



DegreeWorks

A&M-COMMERCE

GRAD

Graduate Training Guide

Faculty/Staff

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The Graduate School

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Accessing DegreeWorks

1. Go to A&M-Commerce home page and login to “myLEO”
2. Select the **Faculty Resources** Tab
3. Select **Grad School DegreeWorks**

WELCOME APPS STUDENT RESOURCES **FACULTY RESOURCES**

STAFF RESOURCES

STUDENT INFORMATION SYSTEM (SIS) RESOURCES FOR FACU

Personal Information

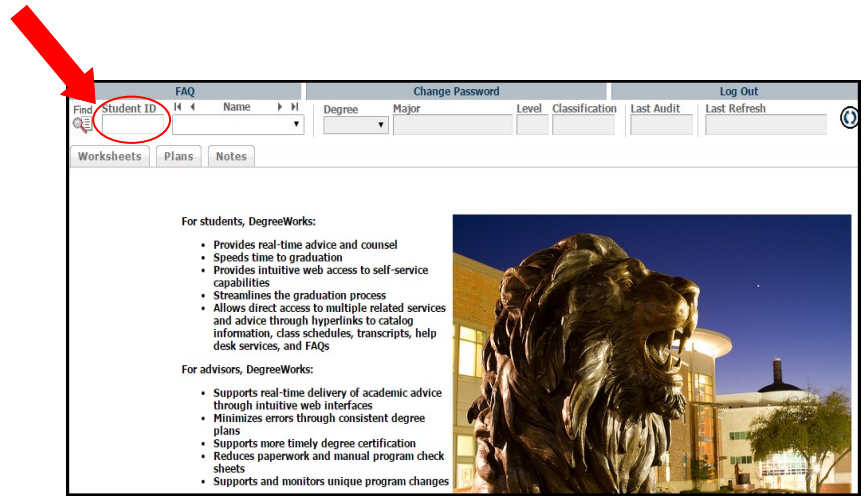
- [Addresses and Phone Numbers - View - Update](#)
- [Email Addresses - View - Update](#)
- [Emergency Contacts - View - Update](#)
- [Marital Status - Update](#)
- [Ethnicity and Race - View - Update](#)

Faculty Information

- [Faculty Detail Schedule](#)
- [Faculty Week at a Glance](#)
- [Faculty Detail Class List](#)
- [Faculty Summary Class List](#)
- [Student Information](#)
- [Faculty Midterm Grades](#)
- [Faculty Final Grades](#)
- [Faculty Registration Overrides](#)
- [Faculty Active Assignments](#)
- [Syllabus Info](#)
- [CourseLeaf](#)
- [Undergrad DegreeWorks](#)
- **[Grad School DegreeWorks](#)**
- [Faculty Office Hours](#)

Accessing DegreeWorks

4. Enter the **Student ID (CWID)** for the student on which you are working
5. Hit **ENTER**



Basic Worksheet Features

The screenshot shows the DegreeWorks interface for a student. The top navigation bar includes the DegreeWorks logo, A&M-COMMERCE, and GRAD. Below this is a search bar with 'Find' and 'Student ID' (36871215). The main content area has a 'Worksheets' tab selected, with 'Notes' and 'Petitions' also visible. A 'Process New' button is highlighted with a red circle and an arrow. Another red circle and arrow point to a refresh button in the top right corner. The 'Student View' section shows a table of student information and a 'Legend' section with various icons and text.


| Student ID | Name | Degree | Major | Level | Classification | Last Audit | Last Refresh |
|------------|-----------------|--------|-------------------------|-------|----------------|------------|------------------|
| 36871215 | Test, Banner2 B | MS | Health Kine Spo Studies | G | Master Studi | Today | Today at 3:19 pm |

| Advisor | College | Degree | Major | Concentration | Minor | TAMUC Awarded Degrees | Institutional GPA | Transfer Hours | TAMUC Earned Hours | Admission Decision | Academic Standing | Classification | Registration Holds |
|---------|----------------------------|----------------------|-------------------------|------------------------------------|-------|-----------------------|-------------------|----------------|--------------------|---|-------------------|----------------|--------------------|
| | Education & Human Services | MS-Master of Science | Health Kine Spo Studies | HKSS Physical Education Ped (HKSS) | | | 0.00 | 9 | 0 | Enrollment Allowed for 1 term (M Full Admission (MBA-BA)) | Good Standing | Master Student | No |

Legend

- Complete
- Not Complete
- In-progress
- R Registered Class
- * Course Contains Prerequisites
- @ Any Course Number
- See Advisor

Degree in Master of Science Catalog Year: 2018-2019 Credits Applied: 0

1. **Worksheet:** Shows the information for the student.
2. **Process New:** Acts as a Page Refresh, if you make any changes that may affect DegreeWorks and want to see them reflected on the degree evaluation, select Process New (i.e. Entering a Note)
3. **Refresh Button:**  Use this button to import new information from Banner into DegreeWorks. Remember, once you “refresh” you will need to “Process New” to view an updated audit.

Basic Worksheet Features

The screenshot displays the DegreeWorks interface for a student audit. At the top, the DegreeWorks logo is visible. Below it, there are navigation tabs for 'FAQ' and 'Log Out'. The main area shows student information: Student ID 36871215, Name Test, Banner2 B, Degree MS, Major Health Kine Spo Studies, Level G, Classification Master Stud, Last Audit Today, and Last Refresh Today at 3:19 pm. There are buttons for 'Worksheets', 'Notes', and 'Petitions'. Below these, there are buttons for 'View', 'Save as PDF', and 'Process New'. A 'Class Summary' link is also present. On the left side, there are sections for 'History' and 'What If'. The 'What If' section is highlighted with a red circle. Below the 'What If' section, there is a 'Look Ahead' section. The main content area shows a 'Student View' for AD78EPXV as of 09/13/2018 at 15:19. It includes a table with student information and a 'Legend' section. The legend includes 'Complete', 'Not Complete', 'In-progress', 'Registered Class', 'Course Contains Prerequisites', 'Any Course Number', and 'See Advisor'. At the bottom, there is a 'Degree in Master of Science' section and a 'Catalog Year: 2018-2019 Credits Applied: 0' section.

| Student ID | Name | Degree | Major | Level | Classification | Last Audit | Last Refresh |
|------------|-----------------|--------|-------------------------|-------|----------------|------------|------------------|
| 36871215 | Test, Banner2 B | MS | Health Kine Spo Studies | G | Master Stud | Today | Today at 3:19 pm |

| Advisor | College | Degree | Major | Concentration | Minor | TAMUC Awarded Degrees | Institutional GPA | Transfer Hours | TAMUC Earned Hours | Admission Decision | Academic Standing | Classification | Registration Holds |
|---------|----------------------------|----------------------|-------------------------|------------------------------------|-------|-----------------------|-------------------|----------------|--------------------|--|-------------------|----------------|--------------------|
| | Education & Human Services | MS-Master of Science | Health Kine Spo Studies | HKSS Physical Education Ped (HKSS) | | | 0.00 | 9 | 0 | Enrollment Allowed for 1 term (MBA-BA) | Good Standing | Master Student | No |

Legend

- Complete
- Not Complete
- In-progress
- Registered Class
- Course Contains Prerequisites
- Any Course Number
- See Advisor

Degree in Master of Science

Catalog Year: 2018-2019 Credits Applied: 0

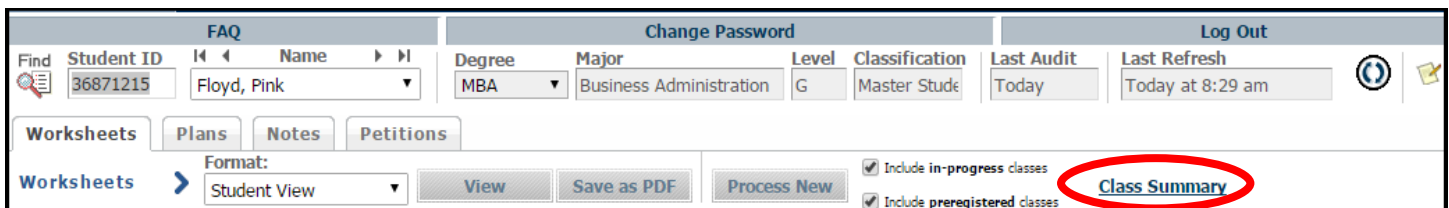
1. **Notes:** Leave permanent notes for the students concerning progress, questions, or concerns.
2. **Petitions:** Enter requests that will need to be approved by The Graduate School (substitutions, time extensions, catalog term updates, requests for thesis option, track/emphasis options)
3. **Save as PDF:** Convert an audit to a PDF for easy saving, sharing, and printing.
4. **What If:** See how a student's coursework may apply under a different catalog or program.

Legend



Unofficial Transcript

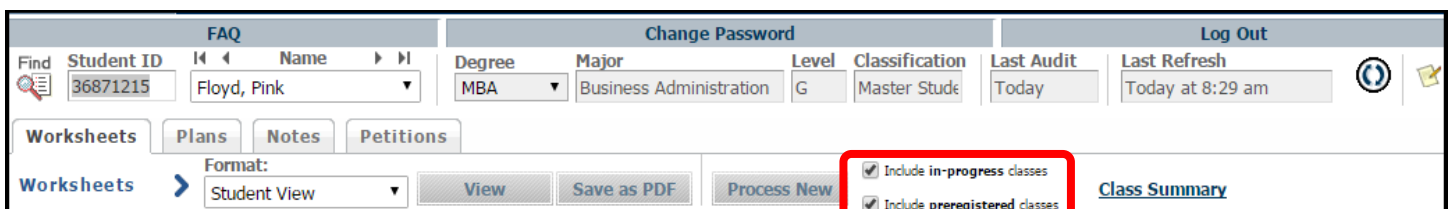
The Class Summary feature acts as an Unofficial Transcript



In Progress & Pre-Registered Courses

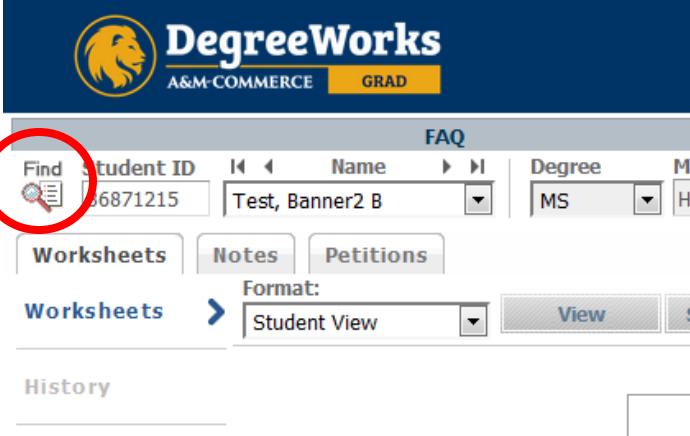
In Progress & Pre-Registered courses can be **Included** or **Excluded** in an audit by selecting or unselecting the check box next to each option.

(Process New must be selected after a change is made)



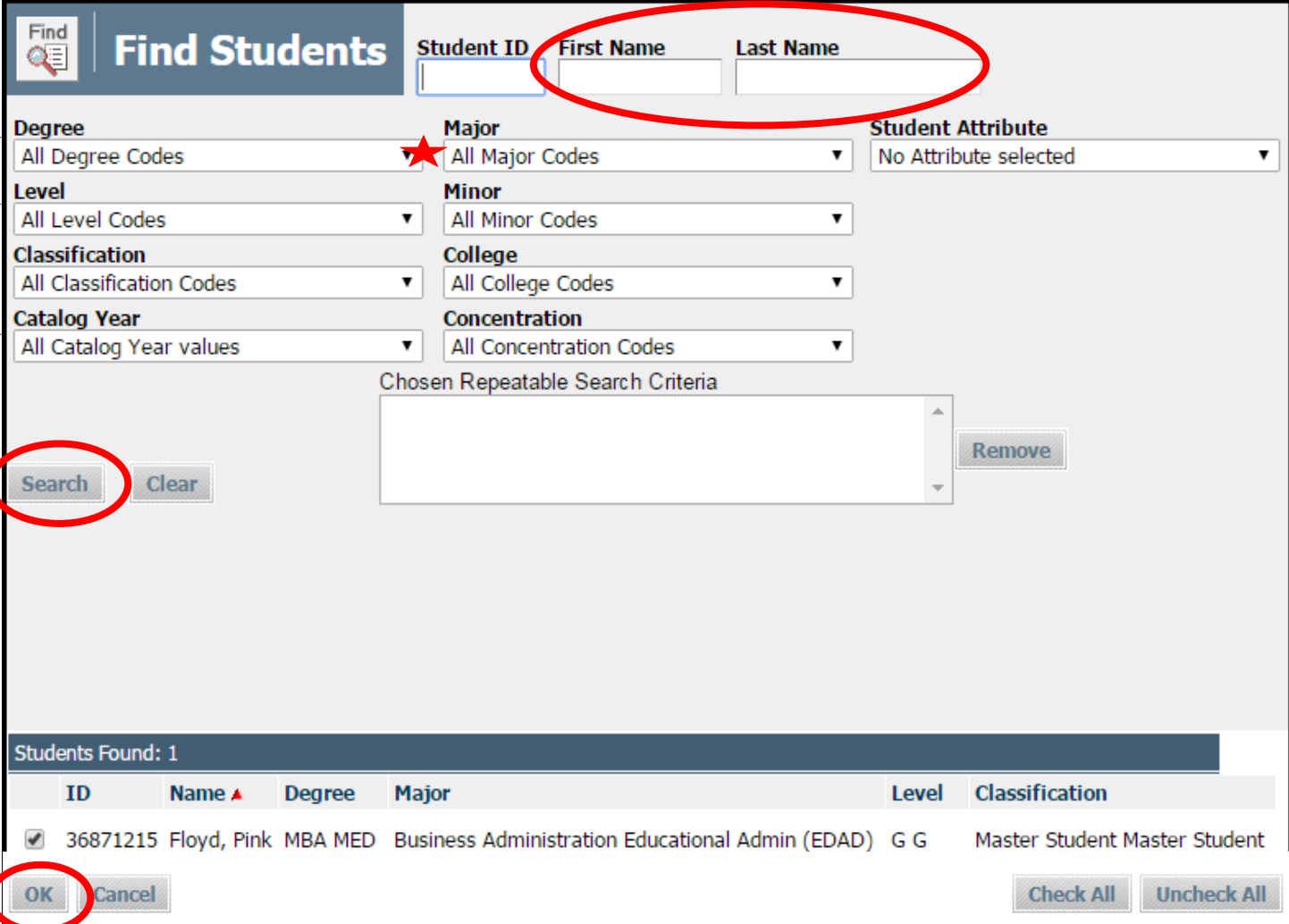
Finding a Student

1. Click on the Find icon in the upper left corner.



The screenshot shows the top portion of the DegreeWorks interface. The header includes the DegreeWorks logo and 'A&M-COMMERCE GRAD'. Below the header, there is a search bar with a magnifying glass icon circled in red. The search bar contains the text 'Find Student ID' and '6871215'. To the right of the search bar are dropdown menus for 'Name' (set to 'Test, Banner2 B') and 'Degree' (set to 'MS'). Below the search bar are buttons for 'Worksheets', 'Notes', and 'Petitions'. A 'Format:' dropdown is set to 'Student View', and a 'View' button is visible. A 'History' section is partially visible at the bottom.

2. Enter first name, last name, or CWID number.
3. Click on Search
4. Any found students will populate at the bottom of the screen.
5. Click OK once the appropriate student has been found.

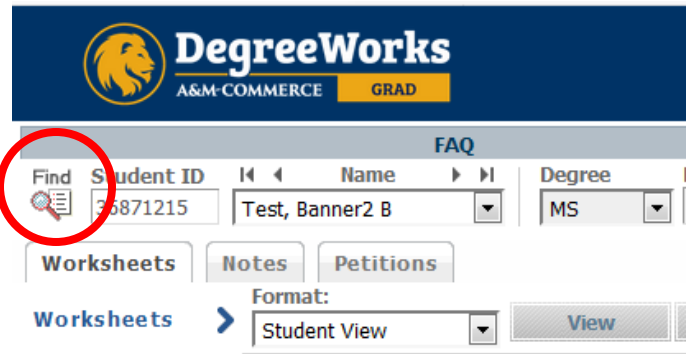


The screenshot shows the 'Find Students' dialog box. The search criteria are: Student ID (empty), First Name (empty), and Last Name (empty), all three fields are circled in red. The search criteria are: Degree (All Degree Codes), Major (All Major Codes), Student Attribute (No Attribute selected), Level (All Level Codes), Minor (All Minor Codes), Classification (All Classification Codes), College (All College Codes), and Catalog Year (All Catalog Year values). The 'Search' button is circled in red. Below the search criteria is a 'Chosen Repeatable Search Criteria' section with a 'Remove' button. At the bottom, the 'Students Found: 1' section shows a table with one student found. The 'OK' button is circled in red.

| ID | Name ▲ | Degree | Major | Level | Classification |
|-------------------------------------|----------------------|---------|--|-------|-------------------------------|
| <input checked="" type="checkbox"/> | 36871215 Floyd, Pink | MBA MED | Business Administration Educational Admin (EDAD) | G G | Master Student Master Student |

Finding all Students in a Program

1. Click on the Find icon in the upper left corner.



Find Students

Student ID: First Name: Last Name:

★ Degree: All Degree Codes
★ Level: Graduate
★ Classification: All Classification Codes
★ Catalog Year: 2015-2016

★ Major: All Major Codes
 Minor: All Minor Codes
 College: All College Codes
 Concentration: All Concentration Codes

Student Attribute: No Attribute selected

Chosen Repeatable Search Criteria: MAJOR: Business Administration

Buttons: Search, Clear, Remove

Note: use Remove to delete Major, Minor, College or Concentration

Students Found: 200

| ID | Name ▲ | Degree | Major | Level | Classification |
|-------------------------------------|----------------------------|--------|-------------------------|-------|----------------|
| <input checked="" type="checkbox"/> | ID # Last Name, First Name | MBA | Business Administration | G | Master Student |
| <input checked="" type="checkbox"/> | ID # Last Name, First Name | MBA | Business Administration | G | Master Student |
| <input checked="" type="checkbox"/> | ID # Last Name, First Name | MBA | Business Administration | G | Master Student |
| <input checked="" type="checkbox"/> | ID # Last Name, First Name | MBA | Business Administration | G | Master Student |
| <input checked="" type="checkbox"/> | ID # Last Name, First Name | MBA | Business Administration | G | Master Student |
| <input checked="" type="checkbox"/> | ID # Last Name, First Name | MBA | Business Administration | G | Master Student |
| <input checked="" type="checkbox"/> | ID # Last Name, First Name | MBA | Business Administration | G | Master Student |
| <input checked="" type="checkbox"/> | ID # Last Name, First Name | MBA | Business Administration | G | Master Student |
| <input checked="" type="checkbox"/> | ID # Last Name, First Name | MBA | Business Administration | G | Master Student |

Buttons: OK, Cancel, Check All, Uncheck All

2. Select criteria (Level, Catalog Year, Major)
3. Click on Search (note: DW will only display first 200 students. You may need to narrow your search fields)
4. Any found students will populate at the bottom of the screen.
5. You have the option to check all, uncheck all, or check only the students in which you want to view.
6. Click OK once the appropriate student has been found.

Entering a Petition

Master's/Specialist

1. Select the 'Petitions' Tab
2. Select 'Add Petition'
3. Type: What you are requesting

Examples :

- SUB Course XXX for Course YYY
- Course XXX is approved for use over 6 years old (list all courses requiring approval)
- Update this student's catalog year to Fall 2018 (201880)

4. Select 'Submit Petition'

FAQ Change Password

Find Student ID 36871215 Name Floyd, Pink Degree MBA Major Business Administration Level G Classificati Master Stu

Worksheets Plans Notes **Petitions**

View Petitions

Add Petition

Add New Petition for Exception

Enter a description and click the Submit Petition button

sub EDAD 697 Multicultural Educ/Administrat for EDAD 656

Submit Petition

Entering a Petition

Doctoral

1. Select the 'Petitions' Tab
2. Select 'Add Petition'
3. Type: " DOC " + What you are requesting

Examples :

- DOC sub Course XXX for Course YYY
- DOC Update this student's catalog year to Fall 2018 (201880)

4. Select 'Submit Petition'

FAQ

Find Student ID 36871215 Name Floyd, Pink Degree MS Major Theatre Level G Cl M

Worksheets Plans Notes **Petitions**

View Petitions

Add Petition

Add New Petition for Exception

Enter a description and click the Submit Petition button

DOC sub EDAD 697 Multicultural Educ/Administrat for EDAD 656

Submit Petition

Entering a Note

1. Select the 'Notes' Tab
2. Select 'Add Note'
3. Enter the information you want to enter
4. Select 'Save Note'

FAQ Change Password Log Out

Find Student ID 36871215 Name Floyd, Pink Degree MBA Major Business Administration Level G Classification Master Stud Last Audit Today

Worksheets Plans **Notes** Petitions

View Notes

Add Note >

Modify Notes

Delete Notes

Add New Note

Enter your note and click the Save Note button

Not available to student

Choose a predefined note from the list below

Notes are visible to everybody, including students.

Save Note Clear

Saving As a PDF

1. From the 'Worksheets' Tab
2. Select 'Save as PDF'

The screenshot shows a web application interface with a search bar and a table of student information. The 'Worksheets' tab is selected and circled in red. The 'Save as PDF' button is also circled in red. The interface includes a search bar with fields for Student ID (36871215), Name (Floyd, Pink), Degree (MBA), Major (Business Administration), Level (G), Classification (Master Stude), and Last Audit (Today). Below the search bar are tabs for Worksheets, Plans, Notes, and Petitions. The Worksheets tab is active, showing a 'Format:' dropdown set to 'Student View' and buttons for 'View', 'Save as PDF', and 'Process New'. There are also two checked checkboxes: 'Include in-progress classes' and 'Include preregistered classes'.

| Find | Student ID | Name | Degree | Major | Level | Classification | Last Audit |
|------|------------|-------------|--------|-------------------------|-------|----------------|------------|
| | 36871215 | Floyd, Pink | MBA | Business Administration | G | Master Stude | Today |

Worksheets Plans Notes Petitions

Worksheets > Format: Student View View Save as PDF Process New

Include in-progress classes
 Include preregistered classes

Processing a What-If Audit For Master's/Specialist Degrees

1. Under the 'Worksheets' Tab, Select the 'What If' Option
2. Select the Student Level, Degree, Catalog Year, and Major (or Concentration if Thesis Option is desired)
3. Confirm major in 'Chosen Areas of Study'
4. Select 'Process What-If'

FAQ Change Password Log Out

Find Student ID 36871215 Name Floyd, Pink Degree MBA Major Business Administration Level G Classification Master Stud Last Audit Today Last Refresh Today at 9:52 am

Worksheets Plans Notes Petitions

Worksheets Format: Student View Process What-If Save as PDF Include in-progress classes Include preregistered classes

History What If

Look Ahead

What-If

Level Graduate Degree MBA-Master of Business Admin Catalog Year 2014-2015

Choose Your Different Areas of Study

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

Major Pick a Major Minor Pick a Minor College Pick a College Concentration Pick a Concentration

Chosen Areas of study MAJOR : Business Administration

Remove