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 (https://launchpad.classlink.com/volstate).

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.



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.)



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.

Select starting term * Fall 2021				 Search templates criminal 		
Description 1		Catalog year	Degree	Program		
(FA) Criminal Justice AS (LS- M & W) 2021-22	202250 AS	UCJ_AS	UTP	Fall_Start_5_Term_F_S		
(FA) Criminal Justice AS (LS- M only) 2021-22	202250 AS	UCJ_AS	UTP	Fall_Start_4_Term_F_S		
(FA) Criminal Justice AS (LS- R & W) 2021-22	202250 AS	UCJ_AS	UTP	Fall_Start_5_Term_F_S		
(SP) Criminal Justice AA (LS- All) 2021-22	202250 AA	UCJ_AA	UTP	Spring_Start_5_Term_S_F		
(SP) Criminal Justice AA (LS- M & R) 2021-22	202250 AA	UCJ_AA	UTP	Spring_Start_5_Term_S_F		

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.)

(EA) Criminal Justice AS (LS, M& M/) 2021 22	Edit Plan
Degree Associate of Science Teaching	(FA) Criminal Justice AS (LS- M & W) 2021-22
Level Undergraduate	Active 🗌 Locked
Active Yes Status Not locked Tracking Status NOT DISPLAYED, PLAN IS NOT LOCKED	
	Save Cancel

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.

Credits: 13.5	More information	Credits: 13.5	
	Delete this term	+	
CRMJ 1010 Credits: 3.0	Reassign this term	CRMJ 2010 Credits: 3.0	
			1
ENGL 1010 Credits: 3.0	:	ENGL 1020 Credits: 3.0	
			(

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.

< >		Add ter	m 🛛
Fall 2021 Credits: 13.5	:	Spring 2022 D Credits: 13.5	:
+		+	
CRMJ 1010 Credits: 3.0	:	CRMJ 2010 Credits: 3.0	:
ENGL 1010 Credits: 3.0	:	ENGL 1020 Credits: 3.0	:

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.

C Requirements	>
Choice	+
Course	+
Placeholder	+
Test Score	+

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

✓ Still Needed	>
General Education - AST	
COMMUNICATIONS REQUIR	>
HUMANITIES AND/OR FINE	>
Early & Modern United Stat	>
MATHEMATICS REQUIREME	>

Add Course Drawer Options

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

>			
Fall 2021 Credits: 13.5	i	Spring 2022 📮 Credits: 13.5	:
+		+	
CRMJ 1010 Credits: 3.0	i	CRMJ 2010 Credits: 3.0	:

Use the Course drawer Courses search by Subject or Title.

Co	urses	Still needed				
(ubjects COMM) (Communications	~	Search b	y title	۵
(CON	1M) Coi	mmunications (CC	DMM)			
	Course	COMM 2020L			Title	Laboratory
	Course	COMM 2025			Title	Fundamentals of Communicati
	Course	COMM 2045			Title	Public Speaking
И	<	Page 2 of 5	>	Ø		
CRMJ	1010 X	CRMJ 1020 X	ENGL 1010	x (0	MM 2	025 x
Add	to plan	Cancel				

Or search the Still Needed course categories.

Courses Still needed	
General Education - AST	
COMMUNICATIONS REQUIREMENT	
Fundamentals of Communication or Public Speaking - 1 Clas	s in
Course COMM 2025 Title	e Fundamentals (
Course COMM 2045 Title	Public Speaking
HUMANITIES AND/OR FINE ARTS REQUIREMENT	
Course ART 1035 Title	Introduction to
Course MUS 1030 Title	Introduction to

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.

	New Requirement	New Requirement
< Requirements >	Requirement type Course	Requirement type Course
Choice +	Term * Fall 2021	Term * Fall 2021
Course +	ENGL 1020	
	ENGL 1020 English Composition II	ENGL 2010 Introduction to Literature I
Placeholder +	3.0	ENGL 2020 Introduction to Literature II
		ENGL 2030 Experiencing Literature
Test Score 🗕	Minimum grade	ENGL 2045 Introduction to Literature
		ENGL 2055 African American Literature
	Save	Save Cancel

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.

CRMJ 1020 Credits: 3.0	÷	Reminder: Submit Graduation Application
		deadline
SOCI 1010	:	
Credits: 3.0	:	@CRMLELECTIVE
		Credits: 3.0
		×,