct-2014 at 11:49

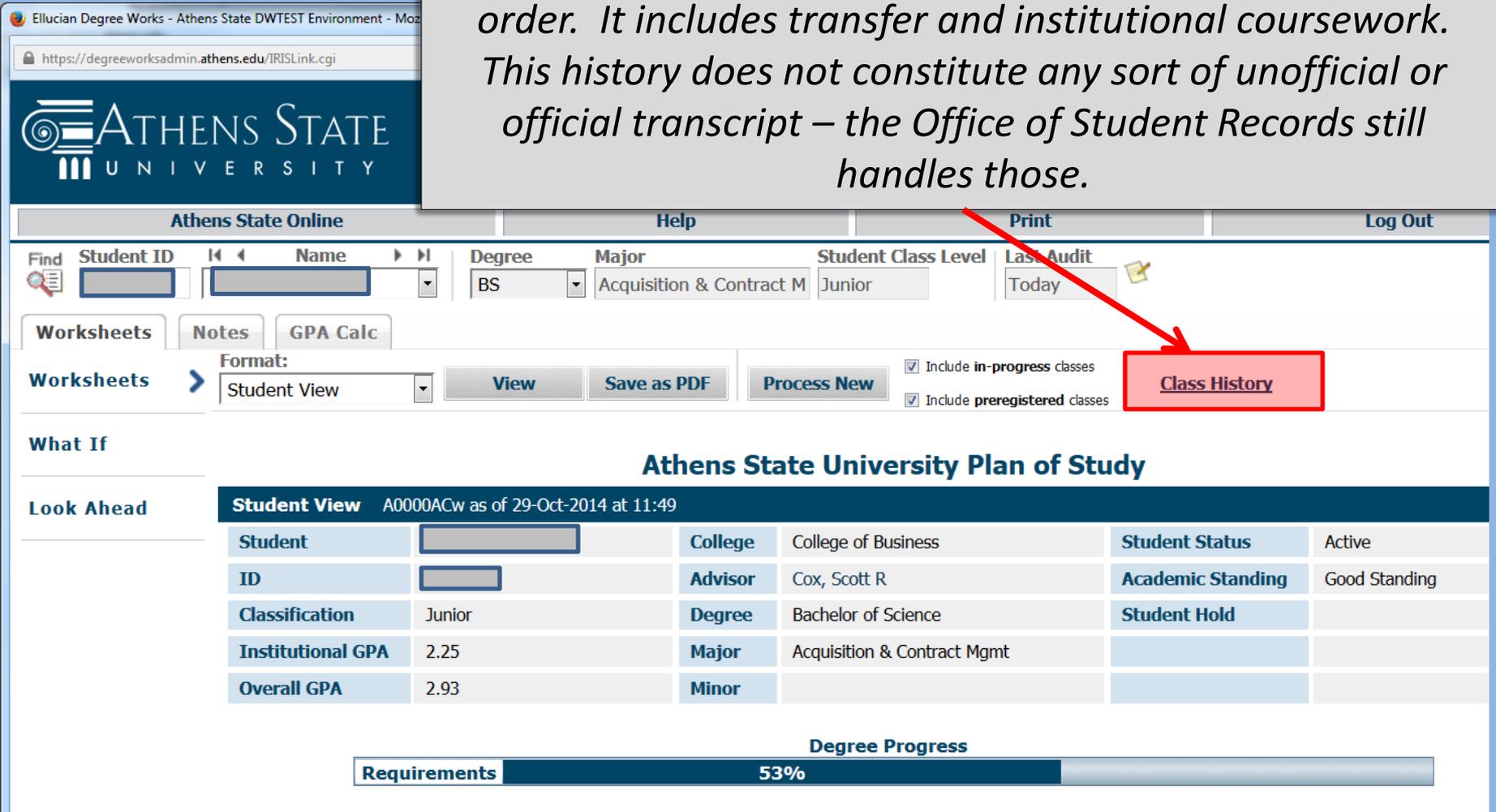
Student	<input type="text"/>	College	College of Business	Student Status	Active
ID	<input type="text"/>	Advisor	Cox, Scott R	Academic Standing	Good Standing
Classification	Junior	Degree	Bachelor of Science	Student Hold	
Institutional GPA	2.25	Major	Acquisition & Contract Mgmt		
Overall GPA	2.93	Minor			

Degree Progress

Requirements **53%**

The Audit Header

Clicking this link opens a pop-up window that shows a summary of the student's class history in chronological order. It includes transfer and institutional coursework. This history does not constitute any sort of unofficial or official transcript – the Office of Student Records still handles those.



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

Find Student ID Name Degree Major Student Class Level Last Audit

Worksheets **Notes** **GPA Calc**

Worksheets **Format:** Include in-progress classes Include preregistered classes

Class History

What If

Look Ahead

Athens State University Plan of Study

Student View A0000ACw as of 29-Oct-2014 at 11:49

Student	<input type="text"/>	College	College of Business	Student Status	Active
ID	<input type="text"/>	Advisor	Cox, Scott R	Academic Standing	Good Standing
Classification	Junior	Degree	Bachelor of Science	Student Hold	
Institutional GPA	2.25	Major	Acquisition & Contract Mgmt		
Overall GPA	2.93	Minor			

Degree Progress

Requirements **53%**



The Audit Header

This 3-column student information header summarizes much of the important information about the student.

The screenshot shows the Athens State Online Degree Works interface. At the top, there is a navigation bar with "Athens State Online", "Help", "Print", and "Log Out". Below this is a search area with fields for "Student ID", "Name", "Degree", "Major", "Student Class Level", and "Last Audit". The "Student View" button is highlighted, and a red arrow points from the text box above to the "Student View" button. Below the search area, there are tabs for "Worksheets", "Notes", and "GPA Calc". The "Worksheets" tab is active, showing a "Format:" dropdown set to "Student View", and buttons for "View", "Save as PDF", and "Process New". There are also checkboxes for "Include in-progress classes" and "Include preregistered classes", and a "Class History" link. Below this is a section titled "Athens State University Plan of Study". A red box highlights the "Student View" section, which contains a table with the following data:

Student View A0000ACw as of 29-Oct-2014 at 11:49					
Student	[Redacted]	College	College of Business	Student Status	Active
ID	[Redacted]	Advisor	Cox, Scott R	Academic Standing	Good Standing
Classification	Junior	Degree	Bachelor of Science	Student Hold	
Institutional GPA	2.25	Major	Acquisition & Contract Mgmt		
Overall GPA	2.93	Minor			

Below the table is a "Degree Progress" section with a progress bar showing "Requirements" at 53%.



The Audit Header

As per institutional policy, GPAs are rounded to the second decimal place. If the student has not yet completed any courses at Athens State, the institutional GPA will appear blank.

Only the primary major appears here.

If the student is a double major under one degree type, both majors will appear here.

Athens State Online Help

Find Student ID Name Degree Major Student Class Level
BS Acquisition & Contract M Junior

Worksheets Notes GPA Calc
Worksheets Format: Student View View Save as PDF Process New

What If

Look Ahead

Athens State University Plan of Study

Student View A0000ACw as of 29-Oct-2014 at 11:49

Student		College	College of Business	Student Status	Active
ID		Advisor	Cox, Scott R	Academic Standing	Good Standing
Classification	Junior	Degree	Bachelor of Science	Student Hold	
Institutional GPA	2.25	Major	Acquisition & Contract Mgmt		
Overall GPA	2.93	Minor			

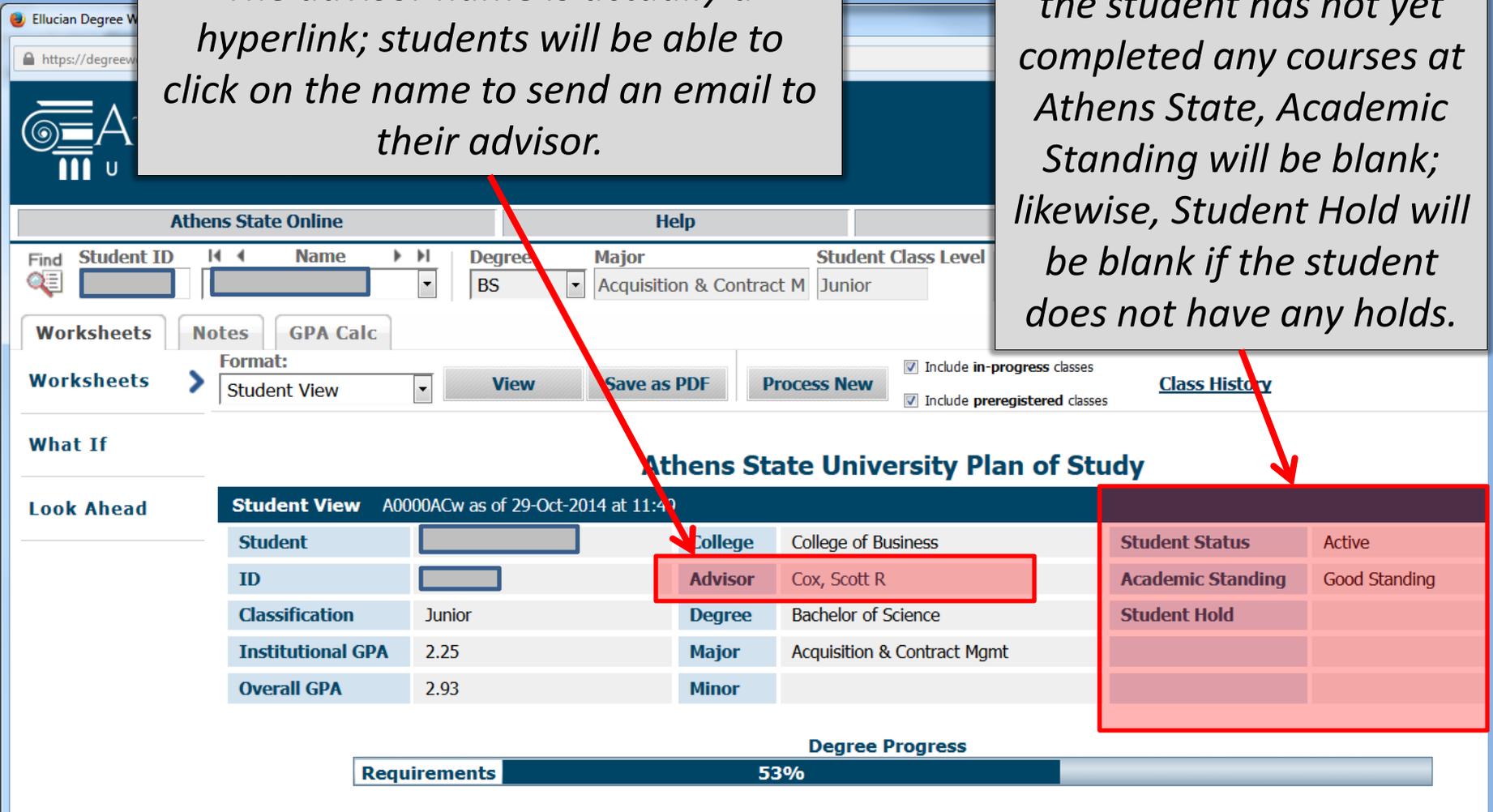
Degree Progress

Requirements 53%

The Audit Header

The advisor name is actually a hyperlink; students will be able to click on the name to send an email to their advisor.

Other relevant student info is in these columns. If the student has not yet completed any courses at Athens State, Academic Standing will be blank; likewise, Student Hold will be blank if the student does not have any holds.



Athens State University Plan of Study

Student View A0000ACw as of 29-Oct-2014 at 11:49

Student	[Redacted]	College	College of Business
ID	[Redacted]	Advisor	Cox, Scott R
Classification	Junior	Degree	Bachelor of Science
Institutional GPA	2.25	Major	Acquisition & Contract Mgmt
Overall GPA	2.93	Minor	

Student Status	Active
Academic Standing	Good Standing
Student Hold	

Degree Progress

Requirements 53%

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

