

# DegreeWorks—Student Instructions

## What is it?

DegreeWorks is a web based graduation assessment tool to assist you in tracking your progress throughout your program.

## How to Access

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

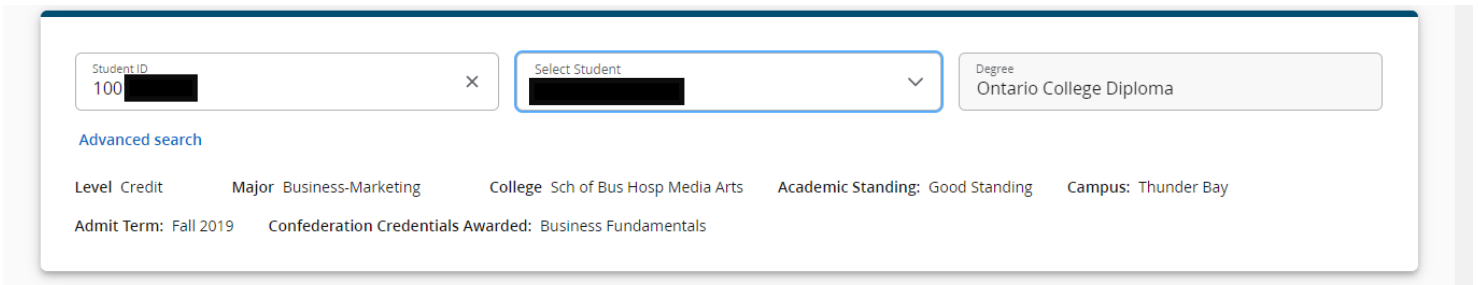
## How Your DegreeWorks Assessment will look:

The screenshot displays the DegreeWorks student interface. At the top left is the Confederation College logo and the word 'WORKSHEETS'. On the top right, there is a user profile icon and a menu icon. Below the header, there are three input fields: 'Student ID' with the value '100', 'Name', and 'Degree' with the value 'Ontario College Diploma'. Below these fields, there is a row of information: 'Level Credit', 'Major General Arts and Science', 'College School of Access and Success', 'Campus: Thunder Bay', and 'Admit Term: Fall 2018'. Underneath this row, it lists 'Confederation Credentials Awarded: Community Integrated Coop Ed, General Arts and Science Cert, Office Administration-General, Tourism -Travel &Eco-Adventure'. There are two tabs: 'Academic' (selected) and 'What-if'. Below the tabs, there is a 'Format' dropdown menu set to 'Student View' and a box showing 'GPA of ALL courses taken at institution' with an 'Overall GPA' of '3.00'. At the bottom left, it says 'Audit date 10/26/2020 7:15 PM'. At the bottom right, there is a 'Collapse all' button with an upward arrow. The main content area shows 'Ontario College Diploma' with a red 'INCOMPLETE' status indicator.

# How to Read Your DegreeWorks Assessment

## Reading the Header

Student header will show ID, current Major, Admit Term, Academic Standing, any previous credentials awarded.

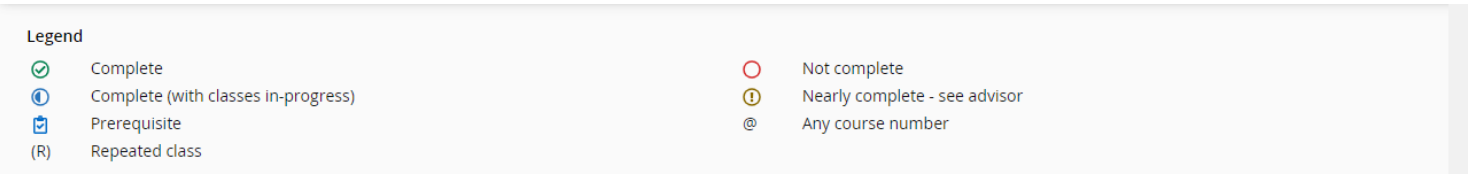


The screenshot shows the top section of the DegreeWorks interface. It includes a search bar with 'Student ID' and '100' (partially redacted), a 'Select Student' dropdown menu (also with a redacted name), and a 'Degree' dropdown set to 'Ontario College Diploma'. Below this is an 'Advanced search' link and a summary of student information: Level: Credit, Major: Business-Marketing, College: Sch of Bus Hosp Media Arts, Academic Standing: Good Standing, Campus: Thunder Bay, Admit Term: Fall 2019, and Confederation Credentials Awarded: Business Fundamentals.

## Legend

A legend is available on the left and 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

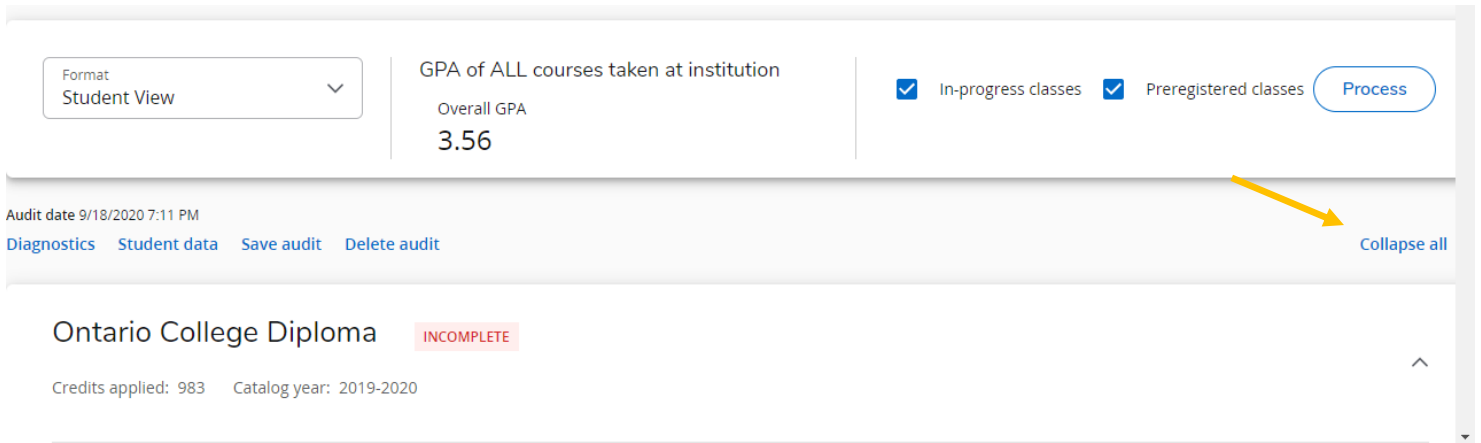


The legend section is located on the left side of the page. It contains the following items:

- Complete (green checkmark icon)
- Complete (with classes in-progress) (blue checkmark icon)
- Prerequisite (blue checkmark icon)
- Repeated class (R) (text)
- Not complete (red circle icon)
- Nearly complete - see advisor (yellow circle icon)
- Any course number (@) (text)

## 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.



This screenshot shows the assessment summary and the start of a program block. At the top, there is a 'Format' dropdown set to 'Student View'. To the right, it displays 'GPA of ALL courses taken at institution' with an 'Overall GPA' of 3.56. Further right are checkboxes for 'In-progress classes' and 'Preregistered classes', both checked, and a 'Process' button. Below this is the 'Audit date 9/18/2020 7:11 PM' and a row of links: 'Diagnostics', 'Student data', 'Save audit', and 'Delete audit'. A yellow arrow points to a 'Collapse all' link on the right. The main program block is titled 'Ontario College Diploma' with a red 'INCOMPLETE' status tag. Below the title, it shows 'Credits applied: 983' and 'Catalog year: 2019-2020'. A black arrow points to the bottom of the page.

## Reading the Assessment

You can see a full display of all courses here. Including completed courses, incomplete courses and in progress courses as well as Program GPA. Below the courses used you will also see **Courses Not Used** in this program and **Insufficient Courses**.

### 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 icon has a pre-requisite. You can click on that course number to see what pre-requisite (s) are required.

○ SEMESTER FOUR

○ Business Law	Still needed:	1 Class in <a href="#">GB 317</a>			
○ Training	Still needed:	1 Class in <a href="#">HR 304</a> 			
○ Collective Bargaining	Still needed:	1 Class in <a href="#">HR 401</a> 			
○ Employee Recruitment and Selection	Still needed:	1 Class in <a href="#">HR 405</a> 			
○ Human Resources Information Systems	Still needed:	1 Class in <a href="#">HR 419</a>			
✔ General Elective	OL 403	Nutrition	79B	42	Summer 2020

## 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 you are not currently enrolled in (‘What If’ I took this program next). For example, if you have taken courses in the Business—Human Resources program and are looking to take Accounting next, this function will show you the courses you have already taken that can be used in the Accounting program.

The screenshot shows the 'Worksheets' page with the following details:

- Student ID: 100 [redacted]
- Name: [redacted]
- Degree: Ontario College Advanced Diploma
- Advanced search link
- 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
- Navigation tabs: Academic (selected), What-If (highlighted with a yellow arrow)
- View historic audit dropdown
- Format: Student View
- GPA of ALL courses taken at institution: Overall GPA 3.68
- Filters:  In-progress classes,  Preregistered classes
- Process button

Select ‘Catalog Year’ (year you would enter the program) and then Major and select “Process”. You do not need to fill in ‘Degree’ or the ‘Future Classes’ section. After selecting Process the assessment will run against the new program.

The screenshot shows the 'What-If Analysis' page with the following configuration options:

- Use current curriculum
- In-progress classes
- Preregistered classes
- Program section:
  - Catalog year \*: 2020-2021
  - Degree \*: Ontario College Advanced Diploma
- Areas of study section:
  - Major \*: Culinary Management
  - Additional areas of study dropdown
- Future classes section:
  - Subject input field
  - Number input field
  - Add button
- Reset and Process buttons at the bottom right.