How to Create a DegreeWorks Plan

1. Go to https://degeworkeks.texastech.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.
Naming and Activating/Locking a Plan

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

![Create Plan](image)

Adding Courses to Your Plan

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

![Add Courses](image)
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.
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*
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”.

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.
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.