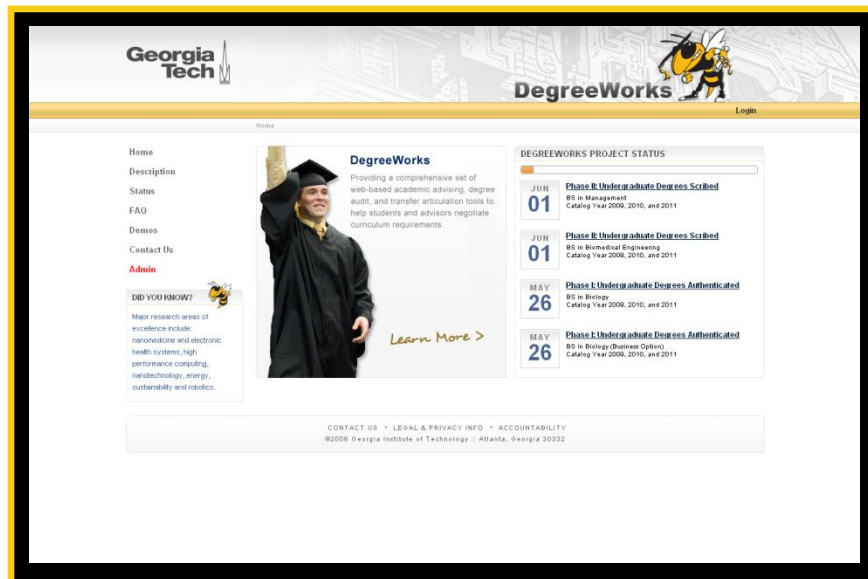


Logging into DegreeWorks

- 1) To access the DegreeWorks test site you will need to navigate to <http://degreeworks.gatech.edu>



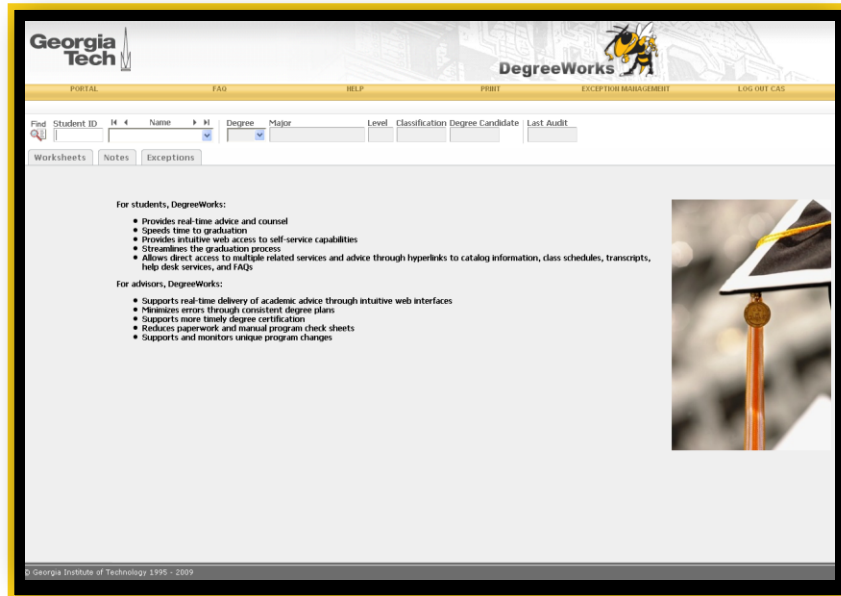
- 2) At the DegreeWorks login screen you will use the following to log in:

UserName = gtID (ex: gburdell3)
Password = gtPassword

Navigating the web audit

Once successfully logged in you will arrive at the DegreeWorks main page

Web Layout



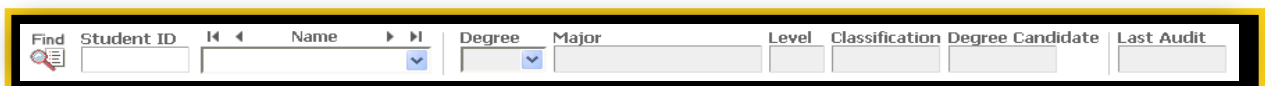
Breakdown of main page




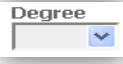



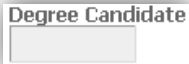

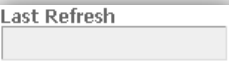
1) Navigation bar



Portal	Links to the BuzzPort main page
FAQ	Links to frequently asked questions pertaining to DegreeWorks
Help	Links to the DegreeWorks home page
Print	Allows the user to print the current page
Exception Management <i>*Not enabled during initial curriculum testing*</i>	Link to exception management services
Log Out	Logs user out of DegreeWorks

2) Audit toolbar



	Unless student ID is known, the find button will be used to search for students
	Here the user can enter a student's gtID and bring up their audit
	Student name will display here
	Current student's degree will be displayed here. The drop down can be used to switch between primary and secondary degree's
	Current student's major will be displayed here
	Level of student will be displayed here (US or GS)
	Students classification will be displayed here (Freshman, Sophomore, Junior, Senior, etc.)
	If a degree candidate, information will display here
	Displays the last date an audit was performed for the current student
	Displays the last date and time the audit was refreshed

Performing an audit

Student gtID known

- If the gtID is already known, it can easily be entered in the "Student ID" text field.



- Press "Enter" and the audit will be generated

Georgia Tech DegreeWorks

PORTAL FAQ HELP PBIB LOG OUT CAS

Find Student ID: 900327799 Name: A... T... Degree: BSCEM Major: Chemistry Level: US Classification: Freshman Degree Candidate: Last Audit: 04/26/2010

Worksheets: Notes: Format: Student View View Save as PDF Process Now Class History

What If: Test DegreeWorks 4.0.3

Look Ahead: Student View AAG26408 as of 04/26/2010 at 09:17

Student	A... T...	Level	Undergraduate Semester
ID	900327799	Degree	BS in Chemistry
Classification	Freshman	College	College of Sciences
Overall GPA	3.0	Major	Chemistry
		Concentration	
		Minor	

BSCEM - Degree Requirements Academic Year: Academic Year 2009-2010 Credits Required: 122 GPA: 3.0 Credits Applied: 22

Unmet conditions for this set of requirements: Last 14 Credits in residence needed 100 Credits needed

122 Credits applied to the Degree are Required for Graduation. Your last 36 Credits must be taken in Residence.

- 2.0 Overall GPA Requirement
- Regents' Reading Requirement
- Regents' Writing Requirement
- Legislative Requirement - GA History **Still Needed:** Legislative Requirement - GA History
- Legislative Requirement - US History **Still Needed:** Legislative Requirement - US History
- Legislative Requirement - GA Constitution **Still Needed:** Legislative Requirement - GA Constitution

Student ID unknown

- If the student id is unknown or if the user is searching for a group of students based on a certain criteria the **“Find”** button will be used.

The screenshot shows the 'Find Students' window with the following elements:

- Search Fields:** Student ID, First Name, Last Name.
- Filters:** Degree (All Degree Codes), Major (All Major Codes), Minor (All Minor Codes), Classification (All Classification Codes), College (All College Codes), Level (All Level Codes), Concentration (All Concentration Codes), Student Type (All Student Type Codes), Degree Candidate (All Degree Candidate Codes).
- Buttons:** Search, Clear, Check All, Uncheck All.
- Results:** A table with 1 student found. The table has columns: ID, Name, Degree, Major, Level, Classification. The student listed is ID 90032, Name A. Mark A, Degree BSCMPE, Major Computer Engineering, Level US, Classification Junior.

- Filter options for user:

Student ID	Filter based on gtID
First Name	Filter students based on first name
Last Name	Filter students based on last name
Degree	Filter students based on degree
Major	Filter students based on major
Minor	Filter students based on minor

Classification	Filter students based on classification
College	Filter students based on college
Level	Filter students based on level
Concentration	Filter students based on concentration
Student Type	Filter based on student type
Degree Candidate	Filter students based on degree candidate

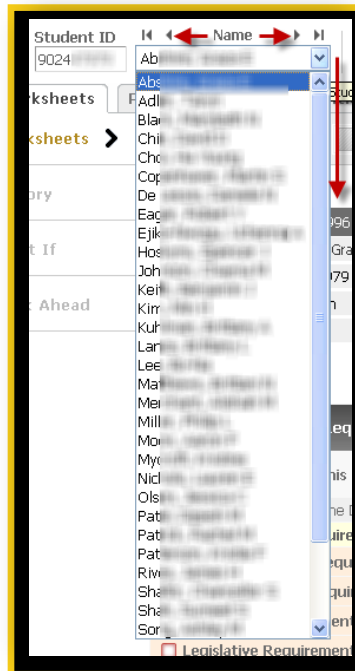
Once you have set the desired filters and conducted the search the list of students will generate.

The screenshot shows the 'Find Students' application interface. At the top, there are search fields for Student ID, First Name, and Last Name. Below these are various filter dropdown menus: Degree (BS in Chemistry), Major (All Major Codes), Minor (All Minor Codes), Classification (Freshman), College (All College Codes), Level (All Level Codes), Concentration (All Concentration Codes), Student Type (All Student Type Codes), and Degree Candidate (All Degree Candidate Codes). A 'Search' button and a 'Clear' button are located below the filters. A red speech bubble points to the search results with the text 'Generated all freshman that are majoring in chemistry'. The results table shows 22 students found, with the first three rows visible:

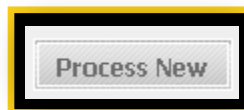
ID	Name	Degree	Major
9025	A. [Name]	BSCHEM	Chemistry
9024	B. [Name]	BSCHEM	Chemistry
9026	C. [Name]	BSCHEM	Chemistry

At the bottom of the interface, there are 'OK', 'Cancel', 'Check All', and 'Uncheck All' buttons.

- Once the desired students have been selected click **“OK”** and the audit will be generated.
- To switch between students from a filtered list the user can use the arrows, or drop down box at the name field at the top of the audit.



- To ensure that you are viewing the most current information for each student it is important that you click the **“Process New”** button to refresh that student's information.



Different audit views

There are different audit views that can be changed from the drop-down menu located to the right of "Worksheets". Each audit report displays specific information about students and their progress towards degree completion.

