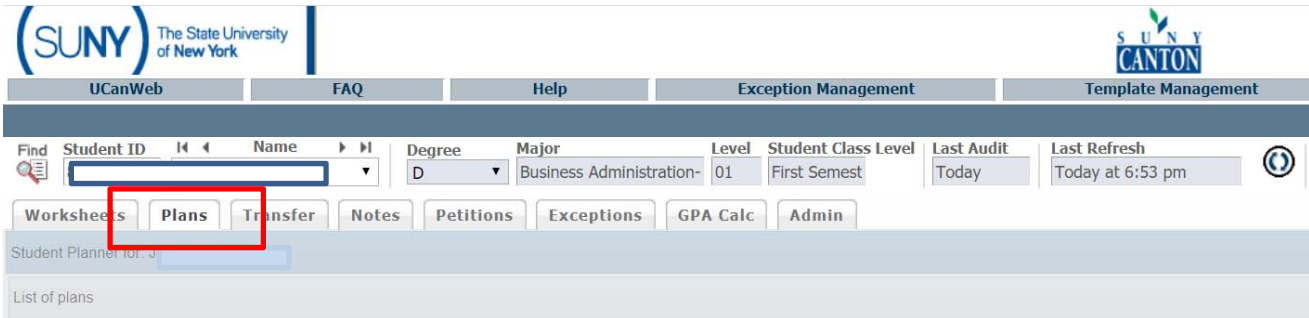


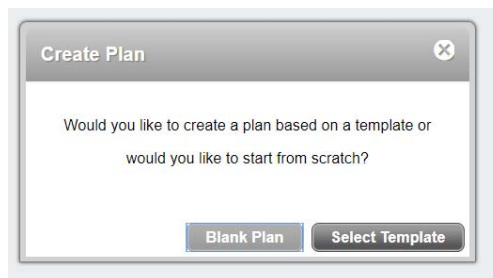
DEGREEWORKS PLANS: STUDENT VIEW


Using DegreeWorks – see http://www.canton.edu/advising_center/documents/DegreeWorksSTU.pdf for details on accessing and understanding your degree audit. These instructions are for the **PLANS** tab.

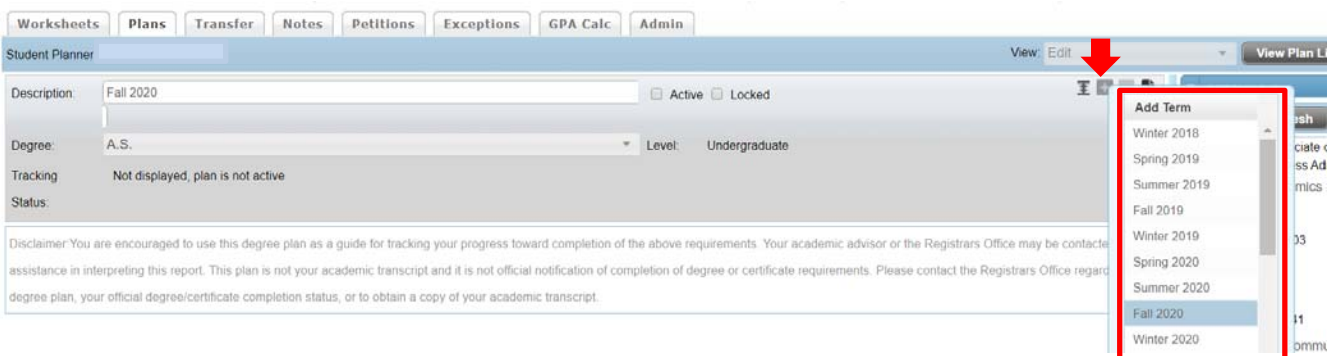
Access DegreeWorks directly at <https://can.degreworks.suny.edu/canDashboardServlet/dashboard>



- 1) Click on the Plans tabs and choose to create a “Blank Plan”.

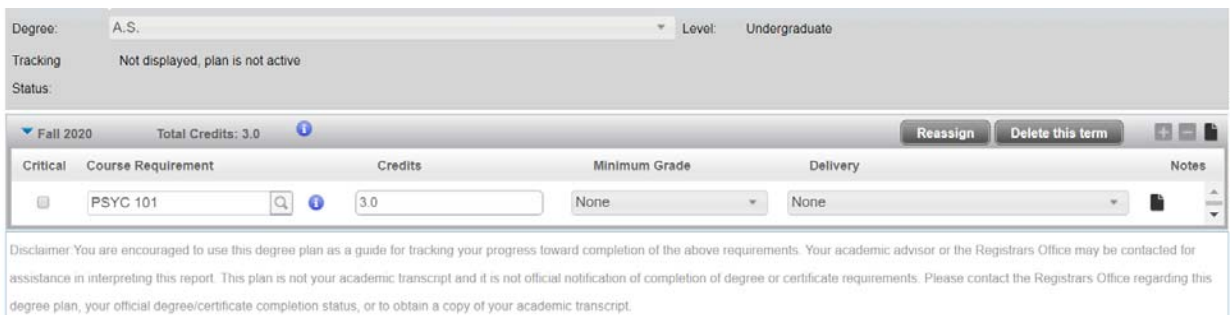
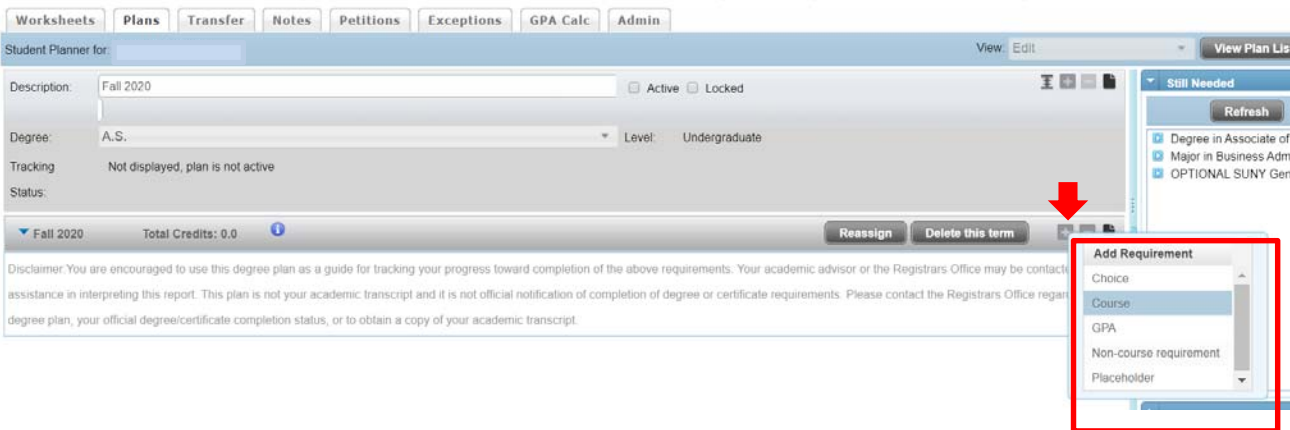


- 2) Give the plan a name (let's start by planning just one semester- we'll call it Fall 2020). Click on the  to the right of the Description to bring up the list of semesters.

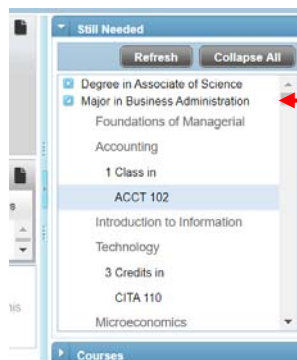
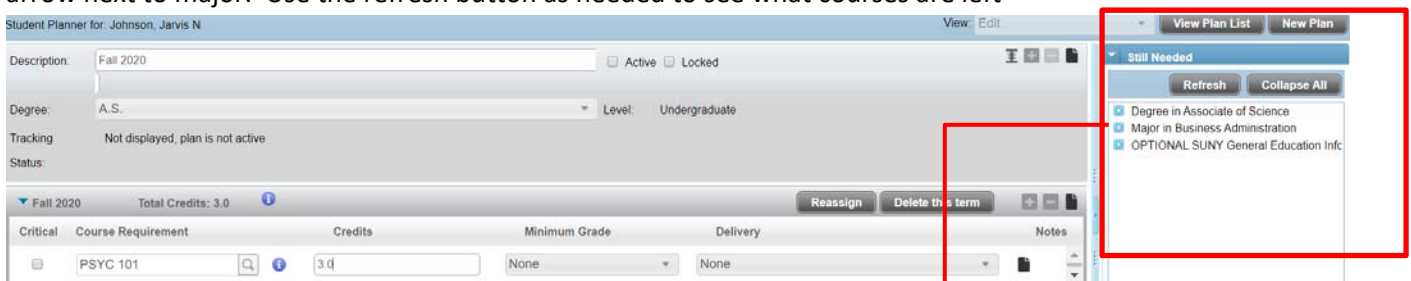


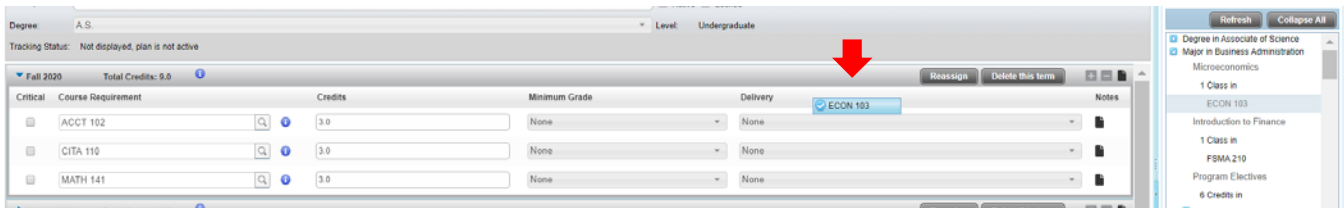
3) Now you can add courses. There are multiple ways to add courses:

- a. **By clicking on the + for the semester**, choosing Course and typing in a course dept and number. You have to type in the exact course (PSYC 101, BSAD 100, ENGL 101, etc). If you input a course in our catalog, the number of credits will autofill.

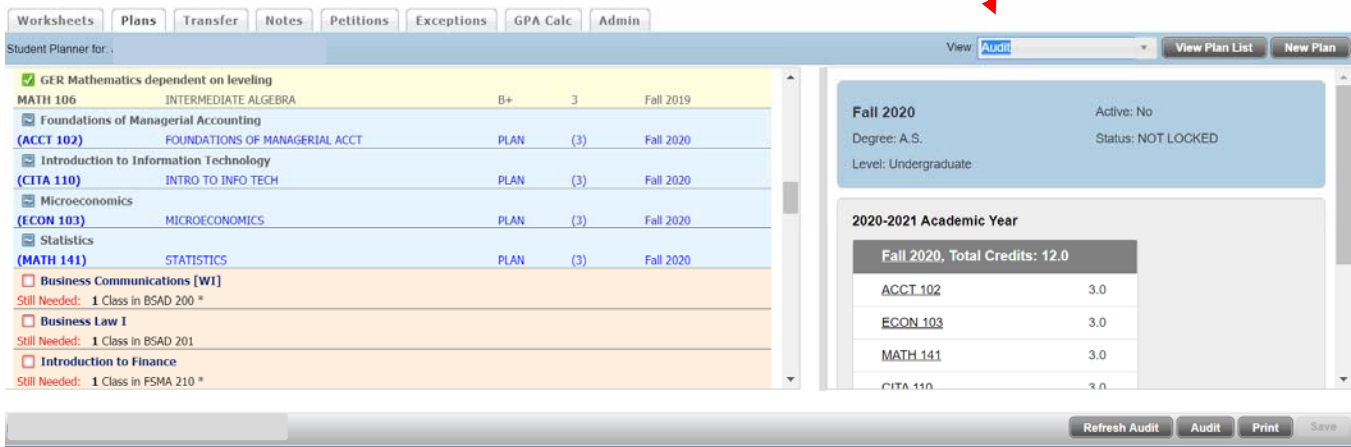
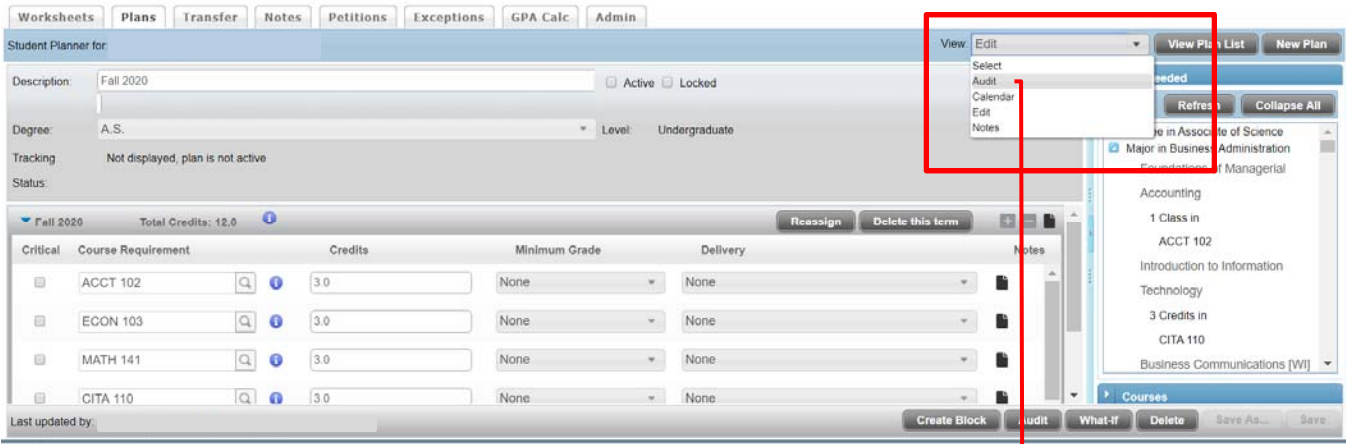


- b. **By dragging and dropping from the menu on the right side.** Expand the list of requirements by clicking on the arrow next to major. Use the refresh button as needed to see what courses are left





- 4) Once you have your classes set up for the appropriate semester, make sure to save your plan. You can adjust the View from Edit to Audit to see how the Planned classes fit into your degree audit. This will show you planned classes in your audit on one side and a calendar view on the right.



- 5) You can do some basic editing in the Audit view – drag courses from left side to the right side. For anything more complicated, go back to the Edit view.

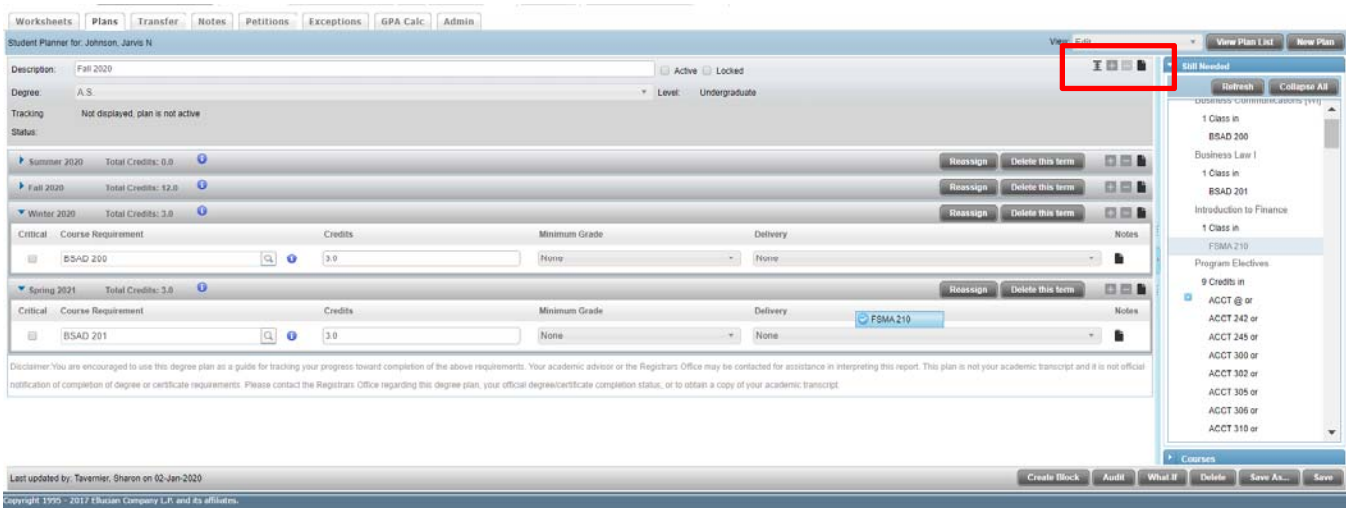
Way to go, you planned out next semester!

Continue on only if you want to plan out further semesters... this gets more complicated.

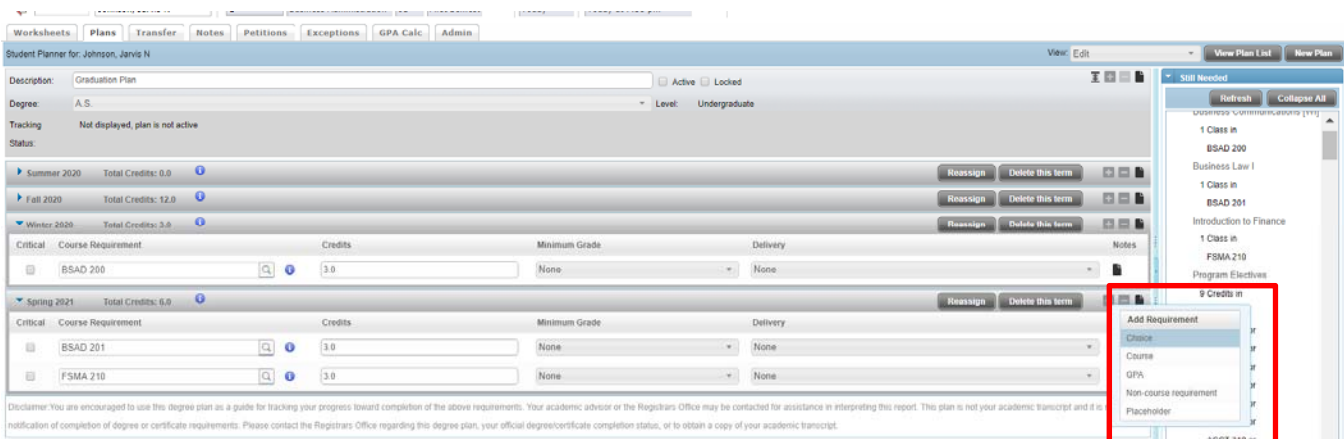
Planning out the rest of your degree

You can plan out the rest of your degree if you choose to. This is particularly helpful if you have transfer credits, or if you plan to follow a timeline different from what is on the published degree checklists (taking Summer/winter courses, working in a minor, attending part-time).

- 6) Use the + sign to add additional semesters. Rename (Graduation Plan) and Save As to preserve your semester plan.
- 7) You can drag classes from the right side to the intended semester. Click on the course to find out more about when it is typically offered. Not every course is offered in every semester, so you will need to do this carefully.



- 8) When you have a choice of courses, like Program Electives, you can go ahead and choose or you can set up a placeholder so that you can remind yourself to choose later. Go to Add a Requirement, and this time, choose Choice:



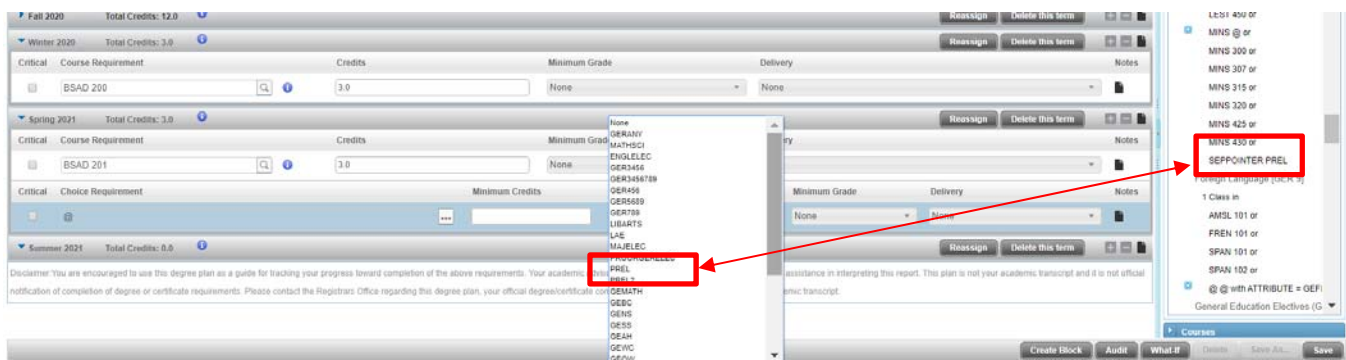
- 9) Use the @ sign as a wildcard. This example is for any Accounting, Business, Economics or Finance course. You can use this tool to remind yourself to choose one at a later date.



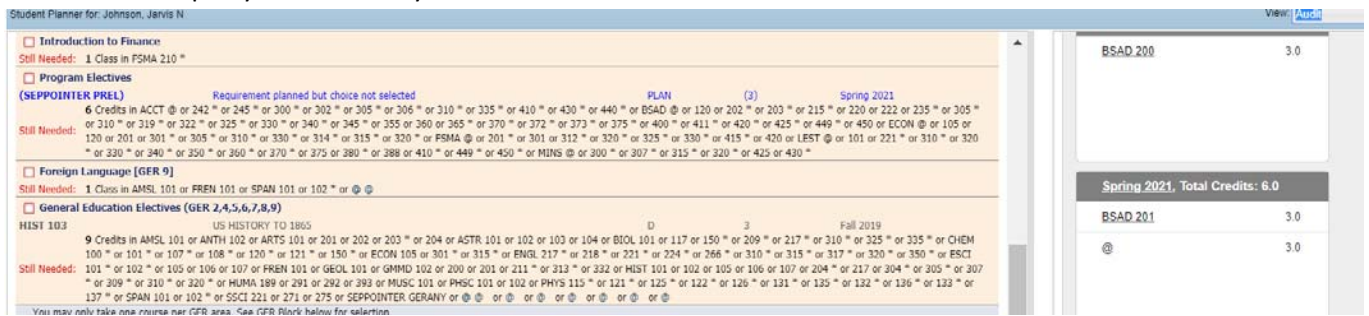
This will show up in your planner like this:



10) You might also see **SEPPONTER** in your requirements, you can use this to plan a course for later. Use the @ sign in Choice and then use the drop-down menu under Pointer to find the same code:



11) This will show up in your audit for you to decide on the course when the semester is closer:



12) Keep dragging and dropping courses, using your Pointers and the Refresh button as needed to add all of your courses and choices. Save as you go or Save As to create multiple PLANS to decide what works best for you. Toggle to the audit view as needed until you have no more “Still Needed” courses left and every course is Planned.

Creating this plan does not change current or future course registration and does not guarantee that courses planned will be available in the semester that you planned them. Consult with your advisor to be sure that your plan is a reasonable one.