# GOUCHER | college

## DEGREEWORKS

# Graduate Student User Guide

October 1, 2017

# TABLE OF CONTENTS

# DegreeWorks Introduction

### What is DegreeWorks?

DegreeWorks is a web-based tool to help students and advisors monitor progress toward degree completion. DegreeWorks lists the courses you have already completed and courses for which you are currently registered, along with the courses you still need to take in order to graduate. The software formats all this data into one easy-to-read audit.

### How do I access DegreeWorks?

You can access the DegreeWorks link from your myGoucher account. The DegreeWorks link can be found under the myGoucher Links tab. Use your student login and password to access your audit.

### What do I do if I have a technical question about accessing DegreeWorks?

Contact the Helpdesk, at helpdesk@goucher.edu or 410-337-6322, if you have any technical questions.

### Who can use Degree Works?

DegreeWorks was made available to all enrolled graduate and undergraduate students, and their advisors, on October 16, 2017.

Graduate students who started before Fall 2017 will see the requirements as listed from the 2017-2018 catalogue. If you are working toward completing catalogue requirements from years prior to Fall 2017, you should work with your advisor to verify degree completion.

### What is an audit?

A DegreeWorks audit is a review of past, current and planned coursework that provides information on completed and outstanding requirements necessary to complete a degree or certificate.
The audit is divided into blocks such as Student View, Degree, concentration (the specific program to which they applied), General Electives, Insufficient Grade, In-Progress and Notes.

Most blocks work like a checklist with boxes that are automatically checked when a requirement is met. Others simply provide information in list format to the student and advisor. The information in DegreeWorks is refreshed each night. Any changes made today (e.g., grade changes or classes added/dropped) will be seen in DegreeWorks the next day. If your audit does not look like you expected,

please email both your advisor and registrar@goucher.edu (please include your nine digit ID number found below your name in the Student View block.)

## DegreeWorks – Getting Started

**Logging into Your Audit**

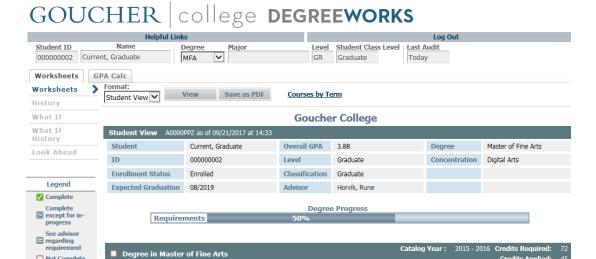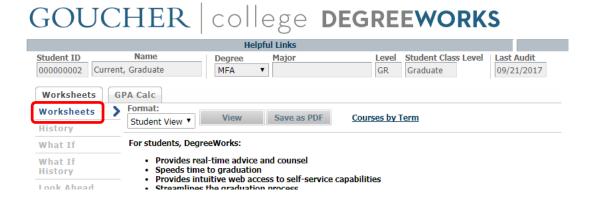1)  Log into your myGoucher account.



2)  Click on the myGoucher Links tab and you will find the link for DegreeWorks.

3) Depending on the browser you use, you will either be taken directly into your audit (first example below), or you will be taken to a landing page (second example below). If you see the landing page, simply click on the "Worksheets" link directly below the Worksheets tab to view your audit.

## DegreeWorks – What am I looking at?

**1) Main Header Bar**

GOUCHER | college **DEGREEWORKS**

| | |
|---|---|
| Helpful Links | Log Out |

| | |
|---|---|
| **Helpful Links** | Use this link to be directed to helpful resources, such as an FAQ for the DegreeWorks product, Academic Advising, Academic Calendar & Important Dates, Academic Catalogue, Academic Honor Code, Academic Support, Graduate Programs, Technical Assistance and User Guides. |
| **Log Out** | Use this link to logout of your audit. This is especially important if you are checking your audit on a public computer. |

**2) Audit Header Bar**

| Student ID | Name | Degree | Major | Level | Student Class Level | Last Audit |
|---|---|---|---|---|---|---|
| 000000002 | Current, Graduate | MFA | | GR | Graduate | Today |

| | |
|---|---|
| **Student ID** 000000002 | Displays your student ID number. |
| **Name** Current, Graduate | Displays your full name. |
| **Degree** MFA | Displays your Degree. If you are earning multiple degrees, you can toggle between the audit for each program by selecting the degree from the drop-down arrow. |
| **Major** | This box will be blank for graduate students as they do not have a major. Instead, you will see your specific concentration listed in the Student View matrix. |
| **Level** GR | Displays your student program level. |
| **Student Class Level** Graduate | Displays your student class level. |
| **Last Audit** Today | Displays the date the audit was last run. |

### 3) Worksheets Tab

The Student View is the default worksheet format type. It provides general information about your completed and remaining degree requirements, grouped into logical sections or blocks.



| | |
|---|---|
| **Worksheets** | Displays your audit. |
| **Courses by Term** | Lists your courses taken by academic term. |
| **Save as PDF** | Converts window into PDF which you can then save or print. |
| **History** | Shows the last three audits run.<br><br>Format: Student View  Historic Report: 09/21/2017 14:33 GR/MFA  View  Save as PDF<br><br>Select the date you wish to review from the drop-down arrow and click the "View" button. |
| **What If** | This tool can be used to see how the courses you have already taken would be applied if you changed your concentration and it shows what requirements you still need to complete. Additional instructions will be provided in another section of this guide. |
| **What If History** | Shows the last three What If scenarios that were run.<br><br>Format: Student View  Historic Report: 09/21/2017 22:45 GR/MFA  View  Save as PDF<br><br>Select the date you wish to review from the drop-down arrow and click the "View" button. |
| **Look Ahead** | This tool allows you to enter courses you think you would like to take and see how they affect your audit. |

## 4) GPA Calc Tab



| | |
|---|---|
| **Graduation Calculator** | This tool can be used to guide you as you try to attain a specific overall GPA, but it is not an official calculation of your GPA. |
| Term Calculator | This tool can be used to guide you as you try to attain a specific GPA for a specific term, but it is not an official calculation of your GPA. |

## 5) Legend



On the left-hand side of the page is a legend to assist you in reading your audit. If you do not see the complete legend (last symbol listed is "@@@") you should increase your computer's resolution, or zoom out the browser window by pressing Ctrl and the minus key simultaneously, until the entire legend can be seen.

## 6) Audit Blocks

Your audit is presented in within multiple sections – we call these sections Blocks. Depending on your particular area of study and the courses and grades you have received, you may or may not find the following blocks within your audit. Students who started before Fall 2017 will see the requirements as listed from the 2017-2018 catalogue. If you are working toward completing

catalogue requirements from years prior to Fall 2017, you should work with your advisor to verify degree completion.

You will see green boxes with a check-mark within the box as you meet/complete the degree requirement listed. Once all your empty check-boxes are changed to green boxes with check-marks you will have completed all your degree requirements.

## i)   Student View Block

This block provides general demographic information. This is where you will see your concentration listed. A nice feature in this block is the ability to email your advisor by simply clicking on your advisor's name.

| Student View | A0000PPZ as of 09/21/2017 at 14:33 | | | | | |
|---|---|---|---|---|---|
| Student | Current, Graduate | Overall GPA | 3.88 | Degree | Master of Fine Arts |
| ID | 000000002 | Level | Graduate | Concentration | Digital Arts |
| Enrollment Status | Enrolled | Classification | Graduate | | |
| Expected Graduation | 08/2019 | Advisor | Horvik, Rune | | |

## ii)   Degree Progress Bar

This bar is provided to give an idea of how far along you are with your degree requirements. The percentage listed is not intended to indicate how soon you will graduate, rather it counts the number of completed requirements and provides that data as a percentage and in graphic form.

**Degree Progress**

| Requirements | 43% |
|---|---|

### iii) Degree Block

Lists all the requirements, some of them being other blocks, required to complete your graduate degree.

| Degree in Master of Fine Arts | | Catalog Year : 2017 - 2018 Credits Required: 43 |
|---|---|---|
| | | Credits Applied: 45 |
| ✅ Minimum Credits in Degree | | |
| ✅ You meet the 3.0 minimum overall GPA requirement | | |
| ☐ Specialization Requirements | Still Needed: | See **MFA in Creative Nonfiction** section |

### iv) Concentration/Specialization Block

Lists all the requirements needed for the specialization you applied to.

| MFA in Creative Nonfiction | | Catalog Year : 2017 - 2018 Credits Required: 43 |
|---|---|---|
| | | Credits Applied: 0 |
| ☐ Minimum Credits in Program | Still Needed: | 43 credits are required. You currently have 0, you still need 43 more credits. |
| ☐ Mentorship I | Still Needed: | 1 Class in **CNF** 601 |
| ☐ Workshop I: Creative Writing | Still Needed: | 1 Class in **CNF** 620 |
| ☐ Residency | Still Needed: | 1 Class in **CNF** 608 |
| ☐ Mentorship II | Still Needed: | 1 Class in **CNF** 602 |
| ☐ Workshop II: Manuscript: Beginning | Still Needed: | 1 Class in **CNF** 623 |
| ☐ Residency | Still Needed: | 1 Class in **CNF** 608 |
| ☐ Mentorship III | Still Needed: | 1 Class in **CNF** 603 |
| ☐ Workshop III: Manuscript: Work in Progress | Still Needed: | 1 Class in **CNF** 626 |
| ☐ Residency | Still Needed: | 1 Class in **CNF** 608 |
| ☐ Mentorship IV | Still Needed: | 1 Class in **CNF** 604 |
| ☐ Workshop IV: Final Manuscript | Still Needed: | 1 Class in **CNF** 630 |
| ☐ Residency | Still Needed: | 1 Class in **CNF** 608 |
| ☐ Elective | Still Needed: | 1 Class in **CNF** 610 or 625 or 633 or 635 or 645 |

## v) General Electives Block

Lists all the general electives, in alphabetical order, for which you are currently registered or that you have taken that do not apply toward your graduate degree.

| General Electives | | Credits Applied: 45 | Classes Applied: 18 | |
|---|---|---|---|---|
| AAD 630 | Mang Perform Arts Org | (INP) | (3) | 2017 Fall |
| AAD 634 | Plan & Mang New Ventures in the Arts | I | 3 | 2017 Spring |
| CSP 670B | Ethnographic Methodologies (visual eth.) | A | 1.5 | 2017 Spring |
| DA 510 | Audio Techniques | A- | 1.5 | 2015 Fall |
| DA 520 | Methods and Data Structure | (INP) | (3) | 2017 Fall |
| DA 600 | History of Multimedia Art | A | 3 | 2015 Fall |
| DA 611 | Cultural Documentation | A | 3 | 2016 Fall |
| DA 615 | Digital Media Programming | A | 3 | 2016 Fall |
| DA 617 | Contemporary Storytelling | A | 3 | 2015 Fall |
| DA 630 | Audio Post-Production | A | 1.5 | 2016 Spring |
| DA 645 | Realtime Interactive Signal Processing | A | 1.5 | 2016 Spring |
| DA 649 | User Interface Design | (INP) | (3) | 2017 Fall |
| DA 650 | 2D Design for Print and Web | A | 1.5 | 2015 Fall |
| DA 655 | 3D Modeling | A | 3 | 2016 Fall |
| DA 665 | Interactivity | A | 3 | 2016 Spring |
| DA 670 | Web Development | B | 3 | 2016 Spring |
| PMGT 605 | Digital Ethics & Intellectual Property | A | 3 | 2017 Spring |
| PMGT 630 | Designing & Delivering a Learning Experi | A- | 1.5 | 2017 Spring |

## vi) Insufficient Grades Block

Lists all the courses for which you received an insufficient grade or took as an audited course. These courses do not count toward your degree.

| Insufficient Grade | | Credits Applied: 0 | Classes Applied: 1 | |
|---|---|---|---|---|
| HIS 415 | Tutorial in Historical Research | (INP) | (0) | 2017 Fall |

## vii) In-progress Block

This block lists the courses for which you are currently registered, as well as any courses you plan to take. Currently you can use the Look Ahead feature to enter planned courses, in phase two of the software roll out, you will have access to a more comprehensive tool to assist you and your advisor to layout which courses during which semester you will register for.

| In-progress | | Credits Applied: 13 | Classes Applied: 4 | |
|---|---|---|---|---|
| AAD 630 | Mang Perform Arts Org | (INP) | 3 | 2017 Fall |
| CNF 623 | Workshop II: Manuscript Beginning | PLAN | 4 | Planned Term |
| DA 520 | Methods and Data Structure | (INP) | 3 | 2017 Fall |
| DA 649 | User Interface Design | (INP) | 3 | 2017 Fall |

**viii) Notes Block**

If your advisor adds any notes to your audit you will see a record of the note, who made it and the date it was added to your audit.

| Notes | | |
|---|---|---|
| | Entered by | Date |
| Student was advised to... register for 16 credits in the spring 2018 semester. | Horvik, Rune | 09/12/2017 |

# What If Audits

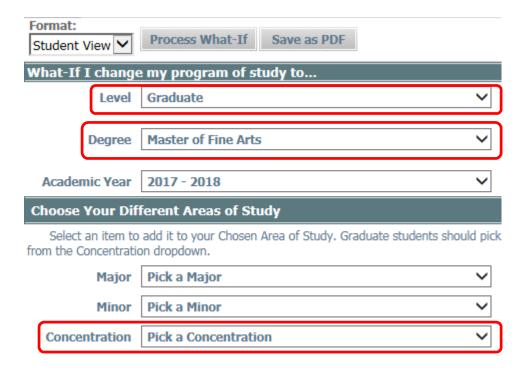**What is the What If Audit Feature?**

The What If feature allows you to see how your audit would change if you made a change to your program of study. Running a What If audit **will not** officially change your academic record. This is merely a tool that can be used to help you make the decision. If you decide to move forward with the change, contact your advisor for instructions on how to officially change your program of study.

**How to use the What If Audit Feature**

1)   Click on the What If link under the Worksheets tab.

| Worksheets | Gr |
|---|---|
| Worksheets | |
| History | |
| **What If** ❯ | |

2) As a graduate student you can make changes in three areas: Level, Degree and Concentration. Recall that the specific program you want to study is called a Concentration by the College. Use the drop-down arrows to select the program you want to consider changing to.



3) You will see your selections in the box to the right of the drop-down arrows. You can remove anything you have chosen by clicking on the item you wish to remove and clicking the Remove button.

4) When you are ready to see the results of your selections, click on the Process What-If button.



**What is the What If History Feature?**

The What If History feature allows you to see the last three What If audits that were run.

**How to use the What If History Feature**

1) Click on the What If History link under the Worksheets tab.



2) From the Historic Report drop-down arrow, select the date of the What If audit you wish to view.



3) Click the View button to see the selected audit.

# Look Ahead

**What is the Look Ahead Feature**?

The Look Ahead feature allows you to enter courses you think you would like to take and see how they affect your audit. Running a Look Ahead audit **will not** officially register you for the course/s. This is merely a tool that can be used to aid you when the registration period begins. To officially register for classes you will continue to use your myGoucher Register tab to register electronically or go to the Registrar's Office for in-person registration.

**How to use the Look Ahead Audit Feature**

1) Click on the Look Ahead link under the Worksheets tab.
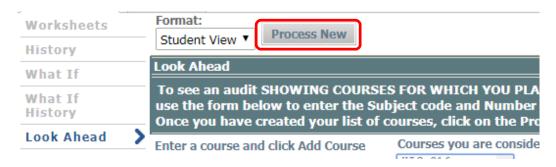


2) In the Subject and Number sections enter the department code and course number accordingly, then click on the Add Course button.
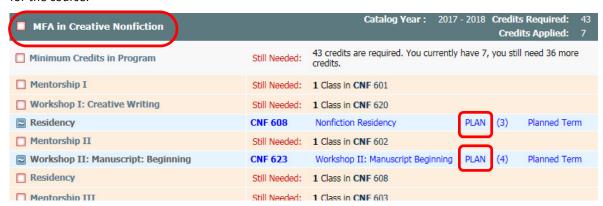
3) You will see your selection/s in the box to the right. You can remove an entry by highlighting it and clicking on the Remove Course.



4) When you are ready to see the results of your selections, click on the "Process New" button.
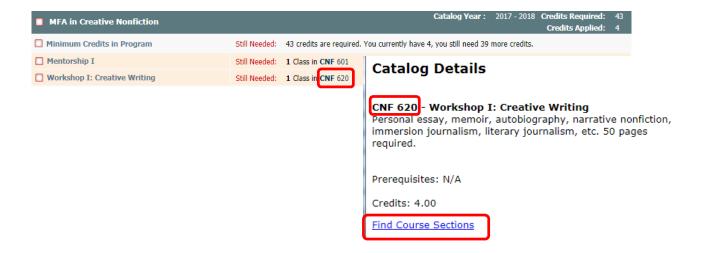


5) Your Look Ahead audit will show where the course would slot into your audit assuming a sufficient grade is earned. In the Look Ahead audit the PLAN is listed to indicate that you are not yet registered for the course.

## User Tips

**Course Description Links**

Within your audit, click on the course number and a description of the course will open in a new window. The description comes directly from the Registrar's course catalogue. If you want to find out if the course is being offered in the next semester, click on the link Find Course Sections link at the bottom of the description box.



**Do Not Use the Back Arrow to Navigate**

Do not click on the back arrow on the webpage to move between screens within your audit.

Using the back arrow will cause an error message and you will need to logout and then back in if you wish to continue viewing the audit. Instead use the links under the Worksheets or GPA Calc tabs to return to a previous audit view.

**If your Audit does not Look Correct**

Keep in mind, the information in DegreeWorks is refreshed each night. Any changes made today (e.g., grade changes or classes added/dropped) will be seen in DegreeWorks the next day. However, if your audit does not look correct to you, please send an email to both your advisor and registrar@goucher.edu. In the email, be sure to be specific regarding the problem you found on your audit and please include your nine digit ID number (found below your name in the Student View block).

**Logging Out**

To end your session, click on the Log Out button at the top of the audit. It is especially important to log out at the end of your session when you are using a public computer – your academic record should be kept secure at all times.



**Technical Assistance**

If you experience a technical issue while trying to log in or use the DegreeWorks software, please contact the Helpdesk: helpdesk@goucher.edu or 410-337-6322.