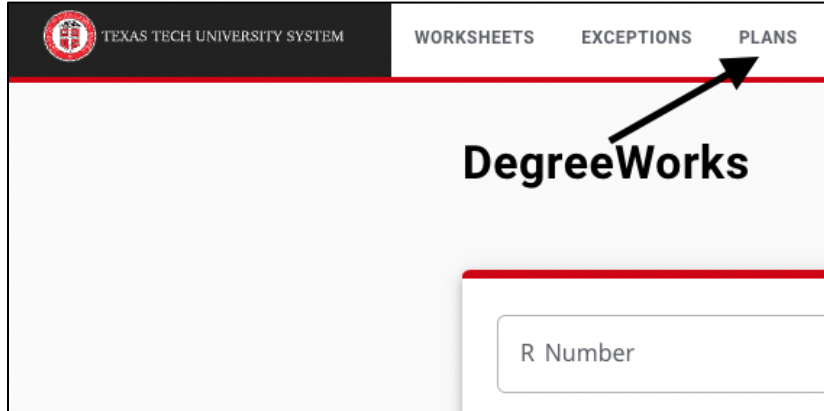


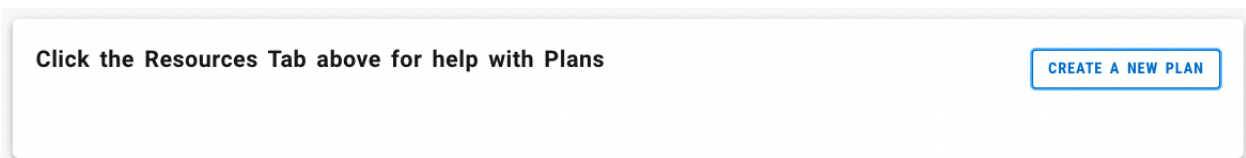
## DegreeWorks Plans User Guide

### How to Create a DegreeWorks Plan

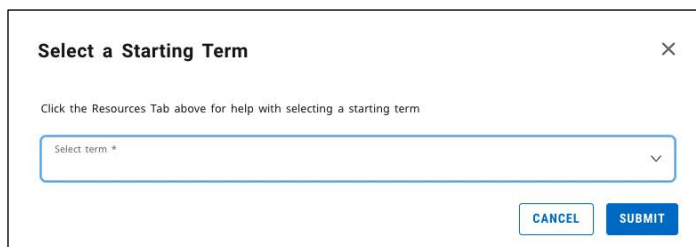
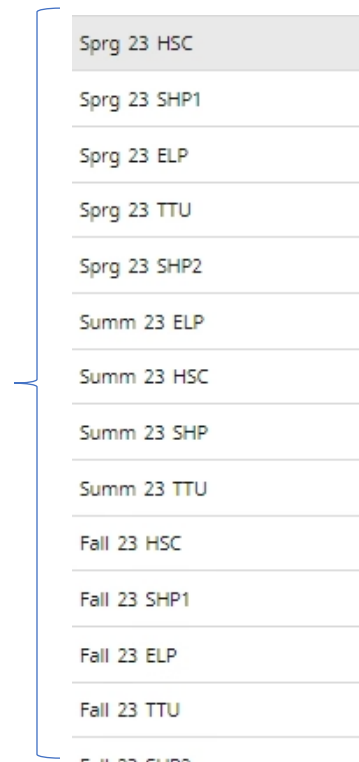
1. Go to <https://degreeworks.texas-tech.edu/>.
2. Select the “PLANS” button at the top of the DegreeWorks home page.



3. Select “Create A New Plan”

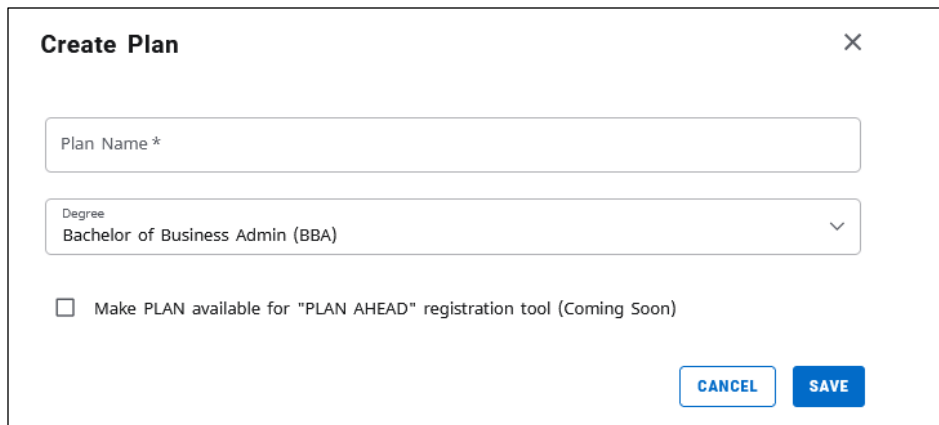


4. “Select a Starting Term” – For help with selecting a term, please see the term key on the resources tab.

A screenshot of a dialog box titled "Select a Starting Term". It has a close button (X) in the top right corner. Below the title, it says "Click the Resources Tab above for help with selecting a starting term". There is a dropdown menu with the text "Select term \*" and a downward arrow. At the bottom, there are two buttons: "CANCEL" and "SUBMIT".

## Naming and Activating/Locking a Plan

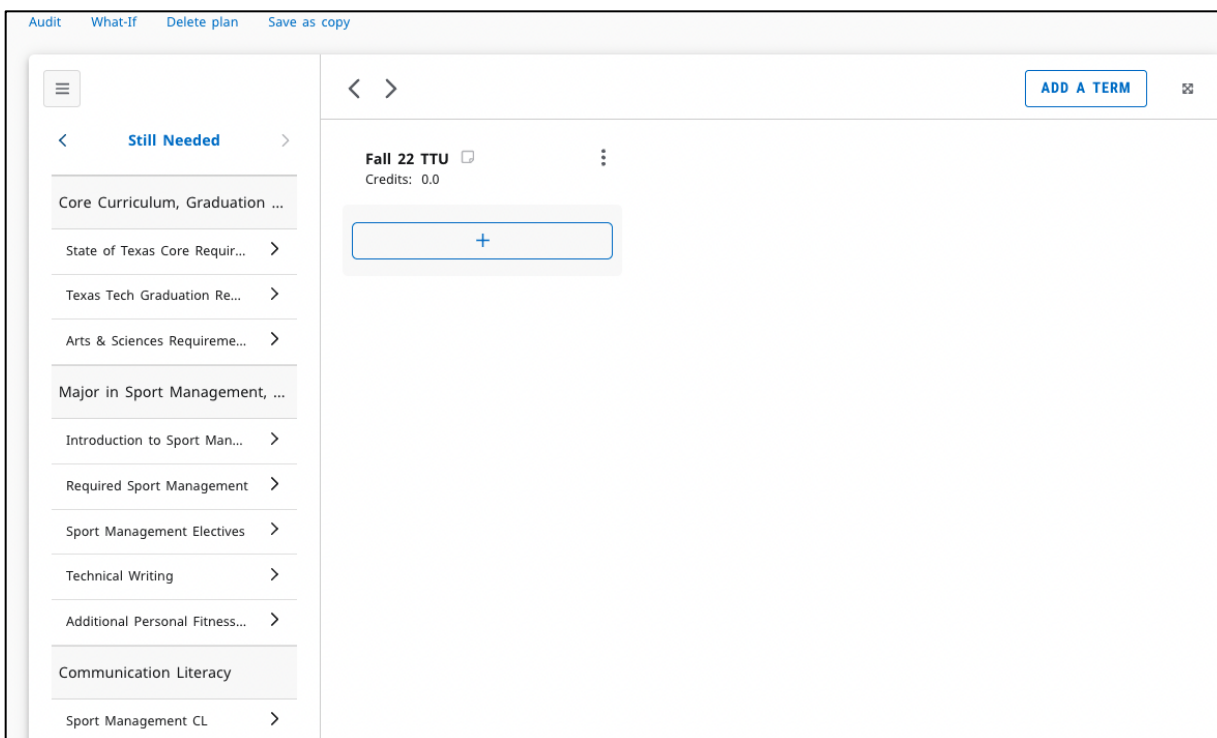
1. Create a unique plan name. This will help distinguish it if multiple plans are created.



The screenshot shows a 'Create Plan' dialog box with a close button (X) in the top right corner. It contains a text input field for 'Plan Name \*', a dropdown menu for 'Degree' with 'Bachelor of Business Admin (BBA)' selected, and a checkbox labeled 'Make PLAN available for "PLAN AHEAD" registration tool (Coming Soon)'. At the bottom right, there are two buttons: 'CANCEL' and 'SAVE'.

## Adding Courses to Your Plan

1. Your plan is now ready to add courses. You will see a screen similar to the one below.



The screenshot displays a web interface for adding courses to a plan. At the top, there are navigation links: 'Audit', 'What-if', 'Delete plan', and 'Save as copy'. On the right side, there is an 'ADD A TERM' button. The main content area shows a course selection screen for 'Fall 22 TTU' with 'Credits: 0.0'. A large blue '+' button is centered in the main area. On the left, a sidebar lists 'Still Needed' courses, including 'Core Curriculum, Graduation ...', 'State of Texas Core Requir...', 'Texas Tech Graduation Re...', 'Arts & Sciences Requireme...', 'Major in Sport Management, ...', 'Introduction to Sport Man...', 'Required Sport Management', 'Sport Management Electives', 'Technical Writing', 'Additional Personal Fitness...', 'Communication Literacy', and 'Sport Management CL'.

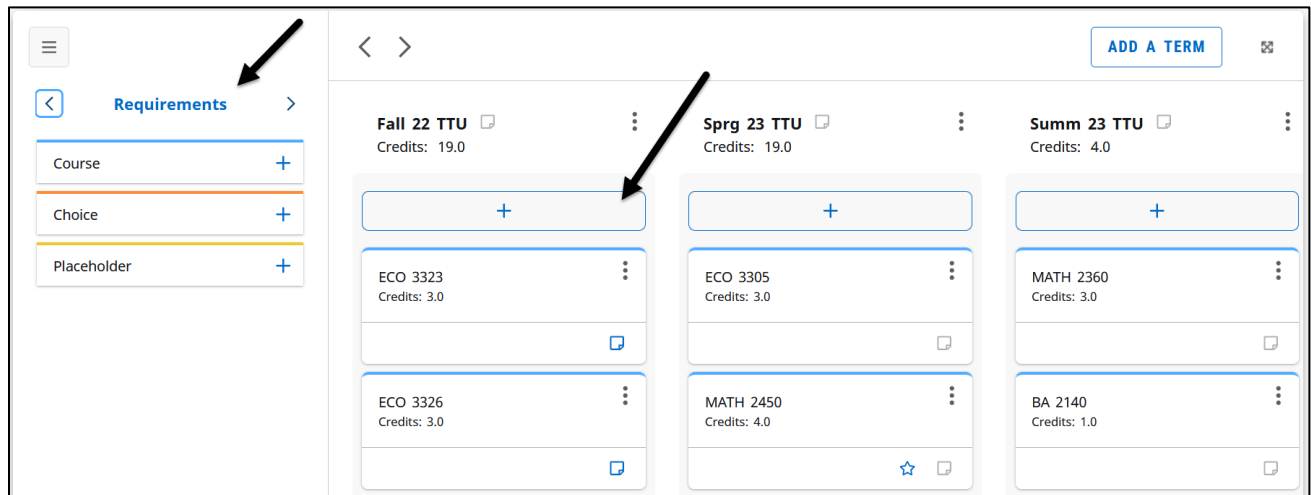
2. The recommended way to move courses to your plan is by using the “Still Needed” column. Still Needed shows you the courses that are still needed to complete your degree plan.
  - a. To move a course to a designated term, click the arrow next to a requirement. Once the requirement for an area is displayed, you can then drag and drop that course into any term that is in your plan.
  - b. Once requirements begin to move into your plan, courses will be removed from the “Still Needed” column.

The image consists of two screenshots of a degree plan interface. The top screenshot shows the 'Still Needed' column on the left with a list of requirements. A red arrow points to the right arrow next to 'State of Texas Core Requir...'. A red text box with an arrow pointing to the right arrow says 'Click the Arrow to Open Requirements'. The right side of the screenshot shows a term 'Fall 22 TTU' with 'Credits: 0.0' and a large blue '+' button.

The bottom screenshot shows the 'Still Needed' column on the left with a list of courses under the requirement 'Major in Sport Management, ...'. A red text box with an arrow pointing to the courses says 'Drag and drop courses from "Still Needed" to a term'. The right side of the screenshot shows the same term 'Fall 22 TTU' but with 'Credits: 12.0' and a list of courses: ENGL 1301 (Credits: 3.0), SPMT 1302 (Credits: 3.0), ANTH 1301 (Credits: 3.0), and ENGL 2311 (Credits: 3.0). Each course has a right arrow and a copy icon. A large blue '+' button is at the bottom.

3. Courses may also be added using two other methods:

- a. Clicking on the “+” sign under each term and searching for and adding available courses.
- b. Click the arrow “<” by Still Needed to see the Requirements tab. Courses and non-course requirements may be added from this window.



## My Plans

- 1. Select “My Plans” from the title section of your plan. This will display all Plans that have been created.

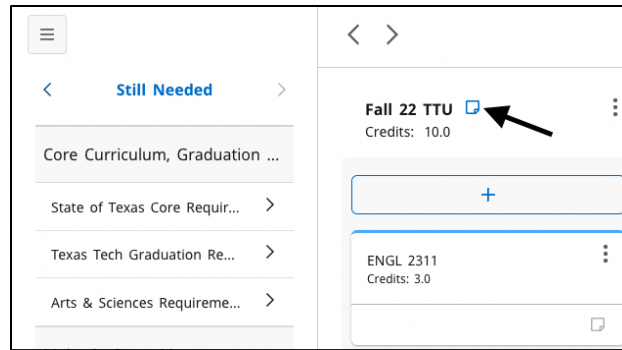
*\*Note: It is important to update the names of your plans, so that the user can tell the plans apart if used in the registration “Plan Ahead” feature*

The screenshot shows a table titled "My Plans" with a table header and two data rows. The header includes columns for Description, Active, Modified, Who, Degree, Level, and Status. The first row is "John's Recommended Course Sequence" with Active: Yes, Modified: 05/24/2022, Who: Waagner, Mark C, Degree: BS, Level: UG, and Status: LOCKED. The second row is "John's Registration Plan" with Active: Yes, Modified: 05/24/2022, Who: Waagner, Mark C, Degree: BS, Level: UG, and Status: LOCKED. There is an "ADD A NEW PLAN" button in the top right, and pagination at the bottom showing "Page 1 of 1" and "Total results: 2".

Description	Active	Modified ↓	Who	Degree	Level	Status
<a href="#">John's Recommended Course Sequence</a>	Yes	05/24/2022	Waagner, Mark C	BS	UG	LOCKED
<a href="#">John's Registration Plan</a>	Yes	05/24/2022	Waagner, Mark C	BS	UG	LOCKED

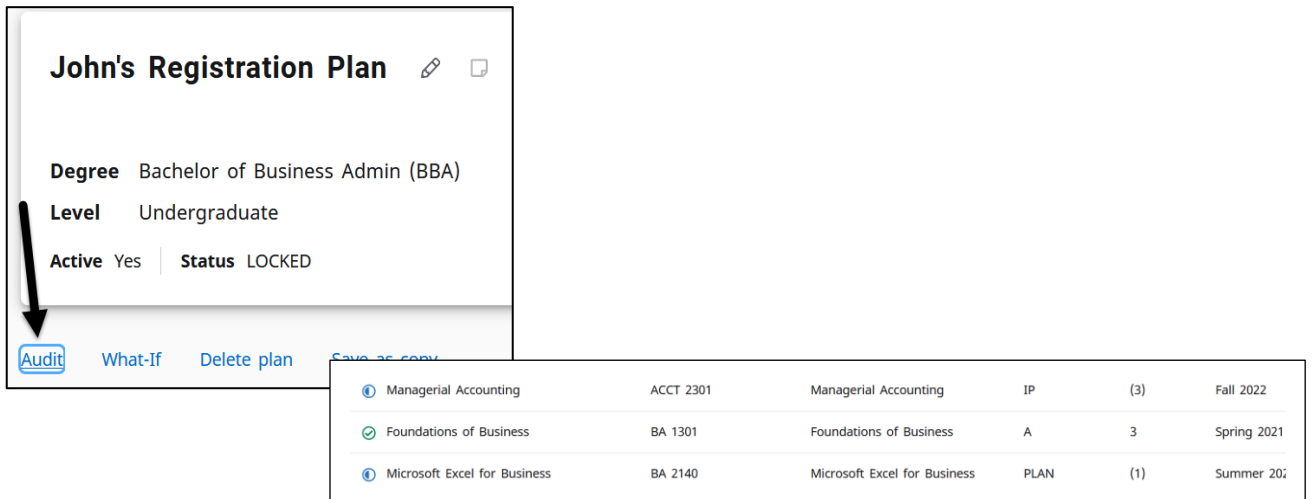
## Adding Plan Notes

1. To add a note to a plan, click the icon next to a given term.



## Viewing an Audit with Planned Courses

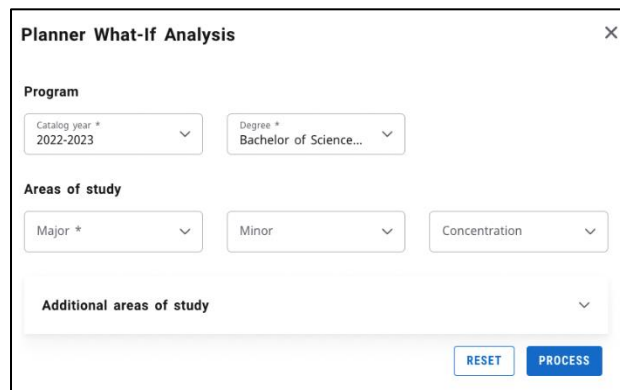
1. Select the “Audit” button to see how the planned courses look in your DegreeWorks audit.
2. Planned courses on the Audit will show with a grade of “PLAN”.

A screenshot of the DegreeWorks interface showing a plan audit. The top section is titled 'John's Registration Plan' and includes details: 'Degree Bachelor of Business Admin (BBA)', 'Level Undergraduate', 'Active Yes', and 'Status LOCKED'. Below this, there are buttons for 'Audit', 'What-If', 'Delete plan', and 'Save as copy'. An arrow points to the 'Audit' button. Below the buttons, a table displays the audit results for planned courses.

Managerial Accounting	ACCT 2301	Managerial Accounting	IP	(3)	Fall 2022
Foundations of Business	BA 1301	Foundations of Business	A	3	Spring 2021
Microsoft Excel for Business	BA 2140	Microsoft Excel for Business	PLAN	(1)	Summer 2021

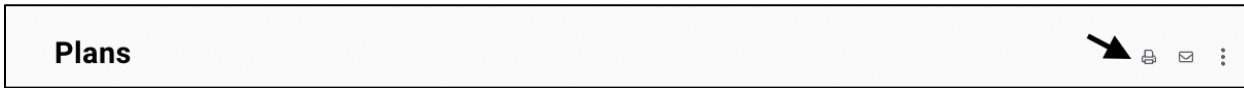
## Viewing a “What-If” Audit with Planned Courses

1. To view an alternative degree plan with your planned courses, use the “What-If” button next to “Audit” shown above.
2. Fill out the appropriate information that relates to your degree plan.

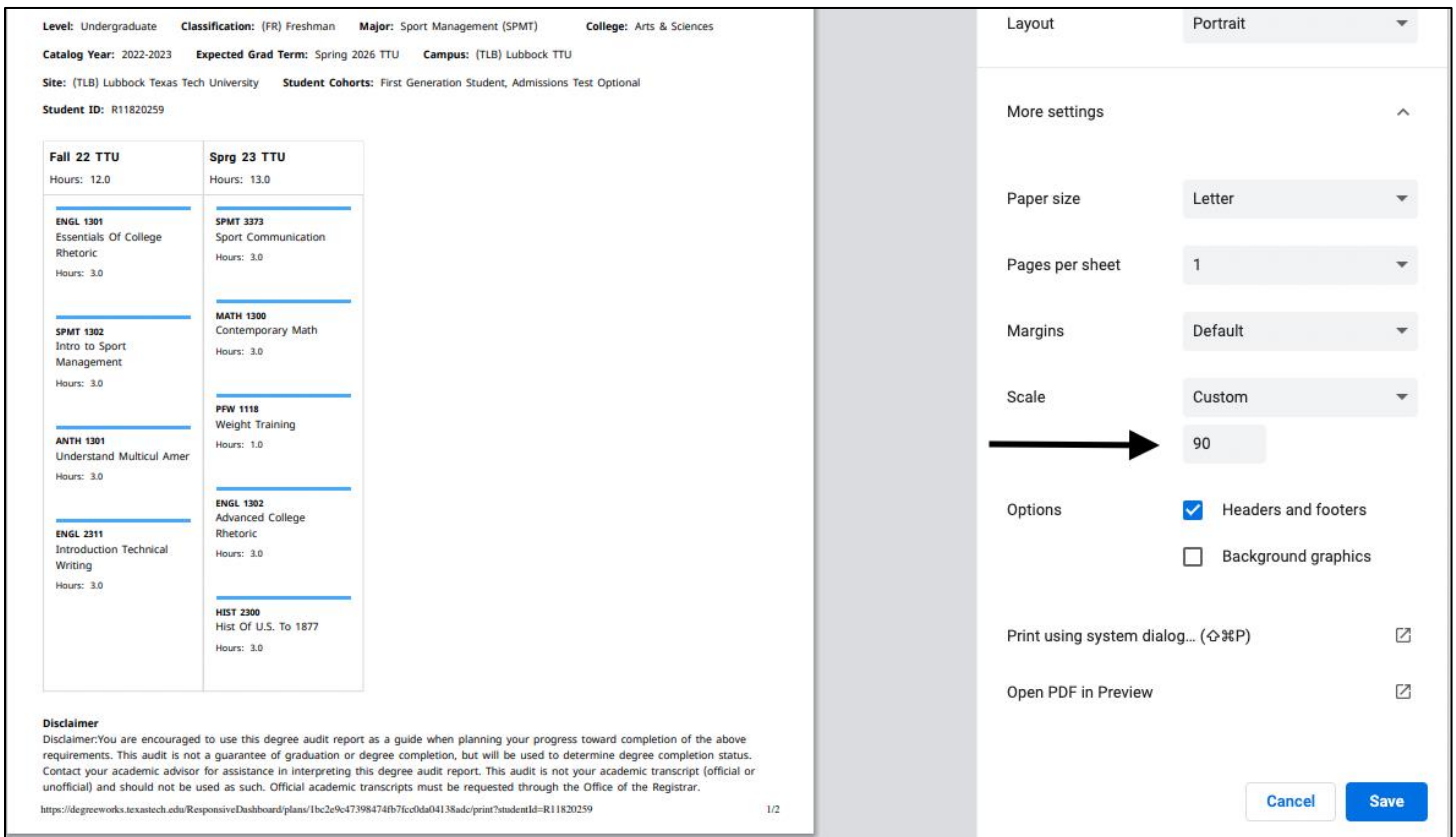
A screenshot of the 'Planner What-If Analysis' form. The form has a title bar with a close button (X). It contains several sections: 'Program' with dropdowns for 'Catalog year \*' (2022-2023) and 'Degree \*' (Bachelor of Science...); 'Areas of study' with dropdowns for 'Major \*', 'Minor', and 'Concentration'; and 'Additional areas of study' with a dropdown arrow. At the bottom right, there are 'RESET' and 'PROCESS' buttons.

## Printing a Plan

1. Select the printer icon on the top of the page



2. This will bring up a print view of your plan
3. Select print, and this will bring up the print dialog box. For best results, we recommend scaling down the page from 100 percent so that the plan is easily readable.

A screenshot showing a degree audit report on the left and a print settings dialog box on the right. The report is for a student with ID R11820259, majoring in Sport Management (SPMT) at Lubbock Texas Tech University. It lists courses for Fall 22 TTU and Spring 23 TTU. The print settings dialog box is open, showing options for layout (Portrait), paper size (Letter), pages per sheet (1), margins (Default), and scale (Custom). The scale is set to 90, indicated by a black arrow. There are checkboxes for "Headers and footers" (checked) and "Background graphics" (unchecked). At the bottom of the dialog are "Cancel" and "Save" buttons.

Level: Undergraduate Classification: (FR) Freshman Major: Sport Management (SPMT) College: Arts & Sciences  
Catalog Year: 2022-2023 Expected Grad Term: Spring 2026 TTU Campus: (TLB) Lubbock TTU  
Site: (TLB) Lubbock Texas Tech University Student Cohorts: First Generation Student, Admissions Test Optional  
Student ID: R11820259

Fall 22 TTU	Hours: 12.0	Sprg 23 TTU	Hours: 13.0
<b>ENGL 1301</b> Essentials Of College Rhetoric Hours: 3.0		<b>SPMT 3373</b> Sport Communication Hours: 3.0	
<b>SPMT 1302</b> Intro to Sport Management Hours: 3.0		<b>MATH 1300</b> Contemporary Math Hours: 3.0	
<b>ANTH 1301</b> Understand Multicul Amer Hours: 3.0		<b>PFW 1118</b> Weight Training Hours: 1.0	
<b>ENGL 2311</b> Introduction Technical Writing Hours: 3.0		<b>ENGL 1302</b> Advanced College Rhetoric Hours: 3.0	
		<b>HIST 2300</b> Hist Of U.S. To 1877 Hours: 3.0	

**Disclaimer**  
Disclaimer: You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. This audit is not a guarantee of graduation or degree completion, but will be used to determine degree completion status. Contact your academic advisor for assistance in interpreting this degree audit report. This audit is not your academic transcript (official or unofficial) and should not be used as such. Official academic transcripts must be requested through the Office of the Registrar.  
<https://degreeworks.texastech.edu/ResponsiveDashboard/plans/1bc2e9c47398474fb7fc0da04138adc/print?studentId=R11820259> 1/2

Layout: Portrait  
More settings  
Paper size: Letter  
Pages per sheet: 1  
Margins: Default  
Scale: Custom  
90  
Options:  Headers and footers,  Background graphics  
Print using system dialog... (⌘%P)   
Open PDF in Preview   
Cancel Save