


BRIDGEWATER STATE UNIVERSITY DEGREEWORKS

DEGREEWORKS USER GUIDE

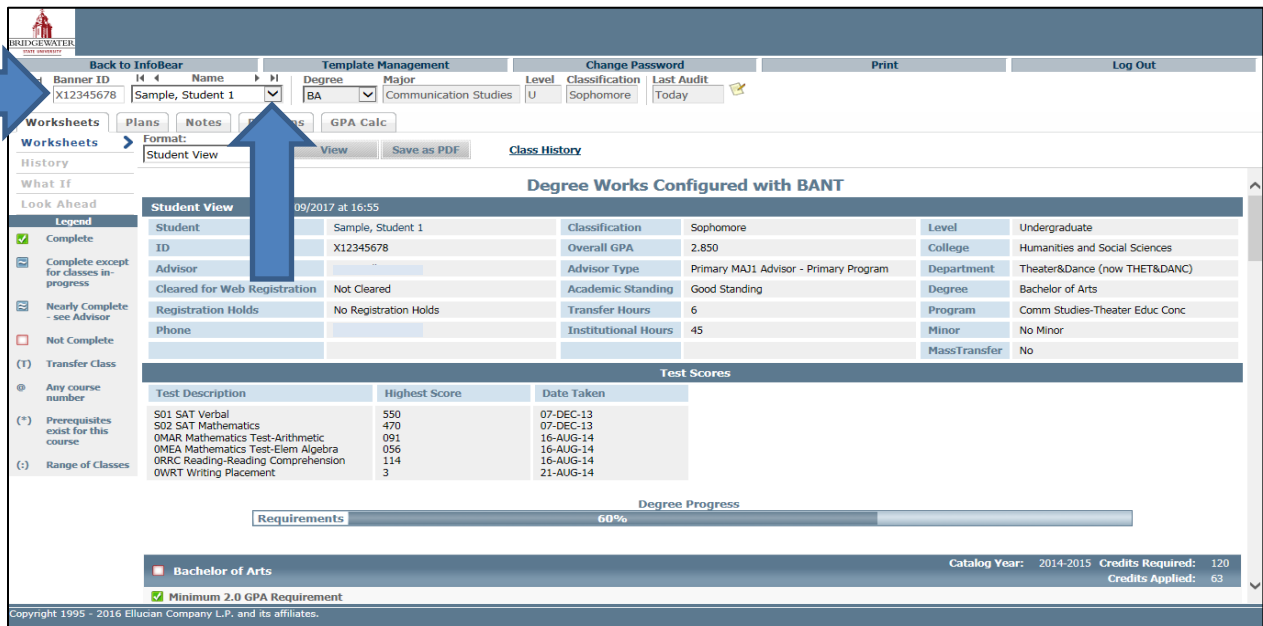
How to Log Into DegreeWorks-Advisors

Advisors follow the steps below:


1. Go to <http://www.bridgew.edu/> and select  link.
2. Select **BSU Intranet**.
3. Select **Web for Faculty** and then the **Click Here to Enter** link
4. Login using your Banner ID and PIN or select the **Single Sign On** option and enter your BSU username and password.
5. Select the **Faculty Services** tab and then **Advisor Menu**.
6. Select the **DegreeWorks** option.

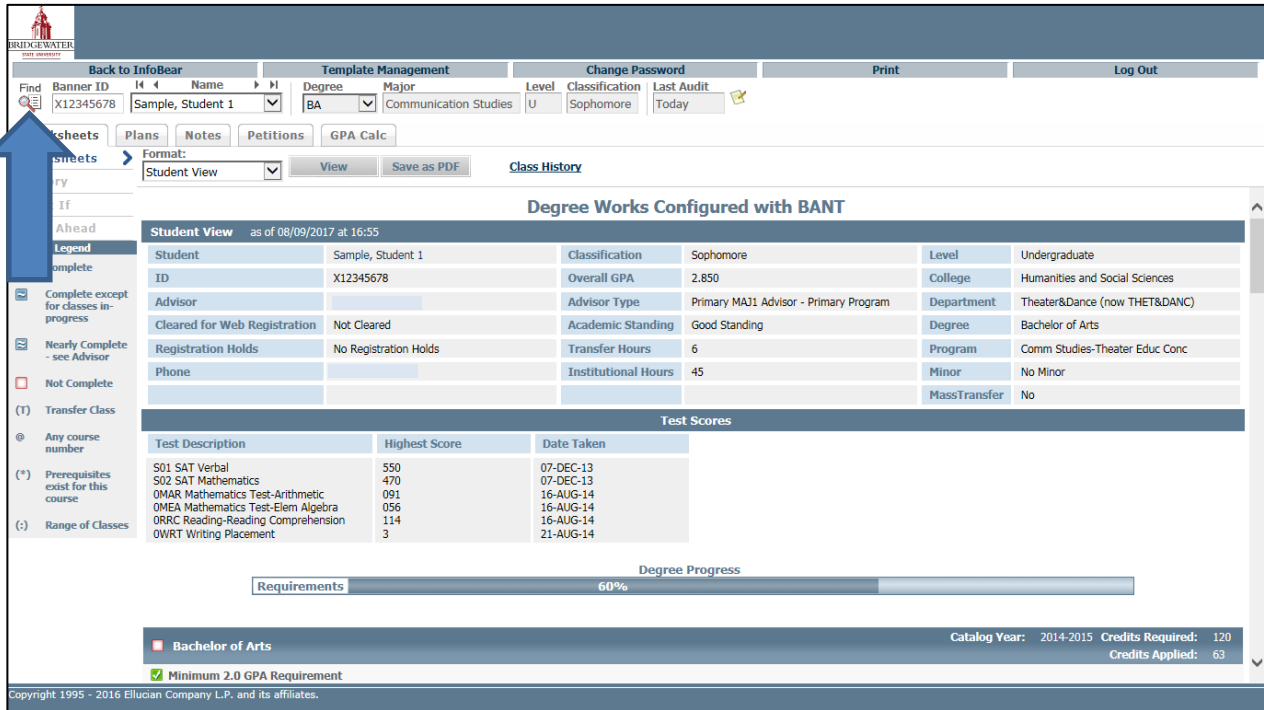
Searching for Students in DegreeWorks:

1. Once logged into DegreeWorks, advisors can view a list of their assigned advisees by clicking on the **Name** drop down menu. Advisors can also search for students by typing in a Banner ID.



The screenshot displays the DegreeWorks interface for a student named 'Sample, Student 1' with Banner ID 'X12345678'. The interface includes a top navigation bar with options like 'Back to InfoBear', 'Template Management', 'Change Password', 'Print', and 'Log Out'. Below this, there are tabs for 'Worksheets', 'Plans', 'Notes', and 'GPA Calc'. The main content area shows a 'Student View' for 'Sample, Student 1' with various details such as 'Classification: Sophomore', 'Level: Undergraduate', 'Overall GPA: 2.850', and 'Advisor Type: Primary MAJ1 Advisor - Primary Program'. A 'Test Scores' table is also visible, listing tests like 'S01 SAT Verbal' and 'S02 SAT Mathematics' with their respective scores and dates. At the bottom, there is a 'Degree Progress' bar showing 'Requirements' at 60% and a 'Bachelor of Arts' program with a 'Minimum 2.0 GPA Requirement'.

2. To search for students using different attributes, select the  **FIND** icon at the top of the screen and you will be redirected to the **FIND STUDENTS** screen.



The screenshot shows the 'Student View' page for a student named 'Sample, Student 1' with Banner ID 'X12345678'. The page displays various student attributes and academic progress.

Student	Sample, Student 1	Classification	Sophomore	Level	Undergraduate
ID	X12345678	Overall GPA	2.850	College	Humanities and Social Sciences
Advisor		Advisor Type	Primary MAJ1 Advisor - Primary Program	Department	Theater&Dance (now THET&DANC)
Cleared for Web Registration	Not Cleared	Academic Standing	Good Standing	Degree	Bachelor of Arts
Registration Holds	No Registration Holds	Transfer Hours	6	Program	Comm Studies-Theater Educ Conc
Phone		Institutional Hours	45	Minor	No Minor
		MassTransfer			No

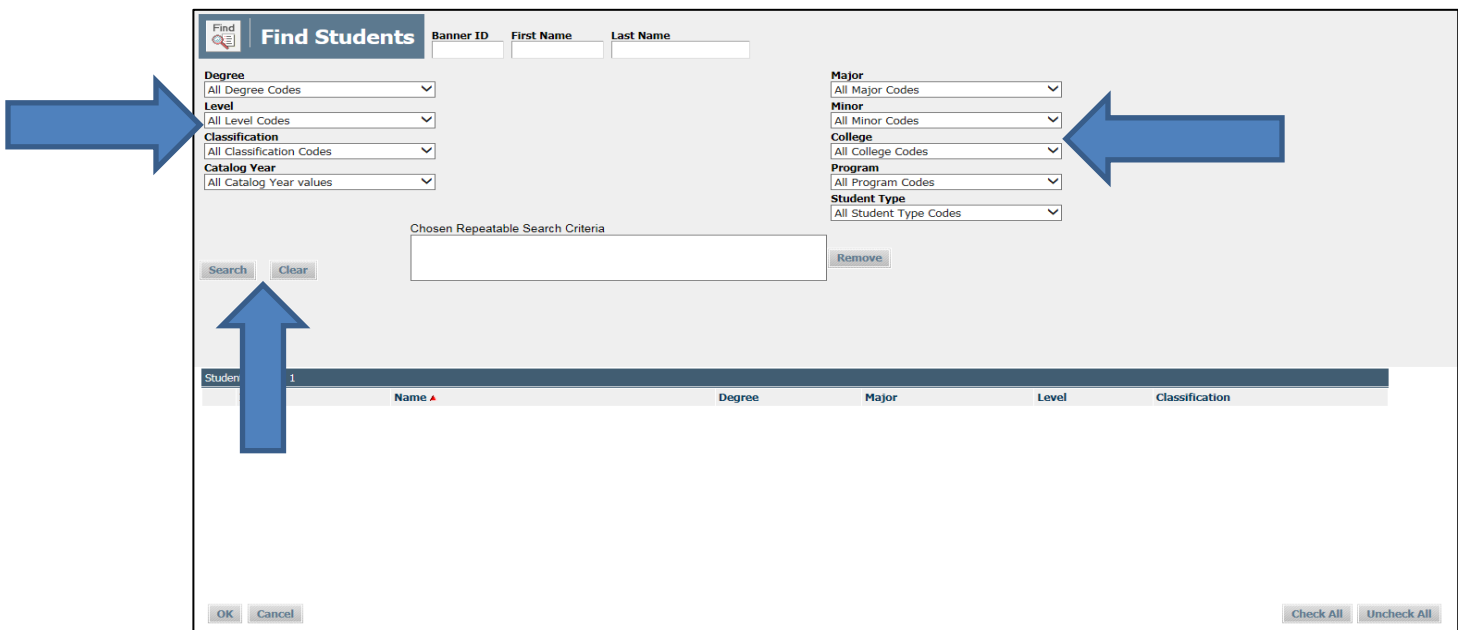
Test Scores		
Test Description	Highest Score	Date Taken
S01 SAT Verbal	550	07-DEC-13
S02 SAT Mathematics	470	07-DEC-13
OMAR Mathematics Test-Arithmetic	091	16-AUG-14
OMEA Mathematics Test-Elem Algebra	056	16-AUG-14
ORRC Reading-Reading Comprehension	114	16-AUG-14
OVRT Writing Placement	3	21-AUG-14

Requirements: 60% Degree Progress

Bachelor of Arts Catalog Year: 2014-2015 Credits Required: 120 Credits Applied: 63

Minimum 2.0 GPA Requirement

3. This screen allows advisors to search for students by entering a Banner ID, name, or by selecting an attribute such as catalog year, student classification, degree, major and many others. Once the search criterion is set, select the **Search** button and student names will appear in the **Student Search** box. To start a new search, select the **Clear** button.



The 'Find Students' interface includes the following search criteria:

- Degree:** All Degree Codes
- Level:** All Level Codes
- Classification:** All Classification Codes
- Catalog Year:** All Catalog Year values
- Major:** All Major Codes
- Minor:** All Minor Codes
- College:** All College Codes
- Program:** All Program Codes
- Student Type:** All Student Type Codes

Buttons: Search, Clear, Remove

Student	Name	Degree	Major	Level	Classification
1					

Buttons: OK, Cancel, Check All, Uncheck All

4. To view all students identified in a search, click **OK**. To view fewer student audits, click the **Uncheck All** option and select the student audits you wish to view. Click **OK**.

Find Students Banner ID First Name Last Name sample

Degree: All Degree Codes
 Level: All Level Codes
 Classification: All Classification Codes
 Catalog Year: All Catalog Year values

Major: All Major Codes
 Minor: All Minor Codes
 College: All College Codes
 Program: All Program Codes
 Student Type: All Student Type Codes

Chosen Repeatable Search Criteria

Search Clear Remove

Students Found: 7

ID	Name	Degree	Major	Level	Classification
<input checked="" type="checkbox"/> 00232180	Sample, Amanda E	MSW	Social Work	G	Graduate
<input checked="" type="checkbox"/> X0001616	Sample, Graduate Student 2	MSW	Social Work	G	Graduate
<input type="checkbox"/> 0001818	Sample, Graduate Student 4	MAT	Mathematics	G	Graduate
<input type="checkbox"/> 0002121	Sample, Sep Student	BS	Management	U	Senior
<input type="checkbox"/> 12345678	Sample, Student 1	BA	Communication Studies	U	Sophomore
<input type="checkbox"/> 302525	Sample, Student	MBA	Business Administration	G	Graduate
<input checked="" type="checkbox"/> X0006666	Sample, Transfer Student 6	BSE BS	Early Childhood Education Psvcholoo	U U	Senior Senior

OK Cancel Check All Uncheck All

Advisors will be redirected to the audit worksheet screen. Select the **Name** drop down menu to view all students identified in the search.

BRIDGEWATER COLLEGE

Back to Template Management Change Password Print Log Out

Degree: BA Major: Communication Studies Level: U Classification: Sophomore Last Audit: Today

Worksheets GPA Calc

Format: Student View View Save as PDF Class History

What If

Look Ahead

Legend

- Complete
- Complete except for classes in-progress
- Nearly Complete - see Advisor
- Not Complete
- Transfer Class
- Any course number
- Prerequisites exist for this course
- Range of Classes

Student View as of 08/09/2017 at 16:55

Student	Sample, Student 1	Classification	Sophomore	Level	Undergraduate
ID	X12345678	Overall GPA	2.850	College	Humanities and Social Sciences
Advisor		Advisor Type	Primary MAJ1 Advisor - Primary Program	Department	Theater&Dance (now THET&DANC)
Cleared for Web Registration	Not Cleared	Academic Standing	Good Standing	Degree	Bachelor of Arts
Registration Holds	No Registration Holds	Transfer Hours	6	Program	Comm Studies-Theater Educ Conc
Phone		Institutional Hours	45	Minor	No Minor
		MassTransfer			No

Test Scores

Test Description	Highest Score	Date Taken
S01 SAT Verbal	550	07-DEC-13
S02 SAT Mathematics	470	07-DEC-13
0MAR Mathematics Test-Arithmetic	091	16-AUG-14
0MEA Mathematics Test-Elem Algebra	056	16-AUG-14
ORRC Reading-Reading Comprehension	114	16-AUG-14
OWRT Writing Placement	3	21-AUG-14

Requirements 60%

Bachelor of Arts

Minimum 2.0 GPA Requirement

Catalog Year: 2014-2015 Credits Required: 120 Credits Applied: 63

Copyright 1995 - 2016 Ellucian Company L.P. and its affiliates.

Users should keep in mind that the **FIND STUDENTS** search tool should not be used as an official reporting tool. For full and accurate lists of enrolled students, users should continue to access Banner Reports in Web for Faculty/InfoBear.

Searching for Reinstating Students in DegreeWorks:

Students who stopped attending Bridgewater for more than two semesters and are registered in a future term cannot be accessed using the DegreeWorks FIND STUDENT feature. To access degree audits for these students now, you must enter their Banner ID directly into the Banner ID field on the degree audit worksheet (see below).

YES-Search for reinstating students by entering their Banner ID on the audit worksheet

The screenshot shows the 'Student View' interface for a student with Banner ID X12345678. A blue arrow points to the Banner ID field in the top navigation bar. The page displays the following information:

Student	Sample, Student 1	Classification	Sophomore	Level	Undergraduate
ID	X12345678	Overall GPA	2.850	College	Humanities and Social Sciences
Advisor		Advisor Type	Primary MAJ1 Advisor - Primary Program	Department	Theater&Dance (now THET&DANC)
Cleared for Web Registration	Not Cleared	Academic Standing	Good Standing	Degree	Bachelor of Arts
Registration Holds	No Registration Holds	Transfer Hours	6	Program	Comm Studies-Theater Educ Conc
Phone		Institutional Hours	45	Minor	No Minor
		MassTransfer			No

Test Scores:

Test Description	Highest Score	Date Taken
S01 SAT Verbal	350	07-DEC-13
S02 SAT Mathematics	470	07-DEC-13
OMAR Mathematics Test-Arithmetic	091	16-AUG-14
OMEA Mathematics Test-Elem Algebra	056	16-AUG-14
ORRC Reading-Reading Comprehension	114	16-AUG-14
DWRT Writing Placement	3	21-AUG-14

Requirements: 60% Degree Progress

Bachelor of Arts Catalog Year: 2014-2015 Credits Required: 120 Credits Applied: 63

Minimum 2.0 GPA Requirement

NO-Do not search for reinstating student using the FIND STUDENT screen.

The screenshot shows the 'Find Students' search interface. A large blue 'X' is overlaid on the search results area, indicating that this search tool should not be used for reinstating students. The interface includes search filters for Degree, Level, Classification, and Catalog Year, and a search button.

Students Found: 1

ID	Name	Degree	Major	Level	Classification
00344336	Esposito, Gennarina A	BA	Undecided	U	Sophomore

After you have completed your review of your advisee degree audits, remember to exit DegreeWorks by selecting the **LOG OUT** button at the top of the audit.



Visit <https://my.bridgew.edu/departments/AAC/SitePages/degreeworks.aspx> to access DegreeWorks tutorials, videos and other helpful materials.