

DegreeWorks Education Plan (Planner) Instructions

The DegreeWorks Planner allows counselors and advisors to create, view, and save course plans for students.

Creating a Plan

The DegreeWorks Planner has two main parts: the Planner Worksheet and the Student Educational Planner on the right. The Planner Worksheet is a smaller version of the original audit that shows how a student's planned courses apply to the degree requirements. The Student Educational Planner is where the planned courses for each term are entered.

Open the Ed Plan tab to start a new plan. In the Student Educational Planner area to the right, enter a description and select the student's catalog year. While a description is not required to view plans in the Planner Worksheet, it is later used to save the plan. The "Active Plan" checkbox indicates whether the plan is active or not. The "Locked" checkbox prevents a student from modifying the plan, but because students cannot create, modify, or delete plans at SMCCD, the box is currently invalid.

Note: The "Current Term" refers to the last semester of a student's active registration, so it may or may not be the actual *current* term.

The screenshot displays the DegreeWorks Planner interface. At the top, there are navigation links: 'Back to WebSMART', 'Print', 'Exception Management', and 'Log Out'. Below these are search and filter options for 'Find', 'Name', 'Major', 'Last Audit', and 'Last Refresh'. The 'Ed Plan' tab is selected, showing a 'Planner' section with 'Add new plan' and 'Calendar Mode' options. The main content area is split into two panes. The left pane shows a 'General Education - Skyline' audit with various requirements like 'GE AREA 1 - NATURAL SCIENCES' and 'GE AREA 2 - HUMANITIES'. The right pane is the 'Student Educational Planner' for student 'Jessica L.', showing 'Current Term' as 'Spring 2012' and 'Description' as 'SKY - Summer 2012 Plan 1'. The 'Academic Year' is set to 'Academic Year 2012-2013'. There are checkboxes for 'Active Plan' and 'Locked', and three 'Select Term' dropdown menus at the bottom.

Semester Selection

To begin creating the plan, select a semester term from one of the drop down "Select Term" areas. Only the current or future semesters can be planned for.

Student	Jessica L
Current Term	Spring 2012
Description	SKY - Summer 2012 Plan 1
Academic Year	Academic Year 2012-2013
Last Modified	
<input checked="" type="checkbox"/> Active Plan	
<input type="checkbox"/> Locked	
Load in a pre-defined plan	

<input type="checkbox"/> Summer 2012	<input type="checkbox"/> Fall 2012
Select Term	More info on these classes
Spring 2012	
Summer 2012	
Fall 2012	
Spring 2013	
Summer 2013	
Fall 2013	
Spring 2014	
Summer 2014	
Fall 2014	
Spring 2015	

Adding Courses

Add the subject and course number of the planned courses to the fields in the left column and the credit values to the right. Only one course can be applied to each line. Courses can also be added by clicking and dragging the course directly from the Planner Worksheet to the Student Educational Planner. In the example below, HIST 108 was manually typed and ENGL 100 was added by dragging the course from the audit:

Ed Plan
Notes
Petitions
Exceptions
GPA Calc
Admin

----- Add new plan -----
Calendar Mode
 Show completed classes
Load
Edit
View

Specific Area Requirements - Skyline

AMERICAN HISTORY AND INSTITUTIONS AREA REQUIREMENT

Students must complete one course from Group A and one course from Group b, Option b1 or b2. Students who have received credit for PLSC 210 or PLSC 301 may not receive credit for PLSC 200. Students who have received credit for PLSC 200 may not receive credit for PLSC 210 or PLSC 301.

Group a. U.S. History & U.S. Government

Needed: 3 Units in HIST 108, 201, 202, 235, 244, PLSC 210

Group b. State & Local Gov: Select Option b1 or b2

Option b1: State and Local Government

SKY - PLSC 301 Calif State & Urban Government C 3 Fall 2011

ENGLISH AREA REQUIREMENT

You may take ENGL 100 or 105 but not both. You may take ENGL 836 or 846 but not both.

English - Two Courses (min 6 Units)

SKY - ENGL 110 Compos., Lit. & Crit. Thinking (3) Spring 2012

Needed: 3 Units in ENGL 100, 105, 161, 165, 836, 846, ESOL 400, FILM 440, JOUR 120, LIT. 101, 111, 113, 151, 225, 251, 265, 266, 267, 370, 373, 432, READ 420, SPCH 100, 120, 140, 150

PHYSICAL EDUCATION

Physical Education - Select Two Activity Courses

Needed: 2 Classes in ADAP 348:359, COMB 301:405, DANC 105:450, 665, FITN 106:400, INDV 101:255, TEAM 100:201, VARS 100:360 Except DANC 391, FITN 245, 250, 251, P.E. 305, 306, @ 670, 672, 690, 695

ETHNIC AND CULTURAL DIVERSITY REQUIREMENT

Student	Jessica L
Current Term	Spring 2012
Description	SKY - Summer 2012 Plan 1
Academic Year	Academic Year 2012-2013
Last Modified	
<input checked="" type="checkbox"/> Active Plan	
<input type="checkbox"/> Locked	
Load in a pre-defined plan	

<input type="checkbox"/> Summer 2012	<input type="checkbox"/> Fall 2012		
More info on these classes	More info on these classes		
HIST 108	3		
ENGL 100	3		

Course Placeholders

Often times, students may select from a list or range of courses to fulfill a requirement. For example, the General Education Requirement for Oral Communications may be completed with one of four courses. We are unable to include a list or range of courses in Planner, but we can add placeholders for requirements of this type. To do so, simply add a dash '-' in front of the requirement. The dash tells DegreeWorks that we are not looking for valid course in Banner.

3/28/2012

pg. 2

SKY - PLSC 301 Calif State & Urban Government C 3 Fall 2011 <input type="checkbox"/> ENGLISH AREA REQUIREMENT You may take ENGL 100 or 105 but not both. You may take ENGL 836 or 846 but not both. <input type="checkbox"/> English - Two Courses (min 6 Units) SKY - ENGL 110 Compos., Lit. & Crit. Thinking (3) Spring 2012 Needed: 3 Units in ENGL 100, 105, 161, 165, 836, 846, ESOL 400, FILM 440, JOUR 120, LIT. 101, 111, 113, 151, 225, 251, 265, 266, 267, 370, 373, 432, READ 420, SPCH 100, 120, 140, 150 <input type="checkbox"/> PHYSICAL EDUCATION <input type="checkbox"/> Physical Education - Select Two Activity Courses Needed: 2 Classes in ADAP 348:359, COMB 301:405, DANC 105:450, 665, FITN 106:400, INDV 101:255, TEAM 100:201, VARS 100:360 Except DANC 391, FITN 245, 250, 251, P.E. 305, 306, @ 670, 672, 690, 695	Load in a pre-defined plan <input type="checkbox"/> Summer 2012 <input type="checkbox"/> Fall 2012 ▶ More info on these classes ▶ More info on these classes <table border="1"> <tr> <td>HIST 108</td> <td>3</td> <td>-ADAP 348:359</td> <td>3</td> </tr> <tr> <td>ENGL 100</td> <td>3</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	HIST 108	3	-ADAP 348:359	3	ENGL 100	3																		
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ENGL 100	3																								

View the Plan in the Planner Worksheet

After the courses and terms have been added, select the checkbox next to each term and hit the "Process New" button. The planned courses will now appear in parentheses in the Planner Worksheet, indicated by the PL and Planner text. **Note:** The "Check All Terms" and "Uncheck All" buttons may be used to select the terms to display in the Planner Worksheet. The "Check All Terms" button will include blank terms, but it will have no impact on the audit.

See General Education Requirements Below See Major Requirements Below Blocks included in this block Basic Competency Requirements - Skyline Specific Area Requirements - Skyline General Education - Skyline Early Childhood Education - Skyline - degree Basic Competency Requirements - Skyline Competency in Reading and Writing SKY - ENGL 110 Compos., Lit. & Crit. Thinking (3) Spring 2012 Reading/Writing competency can be met by satisfactory completion of ENGL 100 or ENGL 105 or higher with a grade of 'C' or better <input checked="" type="checkbox"/> Met by Math Test Score Math competency can be met by: (a) Eligibility for MATH 130, 150, 200, 201 or 241 or higher as determined by a Skyline College approved placement test; or (b) Satisfactory completion of Math 120 or equivalent, or higher; or (c) Satisfactory completion of any course having at least MATH 120 (Intermediate Algebra) as a prerequisite. Specific Area Requirements - Skyline AMERICAN HISTORY AND INSTITUTIONS AREA REQUIREMENT Students must complete one course from Group A and one course from Group b, Option b1 or b2. Students who have received credit for PLSC 210 or PLSC 301 may not receive credit for PLSC 200. Students who have received credit for PLSC 200 may not receive credit for PLSC 210 or PLSC 301. <input checked="" type="checkbox"/> Group a. U.S. History & U.S. Government (HIST 108) Survey of American History PL (3) PLANNED <input checked="" type="checkbox"/> Group b. State and Local Gov: Select Option b1 or b2 <input checked="" type="checkbox"/> Option b1: State and Local Government SKY - PLSC 301 Calif State & Urban Government C 3 Fall 2011 <input type="checkbox"/> ENGLISH AREA REQUIREMENT You may take ENGL 100 or 105 but not both. You may take ENGL 836 or 846 but not both. <input type="checkbox"/> English - Two Courses (min 6 Units) (ENGL 100) Composition PL (3) PLANNED SKY - ENGL 110 Compos., Lit. & Crit. Thinking (3) Spring 2012 <input type="checkbox"/> PHYSICAL EDUCATION <input type="checkbox"/> Physical Education - Select Two Activity Courses 2 Classes in ADAP 348:359, COMB 301:405, DANC 105:450, 665, FITN 106:400, INDV 101:255	Student: Jessica L Current Term: Spring 2012 Description: SKY - Summer 2012 Plan 1 Academic Year: Academic Year 2012-2013 Last Modified: <input checked="" type="checkbox"/> Active Plan <input type="checkbox"/> Locked Load in a pre-defined plan <table border="1"> <tr> <th>Summer 2012</th> <th>Fall 2012</th> <th>Spring 2013</th> </tr> <tr> <td>▶ More info on these classes</td> <td>▶ More info on these classes</td> <td>▶ More info on these classes</td> </tr> <tr> <td>HIST 108 3</td> <td>-ADAP 348:359 3</td> <td></td> </tr> <tr> <td>ENGL 100 3</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Total 6</td> <td>Total 3</td> <td>Total</td> </tr> </table> <table border="1"> <tr> <th>Summer 2013</th> <th>Fall 2013</th> <th>Select Term</th> </tr> <tr> <td>▶ More info on these classes</td> <td>▶ More info on these classes</td> <td>▶ More info on these classes</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Summer 2012	Fall 2012	Spring 2013	▶ More info on these classes	▶ More info on these classes	▶ More info on these classes	HIST 108 3	-ADAP 348:359 3		ENGL 100 3															Total 6	Total 3	Total	Summer 2013	Fall 2013	Select Term	▶ More info on these classes	▶ More info on these classes	▶ More info on these classes															
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▶ More info on these classes	▶ More info on these classes	▶ More info on these classes																																															

Because the "ADAP 348:359" are only used as placeholders, they are not available to fulfill requirements in the Planner Worksheet. Instead, they pull into the "Not Counted" section near the bottom of the audit, as they are not valid courses in Banner. Once a student has decided which course they would like to complete, the plan can be updated to pull in the specific course.

PLSC 200 Developmental Psychology 3 Spring 2012 Non-Degree Applicable -ADAP 348:359 -Wildcard/range not valid- Units Evaluated: 3 Classes Applied: 1 PL 3 PLANNED

Saving Plans

Select the "Save Plan" button to save the plan. Once the plan is saved, you will be able to select it from the drop down menu near the top of the Planner Worksheet. To save an additional plan, you can either start over by selecting "Add new plan" from the drop down menu and reloading the audit, or click the "Save As..." button to save any changes in a new plan while preserving the older one. "Save As..." will prompt a new window that allows you to save the new plan with a new title. Be aware that changing the description and clicking "Save Plan" will *not* save a new copy of the plan – it will override the current plan. **Note:** The "Reload Form" button will reload the last saved version of your plan.

The screenshot displays the Student Educational Planner interface. At the top, there are navigation tabs: Worksheets, Ed Plan, Notes, Petitions, Exceptions, GPA Calc, and Admin. The main area shows the 'Planner Worksheet' for 'SKY - Summer 2012 Plan 1' in 'Calendar Mode'. A 'Message from webpage' dialog box is centered on the screen, displaying a yellow warning icon and the text 'The plan was saved successfully.' with an 'OK' button. The background interface includes a 'Student Educational Planner' sidebar with fields for Student ID, Current Term, Description, and Academic Year. The main workspace shows a 'Degree Progress' bar at 69% and a list of requirements for 'Associate in Science - Skyline'. At the bottom, there are buttons for 'Save Plan', 'Reload Form', 'Save As...', 'Delete Plan', 'Process New', 'Check All Terms', 'Uncheck All', and 'Create Block'.

Show Completed Classes

Students may enroll in courses other than what was listed in their plan. To view the courses that the student is currently enrolled in to the Planner, check the "Show completed classes" checkbox and reload the form using the "Load" button.

This screenshot shows the top navigation area of the Planner. The 'Planner' tab is active. Below the navigation tabs, there is a dropdown menu for 'SKY - Summer 2012 Plan 1', a 'Calendar Mode' dropdown, and a checked checkbox for 'Show completed classes'. The 'Load' button is highlighted in blue. To the right are 'Edit' and 'View' options. Below this, a 'Planner Worksheet' header shows 'AB185594 as of 02/28/2012 at 03:57' and a 'Print' button.

The courses that the student is enrolled in will now pull into the Planner but we are unable to see this feature because there are no old plans in the system.

Planner Modes

The Planner offers three different views types, also known as modes. The Calendar Mode is the view that was used to create the above plan. This mode also provides the plan comments and signature lines for student and counselor

SKY - Summer 2012 Plan 1 Calendar Mode Show completed classes Load  Edit  View

Student Educational Planner	
Student	Jessica L
Current Term	Spring 2012
Description	SKY - Summer 2012 Plan 1
Academic Year	Academic Year 2012-2013
Active/Inactive	Active Plan
Locking Status	Plan is not locked
Last Modified	03/28/2012 by Coroneal, Edgar
Comments	Jessica, review this plan each term before the start of registration

▶ Summer 2012		▶ Fall 2012			
Course	Units	Course	Units	Course	Units
HIST 108	3	-ADAP 348:359	3		0
ENGL 100	3		0		0
	0		0		0
	0		0		0
	0		0		0
	0		0		0
	0		0		0
Total	6	Total	3	Total	0

Plan Total 9

Student Signature

Counselor Signature

Date (MM/DD/YYYY)

Date (MM/DD/YYYY)

What If in Planner

Planner can also be used to plan courses in What If audits. Currently, Jessica is in the AS Early Childhood Education, but let's assume she plans on changing to the AS in Family and Consumer Sciences. On the Planner Worksheet, select the "Show What If Options" button. Complete the What If fields as you would for a regular audit and select the "Use What If Scenario" checkbox. Select the terms on the saved plan, and "Process New".

The screenshot shows the 'Basic Competency Requirements - Skyline' interface. At the top, there is a 'Show What If Options' button circled in red. To its right is a checked checkbox labeled 'Use What If Scenario'. Below this, there are navigation options: 'SKY - Summer 2012 Plan 1', 'Calendar Mode', 'Show completed classes', and 'Load'. There are also 'Edit' and 'View' radio buttons. The main section is titled 'Planner Worksheet AB185594 as of 02/28/2012 at 03:57' and includes a 'Print' button. A table displays student information:

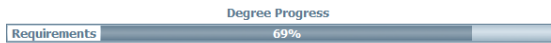
Student	Jessica L	Goal	Associate in Science
ID		College	Skyline College
Catalog Rights	Academic Year 2010-2011	Major	A107 Early Childhood Education

Below the table, there is a 'Hide What If Options' button and another checked 'Use What If Scenario' checkbox, also circled in red. The 'What-If' section contains dropdown menus for 'Degree' (Associates Degree), 'Academic Year' (Academic Year 2010-2011), and 'Choose Your Different Areas of Study'. Under 'Choose Your Different Areas of Study', there are dropdowns for 'College' (Skyline College), 'Major' (Family and Consumer Sciences - AS), and 'Concentration' (No Concentrations Available). A 'Chosen Areas of study' box lists 'COLLEGE: Skyline College' and 'MAJOR : Family and Consumer Sciences - AS'. A 'Remove' button is located at the bottom of this box.

After the new audit is processed, the "Hide What If Options" button will need to be clicked to view the What If audit with the planned courses. The Planner Worksheet now pulls in the Small Business Administration requirements, along with the planned courses.

Planner Worksheet WA014904 as of 03/28/2012 at 16:19 Print			
Student	Jessica L	Goal	Associate in Science
ID		College	Skyline College
Catalog Rights	Academic Year 2010-2011	Major	C301 Family and Consumer Sciences
Institutional GPA	1.75	Concentration	

NOTE: If you are seeking a Transfer Major to a four year University, go to www.assist.org for specific transfer requirements and see a Counselor.



Associate in Science - Skyline

Unmet conditions: Your Degree Applicable Course Work GPA is 1.75, Which is Less Than the Required 2.0

- See Basic Competency Requirements Below
- See Area Requirements Below

Needed: See **Specific Area Requirements - Skyline** section

- See General Education Requirements Below
- See Major Requirements Below

Blocks included in this block

- Basic Competency Requirements - Skyline
- Specific Area Requirements - Skyline
- General Education - Skyline
- Family & Consumer Sciences - Skyline - degree

Basic Competency Requirements - Skyline

- Competency in Reading and Writing

SKY - ENGL 110	Compos., Lit. & Crit. Thinking	(3)	Spring 2012
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Student Educational Planner

Student: Jessica L

Current Term: Spring 2012

Description: SKY - Summer 2012 Plan 1

Academic Year: Academic Year 2012-2013

Last Modified: 03/28/2012 by [User]

Active Plan
 Locked

Summer 2012	Fall 2012
More info on these classes	
HIST 108 3	ADAP 348:359 3
ENGL 100 3	
Total 6	Total 3

Select Term	Select Term
More info on these classes	