

# Saving and Printing Student Audits



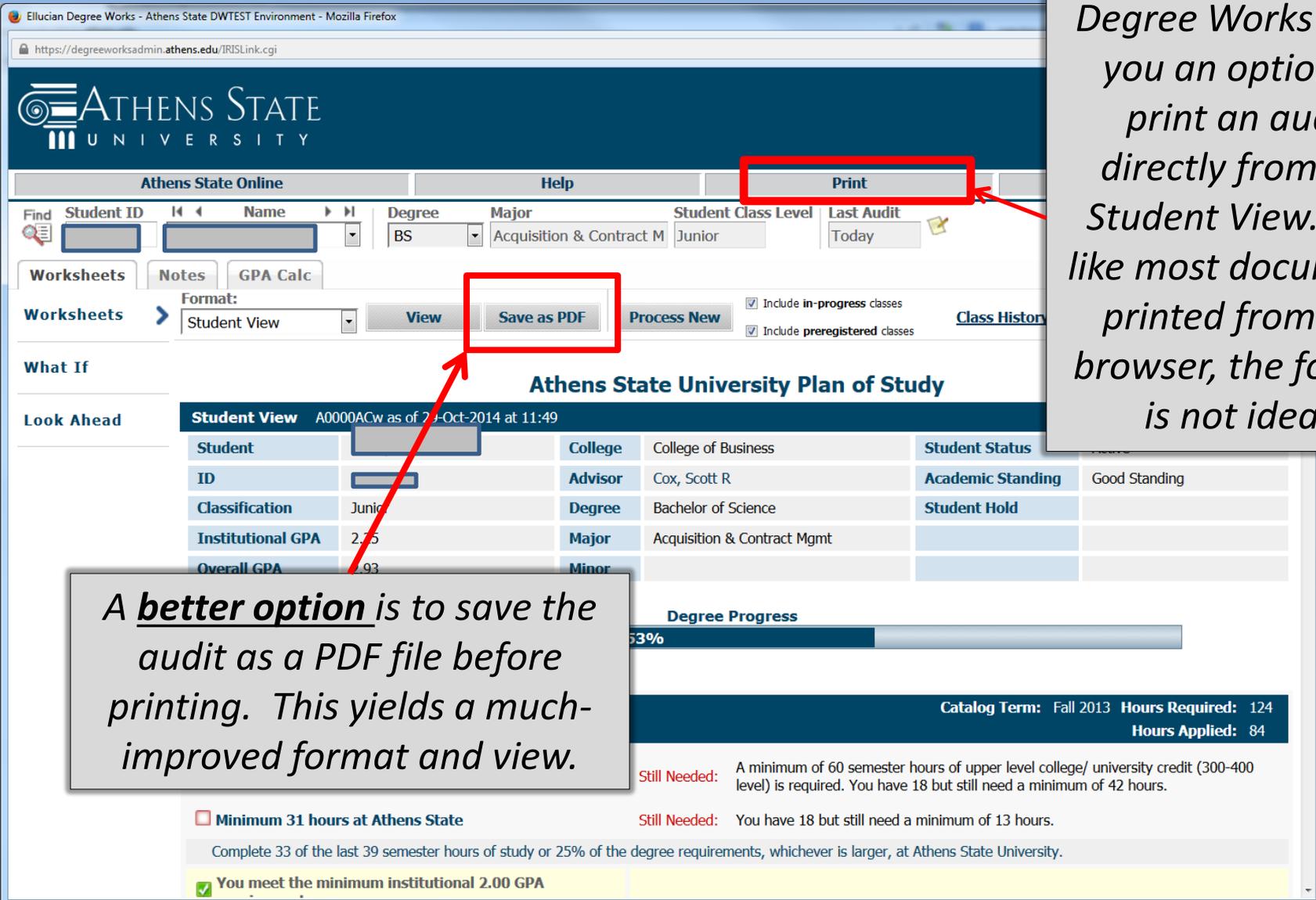
January 2015

# Topics

- Saving Student Audits as PDF Documents
- Saving or Printing the PDF Audits



# Save As PDF Before Printing



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  
 [ ] [ ] [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	[ ]	College	College of Business	Student Status	[ ]
ID	[ ]	Advisor	Cox, Scott R	Academic Standing	Good Standing
Classification	Junior	Degree	Bachelor of Science	Student Hold	[ ]
Institutional GPA	2.75	Major	Acquisition & Contract Mgmt		
Overall GPA	2.93	Minor	[ ]		

Degree Progress  
 53%

Catalog Term: Fall 2013 Hours Required: 124  
 Hours Applied: 84

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.

Still Needed: You have 18 but still need a minimum of 13 hours.

Minimum 31 hours at Athens State  
 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

*Degree Works gives you an option to print an audit directly from the Student View. But like most documents printed from the browser, the format is not ideal.*

*A **better option** is to save the audit as a PDF file before printing. This yields a much-improved format and view.*



# Save As PDF Before Printing

- In addition to an improved printing format, saving the audit as a PDF file also gives advisors the ability to distribute the audit to a student using official means of communication that maintain student privacy (such as through a student's Athens State email at the student's request).
- However, since the audit is always accessible to the student and advisor in the Degree Works online system, saving and printing audits should be done only when necessary.

# Save As PDF

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

What If

Look Ahead

### Athens State University Plan of Study

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

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

**Degree Progress**

**Requirements** 53%

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

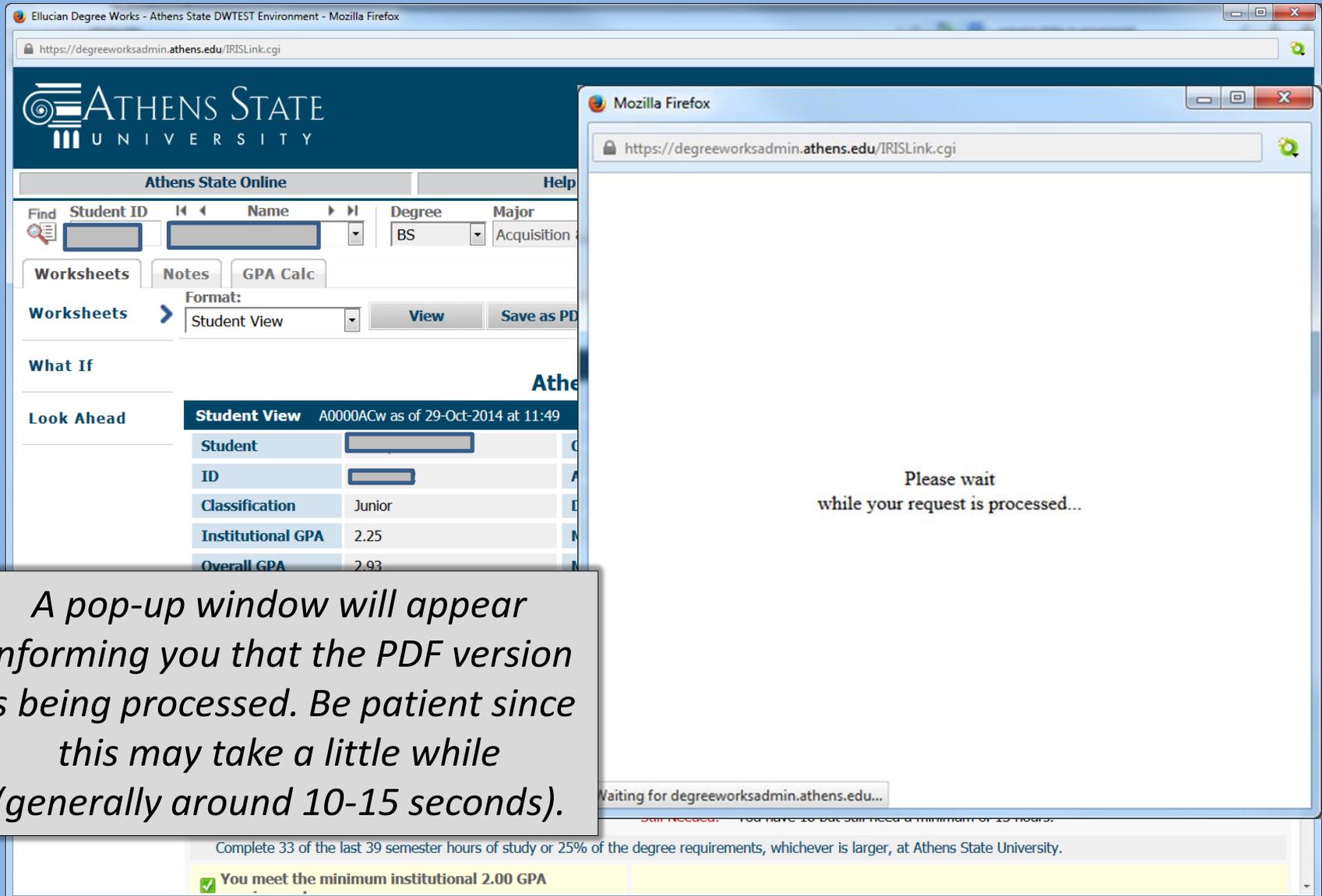
- 60 hours of upper level credit**      **Still Needed:** A minimum of 60 semester hours of upper level college/ university credit (300-400 level) is required. You have 18 but still need a minimum of 42 hours.
- Minimum 31 hours at Athens State**      **Still Needed:** You have 18 but still need a minimum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

*To Save the audit as a formatted PDF document, simply click the "Save as PDF" button.*

# Save As PDF



The screenshot shows the Athens State Online Degree Works interface. The main window displays a student's profile for 'Student View' with the following information:

Student View	A0000ACw as of 29-Oct-2014 at 11:49
Student	[Redacted]
ID	[Redacted]
Classification	Junior
Institutional GPA	2.25
Overall GPA	2.93

A 'Save as PDF' button is visible in the 'Worksheets' section. A pop-up window in the foreground displays the message: 'Please wait while your request is processed...'. Below the pop-up, a status bar shows 'Waiting for degreeworksadmin.athens.edu...'. At the bottom of the main window, a green banner indicates: 'You meet the minimum institutional 2.00 GPA'.

*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).*

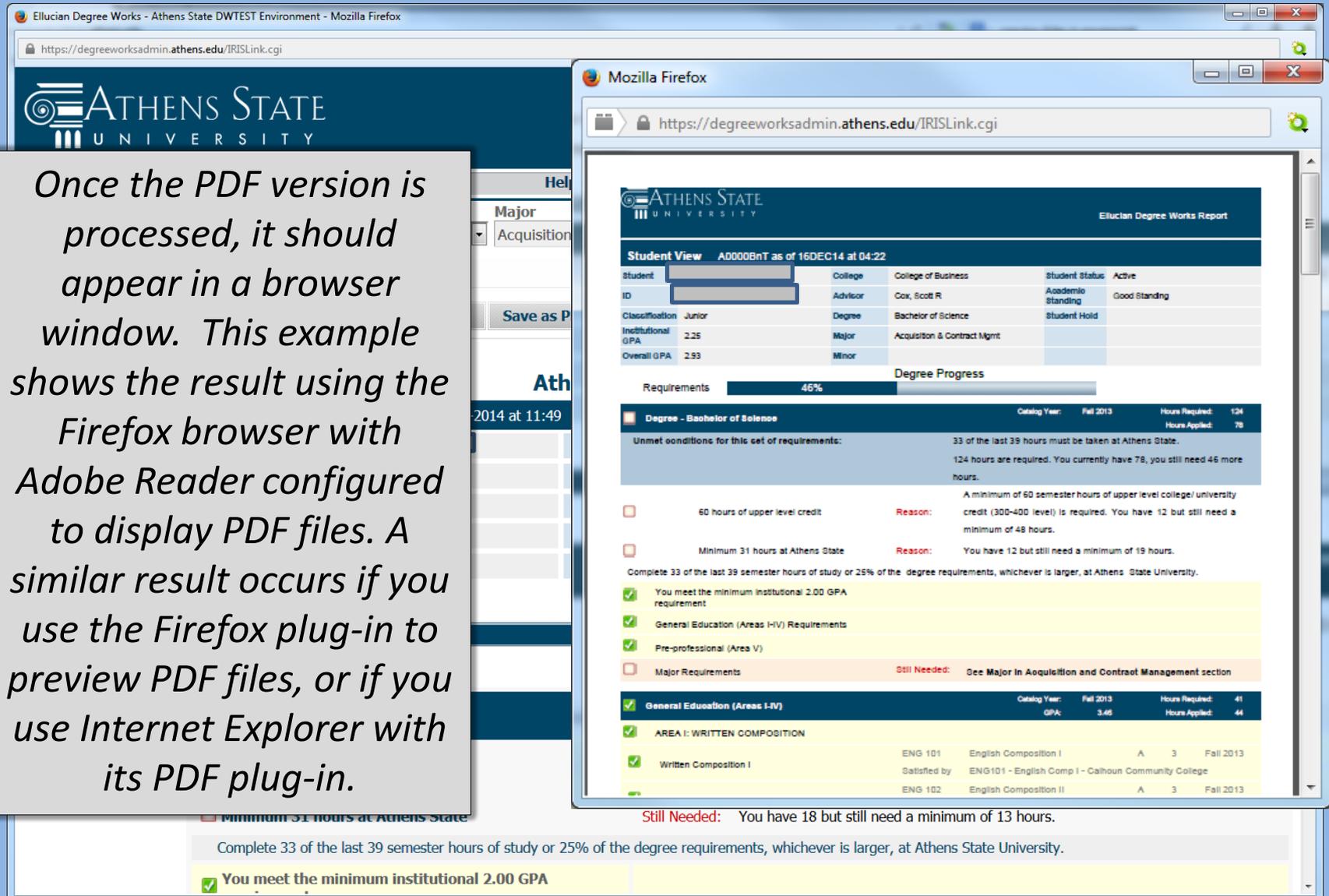


# PDF Display May Depend on Browser

- What you see once the PDF audit is processed depends on how your browser is configured.
- Most browsers have settings that you can change that tell the browser how to deal with PDF files.
- If you are using standard “plug-ins” for PDF files in your browser, you should see the PDF audit appear in the same window that told you the PDF was being processed, or it should pop-up in a separate window.

# The PDF Version

*Once the PDF version is processed, it should appear in a browser window. This example shows the result using the Firefox browser with Adobe Reader configured to display PDF files. A similar result occurs if you use the Firefox plug-in to preview PDF files, or if you use Internet Explorer with its PDF plug-in.*



Ellucian Degree Works - Athens State DWTEST Environment - Mozilla Firefox

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

ATHENS STATE UNIVERSITY

Major: Acquisition

Save as P...

Ath...

2014 at 11:49

Mozilla Firefox

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

ATHENS STATE UNIVERSITY

Ellucian Degree Works Report

Student View A0000BnT as of 16DEC14 at 04:22

Student ID	[REDACTED]	College	College of Business	Student Status	Active
Advisor	[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			

Requirements 46%

Degree - Bachelor of Science

Catalog Year: Fall 2013 Hours Required: 124 Hours Applied: 78

Unmet conditions for this set of requirements: 33 of the last 39 hours must be taken at Athens State. 124 hours are required. You currently have 78, you still need 46 more hours.

- 60 hours of upper level credit Reason: A minimum of 60 semester hours of upper level college/ university credit (300-400 level) is required. You have 12 but still need a minimum of 48 hours.
- Minimum 31 hours at Athens State Reason: You have 12 but still need a minimum of 19 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 requirement
- General Education (Areas I-IV) Requirements
- Pre-professional (Area V)
- Major Requirements Still Needed: See Major in Acquisition and Contract Management section

General Education (Areas I-IV)

Catalog Year: Fall 2013 Hours Required: 41 GPA: 3.48 Hours Applied: 44

- AREA I: WRITTEN COMPOSITION
- Written Composition I Satisfied by ENG101 - English Comp I - Calhoun Community College
- Written Composition II Satisfied by ENG102 - English Composition II

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



# Save or Print the PDF

The screenshot shows a Mozilla Firefox browser window displaying a student's degree progress report from Athens State University. The report is titled "Ellician Degree Works Report" and shows student information for A0000BnT as of 16DEC14 at 04:22. The student is a Junior in the College of Business, majoring in Acquisition & Contract Mgmt. The report shows 46% progress on requirements. A red box highlights the PDF icon in the browser's toolbar, with a red arrow pointing to a text box.

**Student View** A0000BnT as of 16DEC14 at 04:22

Student ID		College	College of Business	Student Status	Active
		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 46%

**Degree - Bachelor of Science** Catalog Year:

**Unmet conditions for this set of requirements:**

- 33 of the last 39 hours must be upper level credit. 124 hours are required. You only have 114 hours.
- 60 hours of upper level credit **Reason:** A minimum of 60 semester hours of upper level credit (300-400 level) is required. You have 48 hours.
- Minimum 31 hours at Athens State **Reason:** You have 12 but still need 19 hours.

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

- You meet the minimum institutional 2.00 GPA requirement
- General Education (Areas I-IV) Requirements
- Pre-professional (Area V)
- Major Requirements **Still Needed:** See Major in Acquisition

**General Education (Areas I-IV)** Catalog Year: GPA:

- AREA I: WRITTEN COMPOSITION

<input checked="" type="checkbox"/> Written Composition I	ENG 101	English Composition I	A	3	Fall 2013
	Satisfied by	ENG101 - English Comp I - Calhoun Community College			
<input checked="" type="checkbox"/> Written Composition II	ENG 102	English Composition II	A	3	Fall 2013
	Satisfied by	ENG102 - English Comp II - Calhoun Community College			

*You can then expand the PDF window, and print or save the PDF version using the options available in the PDF plug-in or tool. This example shows the expanded window in Firefox with the Firefox preview plug-in and options.*

# End of Tutorial: Saving and Printing Student Audits

- 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)

