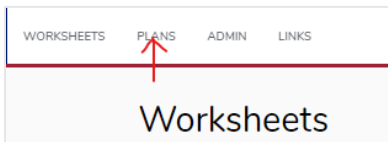


How to Create & Edit Plans in Degree Works (Revised 6/11/21)

How to Access Plans

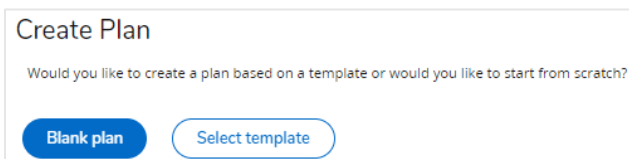
[Log into My Vol State](#) and click on the Degree Works app. Enter student V# or search for student by first/last name.

Click on the Plans link in the top toolbar.



If no plan exists, you can select a pre-made Template or create a Blank plan from scratch.

To edit an existing plan, click on the Description in the Plan List. You can delete a plan from the Plan List using the trashcan icon.

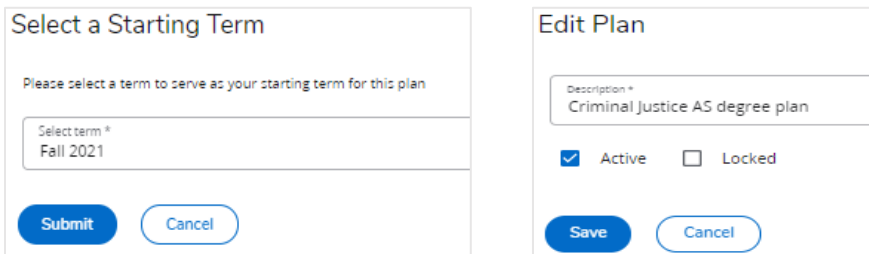


The 'Create Plan' dialog box asks: 'Would you like to create a plan based on a template or would you like to start from scratch?'. It has two buttons: 'Blank plan' and 'Select template'.

Creating a Blank Plan

Select a term to serve as your starting term on this plan and click Submit. Type the program description and check the Active box and click Save. Leave the plan unlocked.

(A Plan must be made Active to connect to Schedule Planner. The locking feature is not currently activated.)



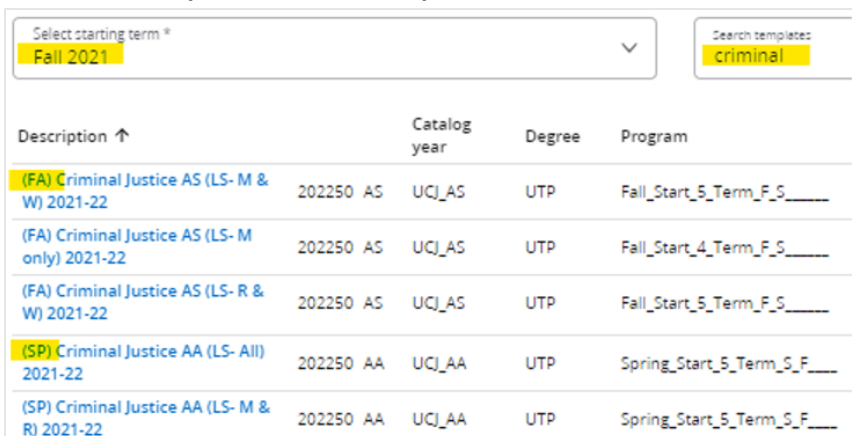
The 'Select a Starting Term' dialog box has a dropdown menu with 'Fall 2021' selected and 'Submit' and 'Cancel' buttons. The 'Edit Plan' dialog box has a text field with 'Criminal Justice AS degree plan', checkboxes for 'Active' (checked) and 'Locked', and 'Save' and 'Cancel' buttons.

Creating a Plan from a Template

Select the starting term for your template. Search by program name.

(FA) Descriptions start with a fall term. (SP) Descriptions start with a spring term.

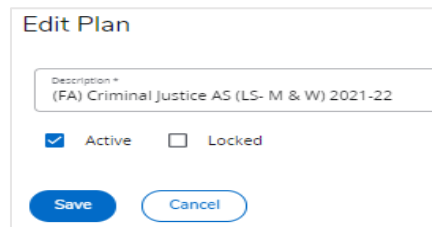
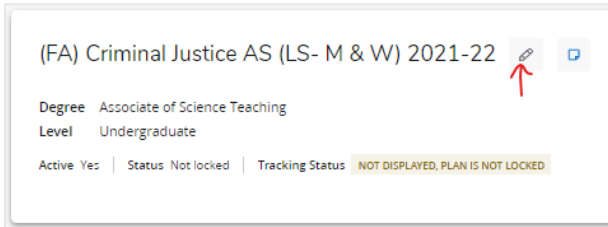
Choose the template based upon learning support or college level placement in Reading, Writing (English), and Math. Click the Description to load a template.



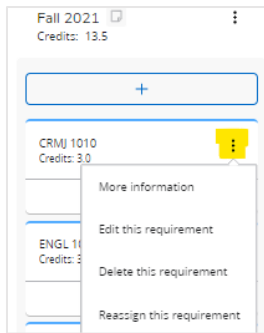
The interface shows a dropdown for 'Select starting term *' with 'Fall 2021' selected and a search box for 'Search templates:' with 'criminal' entered. Below is a table of templates.

Description ↑	Catalog year	Degree	Program
(FA) Criminal Justice AS (LS- M & W) 2021-22	202250 AS	UCJ_AS	UTP
(FA) Criminal Justice AS (LS- M only) 2021-22	202250 AS	UCJ_AS	UTP
(FA) Criminal Justice AS (LS- R & W) 2021-22	202250 AS	UCJ_AS	UTP
(SP) Criminal Justice AA (LS- All) 2021-22	202250 AA	UCJ_AA	UTP
(SP) Criminal Justice AA (LS- M & R) 2021-22	202250 AA	UCJ_AA	UTP

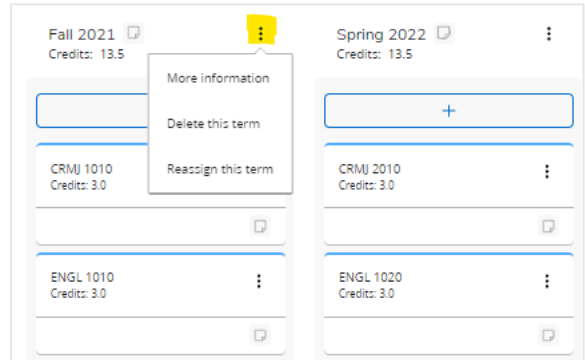
Click the **Edit** pencil icon next to the **Description**. Check the **Active** box and click **Save**. Leave the plan **unlocked**.
 (A Plan must be made Active to connect to Schedule Planner. The locking feature is not currently activated.)



The **3 vertical dots** menu on each requirement gives the option to **Edit, Delete, or Reassign** the requirement to a different term on the template. You can also drag and drop requirements to reassign them to new terms.



The **3 vertical dots** menu on each term gives the option to **Delete or Reassign** the whole term and its contents to a new term.

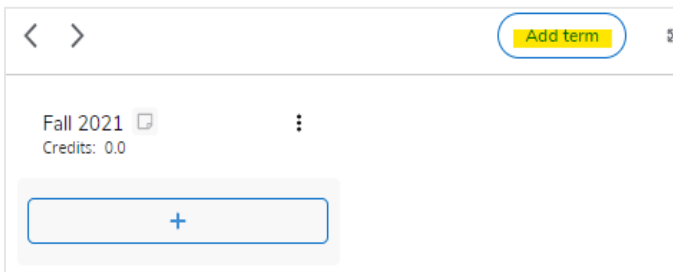


Best practice is to delete any previously completed requirements and for the plan to only include remaining requirements.

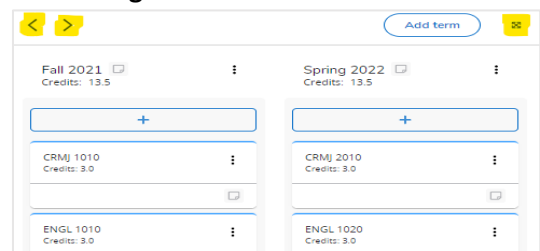
Editing Options

Term Options

Add more terms to a plan with the **Add Term** button.

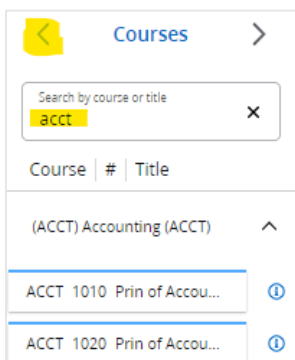


Toggle between terms or use the **maximize** button to enable scrolling across all terms.

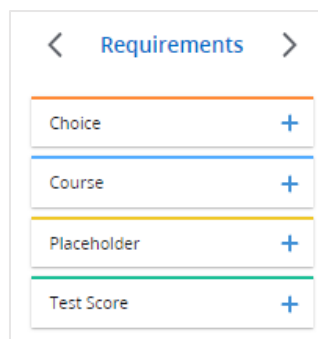


Sidebar Menu Options

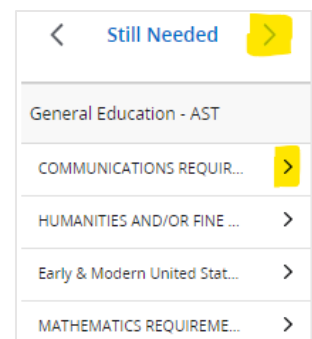
The **left menu** lists all courses by Subject. Drag and drop into the plan.



The **center menu** lists requirement types. Click the + to add a requirement.

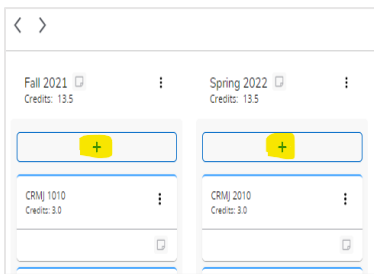


The **right menu** lists courses still needed for the current declared major. Drag and drop into the plan.

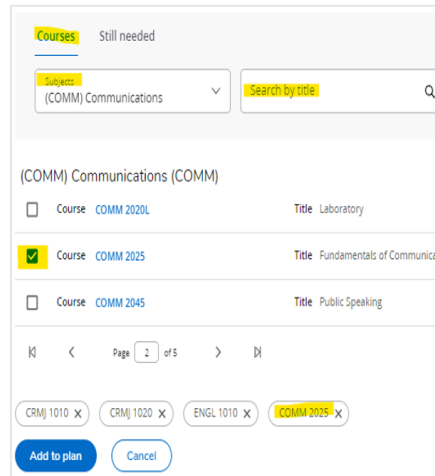


Add Course Drawer Options

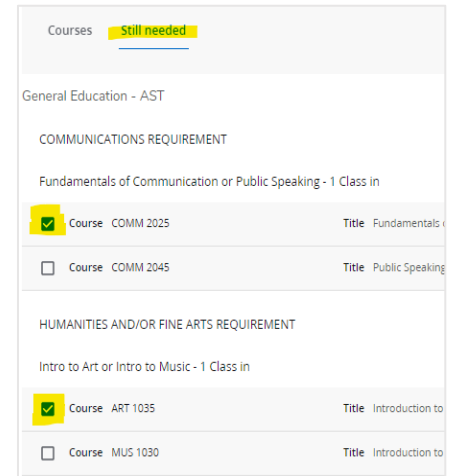
Each term has a course drawer [+] button that allows you to add multiple courses to a term at once.



Use the Course drawer Courses search by Subject or Title.



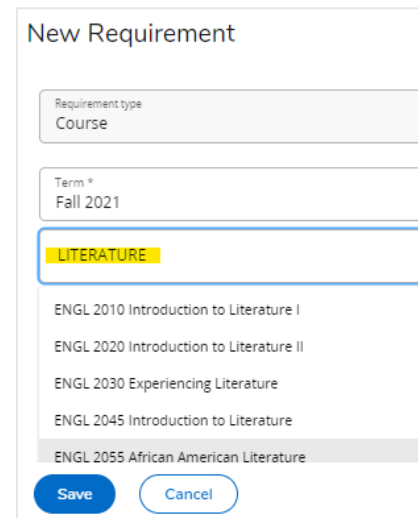
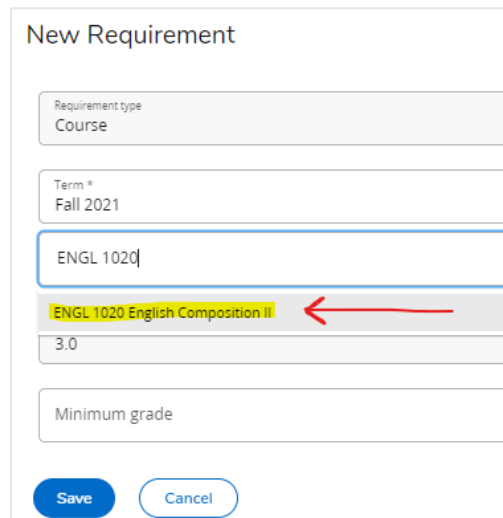
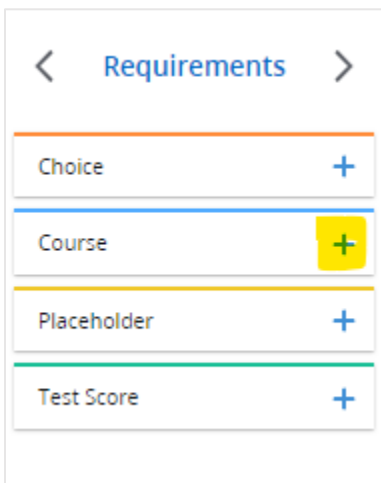
Or search the Still Needed course categories.



Add Course Requirement from Sidebar Menu

Select the term for the course. Type the exact course requirement (ex. ENGL 1020) and **wait** for the course validation to display below the text box. Click on the validated course to add the requirement. Credits will automatically populate.

Or, type part of the title and click on a course from the validated search list.



Other Requirements and Options

Only the blue Course requirements automatically load from the plan to Schedule Planner. Orange Choice and yellow Placeholder requirements do not connect to Schedule Planner but can be used as planning aids.

A blue Note icon indicates a Note is present. Click the icon to read the note for guidance.

