BMCC DegreeWorks

Academic Advisement and Transfer Center DegreeWorks User Guide

Student Educational Planner
User Guide for Staff & Faculty

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Introduction

What is the Student Educational Planner (SEP)?

The Student Educational Planner (SEP), is a feature of the current version of *DegreeWorks.* The SEP helps advisors and students work together to plan each term of coursework to ensure student success. By developing a plan, students will have a clear path of coursework needed in sequential order. In addition, advisors can use the features in the plan identify courses that are essential to students' timely degree completion.
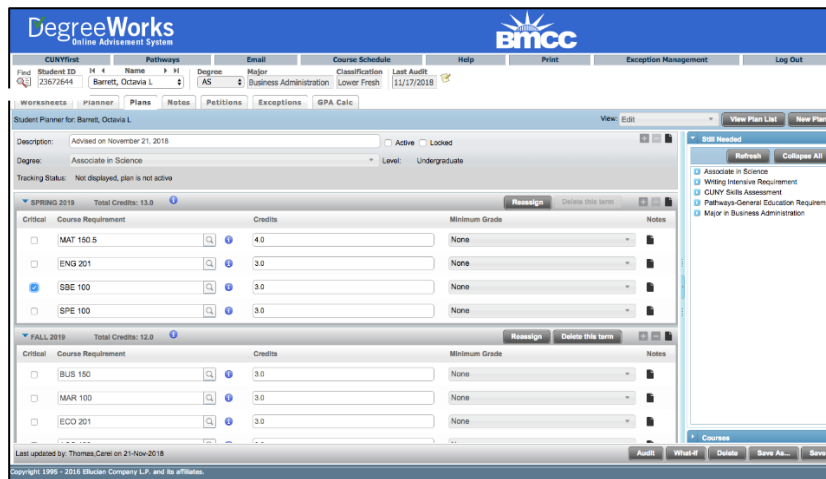
As you begin to explore the SEP, this guide will assist you with learning how to use the system to plan future classes, keep track of requirements, and record notes for students regarding their academic records.

If you have experience any difficulty, or have any questions/feedback about SEP, please email dwhelp@bmcc.cuny.edu.

Creating a New Plan

There are two different options for creating a new plan: *Blank Plan* or *Select Template*. *Blank Plans* are useful for students that are already in progress towards their degree completion, while Templates will be most beneficial to new students who have not yet started their academic career at BMCC.

Creating a Blank Plan

1. Begin by logging into DegreeWorks.
2. Enter CUNYfirst ID (EMPLID) number into the Student ID field.
3. Select the *Plans* tab near the top left of the page.
   a. If a plan exists, the page will default to the Active Plan. You can then create a new plan by selecting *New Plan* in the upper right corner.
   b. If a plan does not exist, you will be prompted to create one. (In the example below, a plan has not yet been created).
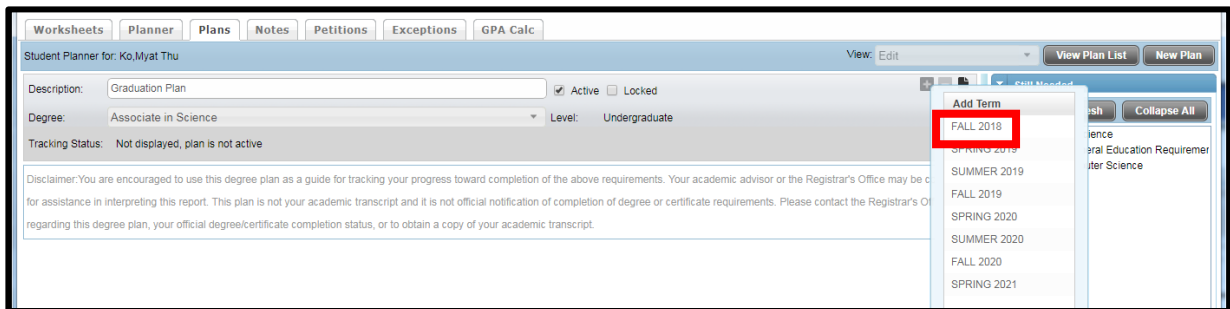   c. Select Blank Plan.
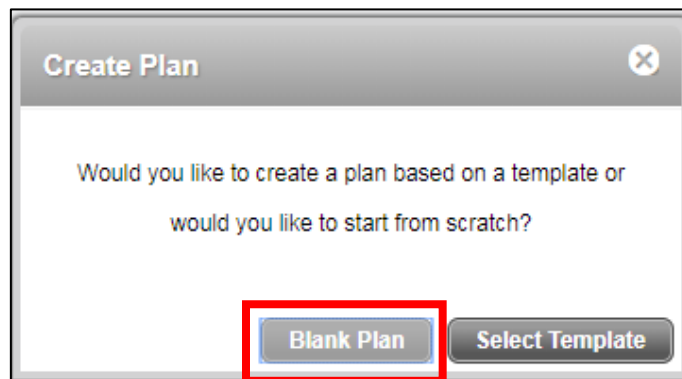
4. Name the plan by entering text such as "Graduation Plan" in the *Description* box and check off the Active and Locked boxes.
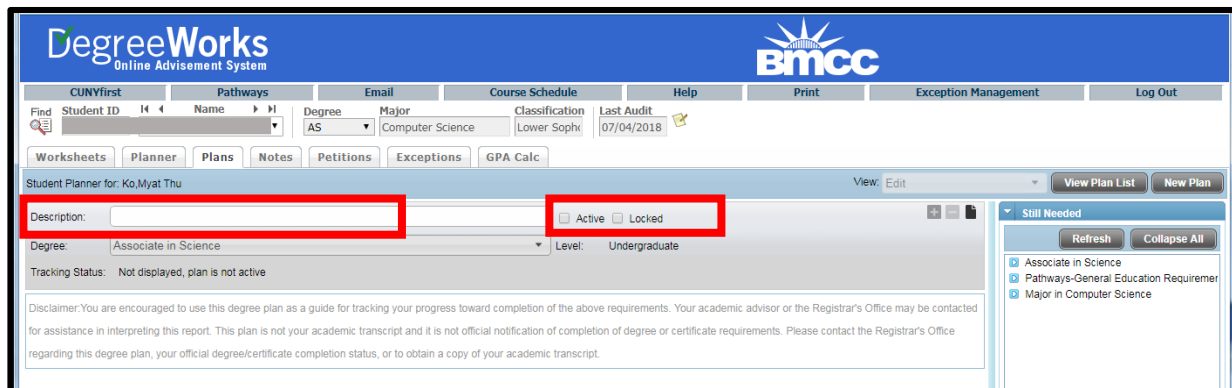
5. Select the ⊞ symbol to see a list of available terms and to add a term to the plan.
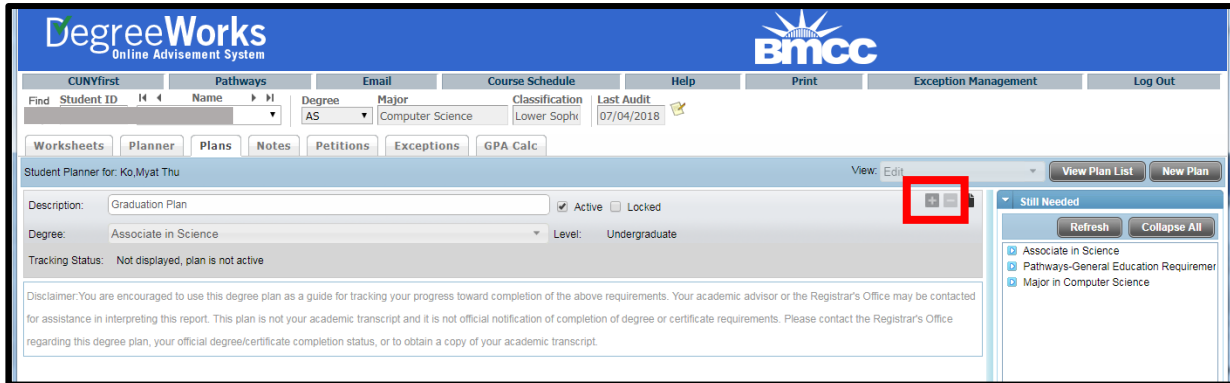
6. Select an upcoming term FALL 2018, for example.
   a. NOTE: You can add multiple terms at this point.

7. After selecting the term(s), you will see them appear near the top of the page.

8. To add a course using the Drag & Drop method, click the arrow next to the requirement that needs to be fulfilled in the Still Needed menu on the right side of the screen.
   a. **NOTE**: The Still Needed menu will only display requirements that have not been taken or planned for in the **CURRENT** major. If you are advising for a change of major, this menu should not be used.
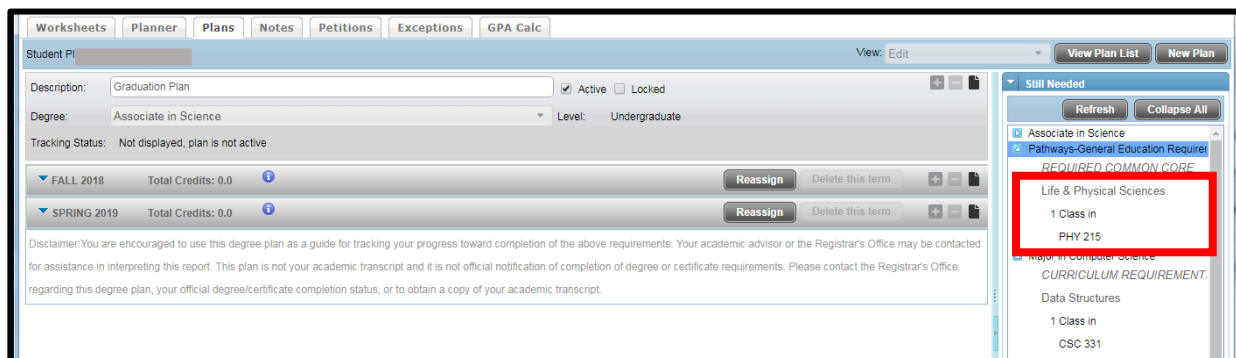
9. To add a class to a term, select the class from the Still Needed menu on the right and drag it to the term until you see the course has a blue check mark next to it – then 'drop it' into that term.
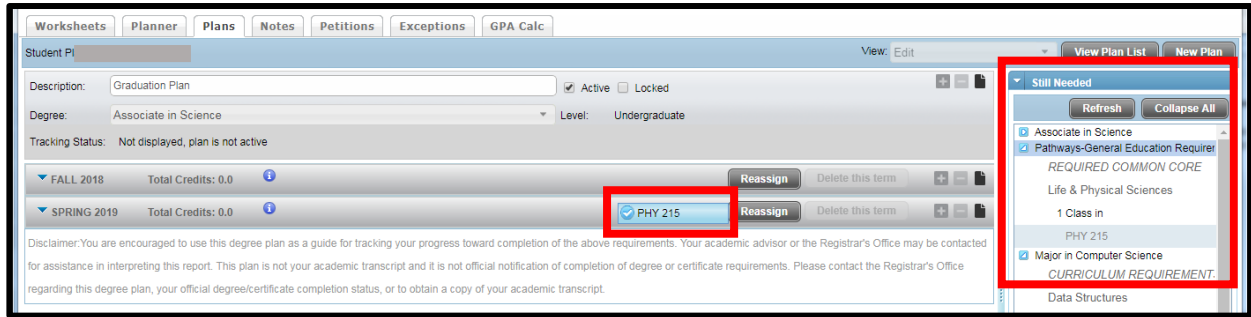

10. Continue adding classes from the Still Needed menu until you are satisfied with the plan.
    a. NOTE: You must hit the Refresh button in the Still Needed area to display only the classes not complete or planned.

11. Save the Plan, by clicking the Save button at the bottom right of the page. It is recommended that plans are saved early and often.
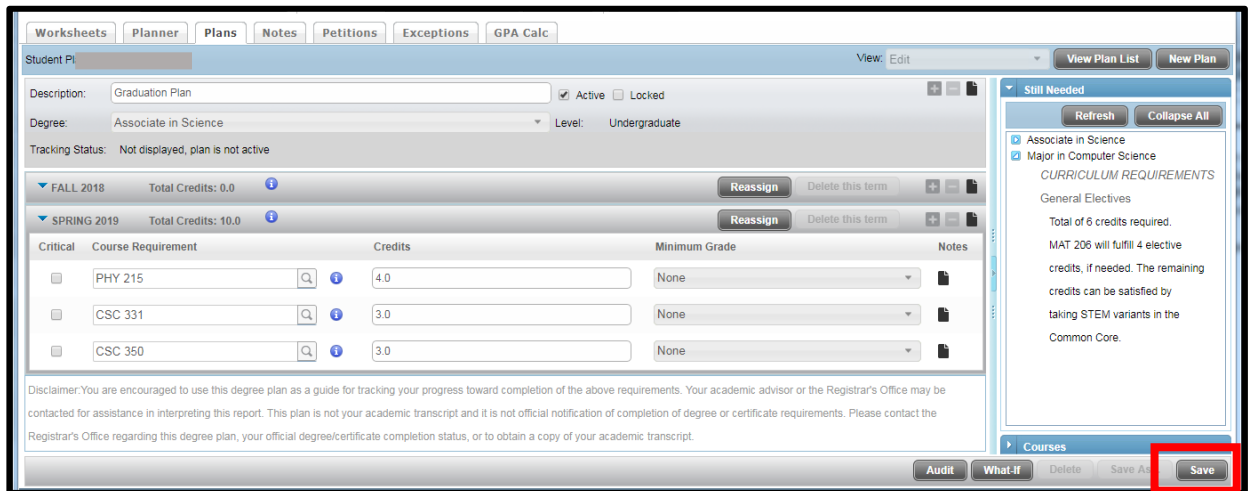
12. To see how the planned classes will fulfill the remaining requirements, click the Audit button.
    a. You will see an increase in the percentage on the Degree Progress bar.
    b. You will also see a summary of which requirements under the degree are planned.
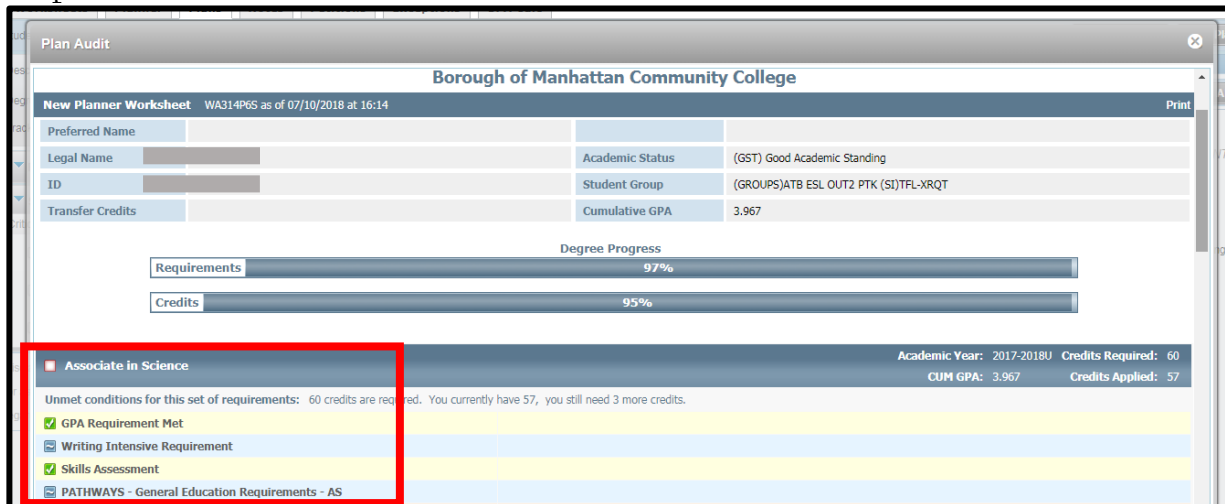
c. You will see the ⬚ symbol next to the planned requirements along with the class.
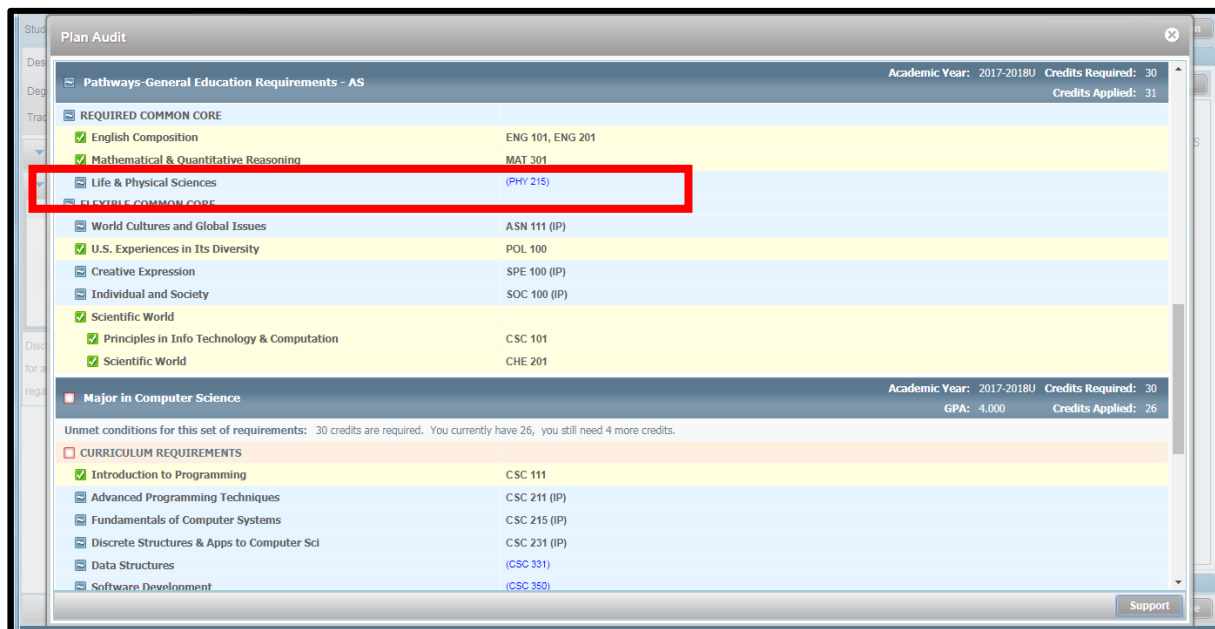

Creating a Plan from a Template

A template is the DegreeWorks equivalent of a degree map. Once applied to a student's record, it is adjustable. If a change has to be made to the master template, please contact dwhelp@bmcc.cuny.edu.

Selecting a Template
1. Begin by logging into DegreeWorks.
2. Enter the CUNYfirst ID (EMPLID) number in the Student ID field.
3. Select the Plans tab near the top left of the page.
   a. If a plan exists, the page will default to the Active Plan. You can create a new plan by selecting "New Plan" in the upper right corner.
   b. If a plan does not exist, you will be prompted to create one. (In this example, a plan has not yet been created.)
   c. Select "Select Template".
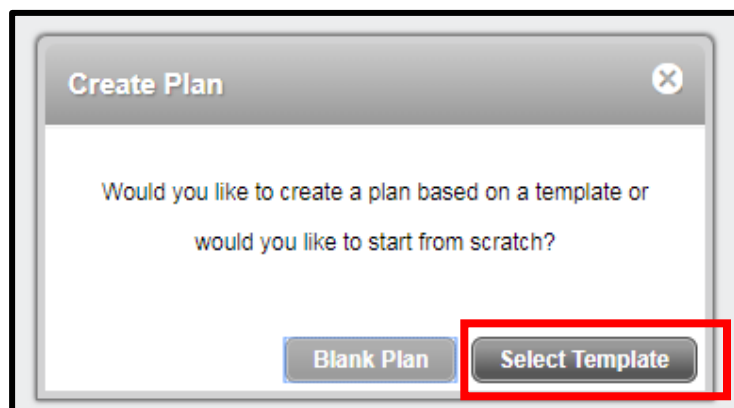
4. Select "Advanced Search" in the upper right corner and the following window will appear.

5. Click on the drop-down menu in the Major filter to view a list of majors with templates. Once you have selected the template, click "OK".


6. Once you have selected the major, click on Apply to conduct the search.

Alternatively, if you do not want to use the search feature, you can scroll through the list of available templates and double click on the template you want to select or search using the template description box. Once you find the template you'd like to use, double click on the row to select the template.

Selecting a Term for a Template
This window will popup, asking which term the student is starting. Choose the term and click "OK".
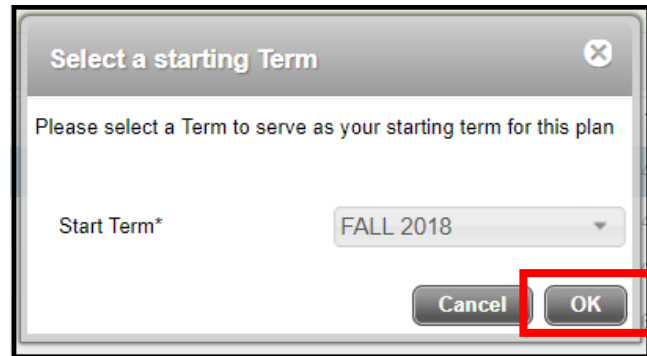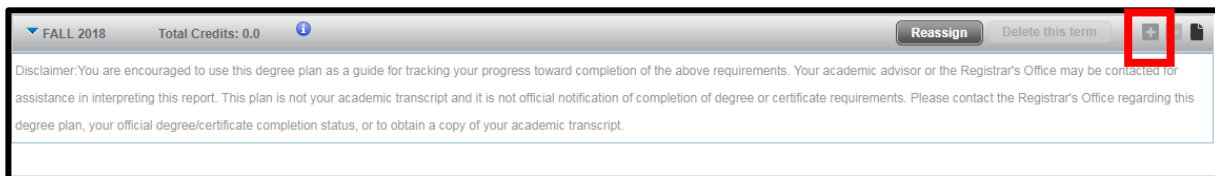

Now that the template has been applied, it is now possible to make adjustments as needed, following the instructions for "Editing a Plan."
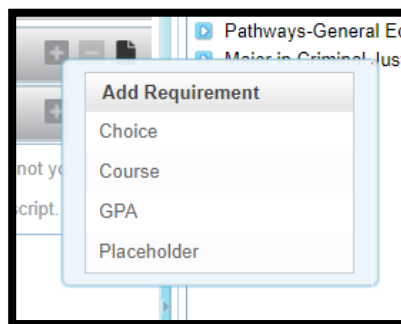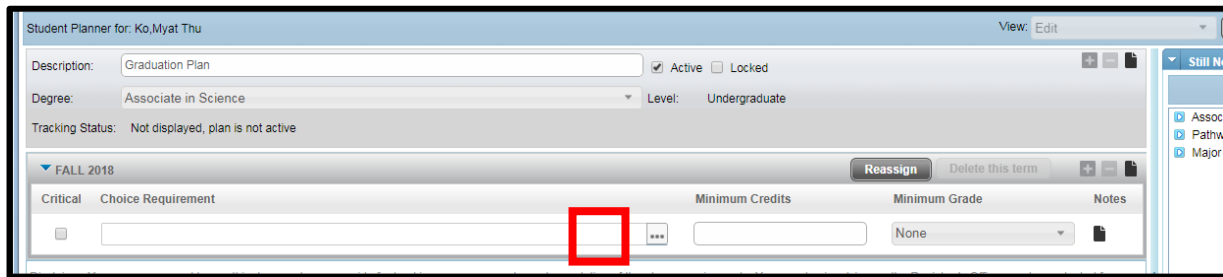
Editing a Plan

Add Requirement

After adding a term, select the ▣ symbol in the term's header to expand the Add Requirement options.
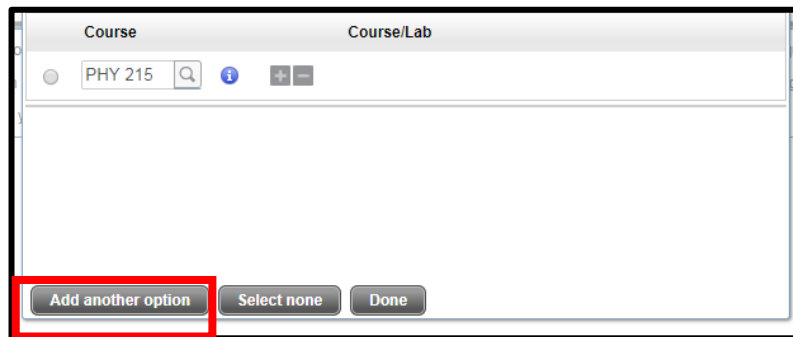

The following options will appear: **Choice, Course, GPA,** and **Placeholder**.
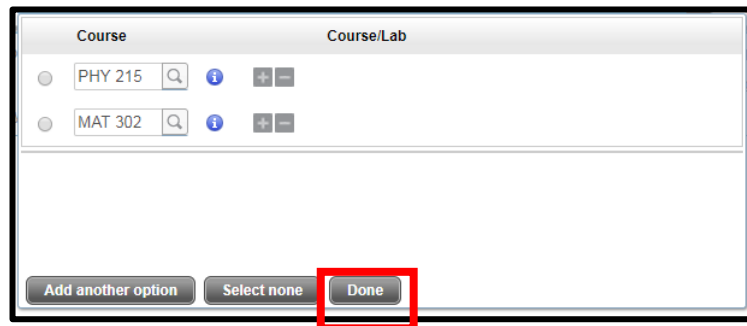
1. Use the **Choice** requirement option when the student has an option between two or more classes during a given semester.
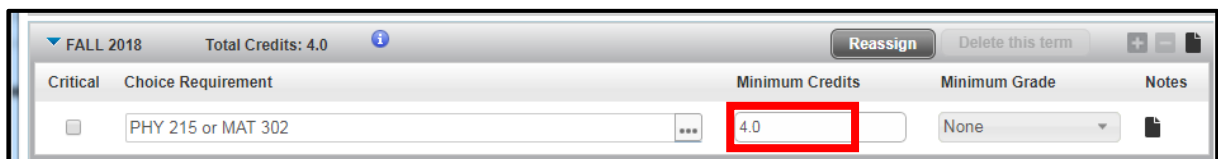   a. Select the "…" button.

   b. Enter the first course number, then select "Add another option".

    c. Enter the second course number and select "Done". You may select up to 6 courses using the Choice requirement option.


The choice requirement now appears on the plan. The credits needed for this requirement will need to be added manually.

d. The choice requirement is also the option you would use to advise for a wildcard (@). For example, if a student can take any Health Education course to fulfill a requirement, you can type HED @, then click "Done".
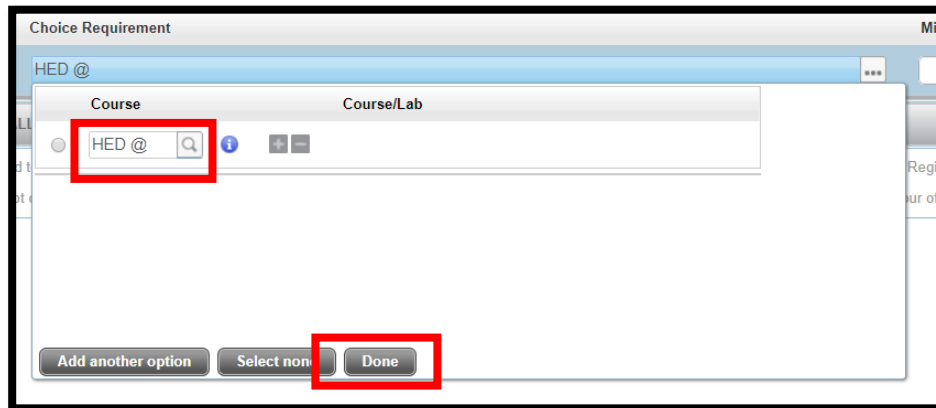
e. If there are courses that are co-requisites, you can use this option to advise the student for both classes. Click the plus sign next to the first course to add the co-requisite.
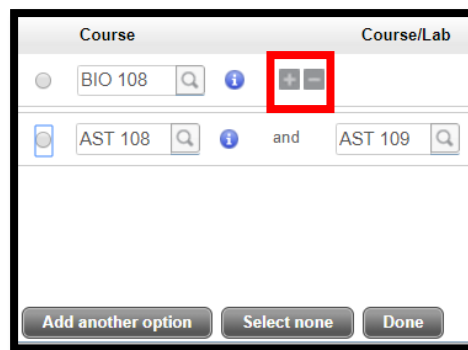
After all options are added, click "Done" and the plan will result as shown below.
Again, add the minimum credits needed to fulfill this requirement.
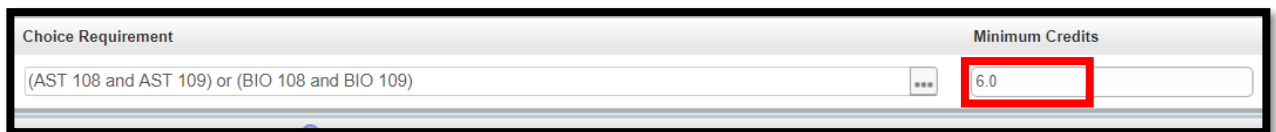
2. Use the **Course** requirement option if you prefer to type in the exact course number rather than using the drag and drop option. Simply type the course number in the Course Requirement field and hit 'Enter' on your keyboard. The course will appear in the planned term. The credits will automatically populate in the credits box using this option. If the course being advised for also requires a minimum GPA, you may indicate this using the 'Minimum Grade' pull-down menu.

3. Use the <u>GPA</u> requirement option to advise students for a minimum GPA. This may be recommended for students who are on academic probation and need a minimum GPA of 2.0 or for students who are part of a scholarship program that may require a higher GPA to maintain their status in the program.

Tracking	Critical	GPA Requirement	Major	Minimum GPA
---	☑	Overall GPA - Student System	Select	2.000

4. The <u>Placeholder</u> requirement is used in a template to indicate a general education category that needs to be fulfilled. These should not be used when creating plans, if possible, because credits will not be calculated in the plans, as no specific course is being advised.

Placeholder Requirement	Value	Notes
Select		

▼ SPRING 2019   Total Credits: 0.0 ⓘ

Placeholder Requirement

Select
Select
Comment
Creative Expression
Individual & Society
Life & Physical Sciences
Mathematical & Quantitative Reasoning
Scientific World
US Experience in its Diversity
World Cultures & Global Issues

Moving a course to a different term

To move a course between two different terms, it must already be part of the plan.
1. Select the course from the current term.
2. Drag and Drop it into the desired term (you will see a blue check mark next to the course when you are able to drop it.
   a. NOTE: The term must already exist in the plan. If it does not, refer to instructions to add a term.

Deleting a course

To delete a course from a term:
1. Select the course (it will be highlighted in blue).
2. Click the ▬ button and the course will immediately disappear from the plan.

NOTE: You cannot delete courses from past or current terms.

▼ SPRING 2019   Total Credits: 10.0 ⓘ   Reassign   Delete this term ⊞

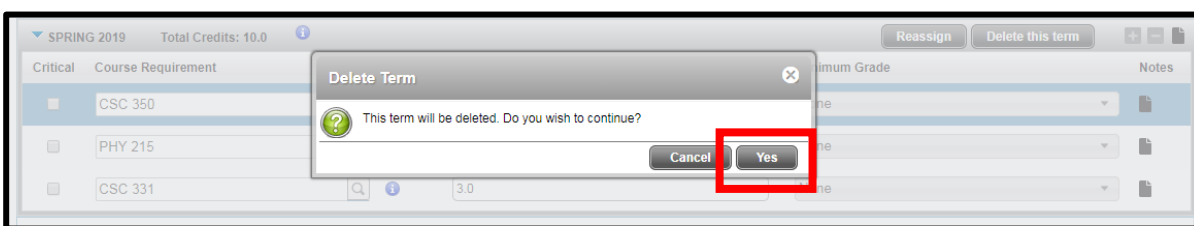| Critical	Course Requirement	Credits	Minimum Grade	Notes
☐	CSC 350	3.0	None	
☐	PHY 215	4.0	None	
☐	CSC 331	3.0	None	

Deleting a term

To delete a term:
1. Click the "Delete this term" button in the title bar.
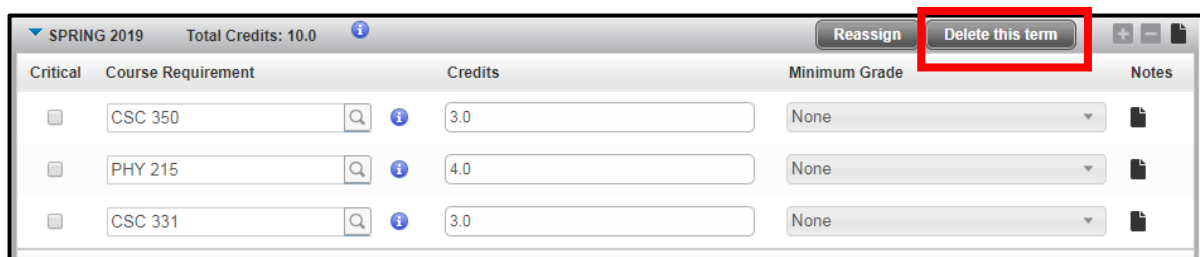
2. You will get a pop-up asking if you wish to continue, click "Yes" and the term will disappear.

Reassigning a term

To reassign all classes to a future term, click the "Reassign" button in the term header. A pull-down menu will appear so that you can select from all terms that are not currently in use elsewhere in the plan. Select the new term, and click OK.
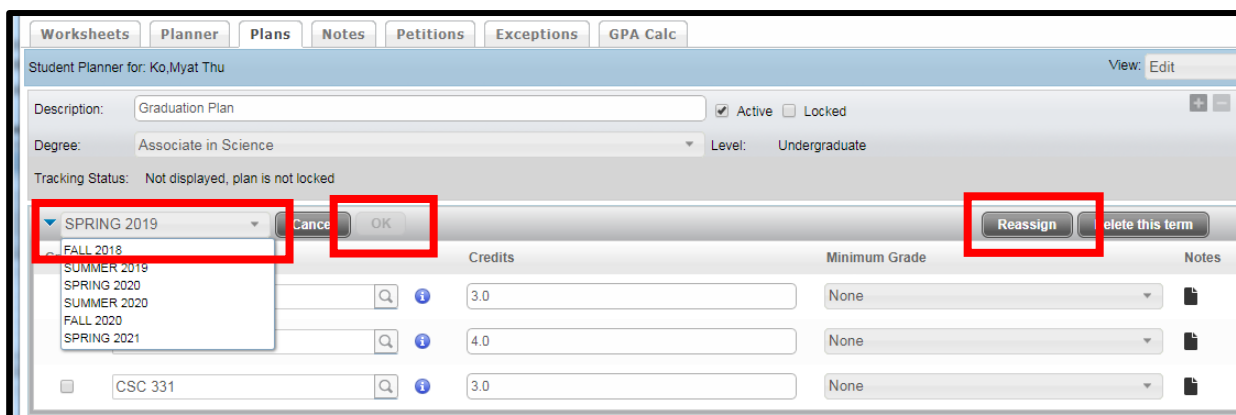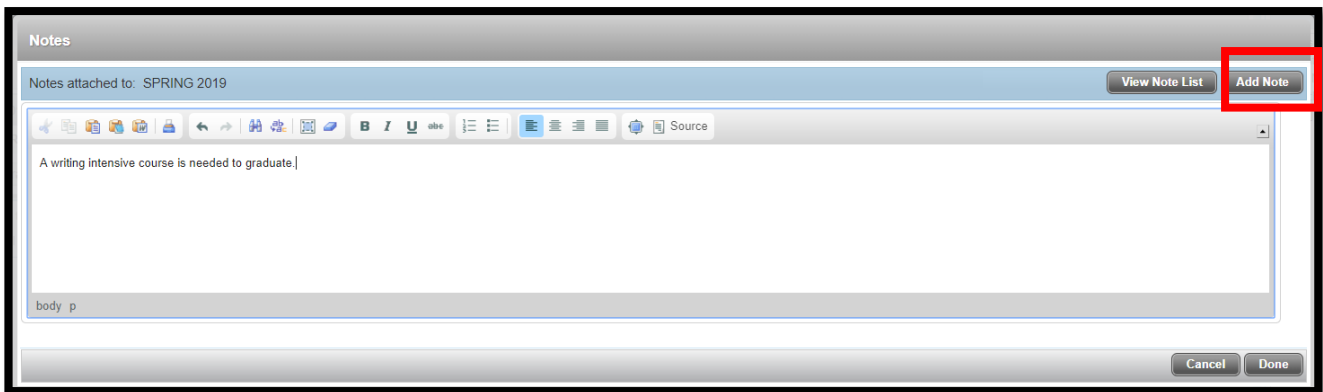
Creating Notes

Notes can be added on the plan, term, and/or course requirement level. To create a note, click on the paper symbol 🗎 on the right side of the plan.
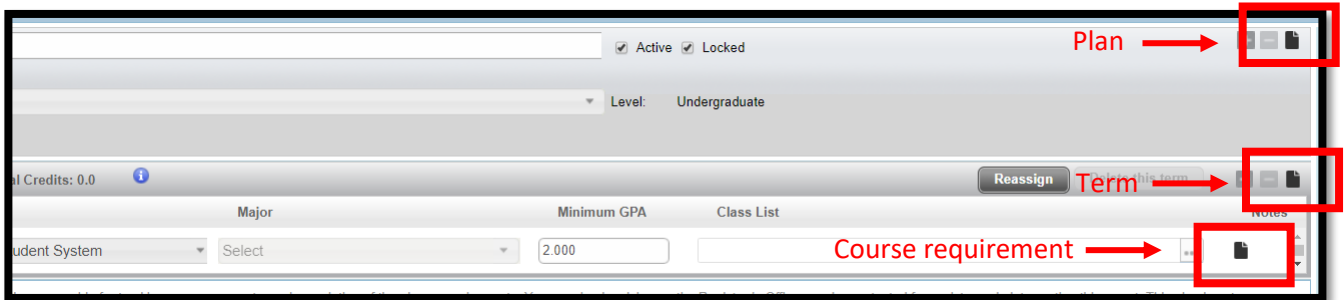
Click "Add Note", type your note, then click "Done."

If a note has been created, the note icon will now look like this: 🗎

Tracking Features

In the SEP, you can identify courses that are critical to a student's degree completion.

Critical Indicator

The "Critical" indicator box should be used to mark which courses are most important for a student to take in a given semester. Oftentimes, the courses marked critical will be courses that are prerequisites for future courses and those necessary for a student to graduate in a timely manner.

When a plan is saved and refreshed, courses in the current term will display the tracking status.

On-Track

A course will display as On-Track if it was marked critical and the student has registered for/completed the course.

Off-Track

A course will display as Off-Track if it was marked critical and the student has not registered for the course.

Warning

A warning will display for a course when it was advised for, but was not marked critical, and the student has not registered for the course.

View Modes

If a student has multiple plans on a record, the active plan will load when the Plans tab is selected in DegreeWorks. If there are multiple plans marked active, the list of plans will appear for the user to select from. Select the plan you wish to view, then from the *View* pull-down menu, select the type of mode in which you'd like to view the plan.
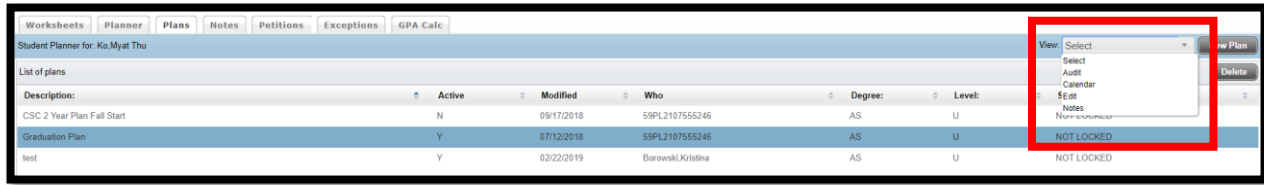
Notes View

This is the default when a plan exists. This view will show you each term of advised classes and will show you all notes created on the plan.
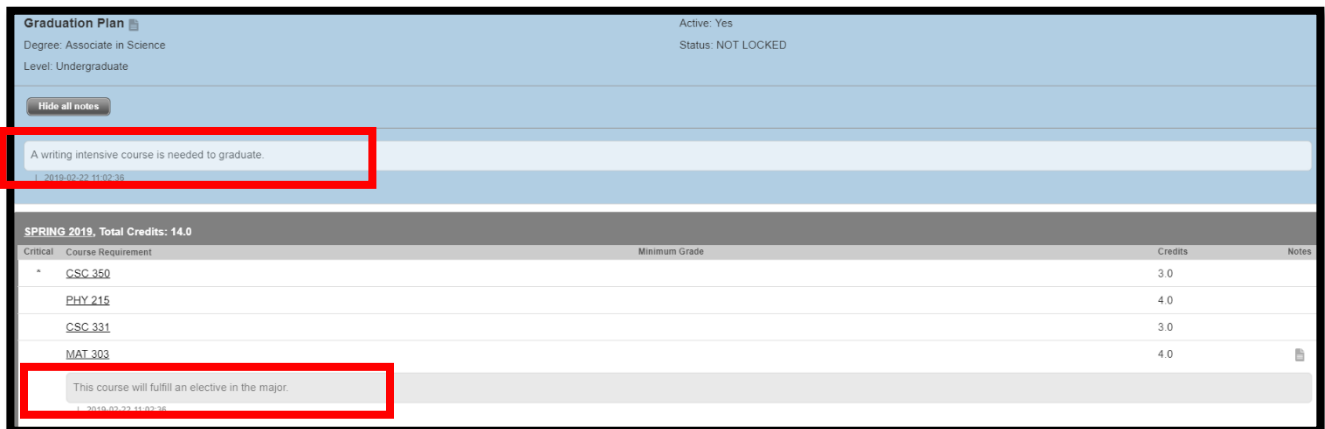
Calendar View

This is a term-by-term view of the courses and credits the student plans to take each semester. In order to view the notes on the plan, you must click on the note symbol and a pop-up will appear so you can view the note.
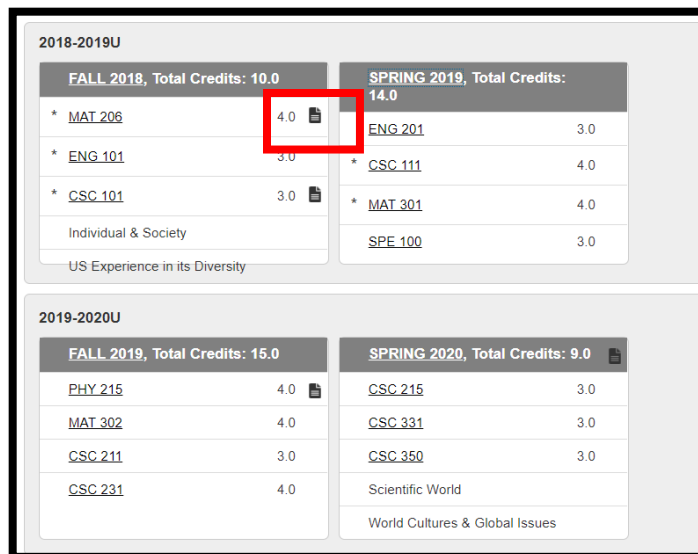
Audit View

This view displays how the courses will apply in the audit, as well as a quick term-by-term view of the classes the student has been advised to take.

Edit View

Use this view to make changes to a plan, like moving courses to different terms, deleting terms, or reassigning terms.