SMCCCD

Degree Works

Training Documentation
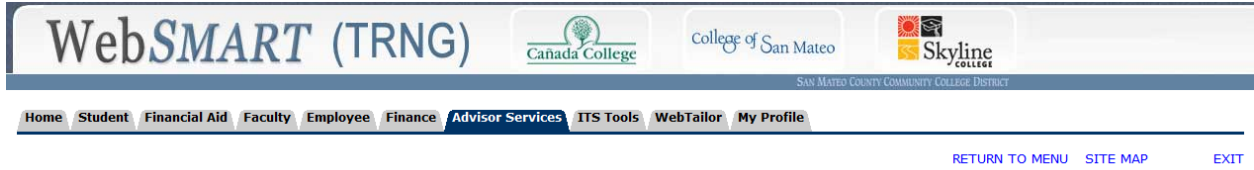
7/12/2011

Contents

Logging into DegreeWorks (DW)

From the Advisor Services Tab in Websmart click on the DegreeWorks link at the bottom of the page.

Enter the Student GID or Last/First name that you want to view in DW and click Submit

Verify that the student retrieved is the desired record. Click submit to continue

Verifying ID

 Verify your selection is correct by clicking OK.

Student DegreeWorks is the name of the student or advisee that you selected.

[Submit]

Click on the DegreeWorks button to connect.

DegreeWorks

Information for **Student DegreeWorks**

[DegreeWorks]

Back

The DegreeWorks Web Interface should open displaying the information for the student selected

Note: You may potentially receive a message window saying "Student Information for ID G00XXXXXX not found". The may be caused by the students not being eligible for registration for the Summer 2011 term or later. You may direct the student to submit an application for admissions, once processed and accepted in Banner, his/her information will appear in DW.

DegreeWorks

Header Block

Most of the links and boxes are self-explanatory, but here are a few notes:

By clicking the Find icon ![Find icon] the Find Students window will display. You may search by any of the given criteria provided (Please note that some of the criteria may not be applicable to SMCCD).
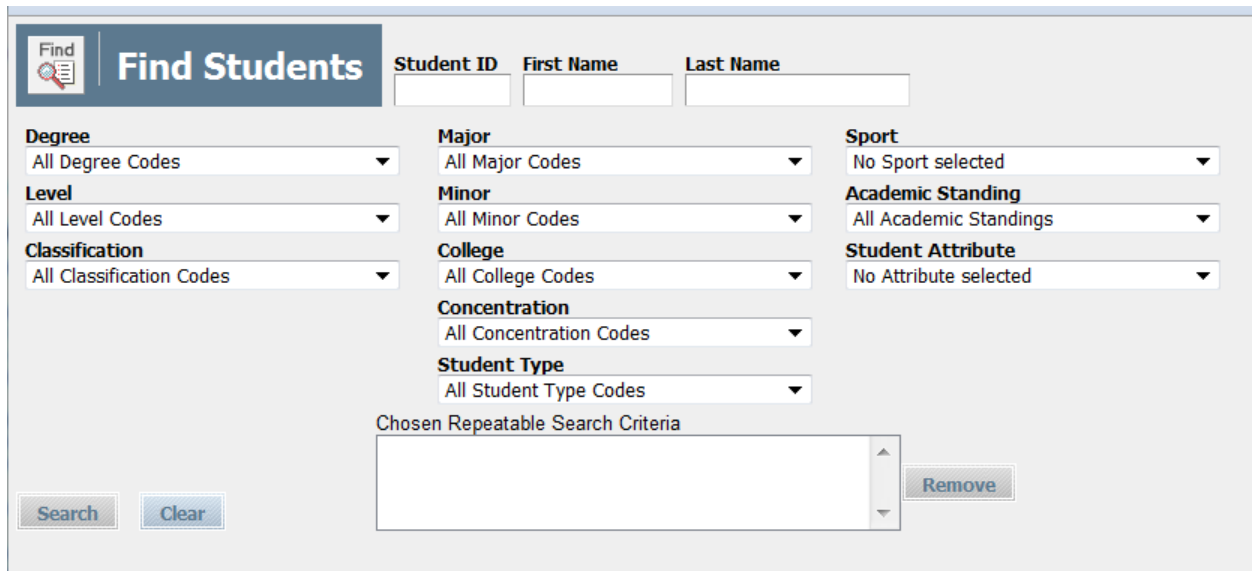
You may check or uncheck as many of the records displayed. Once you click on OK the data will be available in the main screen.

Last time an audit was create

Last Audit | Last Refresh
06/27/2011 | Today at 3:14 am

Refresh student data from Banner on demand

Last time data was loaded from Banner
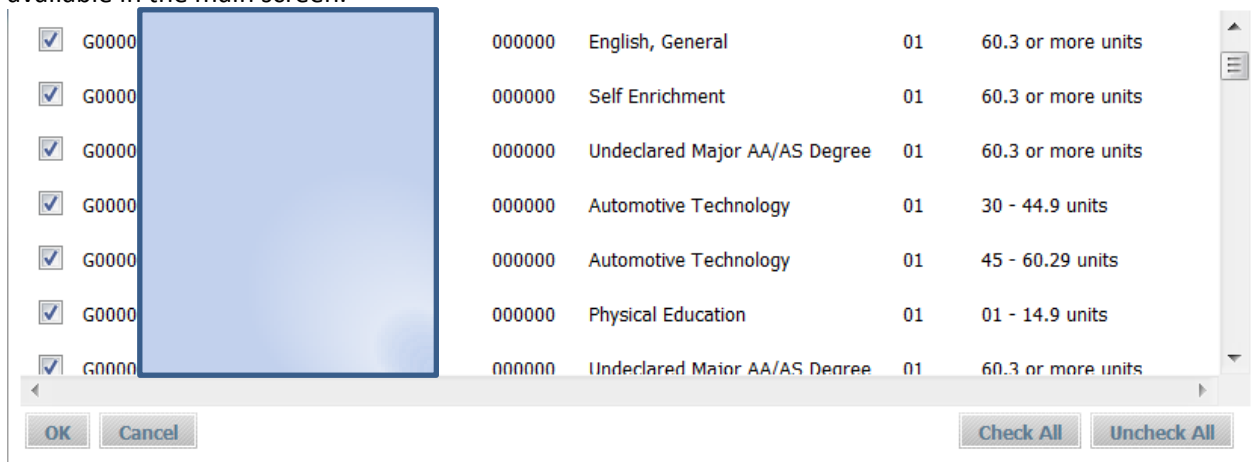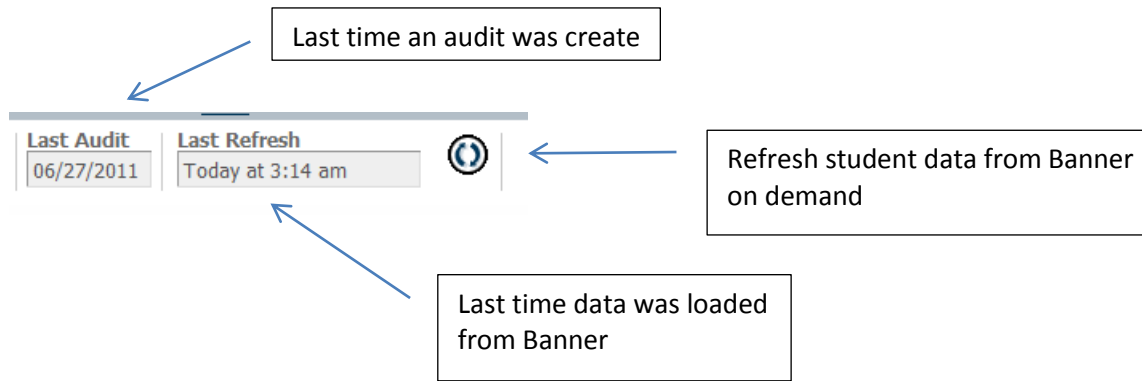
Note: Refreshing student data from Banner does not automatically creates a new audit.

Last Audit | Last Refresh
06/27/2011 | Today at 1:55 pm
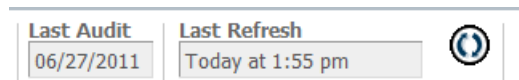
You must click the **Process New** button to create a new audit.

Last Audit | Last Refresh
Today | Today at 1:55 pm
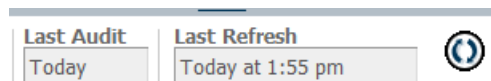
The Worksheet Tab

This tab is used for reviewing what the student has already completed and how his/her course work is being applied towards graduation. There are several ways to view this data.

Format:
Student View ▼ | View | Save as PDF | Process New | Class Summary

The format menu allows the user to select between the various views for which access has been granted.

Class Summary

Clicking the Class Summary link will provide the student's academic history, by term, with subtotals for term and cumulative units as well as GPA. It will also provide a term and cumulative GPA Tracker.

Student Information Block

Student Information Block – This block displays a customized view of various student data, including Catalog Year, Institutional GPA, Goal, College, Major and Concentration.

Click link to send email to student

Student View	AA502682 as of 07/06/2011 at 12:53			
Student	DegreeWorks, Student		Goal	Associate in Science
ID	G00052513		College	Skyline College
Catalog Rights	Academic Year 2010-2011		Major	A518 - Medical Transcriber
Institutional GPA	3.04		Concentration	

Degree applicable GPA (same as Institutional GPA shown in SHATERM)

Progress Bar

Progress Bar – The Degree Progress Bar is helpful, but can be deceptive. It is based on the number of checked boxes within the audit, but includes work in progress as satisfying specific degree requirements. So while technically a student may have passed 28% of his/her required course work, with registration for the next term factored in, he/she may be estimated at 35% degree progress. Please use this graph as a guide when advising a student, but do not consider it the final word. Be sure to review the entire degree audit for specific advice on requirements met and unmet within in each block.

Degree Progress

| Requirements | 51% | |
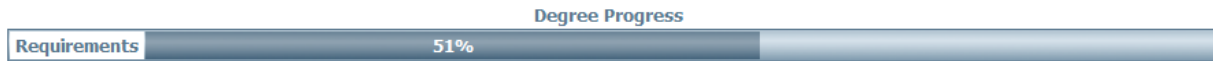
Legend Bar

Legend – The Legend is very important in interpreting data on all screens. It can be found on the left side and at the bottom of the screen.

Legend

✅	Complete
~	Complete except for classes in-progress
≈	Partially completed - see counselor
☐	Not Complete
(T)	Courses transferred IN from outside colleges
@	Any course number

Legend

| ✅ Complete | ~ Complete except for classes in-progress | ≈ Partially completed - see counselor |
| ☐ Not Complete | (T) Courses transferred IN from outside colleges | @ Any course number |

Disclaimer

Disclaimer – The Disclaimer is shown at the bottom of most screens. While mainly intended for students, counselors should become familiar with the wording, especially the third sentence that stresses that the degree audit is not the same as a transcript nor should it be considered official notification of degree completion.

Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic counselor or the Admission's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. You may consult with a counselor to review this report for accuracy and to ensure that all the college coursework taken at Cañada College, the College of San Mateo and Skyline College is used appropriately to meet your requirements. This report does not include coursework completed at other colleges.

Overall Audit – Student View Format

(This is the default screen when you select a new student from the Name drop down list)

- Click on the Worksheets option
- Under the format drop down list select Student Information
- Click the View button

Using the Legend as a guide, you can scroll through the student's information to see what the student has completed and what he/she still needs to complete in order to graduate. This view will even give you information on what courses will meet the unfulfilled requirements.

The Degree Block

Associate of Science Degree - Cañada		Units Required: 60
		Units Applied: 49

Unmet conditions for this set of requirements:	11 Units needed
	Your Major GPA Is 0, Which Is Less Than the Required 2.0
	Your Degree Applicable Course Work GPA Is 1.957, Which Is Less Than the Required 2.0

Your Major GPA is 0		
☐ See Basic Competency Requirements Below	Still Needed:	See **Basic Competency Requirements - Cañada** section
☐ See General Education Requirements Below	Still Needed:	See **General Education - Cañada** section
☐ See Major Requirements Below	Still Needed:	See **Radiologic Technology - Cañada** section

Click to go to requirement block

Other Requirements Blocks

Basic Competency Requirements - Cañada					
☐ Reading	CAN - ENGL 100	Reading and Composition		(3)	Summer 2011
☐ Writing	CAN - ENGL 100	Reading and Composition		(3)	Summer 2011
☐ Math	CAN - MATH 120	Intermediate Algebra		(5)	Summer 2011
☐ BASIC COMPETENCY REQUIREMENTS					
☑ Computer Literacy	SKY - CAOT 215	Word Processing II: Word	B	2	Summer 2010
☐ Physical Education	Still Needed:	2 Units in **ADAP** 100:689 or **AQUA** 109:689 or **COMB** 301:680 or **DANC** 105:689 or **FITN** 106:689 or **INDV** 101:689 or **TEAM** 100:689 or **VARS** 100:689 Except **DANC** 440 or **FITN** 240 or 245 or 250 or 251			

Click to go to WebSchedule

Other Blocks

Degree Applicable Electives - Classes taken but not counted towards the current goal

Degree Applicable Electives					Units Applied: 36	Classes Applied: 17
CAN	ACTG 121	Financial Accounting	F	4	Fall 1997	
CAN	BUS. 417	Skill Building	CR	1.5	Fall 1999	
CAN	BUS. 430	Computer Applications, Part I	A	1.5	Fall 1999	

Not Counted for various reasons

Not Counted					Units Applied: 16	Classes Applied: 6
CAN	ENGL 100	Reading and Composition	F	0	Spring 2011	
CAN	ENGL 800	Writing Development	W	0	Fall 1997	

In progress

In-progress					Units Applied: 10	Classes Applied: 3
CAN	ENGL 100	Reading and Composition		3	Summer 2011	

Potential Data Issues

For students who have not selected a goal in WebSmart, DegreeWorks will not be able to perform an audit through the Worksheet.

The Goal in the header will display "000000"

The Information Block will show "Undecided Degree" for Goal and a note will display advising students that they can update their goal through WebSmart or that they can run an audit through the What-If functionality.

Student View	AA502683 as of 07/07/2011 at 09:39			
Student	DW Undecided, Student	Goal	Undeclared Degree
ID	G00085276	College	Skyline College
Catalog Rights	Academic Year 2009-2010	Major	0506 - Business Mangmt & Administratn
Institutional GPA	3.91	Concentration	

NOTE: An audit cannot be performed because our records indicate that you have selected an Undecided Degree. You may update your educational goal in the "Update Your Student Information" page under the "Registration" section of WebSMART. However, you may still perform an audit on programs offered through the What-If section.

Another potential data problem is the student having Catalog Rights to catalogs prior to 2007-2008.

Student View	AA478610 as of 07/01/2011 at 11:04		
Student	DW No Catalog, Student	**Goal**	Undeclared Degree
ID	G00016894	**College**	Canada College
Catalog Rights	Academic Year 2003-2004	**Major**	0801 - Early Childhood Ed/Child Dev
Institutional GPA	3.36	**Concentration**	

The Information Block will show the Catalog Rights year in the student record and a note will display advising students that they can run an audit through the What-If functionality.

NOTE: An audit cannot be performed because your Catalog Rights year is older than the Academic year for which rules exist in the system. You may proceed to the What-If section to perform an audit or work with your counselor/Admissions and Rcords office to update your Catalog Rights year.

What-If

The What-If tab is designed to perform ad-hoc audits for any degree or certificated offered by any of the three colleges in the district. The list of Majors will display only valid programs for the corresponding Degree and College select. A concentration option will display if the program selected requires it.

Note that the choices for College, Major and Concentration will appear on the Area of Study Box on the right side of the screen. If a wrong selection is made you may use the Remove button or click on the What-If tab to start over.

Once the choices have been entered click on the Process What-If tab to execute,

Worksheets	Ed Plan	Notes	Petitions	GPA Calc

Worksheets

Format: Student View ▼ | Process What-If | Save as PDF

What-If

What If >		
	Degree	Associate in Science ▼
Legend	**Academic Year**	Academic year 2008-2009 ▼
✅ Complete		

Choose Your Different Areas of Study

Select an item to add it to your Chosen Area of Study

			Chosen Areas of study
⊟ Complete except for classes in-progress	**College**	College of San Mateo ▼	COLLEGE: College of San Mateo MAJOR : Dental Assisting, AS Degree CSM -
⧉ Partially completed - see counselor	**Major**	Dental Assisting, AS Degree CSM - AS ▼	
	Concentration	No Concentrations Available ▼	
☐ Not Complete			
(T) Courses transferred IN from			Remove

The worksheet will display the results of the audit for the selected program.

DegreeWorks Development

What If Audit

Student	DegreeWorks, Student	**Goal**	Associate in Science
ID	G00052513	**College**	College of San Mateo
Catalog Rights	Academic year 2008-2009	**Major**	A230 - Dental Assisting
Institutional GPA	3.04	**Concentration**	

Degree Progress

Requirements	66%	

Associate of Science Degree - CSM		**Units Required:** 60
		Units Applied: 114.5

Unmet conditions for this set of requirements:	Your Major GPA Is 0, Which Is Less Than the Required 2.0
	Last 12 Units in residence needed

☑ See Basic Competency Requirements Below		
☐ See General Education Requirements Below	Still Needed:	See **General Education - CSM** section
☐ See Major Requirements Below	Still Needed:	See **Dental Assisting - CSM** section

☑ **Basic Competency Requirements - CSM**				
☑ COMPETENCY IN MATH / QUANTITATIVE REASONING				
☑ Select MATH 111 and MATH 112	**SKY - MATH 111** Elementary Algebra I	A	3	Spring 1990
	SKY - MATH 112 Elementary Algebra II	B+	3	Fall 1990
☑ COMPETENCY IN ENGLISH				