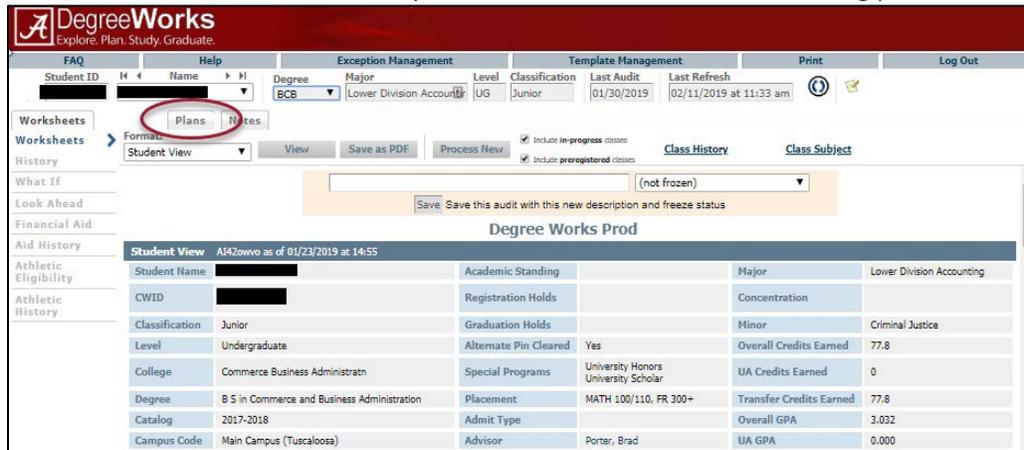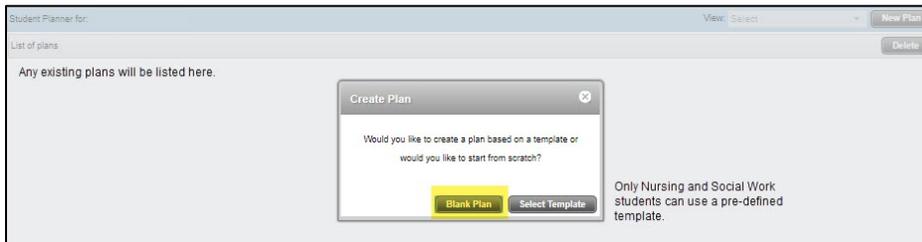# DegreeWorks Student Educational Planner

CREATE A PLAN

1. Login to DegreeWorks -
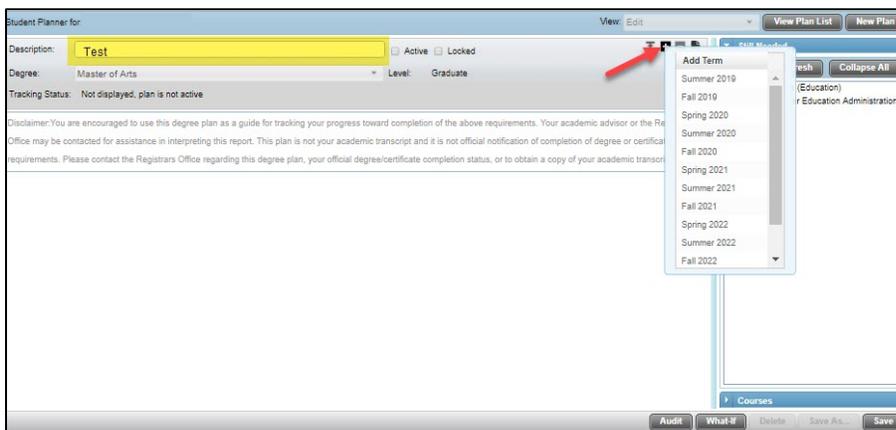2. Click the 'Plan's tab to create a plan from scratch or to edit an existing plan.

3. If no plan exists, click on 'BLANK PLAN' button

- The 'Select Template option is for Nursing and Social Work programs only.
4. Give your plan a name in the description field.
5. Use the '+' to select a term to add to the plan.

6. Use the + sign by the term to add a requirement of choice, course, or placeholder.
   - A choice allows you to enter an 'either/or' option
   - A course is a defined subject and course number
   - A placeholder saves a place in the plan for a specific requirement
   - A placeholder must have text entered into the value field
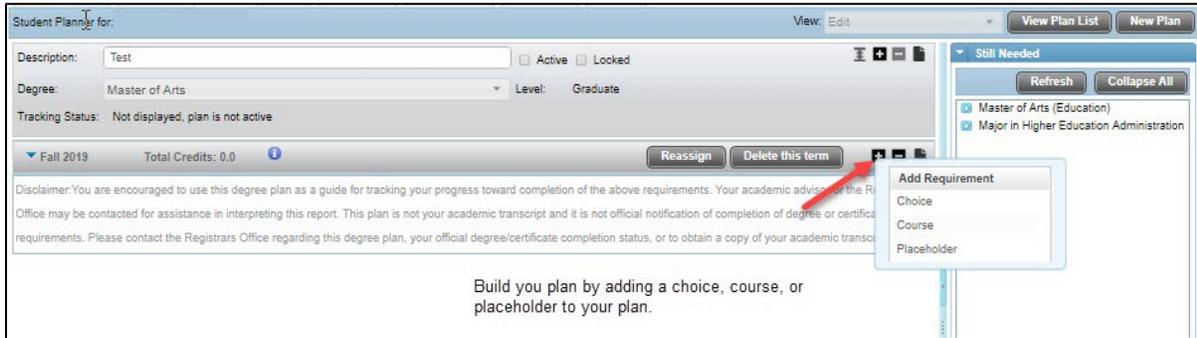
7. Use the 'Still Needed' window to the right to display courses still needed in your program. Click on the blue arrow next to each area to see the requirements for that area. You can drag and drop any course into a term if you do not want to type in the information. Click the 'REFRESH' button to update the STILL NEEDED list.
   - Use the 'Audit' option to open an audit in a separate window
   - Use the 'What-If' option to see how program changes will affect your plan
   - Be sure to 'SAVE any changes to your plan
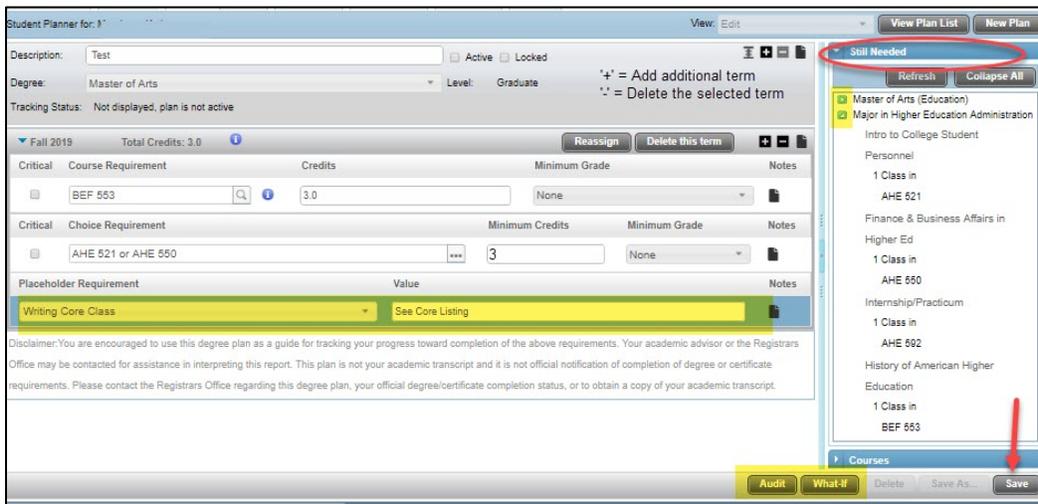
EDIT AN EXISTING PLAN

1. Select the plan you wish to edit by clicking on the plan
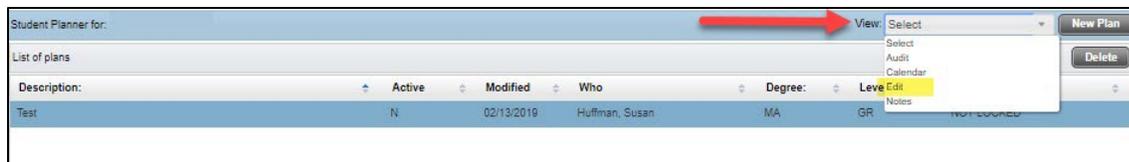
2. Choose 'EDIT' from the view options
   - This will open the plan for editing

You can also view your plan in an AUDIT, CALENDAR, or NOTES view.

HELPFUL HINTS:

- You can only have one active plan at a time
- Locked plans cannot be edited
- Only an advisor can lock or unlock a plan
- Mark a course, choice, or placeholder as critical to track the course
- You will show as 'off-track' if you do not make the minimum grade selected
- Notes can be added at the course, term, or plan level