DegreeWorks—Staff/Faculty Instructions

What is it?

Degreeworks is a web based graduation assessment tool to assist you in tracking a students progress throughout their program.
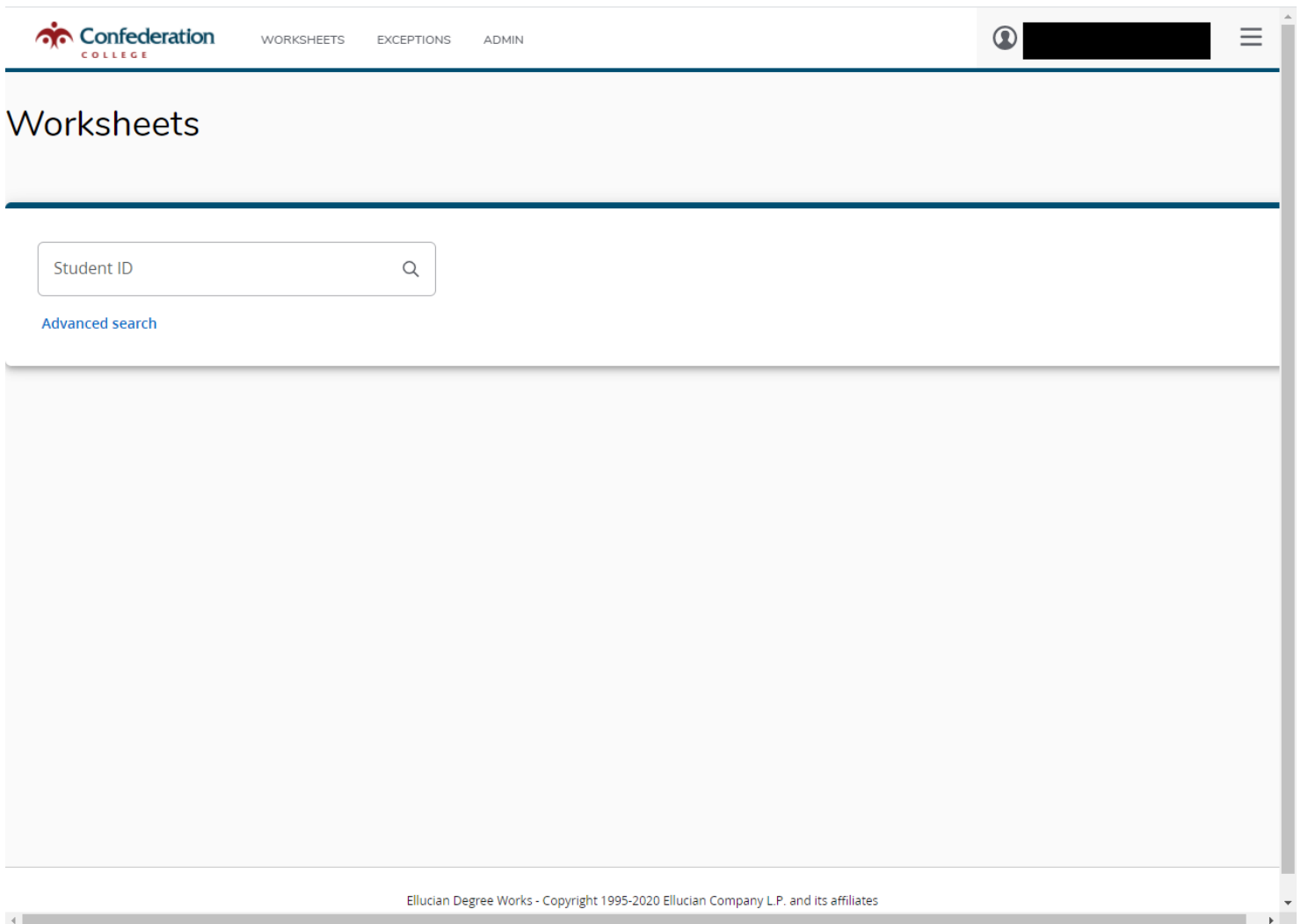
How to Access

You will need to have advisor access in order to use DegreeWorks. This includes Student Success Advisors, Program Coordinators, Chairs/Deans and Registration Support Staff.

The DegreeWorks link is available in your MyCampus Portal under the 'LaunchPad' section.
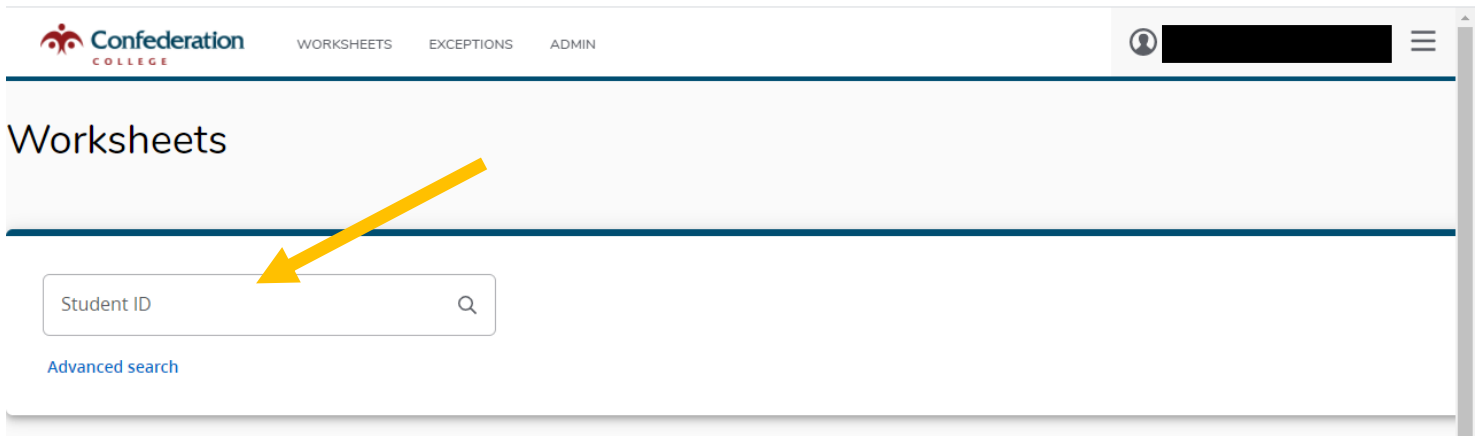
How to Search

Once you select DegreeWorks you will land on this page:

How to Search—Continued

If you know the student ID you can enter it directly as show below by pressing in the Student ID box and selecting 'enter'
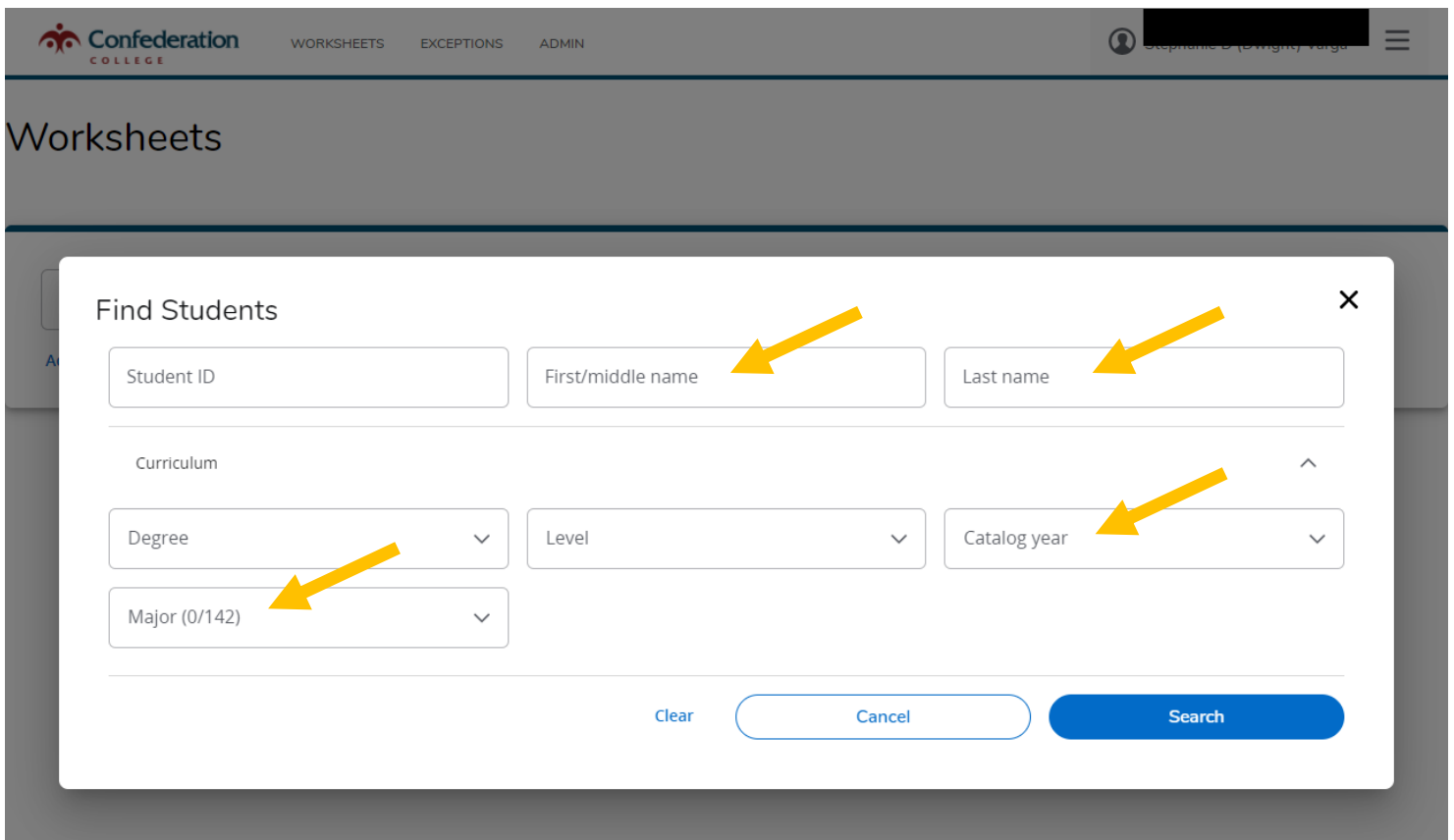

- To search by name or program, select the **Advanced Search** button.

- To search by name, type in the First and Last name into the appropriate text box and select 'Search'

NOTES— a student will display whether you put First Name or Preferred Name within the First Name box.
- When searching by name you can use % as the 'wildcard'. For example if you are unsure of the spelling of a name you could put 'Meg%' and it will search anyone with those first 3 letters.
- To search by program, select the appropriate program under 'Major' and catalog year (academic year the student(s) started).
- You do NOT need to fill in all the drop down boxes in order to do a search.

How to Search— Continued

- When you select a program and catalog year a list of students will pop up as shown below. You can choose to 'unselect' students by clicking the checkmark box to the left.
 - Press '**Select**' to view all student assessments in the list.

- The Find Students screen will disappear after clicking **'Select'**. Now you will see a dropdown so you may select students from your list as seen below.

Reading the Header

Student header (see below) will show ID, name, current Major, Admit Term, any previous credentials awarded and the OVERALL GPA (overall includes ALL courses, not just those in the major).

Legend

A legend is available on the bottom of the page. Any course that is green is complete, red is incomplete, blue is in progress.

@ refers to electives in the majority of cases where there are multiple course number options

A 'clipboard' icon by a course indicates there is a pre-requisite—click on the course number to view the pre-requisite

Legend

⊘	Complete		○	Not complete
◑	Complete (with classes in-progress)		①	Nearly complete - see advisor
📋	Prerequisite		@	Any course number
(R)	Repeated class			

Helpful Hint!

To more easily view the assessment, we suggest selecting the "**collapse all** "button and simply clicking the program block to see the courses being used in your program assessment.

Reading the Assessment (Course Data Section)

If all program requirements are met/unmet this will be indicated directly beside the program name with COMPLETE or IN-COMPLETE. You can also see what catalog year is being used, and the Program GPA of the student at the top of this section.

Scrolling just below the program information you will now see the courses being used in the assessment. The assessment will include completed courses, incomplete courses and in-progress courses. Failed courses will NOT display in the assessment. They will show as incomplete.

Business - Human Resources INCOMPLETE

Credits applied: 983   Catalog year: 2019-2020   Program GPA: 3.56

All of your courses must be completed within 5 years of the term in which you were admitted.

	Course	Title	Grade	Credits	Term	Repeated
Minimum 2.00 Program GPA Required						
SEMESTER ONE						
Introduction to Financial Accounting	AC 111	Intro to Financial Accounting	87A	56	Fall 2019	
Persuasive Writing met by UE 600						
Introduction to Business	GB 110	Introduction to Business	82A	42	Fall 2019	
Computer Applications for Business I	GB 156	Computer App. for Business I	99A	42	Winter 2019	
Introduction to Human Resources	HR 131	Intro to Human Resources	74B	42	Fall 2019	
MATHEMATICS						
Business Math	MA 134	Business Math	85A	56	Fall 2019	
Introduction to Marketing	MK 114	Introduction to Marketing	85A	42	Winter 2019	
General Elective	AS 220	Wellness for Life	85A	42	Winter 2020	
SEMESTER THREE						
Macroeconomics	EC 402	Macroeconomics	IP	(42)	Fall 2020	
Managerial Accounting	GB 323	Managerial Accounting	IP	(56)	Fall 2020	
Occupational Health and Safety	HR 511	Occup Health and Safety	87A	42	Summer 2020	
Labour Relations Law	HR 509	Labour Relations Law	70B	56	Summer 2020	
Compensation and Benefits Administration	HR 314	Compensation and Benefits Admi	IP	(56)	Fall 2020	
Human Rights in Employment	HR 414	Human Rights in Employment	IP	(42)	Fall 2020	
General Elective	GE 113	Building Skills for Success	90A	45	Winter 2018	
SEMESTER FOUR						
Business Law	Still needed:	1 Class in GB 317				
Training	Still needed:	1 Class in HR 304				
Collective Bargaining	Still needed:	1 Class in HR 401				
Employee Recruitment and Selection	Still needed:	1 Class in HR 405				
Human Resources Information Systems	Still needed:	1 Class in HR 419				
General Elective	OL 403	Nutrition	79B	42	Summer 2020	

Anything with a clipboard beside it has a prerequisite. You can click on that course number to see what pre-requisite (s) are required.

⚪ SEMESTER FOUR						
⚪ Business Law	Still needed:	1 Class in GB 317				
⚪ Training	Still needed:	1 Class in HR 304 ☑				
⚪ Collective Bargaining	Still needed:	1 Class in HR 401 ☑				
⚪ Employee Recruitment and Selection	Still needed:	1 Class in HR 405 ☑				
⚪ Human Resources Information Systems	Still needed:	1 Class in HR 419				
⊘ General Elective	OL 403	Nutrition	79B	42	Summer 2020	

Below the assessment you may see sections, such as "**Courses Not Used",** and "**Insufficient Courses**".

These are courses not used in the assessment either because they are courses not a part of the program (perhaps courses taken within another program), or failed classes.

Additional Functionalities

Email Button

When on a student assessment you can select the '**mail**' icon on the top right to send them an email without having to look the email up yourself!
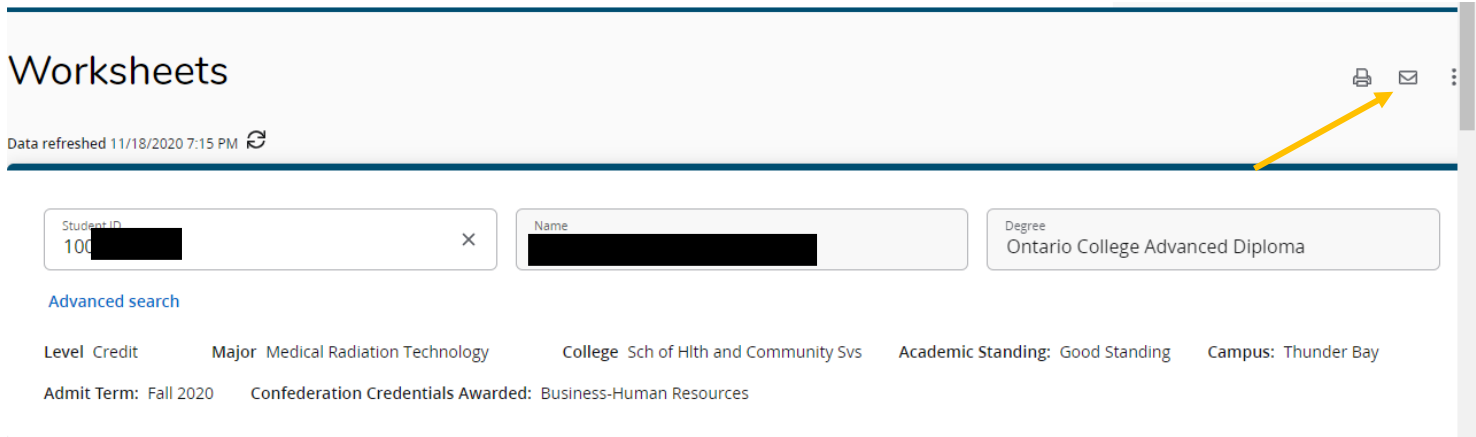
Save as PDF/Print

You can use the print icon to print as usual. This icon is directly beside the email button.

To 'Save as PDF' through the print button and select 'Destination' > 'Save as PDF'

You may wish to adjust the layout as needed for your printing/saving needs.

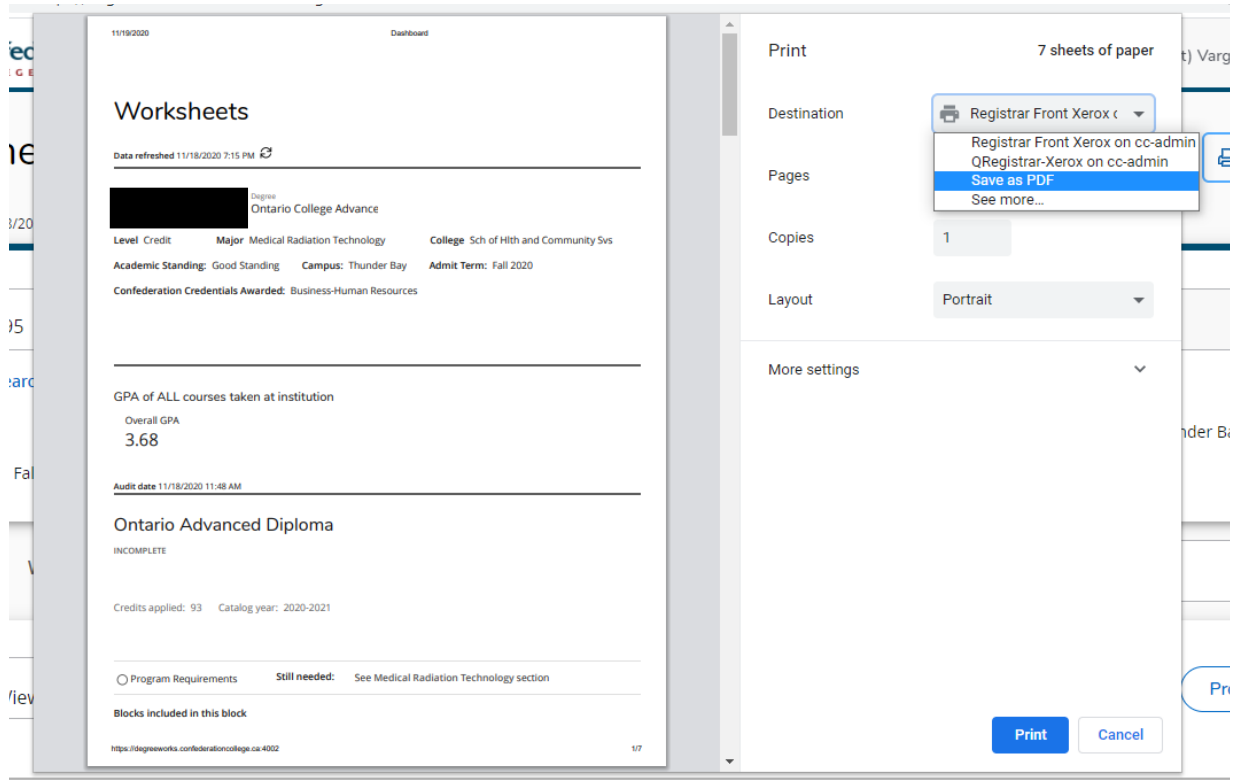**What If Assessment**

Selecting "What If" , just under the student header and beside 'Academic' will allow you the ability to see an assessment on another program the student is not currently enrolled in ('What If' the student took this program). For example if you have a student who is taking courses in Human Resources but is looking to move into Accounting you can look at what courses they will not be required to take if they change programs.

Worksheets

Data refreshed 11/18/2020 7:15 PM

Student ID	Name	Degree
100 ✕		Ontario College Advanced Diploma

Advanced search

Level Credit   **Major** Medical Radiation Technology   **College** Sch of Hlth and Community Svs   **Academic Standing:** Good Standing   **Campus:** Thunder Bay

Admit Term: Fall 2020   **Confederation Credentials Awarded:** Business-Human Resources

Academic   **What-If** ⟵

View historic audit ⌄

Format
Student View ⌄

GPA of ALL courses taken at institution

Overall GPA
3.68

☑ In-progress classes   ☑ Preregistered classes   (Process)

Select 'Catalog Year' (year student would enter the program or most recent) and then Major and select "Process".
You do not need to fill in the 'Future Classes' section.
After selecting Process the assessment will run against the new program.

What-If Analysis ⌃

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

Program

Catalog year *		Degree *	
2020-2021	⌄	Ontario College Advanced Diploma	⌄

Areas of study

Major *	
Culinary Management	⌄

Additional areas of study   ⌄

Future classes

Subject	Number	(Add)

(Reset)   (**Process**)