DEGREE WORKS HOW-TO-GUIDE

Staff

What is Degree Works?

Degree Works is a web-based degree audit tool. It allows you to see the student's degree program and what requirements remain to finish your degree. Each requirement area (Core, Major/Minor) are broken into "Blocks."

Degree Works should be used as a tool for educational and planning purposes only. Students still need to meet with an Advisor and/or the Registrar's Office to review degree progress and verify the accuracy of a Degree Works audit.

How to login:

To login to Degree Works you will want to go to My.Hiram.edu and hit the drop down on "Faculty," then select "Degree Works" and log into with your Hiram credentials.

You will need to be on campus or connected to the VPN in-order to access Degree Works.
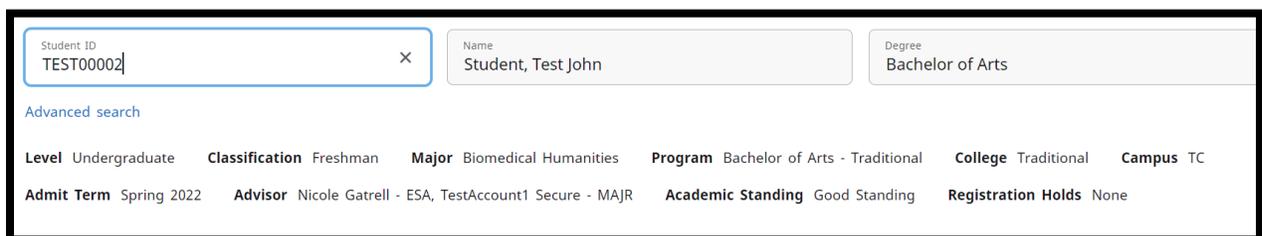
Navigating Degree Works:

Finding Students:

You only have access to your advisees. Simply select the down arrow where it says "Select Student"
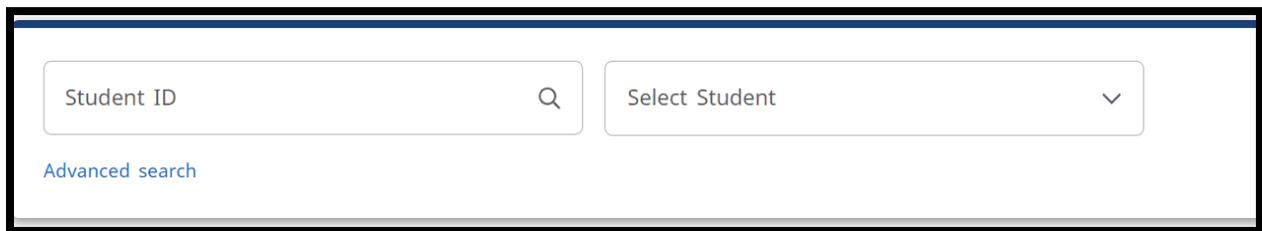
The Dashboard:

This Block is full of important information; including what programs the student currently has declared, other advisors, registration holds, if they are a student athlete, and expected graduation date
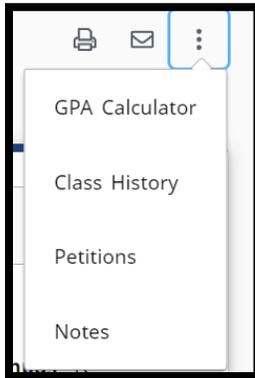

Right above this you will see three icons:

The Printer icon allows you to print the audit, the envelope will give you the student's email and the Three-Dots will allow you to access a GPA Calculator (see information below), a list of all the courses the student has previously taken, and access notes:

GPA Calculator:

The GPA Calculator is a helpful tool to help you understand what grades the student will need, to earn their goal GPA. It does however have some limitations and it is highly recommended students only use this with you.

Notes:

To view or add a note, click on "Notes"

In notes you can leave information that the student can or cannot see. It is important to remember that even if you select "Not available to student" they are still viewable under FERPA

To add a note, click on " Add a New Note"

Here you can find predefined notes or an open area to write your note. Unfortunately, you cannot upload documents to this page
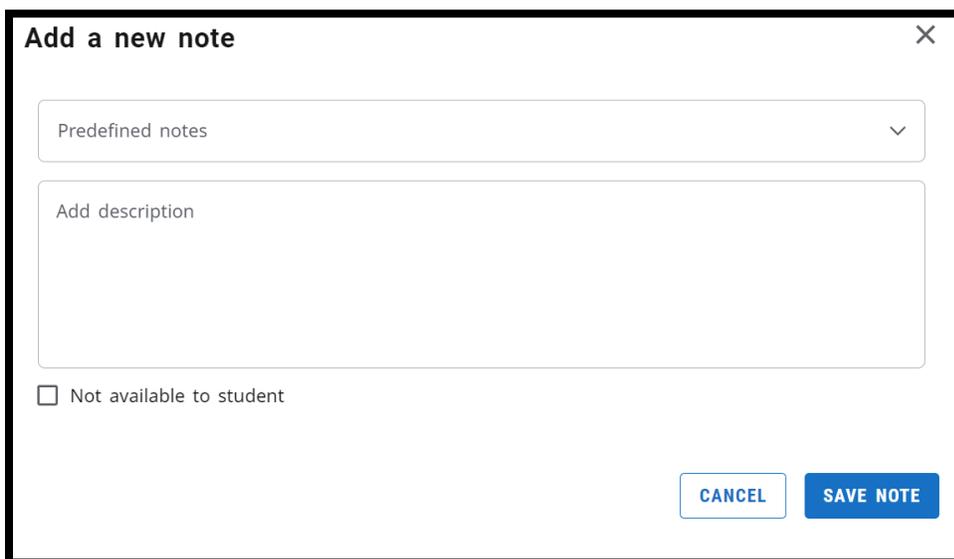
Looking at Blocks

Each block looks at a different set of requirements and contain important information including completed courses and remaining requirements. If the student has remaining requirements, you can click on them and see when they are going to be offered next, as well as course descriptions and any prerequisites

Some of requirements will have labels or symbols on them so there is a key at the bottom of the audit, and is included below.

Legend			
⊘ Complete		◯	Not complete
◑ Complete except for classes in-progress		⊙	Nearly complete - see advisor
☑ Prerequisite		@	Any course number
(R) Repeated class			

If the student has taken a course, but it does not fulfill a specific graduation requirement then it will fall to the "Elective Block." If you believe a course in this block fulfills a graduation requirement complete the exception process.

Exception Process

Complete the Exception Form with student, sign and the submit to the school director, associate dean, licensure director to be signed. Once signed submit to DegreeWorks@Hiram.edu.

What-If

The What-If tab allows you to view what it would look like if the student declared a different major or minor. It is important that you select the current year for catalog year. So you are looking at the accurate requirements.

What-If Analysis

☐ Use current curriculum   ☑ In-progress classes   ☑ Preregistered classes
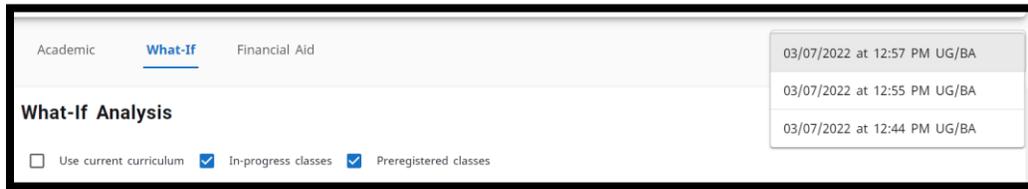
Program

Catalog year *
2021-2022

Degree *
Bachelor of Arts

Areas of study

Major *

Minor

Up to 3 previous What-Ifs are stored

Plans

At the top of the audit you will find a tab that says "Plans." Here you can view and build a plan of study for the student. To build a plan, click on "Plans" at the top. Once there, click on the plan you wish to edit or "New Plan." You will then be asked to either "Select Template" or "Blank Plan." We currently do not have any templates so you will need to select Blank Plan.

- Click "Blank Plan"
- Select the term you wish to start your plan – hit submit
- Title the Plan and always click "Active." Then decide whether you want the student to be able to edit the plan by deciding whether it is locked or not
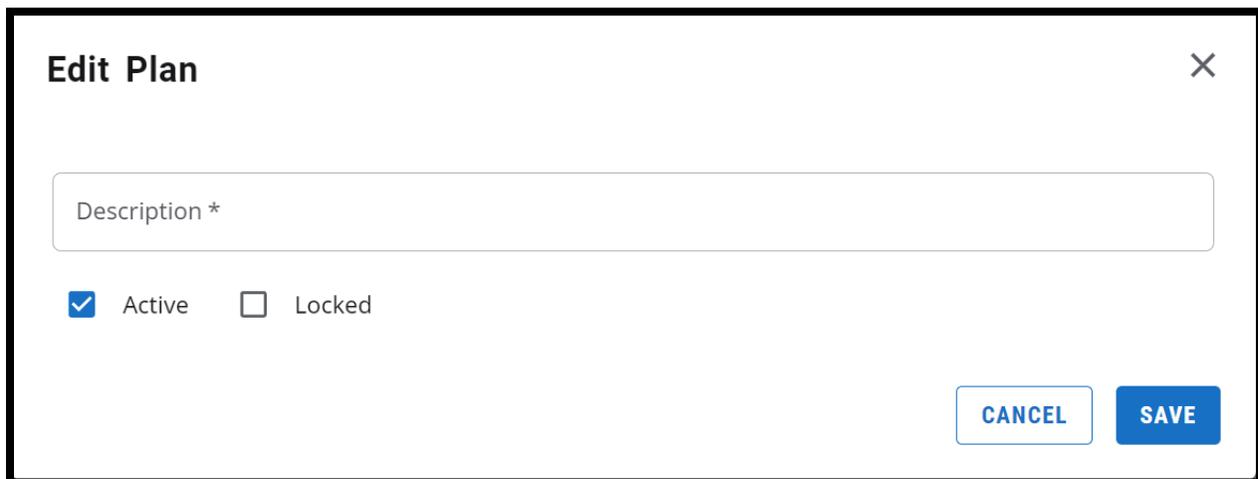
- Click on the "+" and enter the course the student needs. Note: you can look at just what is still needed
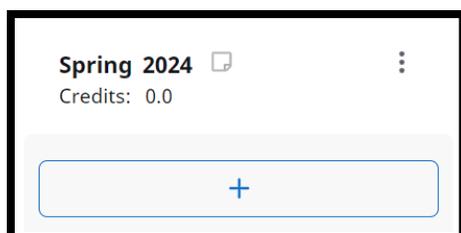
- You can then add notes to the course or indicate whether the course is critically needed that term

- Then click "Save"
- You are able to print plans, view them in the audit, introduce them into a What-If