Using the *What If*, *Look Ahead,* and *Save as PDF* Options in Degree Works

ATHENS STATE UNIVERSITY

DEGREEWORKS
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Topics

- The *What If* Process
  - Selecting *What If* Items
  - Viewing *What If* on Screen
  - Saving *What If* as PDF
- Using the *Look Ahead* Option
- Using *Save as PDF* with Normal Audits

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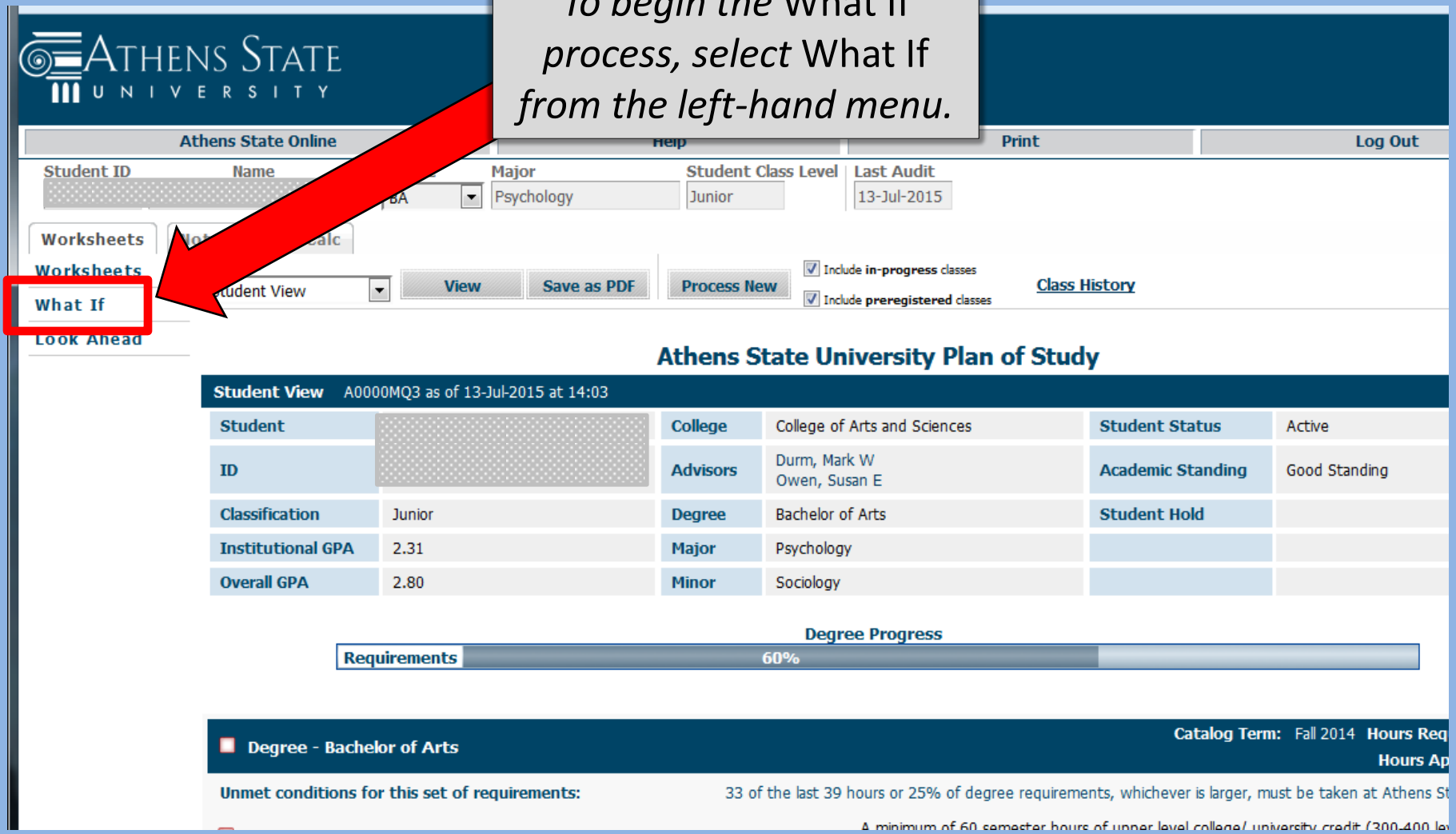
"What If" in Degree Works

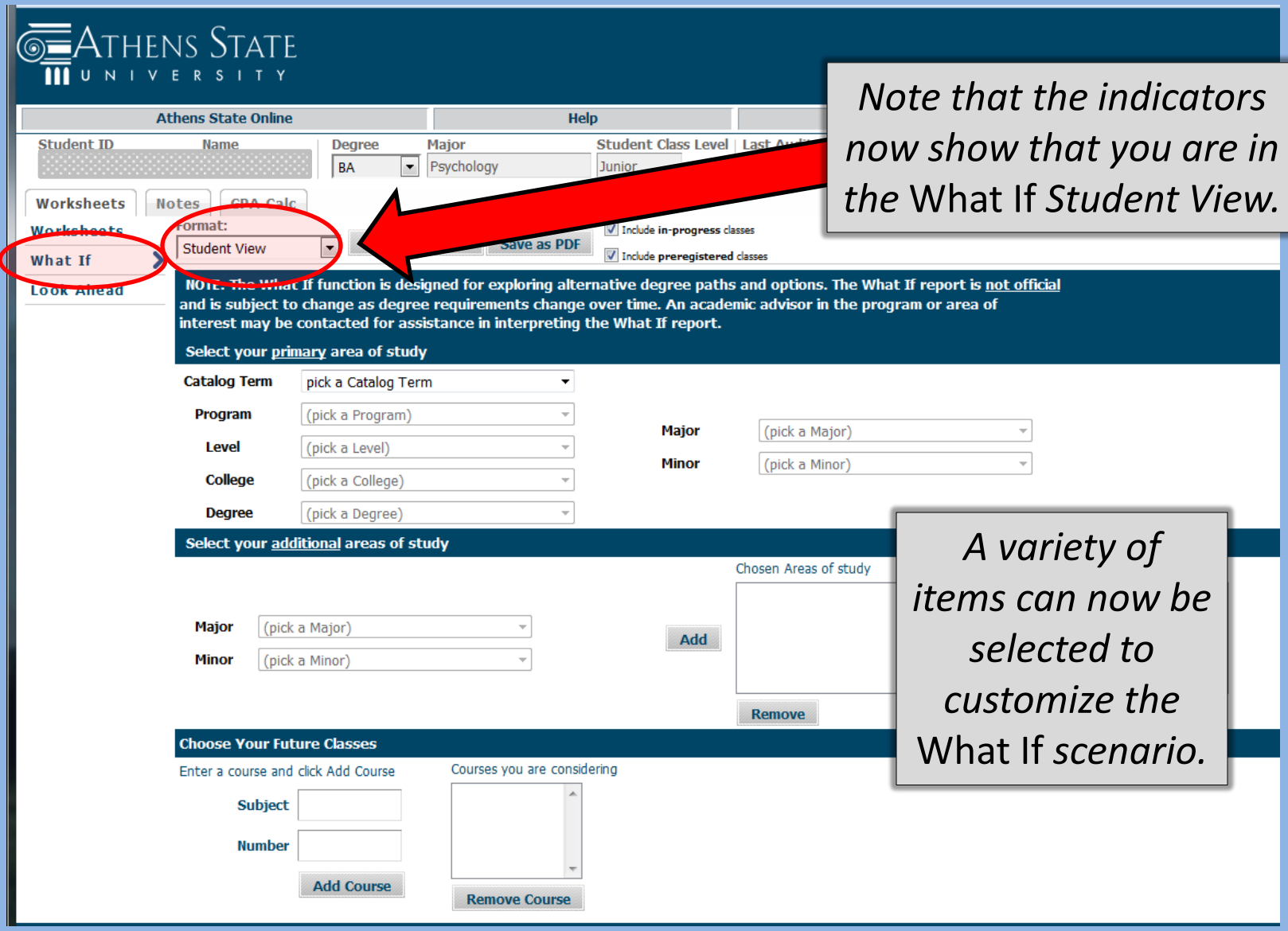
- One of the most powerful tools in Degree Works is the ability to run audit scenarios on majors other than your officially declared major – the "*What If*" option. This is extremely useful for exploring the consequences of a change of major **before** taking any official action.
- The potential consequences of the change can be seen in real time – which completed courses will fulfill requirements in a new major (**and which ones won't**).
- Running a What If **does not** actually change your major – this must be done through the official Records Office process using the online **Change of Major/Minor/Catalog Year** form.
- **You should always consult your advisor before any official changes are made. Students receiving veteran's benefits or financial aid should consult the Veterans Affairs or Financial Aid offices prior to making any official changes.**

Starting the *What If* Process

To begin the What If *process, select* What If *from the left-hand menu.*



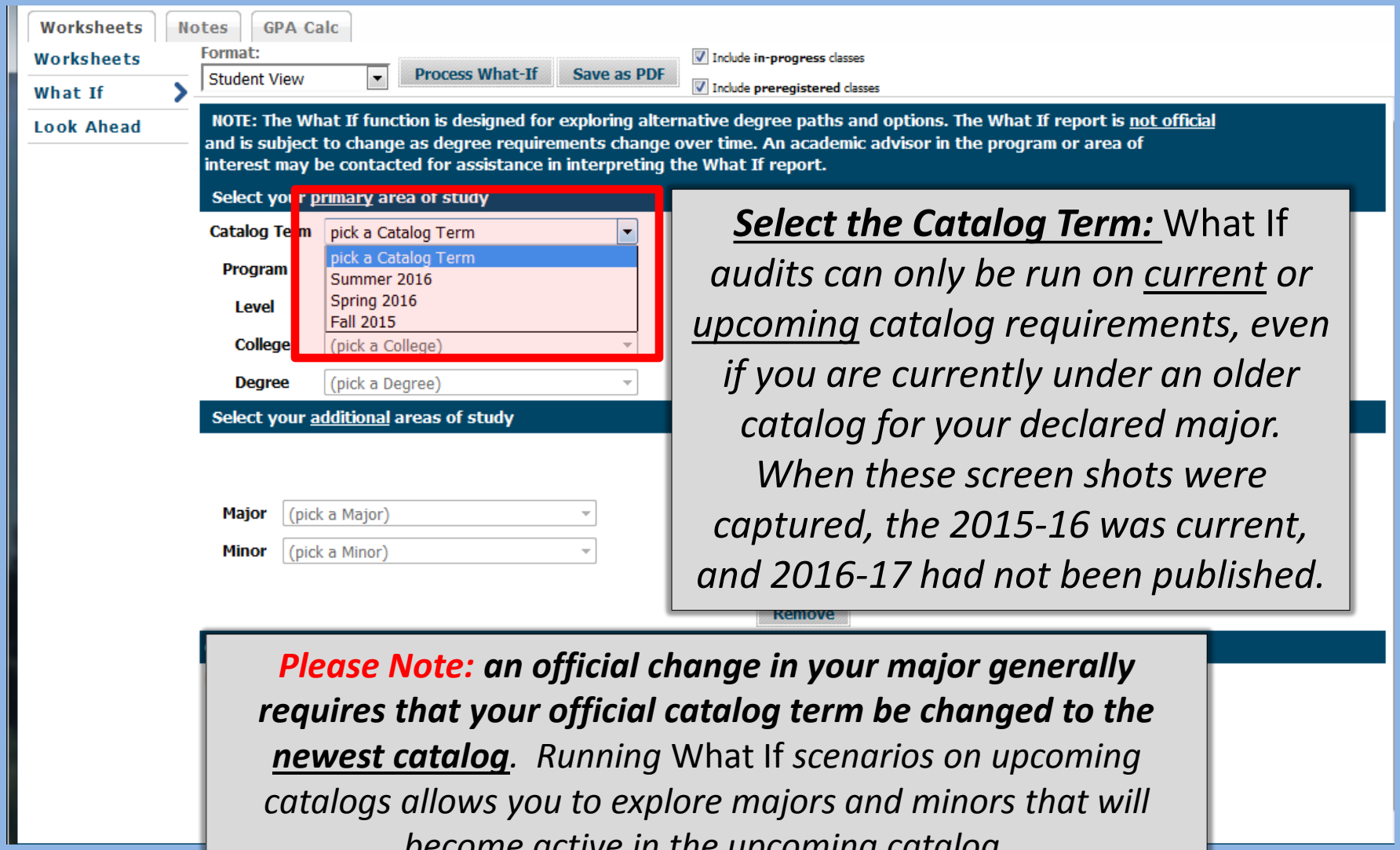
Selecting *What If* Items



Note that the indicators now show that you are in the What If *Student View.*

A variety of items can now be selected to customize the What If *scenario.*

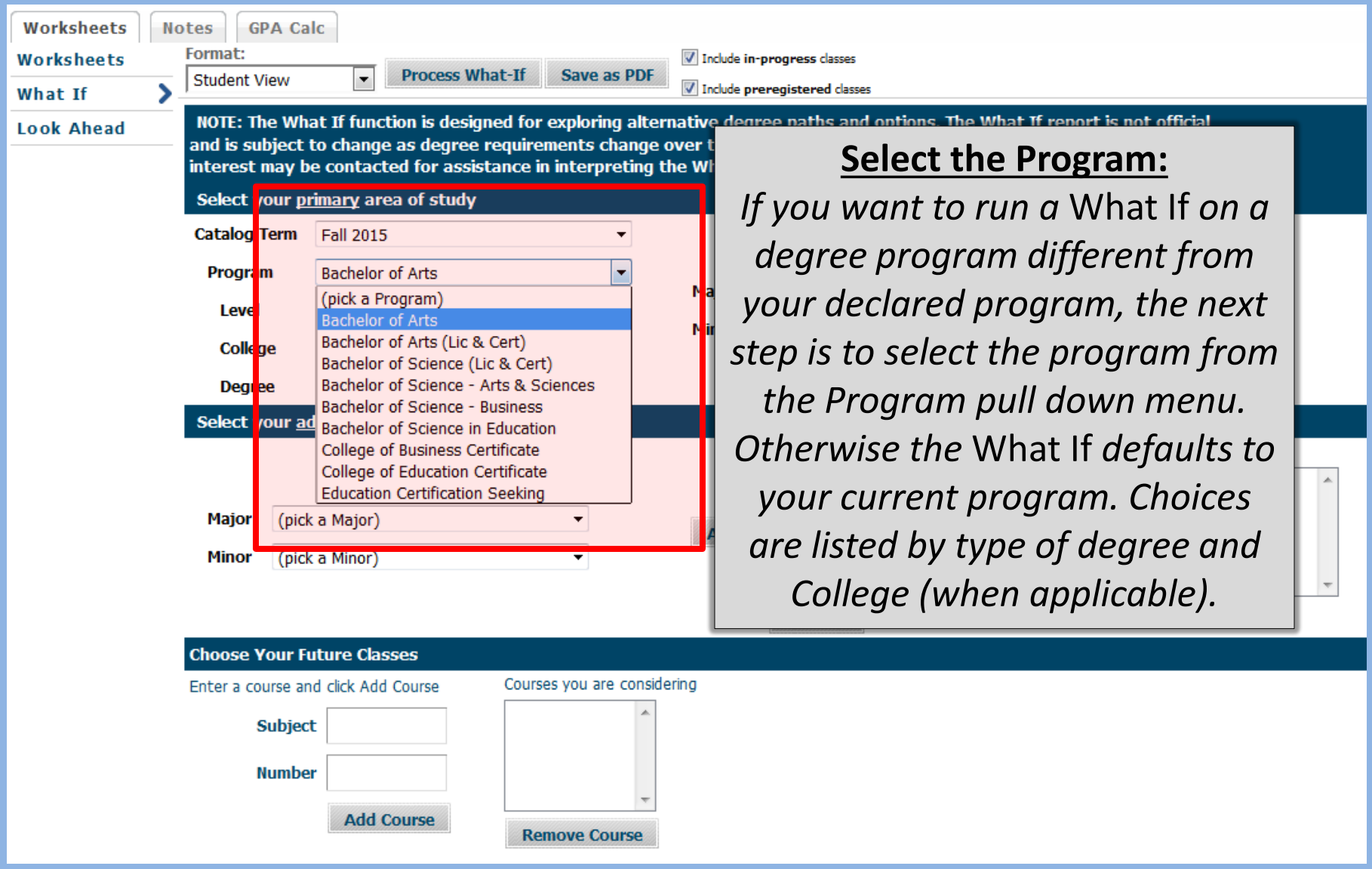
Select *What If* Catalog Term



Select the Catalog Term: What If *audits can only be run on current or upcoming catalog requirements, even if you are currently under an older catalog for your declared major. When these screen shots were captured, the 2015-16 was current, and 2016-17 had not been published.*

Please Note: ***an official change in your major generally requires that your official catalog term be changed to the newest catalog***. *Running* What If *scenarios on upcoming catalogs allows you to explore majors and minors that will become active in the upcoming catalog.*

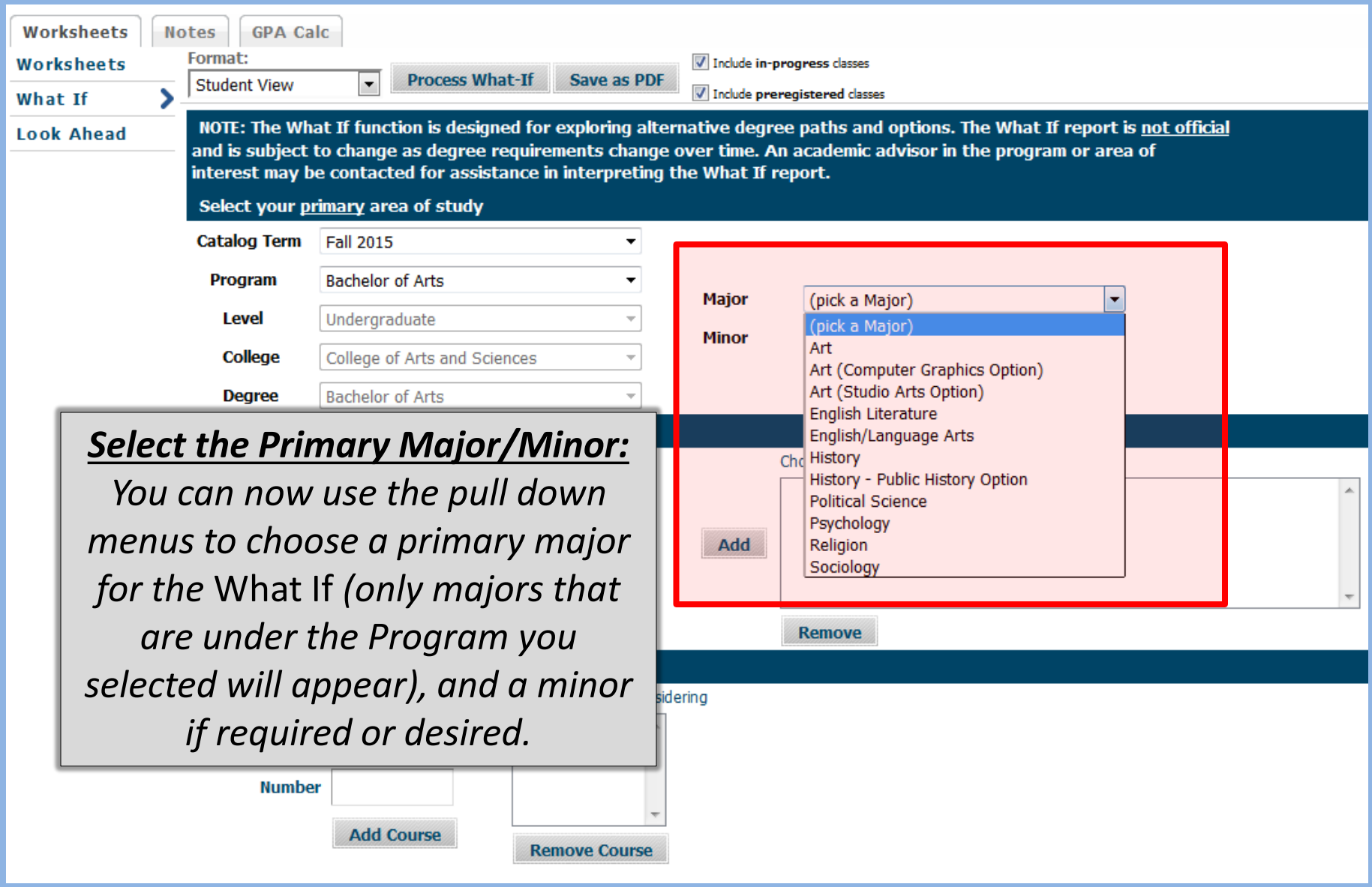
Select *What If* Program



Select the Program:

If you want to run a What If *on a degree program different from your declared program, the next step is to select the program from the Program pull down menu. Otherwise the* What If *defaults to your current program. Choices are listed by type of degree and College (when applicable).*

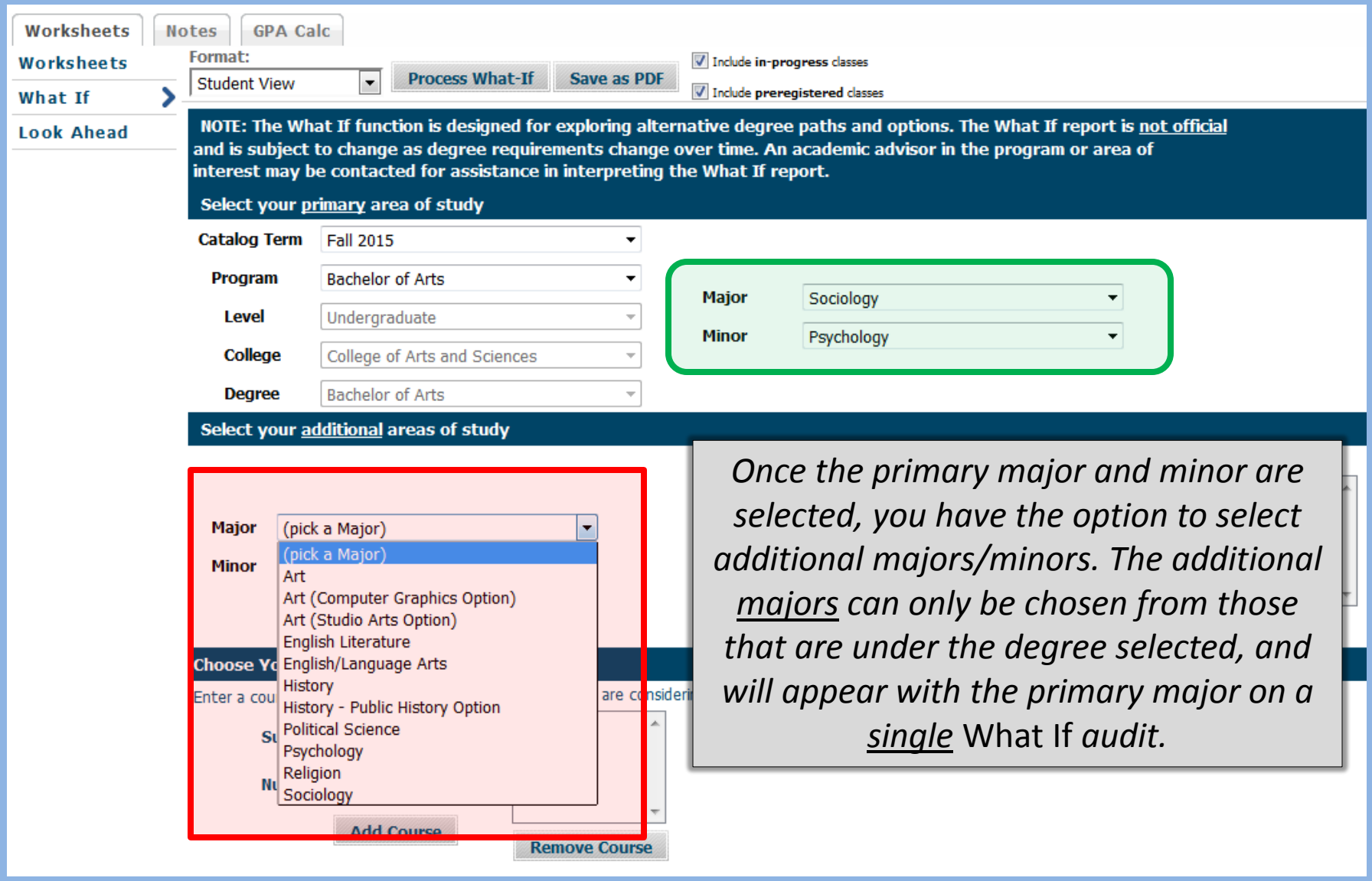
Select *What If* Primary Major/Minor



Select the Primary Major/Minor:

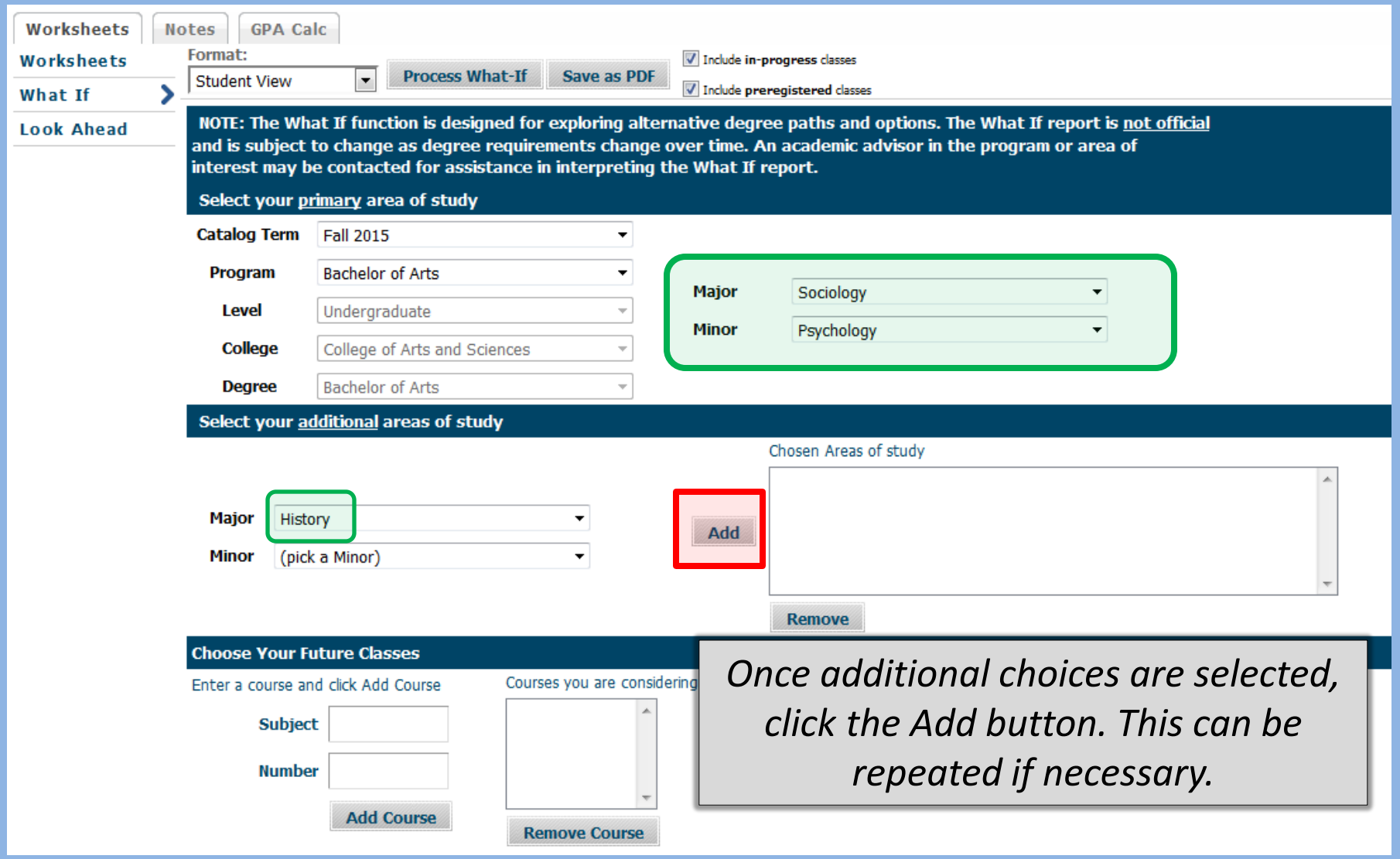
You can now use the pull down menus to choose a primary major for the What If *(only majors that are under the Program you selected will appear), and a minor if required or desired.*

Select *What If* Additional Items



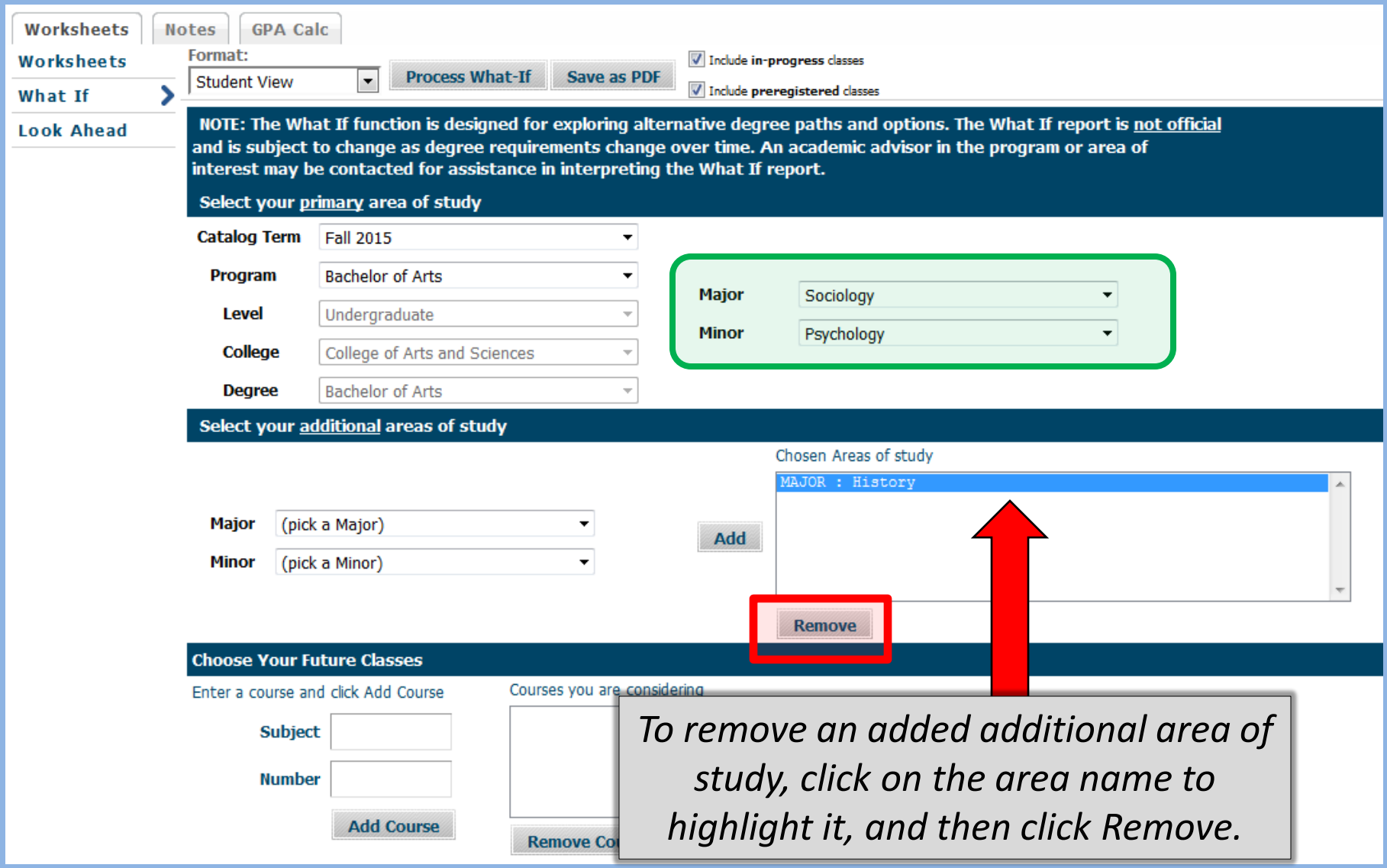
Once the primary major and minor are selected, you have the option to select additional majors/minors. The additional majors can only be chosen from those that are under the degree selected, and will appear with the primary major on a single What If *audit.*

Select *What If* Additional Items

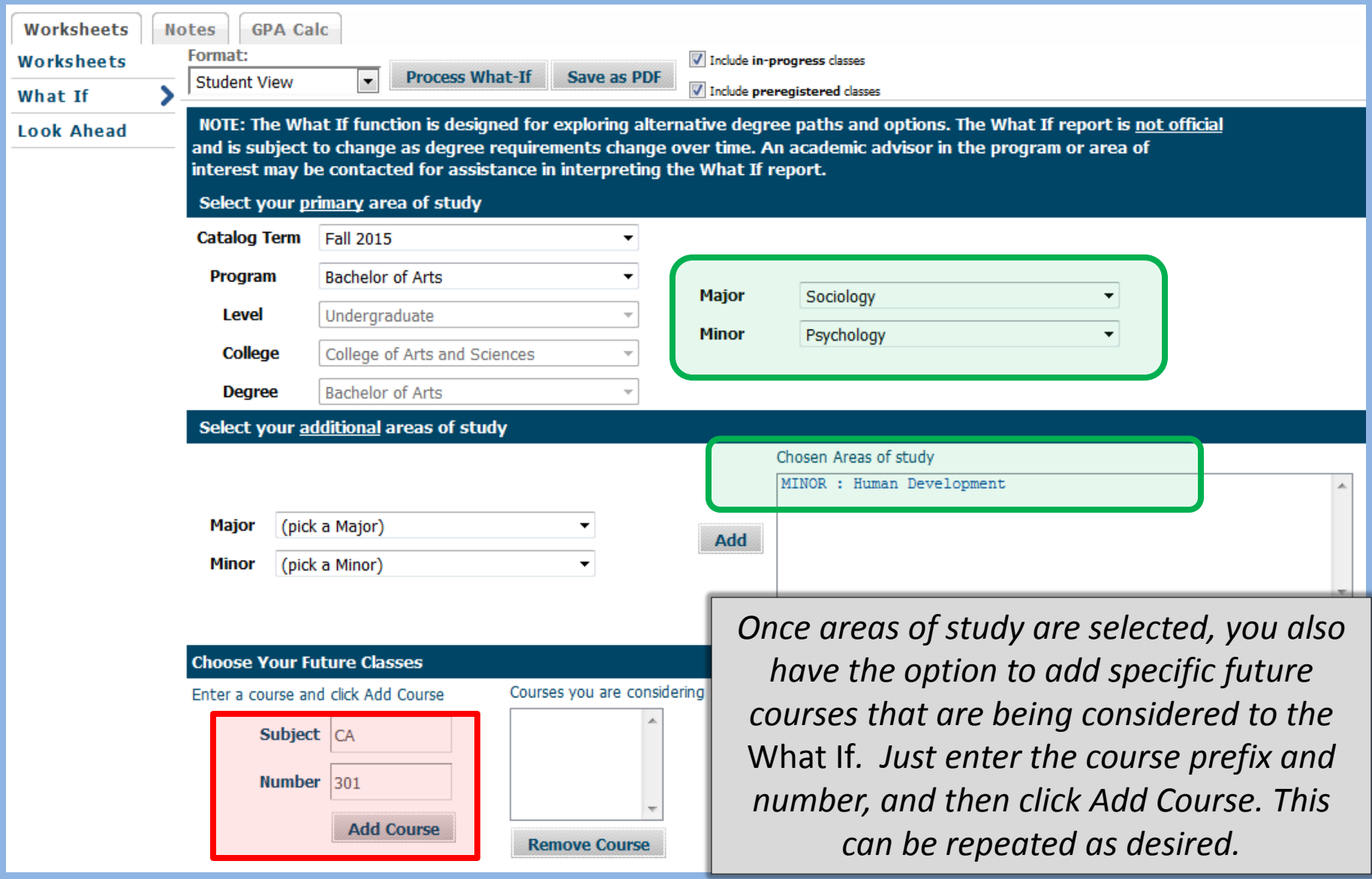


Once additional choices are selected, click the Add button. This can be repeated if necessary.

Select *What If* Additional Items

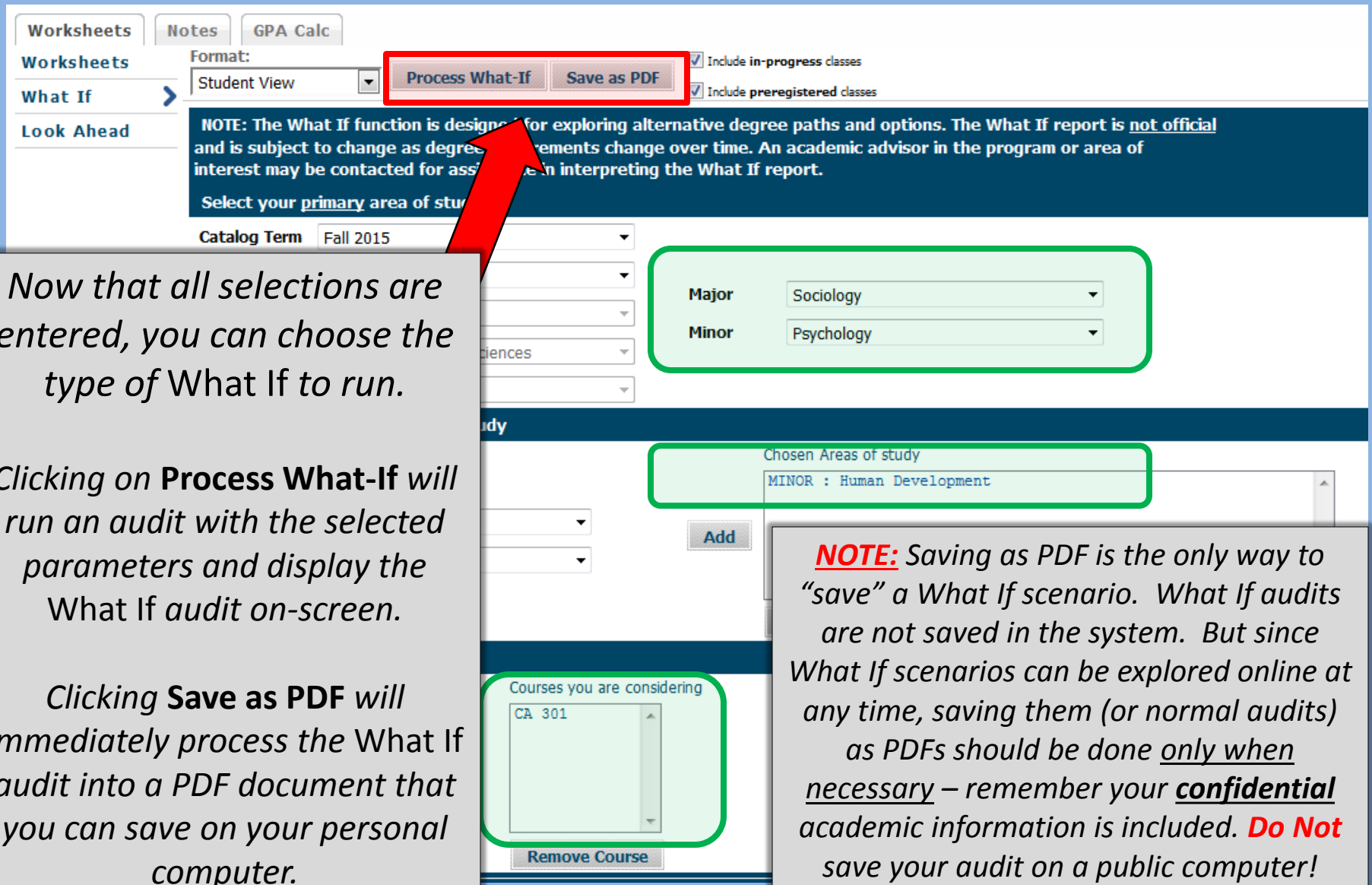


Select *What If* Additional Items



Once areas of study are selected, you also have the option to add specific future courses that are being considered to the What If. *Just enter the course prefix and number, and then click Add Course. This can be repeated as desired.*

Choose *What If* Type



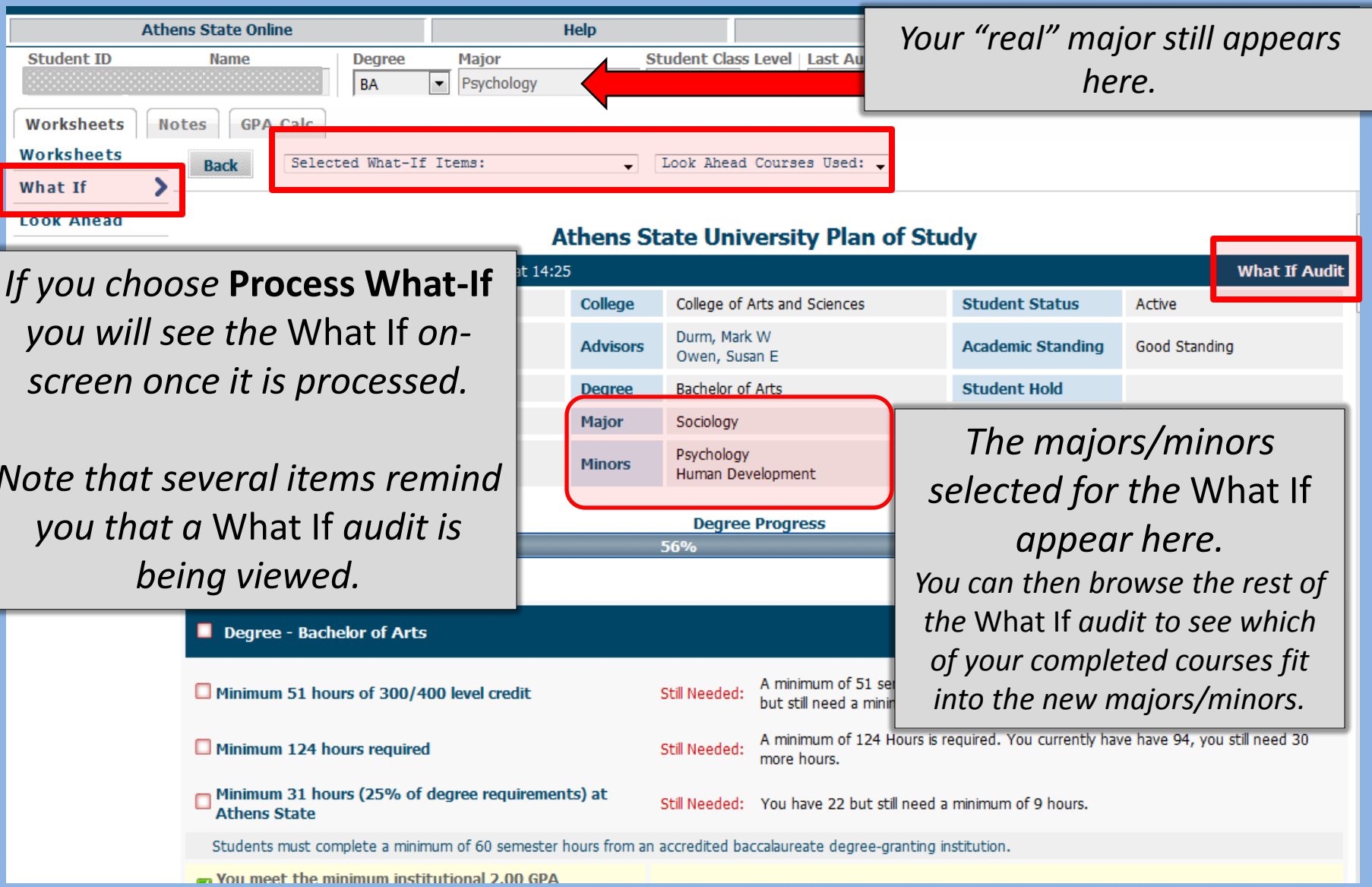
Now that all selections are entered, you can choose the type of What If *to run.*

Clicking on **Process What-If** *will run an audit with the selected parameters and display the* What If *audit on-screen.*

Clicking **Save as PDF** *will immediately process the* What If *audit into a PDF document that you can save on your personal computer.*

NOTE: *Saving as PDF is the only way to "save" a What If scenario. What If audits are not saved in the system. But since What If scenarios can be explored online at any time, saving them (or normal audits) as PDFs should be done only when necessary – remember your* ***confidential*** *academic information is included.* ***Do Not*** *save your audit on a public computer!*

View *What If* On-Screen



Your "real" major still appears here.

If you choose **Process What-If** *you will see the* What If *on-screen once it is processed.*

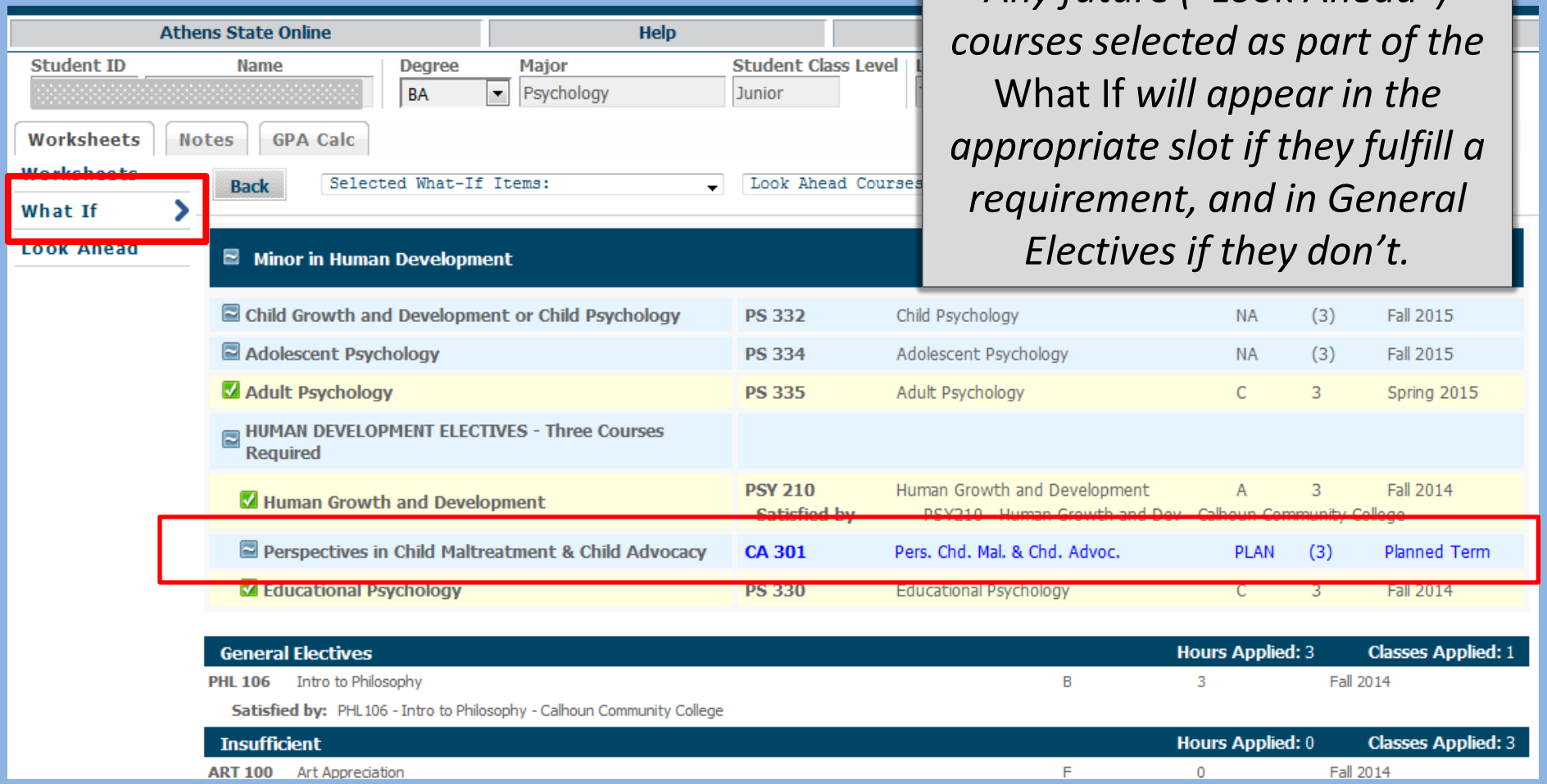
Note that several items remind you that a What If *audit is being viewed.*

The majors/minors selected for the What If *appear here.*

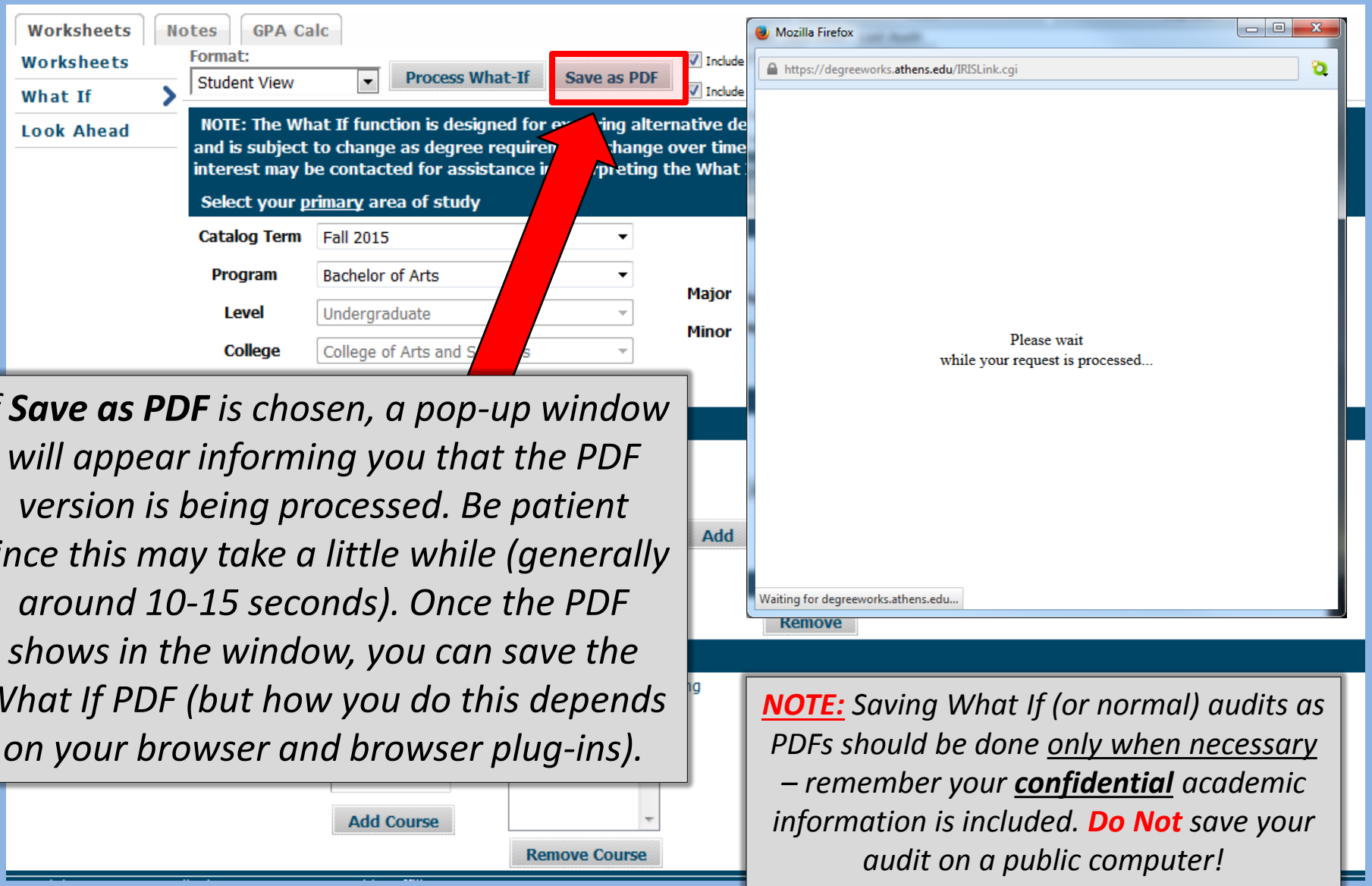
You can then browse the rest of the What If *audit to see which of your completed courses fit into the new majors/minors.*

View *What If* On Screen

Any future ("Look Ahead") courses selected as part of the What If *will appear in the appropriate slot if they fulfill a requirement, and in General Electives if they don't.*



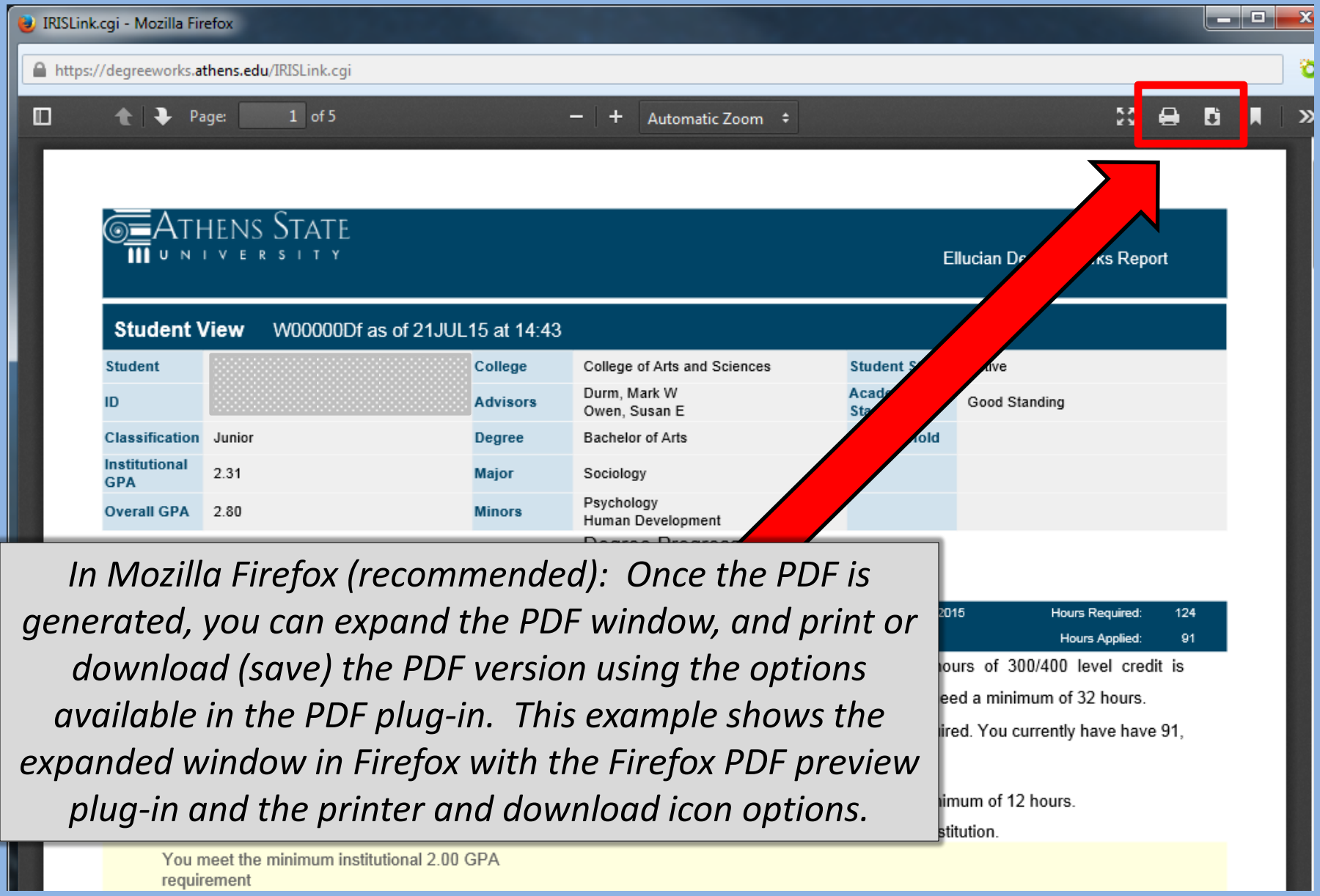
What If – Save as PDF



*If **Save as PDF** is chosen, 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). Once the PDF shows in the window, you can save the What If PDF (but how you do this depends on your browser and browser plug-ins).*

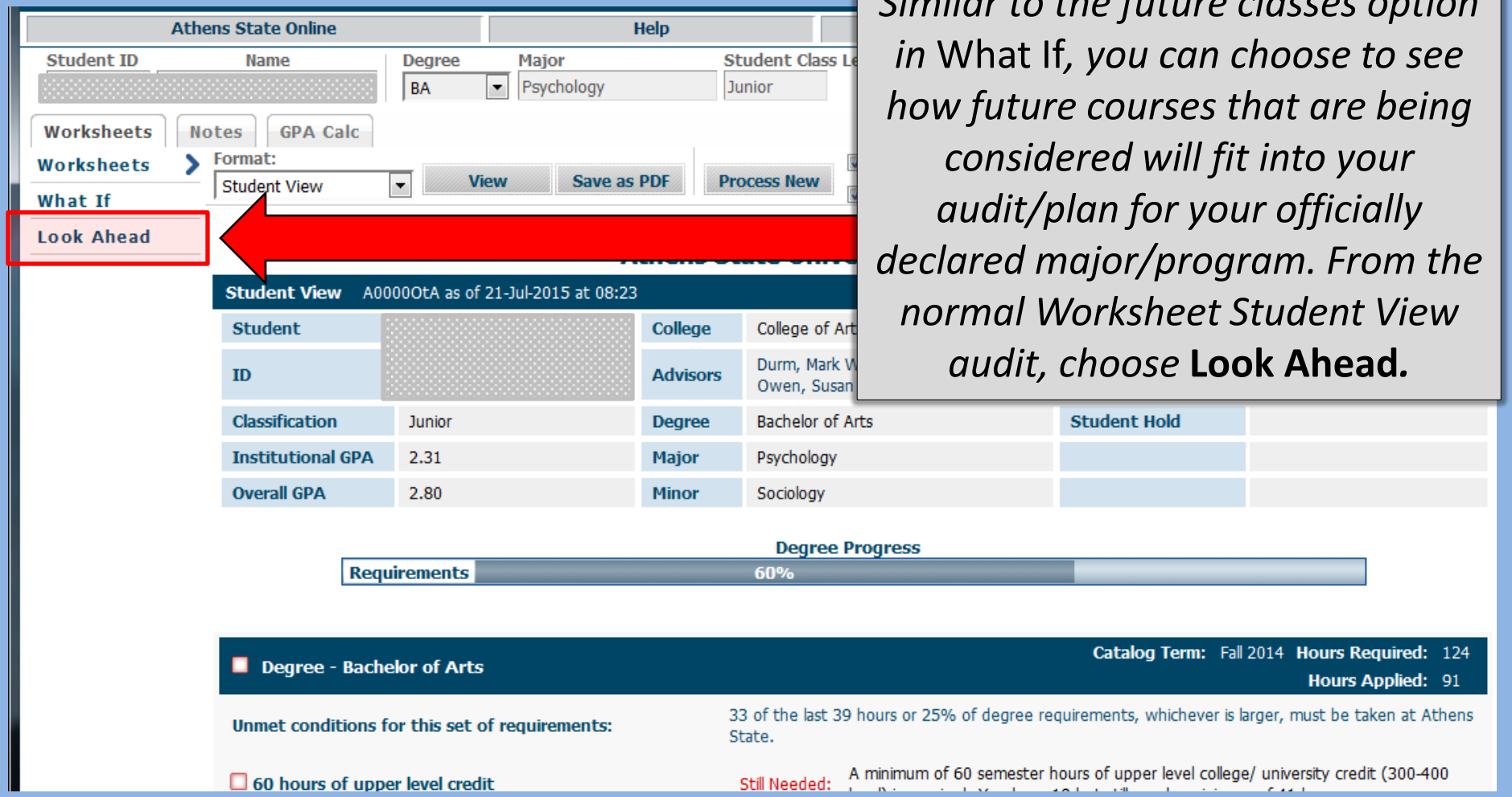
***NOTE:** Saving What If (or normal) audits as PDFs should be done only when necessary – remember your **confidential** academic information is included. **Do Not** save your audit on a public computer!*

What If – Save as PDF



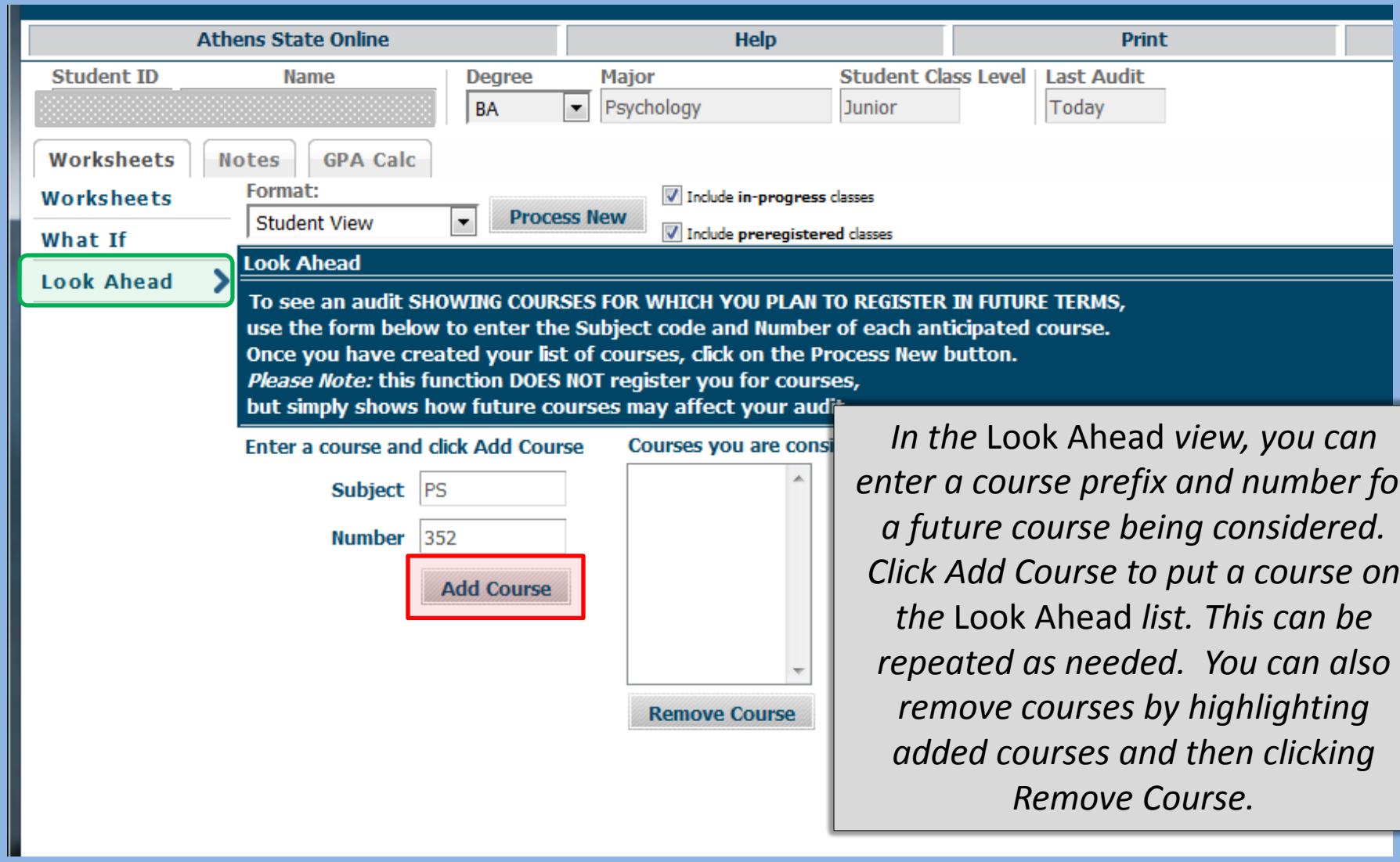
In Mozilla Firefox (recommended): Once the PDF is generated, you can expand the PDF window, and print or download (save) the PDF version using the options available in the PDF plug-in. This example shows the expanded window in Firefox with the Firefox PDF preview plug-in and the printer and download icon options.

Look Ahead



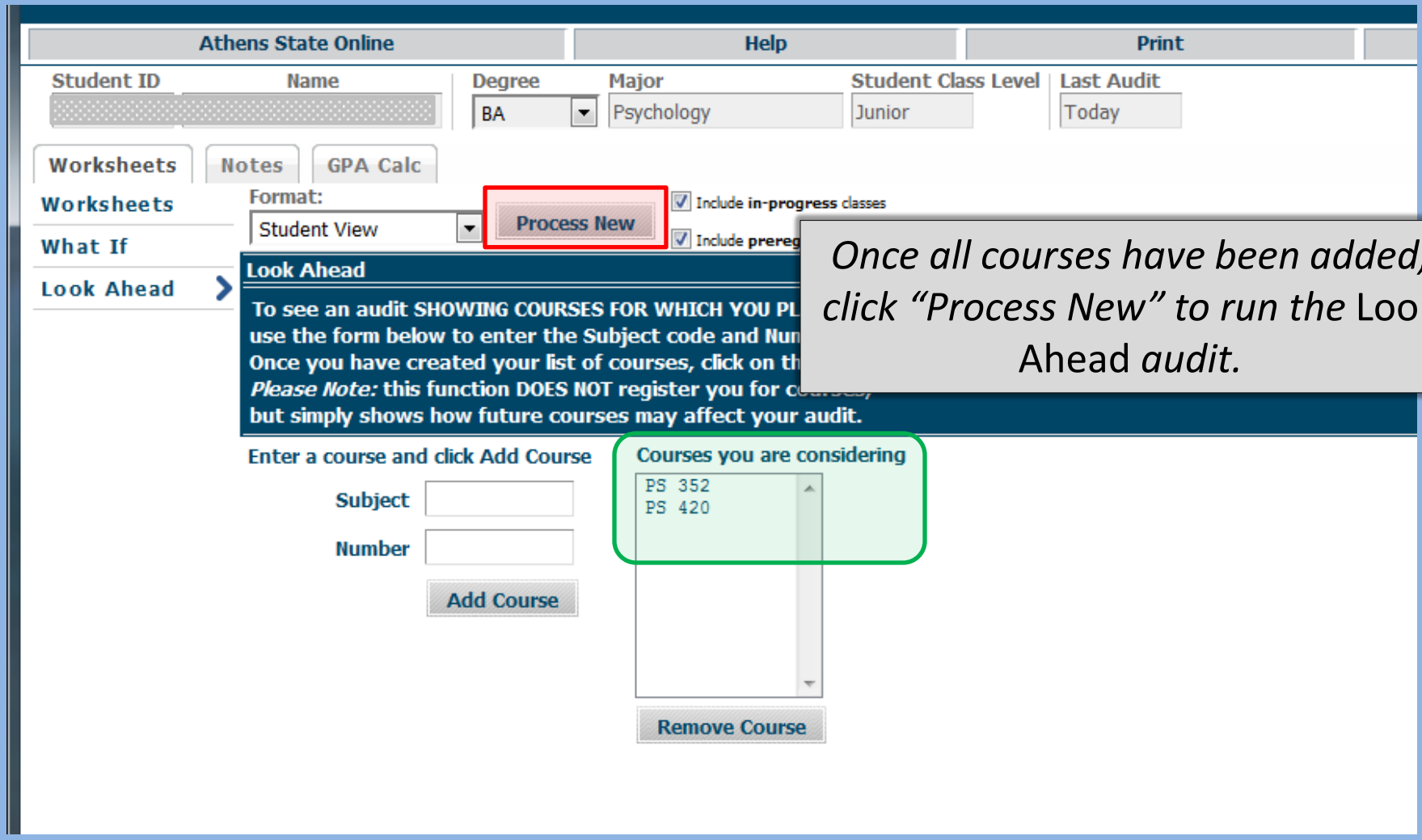
Similar to the future classes option in What If, *you can choose to see how future courses that are being considered will fit into your audit/plan for your officially declared major/program. From the normal Worksheet Student View audit, choose* **Look Ahead.**

Look Ahead



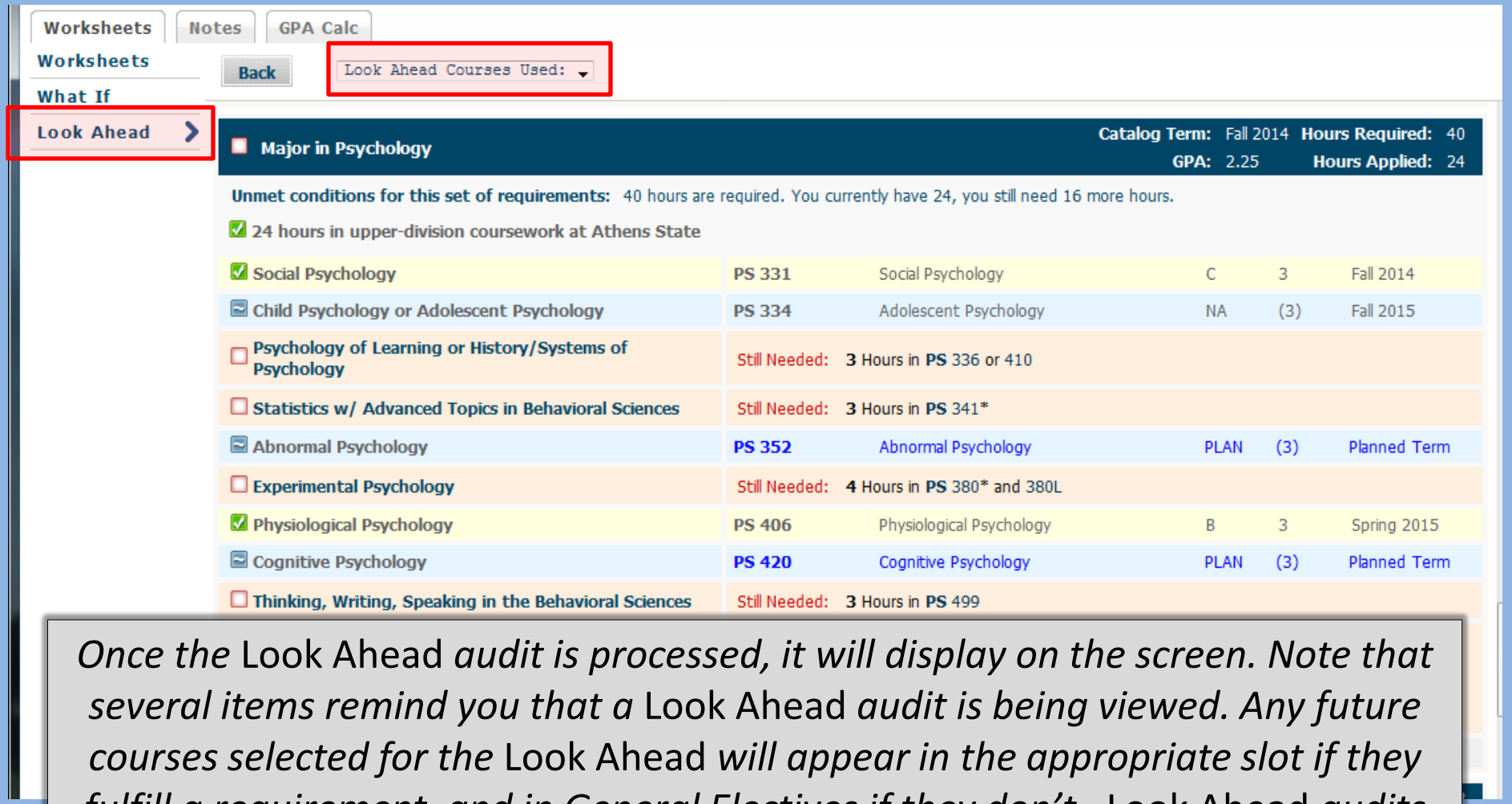
In the Look Ahead *view, you can enter a course prefix and number for a future course being considered. Click Add Course to put a course on the* Look Ahead *list. This can be repeated as needed. You can also remove courses by highlighting added courses and then clicking Remove Course.*

Look Ahead



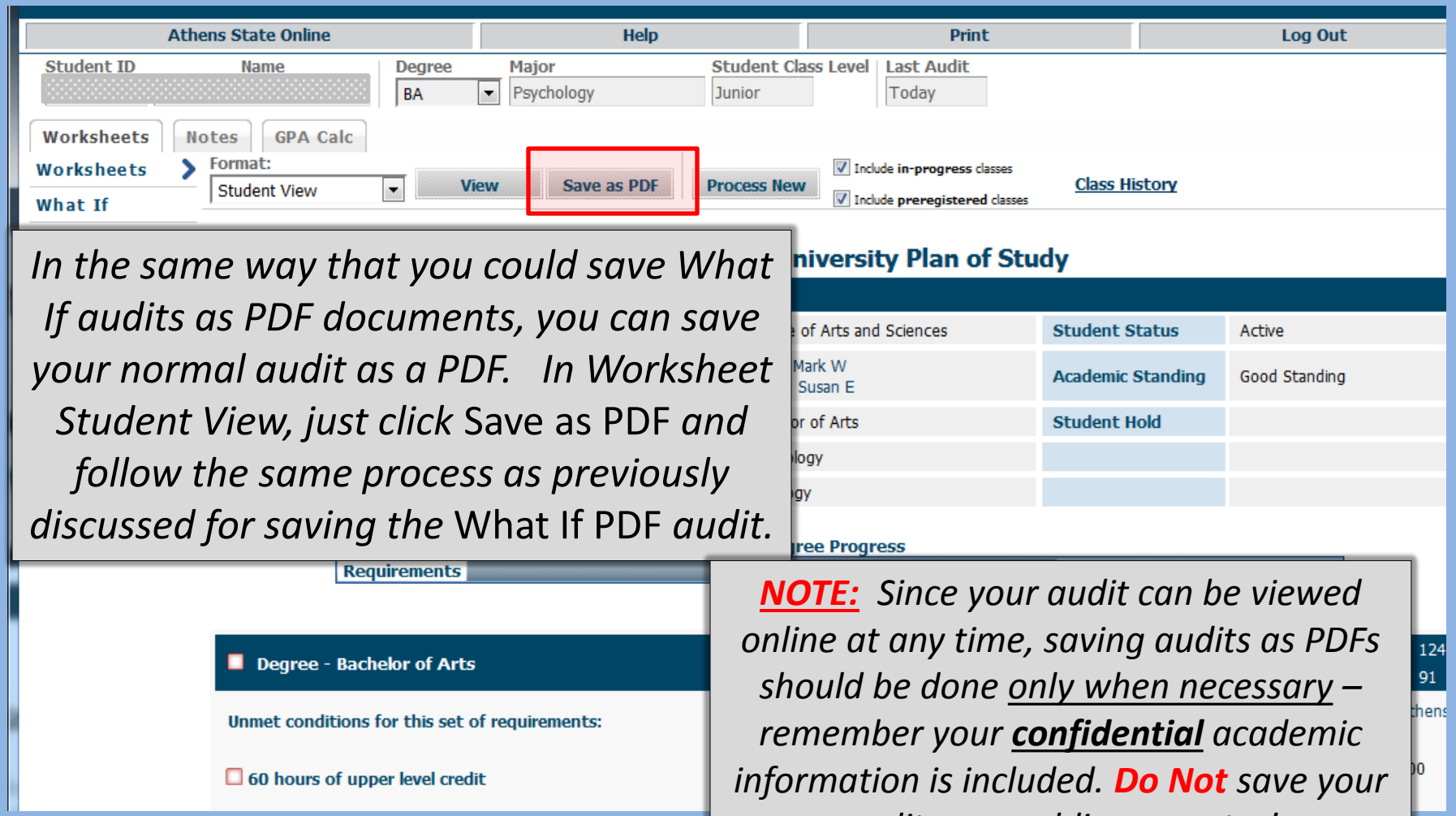
Once all courses have been added, click "Process New" to run the Look Ahead *audit.*

Look Ahead



Once the Look Ahead *audit is processed, it will display on the screen. Note that several items remind you that a* Look Ahead *audit is being viewed. Any future courses selected for the* Look Ahead *will appear in the appropriate slot if they fulfill a requirement, and in General Electives if they don't.* Look Ahead *audits are not saved in the system and* ***cannot*** *be saved as PDF documents.*

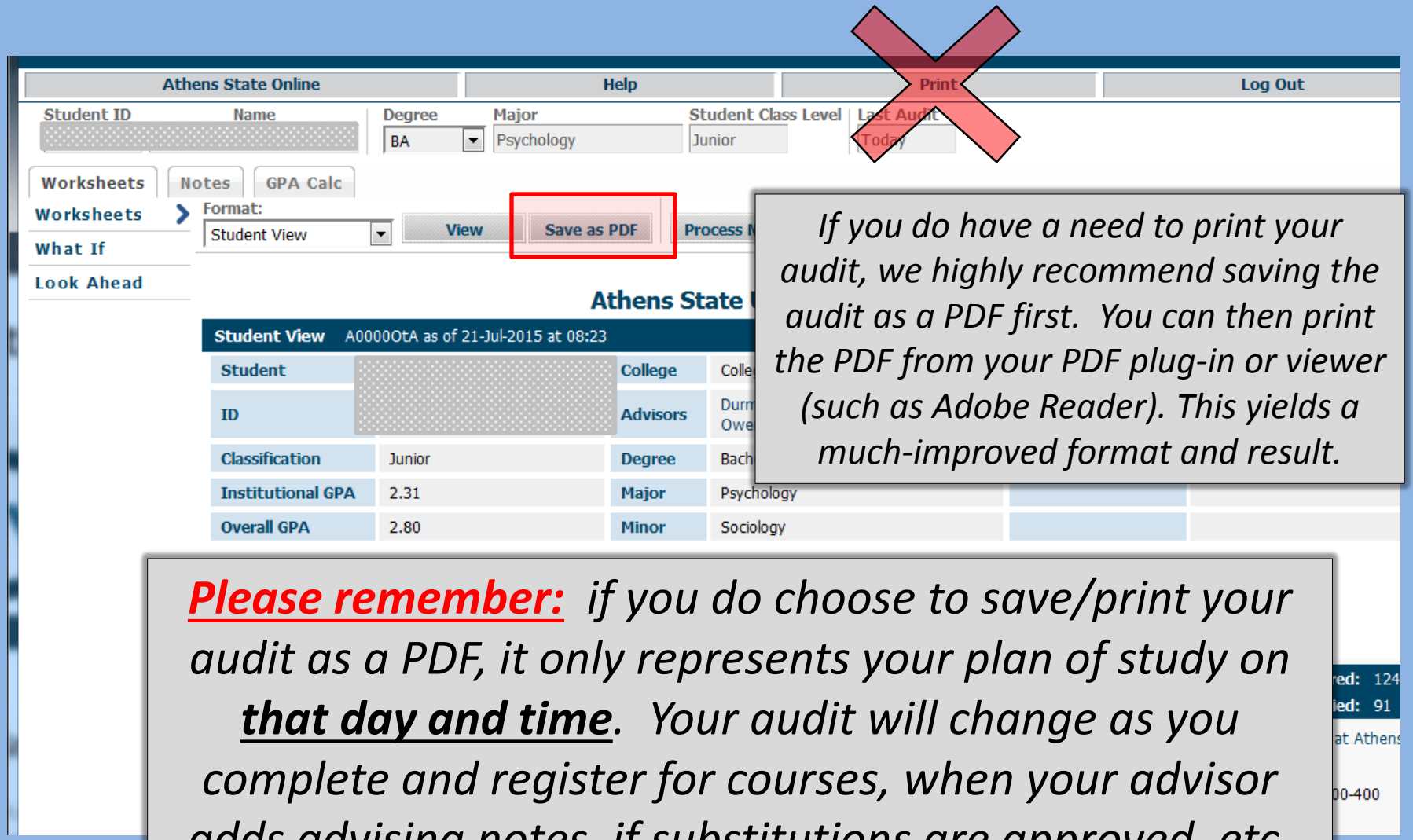
Using Save as PDF *with Normal Audits*



In the same way that you could save What If audits as PDF documents, you can save your normal audit as a PDF. In Worksheet Student View, just click Save as PDF *and follow the same process as previously discussed for saving the* What If PDF *audit.*

NOTE: *Since your audit can be viewed online at any time, saving audits as PDFs should be done only when necessary – remember your* ***confidential*** *academic information is included.* ***Do Not*** *save your audit on a public computer!*

Using Save as PDF *with Normal Audits*



If you do have a need to print your audit, we highly recommend saving the audit as a PDF first. You can then print the PDF from your PDF plug-in or viewer (such as Adobe Reader). This yields a much-improved format and result.

Please remember: *if you do choose to save/print your audit as a PDF, it only represents your plan of study on* ***that day and time****. Your audit will change as you complete and register for courses, when your advisor adds advising notes, if substitutions are approved, etc.*

End of Tutorial: Using the *What If*, *Look Ahead,* and *Save as PDF* Options

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

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