

BRIDGEWATER STATE UNIVERSITY DEGREEWORKS

DEGREEWORKS WORKS USER GUIDE


How to Post Advising Notes in DegreeWorks-Advisors

Notes in DegreeWorks allows advisors to document academic advising on student records. Notes are viewable by students in the Notes section at the bottom of the audit. Advising notes are predefined and are not of a confidential or sensitive nature, nor do they evaluate a student's educational experience.

Advisors use predefined notes in DegreeWorks to help students:

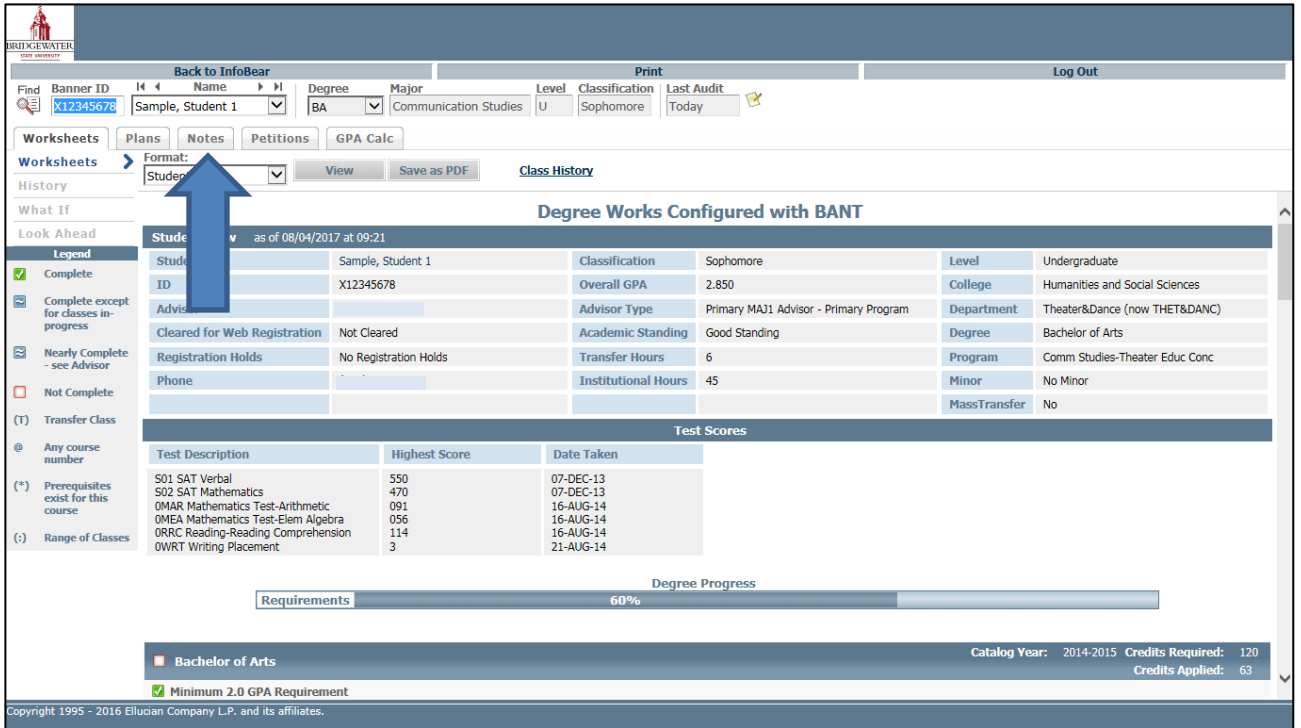
1. Identify academic resources on campus that will support their success and help them to persist each semester.
2. Forge connections with members of the BSU community.
3. Take appropriate actions steps to improve their academic standing.
4. Explore other academic opportunities outside of the classroom.

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.

Posting Notes in DegreeWorks:

1. Click on the **Notes** tab. You will be redirected to the notes page.



The screenshot shows the DegreeWorks interface for a student named 'Sample, Student 1'. The 'Notes' tab is selected in the top navigation bar. The main content area displays 'Degree Works Configured with BANT' and a table of student information. A blue arrow points to the 'Notes' tab in the top navigation bar.

Student ID	Name	Classification	Sophomore	Level	Undergraduate
X12345678	Sample, Student 1	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

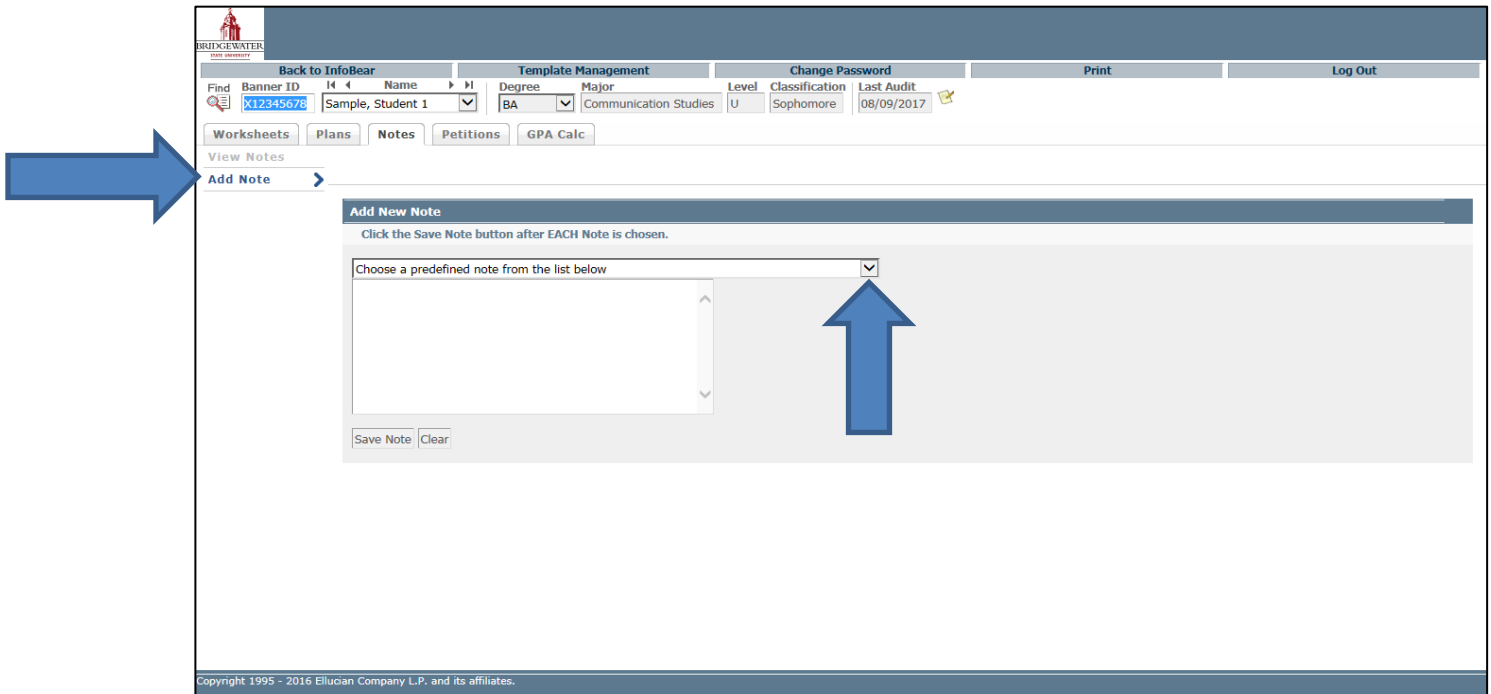
Test Description	Highest Score	Date Taken
S01 SAT Verbal	550	07-DEC-13
S02 SAT Mathematics	470	07-DEC-13
OMAR Mathematics Test-Arithmetic	091	16-AUG-14
OMEA Mathematics Test-Elem Algebra	056	16-AUG-14
ORRC Reading-Reading Comprehension	114	16-AUG-14
OWRT Writing Placement	3	21-AUG-14

Requirements: 60%

Bachelor of Arts
Minimum 2.0 GPA Requirement

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

2. Click on **Add Note** and then the notes drop down menu.



The screenshot shows the DegreeWorks interface for a student named 'Sample, Student 1'. The 'Notes' tab is selected in the top navigation bar. The 'Add Note' button is highlighted in the left sidebar. A blue arrow points to the 'Add Note' button. The main content area displays 'Add New Note' and a dropdown menu for selecting a predefined note. A blue arrow points to the dropdown menu.

Add New Note

Click the Save Note button after EACH Note is chosen.

Choose a predefined note from the list below

Save Note Clear

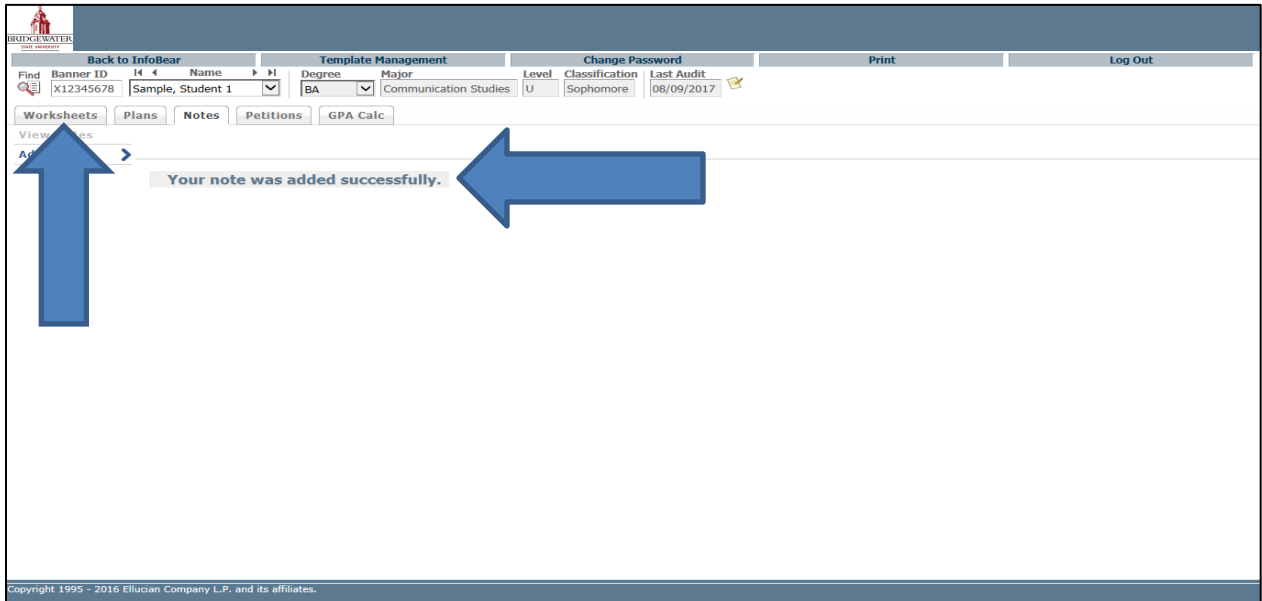
3. Review the list of predefined notes and select an appropriate note. You may also choose to add more than one note.

The screenshot shows the DegreeWorks interface with the 'Notes' dropdown menu open. A blue arrow points to the 'Notes' tab. The dropdown menu lists various predefined notes, including 'Academic Referral - AAC/Tutoring Central', 'Academic Referral - AAC/Academic Coaching', 'Academic Referral - AAC/Accounting & Finance Lab', 'Academic Referral - AAC/Writing Studio', 'Academic Referral - AAC/Math Services', 'Academic Referral - AAC/Communications Lab', 'Academic Referral - AAC/Second Language Services', 'Academic Referral - AAC/Testing Services', 'Academic Referral - Financial Aid Office', 'Academic Referral - Career Services', 'Academic Referral - Internship Program Office', 'Academic Referral - College Dean's Office', 'Academic Referral - Student Accounts', 'Academic Referral - Transfer Central', 'Academic Referral - College of Graduate Studies', 'Academic Referral - Graduate Writing Fellow', 'Academic Referral - Academic Department', 'Academic Referral - Admissions', 'Discussion - Academic and career goals and choice of major.', 'Discussion - Withdrawal process.', 'Discussion - Studying abroad.', 'Discussion - Undergraduate research.', 'Discussion - Academic standing and progress toward degree completion.', 'Discussion - Schedule follow up appointment with advisor.', 'Discussion - Missed advising appointment(s).', 'Discussion - Apply for graduation by the deadline.', 'Discussion - Graduate program course sequence.', 'Discussion - Graduate advisement course registration.', and 'Discussion - Graduate options of thesis, project or comprehensive exam.'

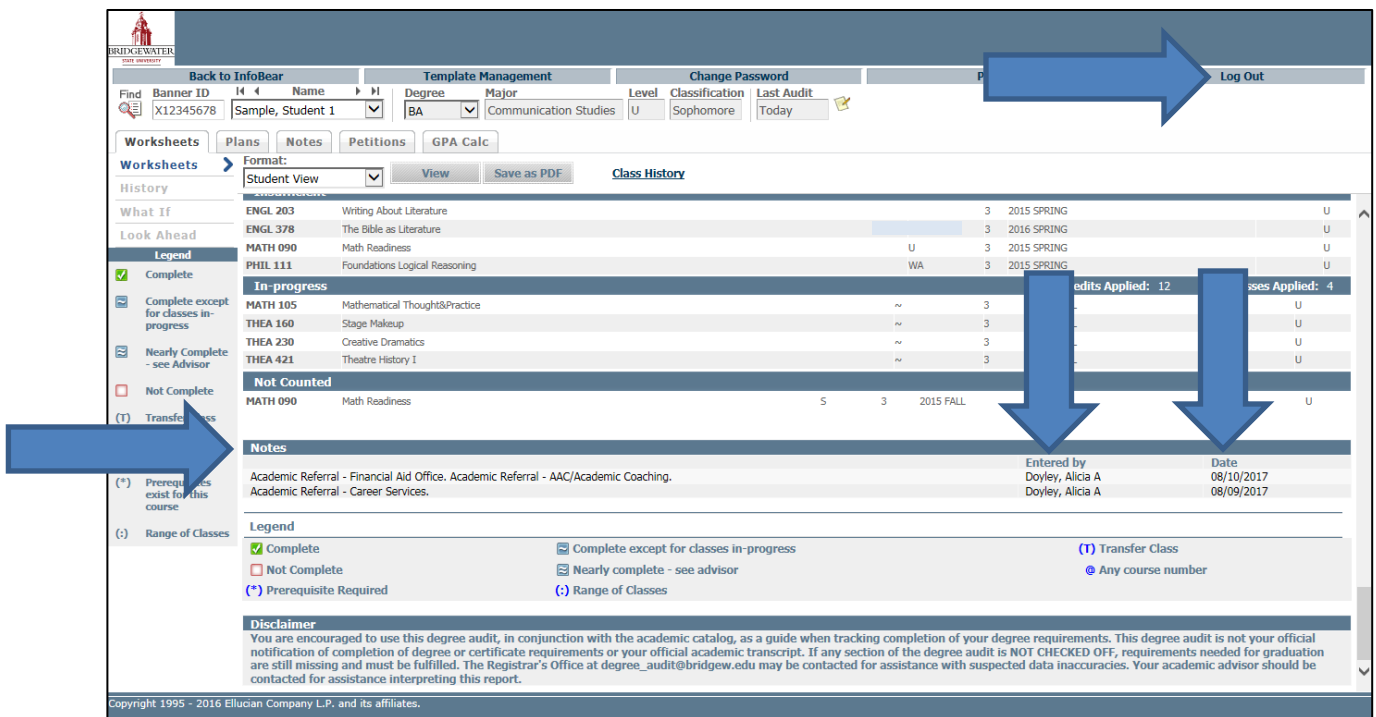
4. After you have selected the appropriate note(s), it will appear in the text box. To delete your selection, click on the **Clear** button. When you are done, click on the **Save Note** button.

The screenshot shows the DegreeWorks interface with the 'Add New Note' dialog box open. A blue arrow points to the 'Add Note' button. The dialog box contains a text box with the selected note: 'Academic Referral - AAC/Academic Coaching. Academic Referral - Financial Aid Office. Academic Referral - AAC/Academic Coaching.' Below the text box are 'Save Note' and 'Clear' buttons. A blue arrow points to the 'Save Note' button, and another blue arrow points to the 'Clear' button.

- Once you receive confirmation that your note(s) has been saved, select the **Worksheets** tab in order to view your note(s) in the degree audit.



- The advising note(s) will appear in the **Notes** section at the bottom of the audit with date and the name of the advisor.



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.