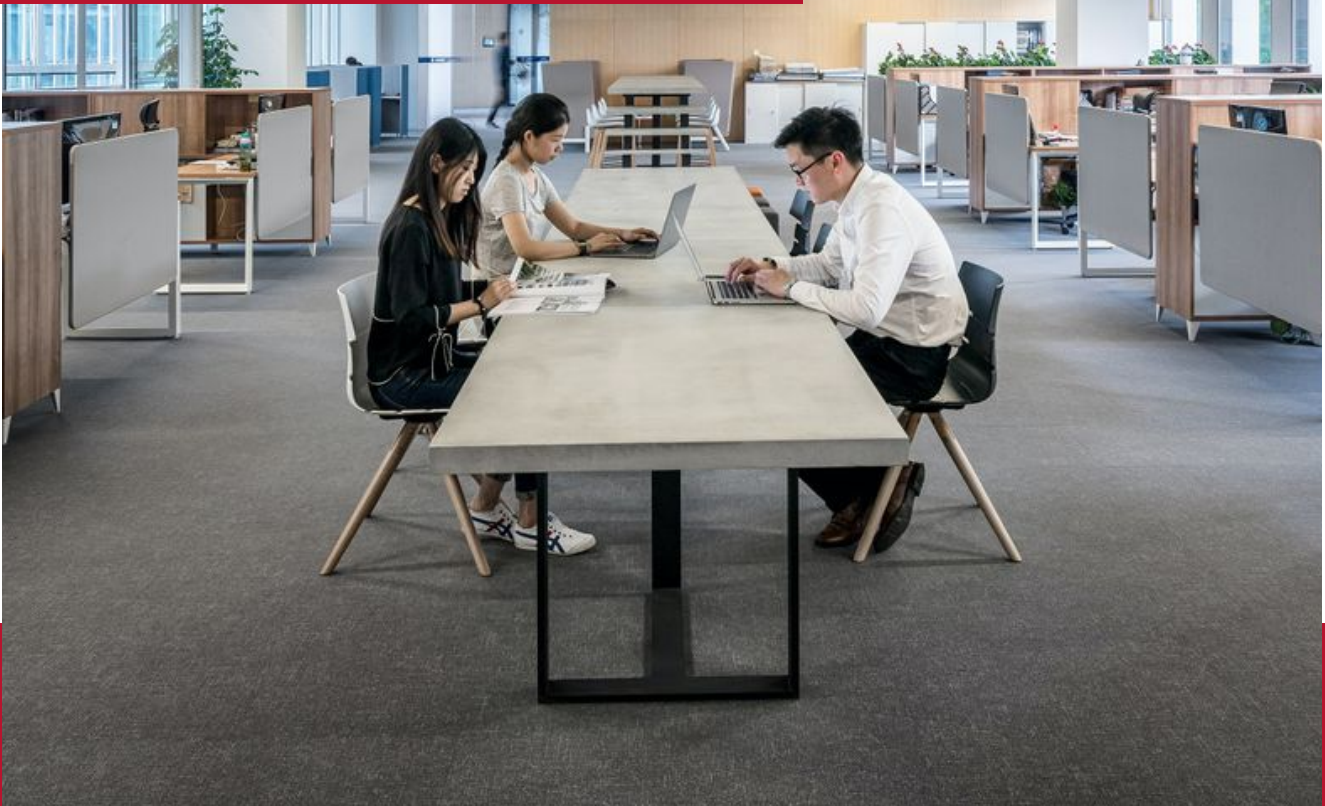
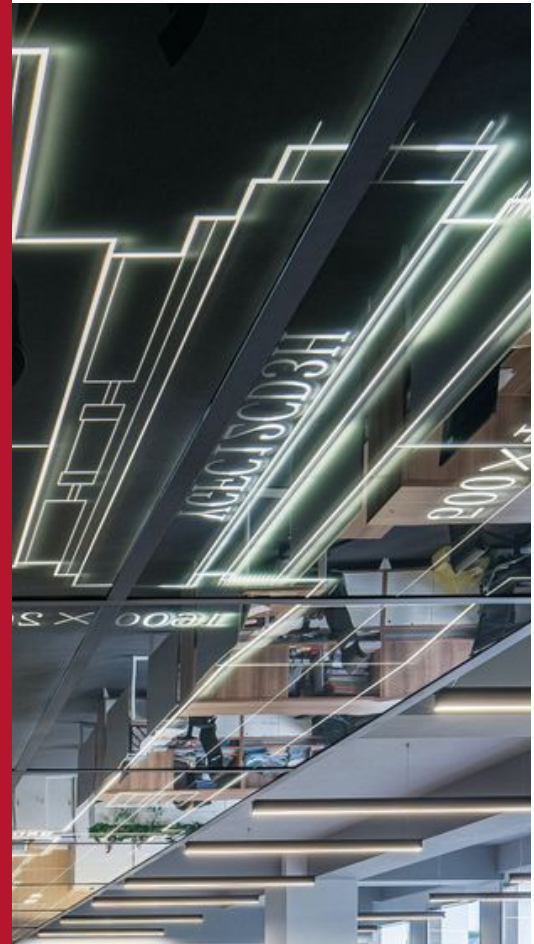


Degree Works Planner – Creating New Plans

Training Manual for Students

Prepared by
The Degree Completion Team



Introduction

The Degree Works Planner is an advising tool that students and advisors can use to map out a clear pathway for timely degree completion. Advising plans created in Degree Works Planner will show students the required courses within their program(s) and a recommended timeline of when they should be completed.

Accessing Degree Works Plans

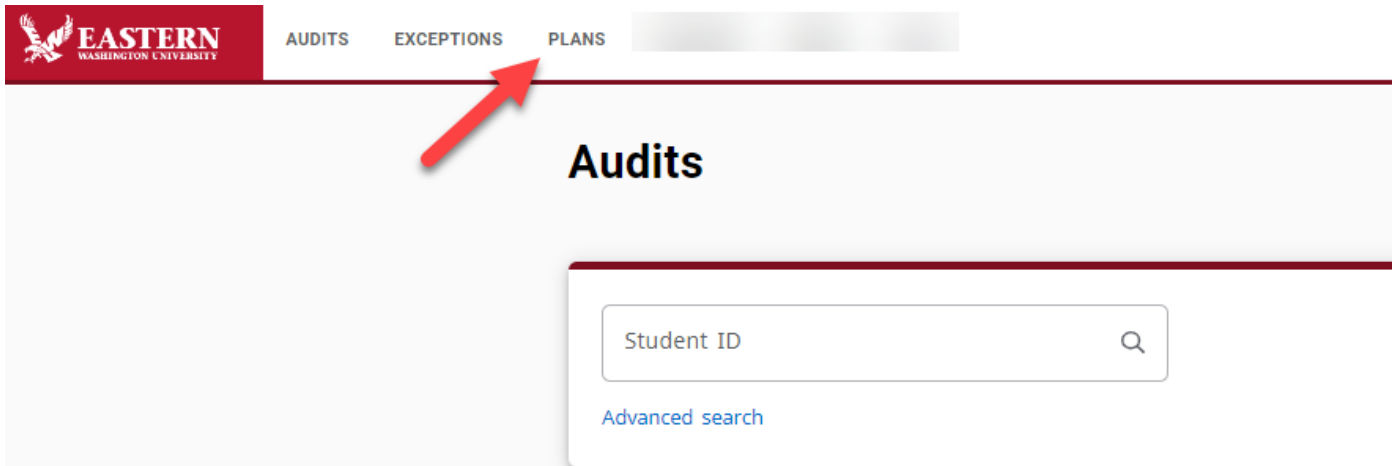
You will need to first access Degree Works

CLICK HERE
TO ACCESS
DEGREE
WORKS



Creating a New Plan

1. After logging into Degree Works, select Plans at the top of the Degree Works Dashboard and type your ID in the search box and hit enter



2. In the Plan List block, you will see any plans that were previously created

The screenshot displays the 'Plans' page in Degree Works. At the top, there is a navigation bar with 'AUDITS', 'EXCEPTIONS', 'PLANS', 'TRANSFER', 'ADMIN', and 'LINKS'. The 'Plans' section includes a search bar with 'Student ID' and 'Name' fields, and a 'Degree' dropdown set to 'MPA-Public Administration'. Below the search bar, there is a summary of the selected plan: Level Graduate - Quarter, Class Graduate Masters, Major Public Administration, Program Master of Public Admin., College Arts, Social Sci. & Humanities, Confidentiality Indicator No, Residency YES, Academic Standing Good Standing, Overall Earned Credits 71, EWU Credits 71, Overall GPA 3.96, Advisor Courtney Jensen, and Additional Support Transfer Student. The 'Plan List' table shows one plan: FA 23 - SP 24 ECON BS - RWise, with columns for Description, Active, Modified, Who, Program, Level, and Status. A 'NEW PLAN' button is visible in the top right corner of the Plan List section. Red arrows point to the 'Plan List' header and the first row of the table.

| Description | Active | Modified ↓ | Who | Program | Level | Status |
|-------------------------------|--------|------------|------------------|-----------|-------|------------|
| FA 23 - SP 24 ECON BS - RWise | No | 06/13/2023 | Wise, Ryan Shane | MPA-PADM1 | GR | Not Locked |

Total results: 1

Page 1 of 1

Creating a New Plan

4. If you want to create a new plan, and click *New Plan*, then *Blank Plan*.

Plans ⋮

Data refreshed 07/17/2023 12:10 AM

Student ID
00628336 ✕

Name
Wise, Ryan Shane

Degree
MPA-Public Administration

[Advanced search](#)

Level Graduate - Quarter **Class** Graduate Masters **Major** Public Administration **Program** Master of Public Admin. **College** Arts, Social Sci. & Humanities

Confidentiality Indicator No **Residency** YES **Academic Standing** Good Standing **Overall Earned Credits** 71 **EWU Credits** 71 **Overall GPA** 3.96

Advisor Courtney Jensen **Additional Support** Transfer Student

Plan List

NEW PLAN

| Description | Active | Modified ↓ | Who | Program | Level | Status | |
|---|--------|------------|------------------|-----------|-------|--------|--|
| FA 23 - SP 24 ECON BS - RWise | Yes | 07/12/2023 | Wise, Ryan Shane | MPA-PADM1 | GR | Locked | |

Total results: 1

Page 1 of 1

Plans ⋮

Data refreshed 07/17/2023 12:10 AM

Student ID
00628336 ✕

Name
Wise, Ryan Shane

Degree
MPA-Public Administration

[Advanced search](#)

Level Graduate - Quarter **Class** Graduate Masters **Major** Public Administration **Program** Master of Public Admin. **College** Arts, Social Sci. & Humanities

Confidentiality Indicator No **Residency** YES **Academic Standing** Good Standing **Overall Earned Credits** 71 **EWU Credits** 71 **Overall GPA** 3.96

Advisor Courtney Jensen

Plan List

NEW PLAN

| Description | Active | Modified ↓ | Who | Program | Level | Status | |
|---|--------|------------|------------------|-----------|-------|--------|--|
| FA 23 - SP 24 ECON BS - RWise | Yes | 07/12/2023 | Wise, Ryan Shane | MPA-PADM1 | GR | Locked | |

Total results: 1

Page 1 of 1

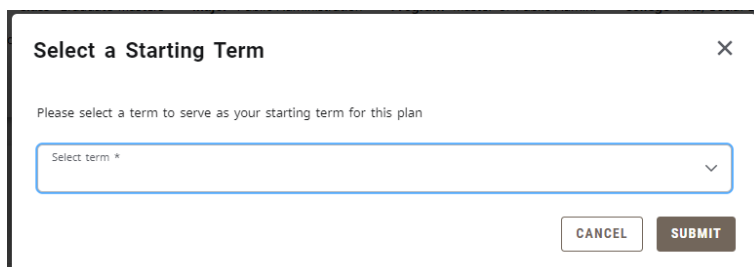
Create Plan

Would you like to create a plan based on a template or would you like to start from scratch?

SELECT TEMPLATEBLANK PLAN

Creating a New Plan

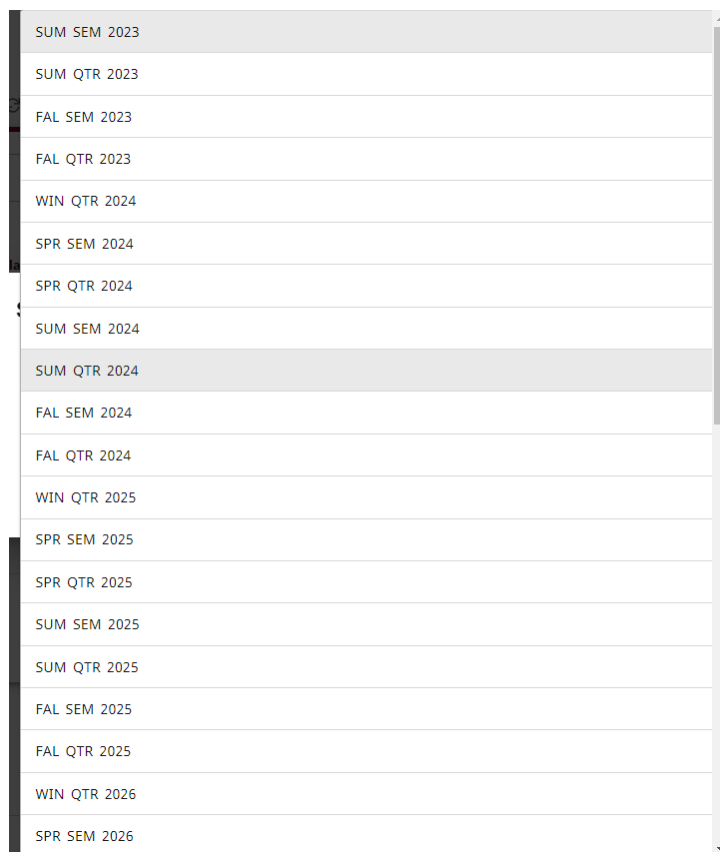
5. Select the Start Term from the dropdown list. Please note that there are both Semesters and Quarters on the list, make sure you choose the appropriate term.



Select a Starting Term ×

Please select a term to serve as your starting term for this plan

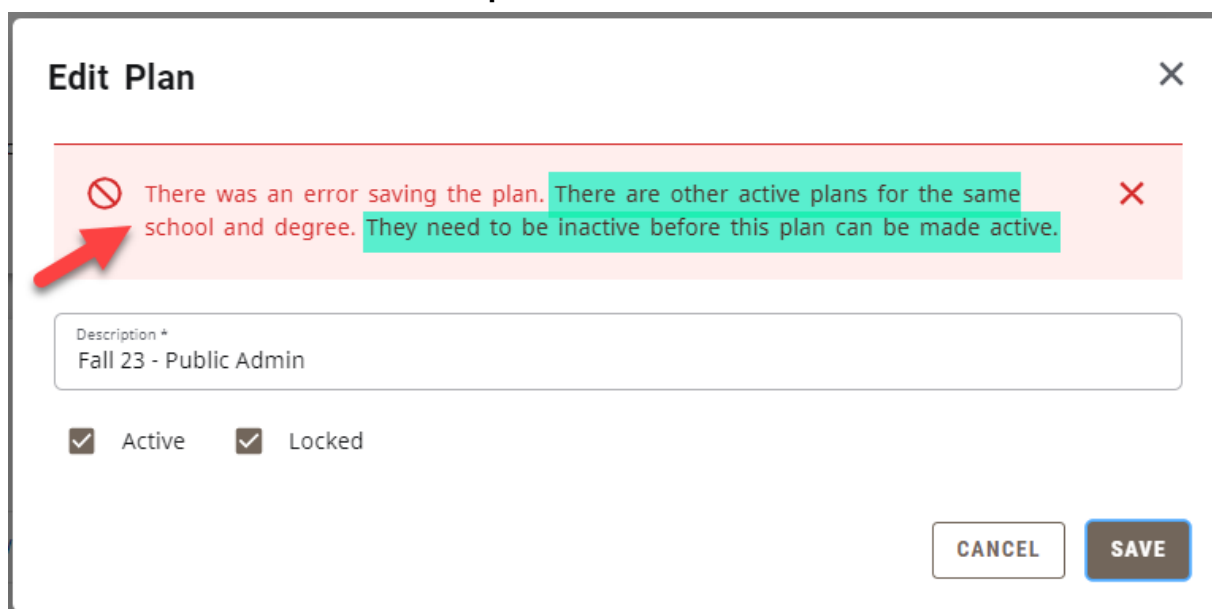
Select term *




| |
|--------------|
| SUM SEM 2023 |
| SUM QTR 2023 |
| FAL SEM 2023 |
| FAL QTR 2023 |
| WIN QTR 2024 |
| SPR SEM 2024 |
| SPR QTR 2024 |
| SUM SEM 2024 |
| SUM QTR 2024 |
| FAL SEM 2024 |
| FAL QTR 2024 |
| WIN QTR 2025 |
| SPR SEM 2025 |
| SPR QTR 2025 |
| SUM SEM 2025 |
| SUM QTR 2025 |
| FAL SEM 2025 |
| FAL QTR 2025 |
| WIN QTR 2026 |
| SPR SEM 2026 |

6. After you choose the starting term click the *Submit* button.

7. You may get an error message indicating that another plan is "Active". If this is the case, you will need to inactivate the old plan. Please continue to step 8.



Edit Plan ×

 There was an error saving the plan. There are other active plans for the same school and degree. They need to be inactive before this plan can be made active. ×

Description *

Fall 23 - Public Admin

Active Locked

Creating a New Plan

8. Check to see which plan is Active from the plan list and then click the Description Title to edit it.

Plan List

| Description | Active | Modified ↓ | Who | Program | Level | Status | |
|--|--------|------------|------------------|-----------|-------|--------|--|
| FA 23 - SP 24 ECON BS - RWis | Yes | 07/12/2023 | Wise, Ryan Shane | MPA-PADM1 | GR | Locked | |

Total results: 1

Page 1 of 1

9. In the 2nd box, find and click the pencil next to the Plan Title to edit the Active Status.

Plans

Data refreshed 07/17/2023 12:10 AM

Student ID: 00628336 | Name: Wise, Ryan Shane | Degree: MPA-Public Administration

Advanced search

Level: Graduate - Quarter | Class: Graduate Masters | Major: Public Administration | Program: Master of Public Admin. | College: Arts, Social Sci. & Humanities

Confidentiality Indicator: No | Residency: YES | Academic Standing: Good Standing | Overall Earned Credits: 71 | EWU Credits: 71 | Overall GPA: 3.96

Advisor: Courtney Jensen | Additional Support: Transfer Student

FA 23 - SP 24 ECON BS - RWis

Program: MPA-Public Administration
Level: Graduate - Quarter
Total planned credits: 17
Active: Yes | Status: Locked | Tracking Status: NOT EVALUATED

PLAN LIST NEW PLAN

10. Then you will want to un-check the Active box so that it is blank and then click Save.

Edit Plan

Description *

FA 23 - SP 24 ECON BS - RWis

Active Locked

CANCEL SAVE

Creating a New Plan

11. Then it will bring you back to the Plan. You will want to find the *Plan List* button on the top right and click it.

Data refreshed 07/18/2023 12:09 AM

Student ID
00628336 ×

Name
Wise, Ryan Shane

Degree
MPA-Public Administration

[Advanced search](#)

Level Graduate - Quarter **Class** Graduate Masters **Major** Public Administration **Program** Master of Public Admin. **College** Arts, Social Sci. & Humanities

Confidentiality Indicator No **Residency** YES **Academic Standing** Good Standing **Overall Earned Credits** 71 **EWU Credits** 71 **Overall GPA** 3.96

Advisor Courtney Jensen **Additional Support** Transfer Student

Fall 23 Public Administration - Rwise

Program MPA-Public Administration

Level Graduate - Quarter

Total planned credits 0

Active Yes | **Status** Locked | **Tracking Status** NOT EVALUATED

PLAN LIST
NEW PLAN

12. This will bring you back to where you can create a new plan (steps 4-7, but now you won't get the error).

Plans ⋮

Data refreshed 07/17/2023 12:10 AM

Student ID
00628336 ×

Name
Wise, Ryan Shane

Degree
MPA-Public Administration

[Advanced search](#)

Level Graduate - Quarter **Class** Graduate Masters **Major** Public Administration **Program** Master of Public Admin. **College** Arts, Social Sci. & Humanities

Confidentiality Indicator No **Residency** YES **Academic Standing** Good Standing **Overall Earned Credits** 71 **EWU Credits** 71 **Overall GPA** 3.96

Advisor Courtney Jensen **Additional Support** Transfer Student

Plan List NEW PLAN

| Description | Active | Modified ↓ | Who | Program | Level | Status | |
|-------------------------------|--------|------------|------------------|-----------|-------|--------|--|
| FA 23 - SP 24 ECON BS - Rwise | Yes | 07/12/2023 | Wise, Ryan Shane | MPA-PADM1 | GR | Locked | |

Total results: 1 ⏪ < Page 1 of 1 > ⏩

Creating a New Plan

13. You will now be able to begin creating your Long-Term Plan. Scroll down until you see the *Term*, *Add Term*, and *Still Needed* areas.

Fall 23 Public Administration - Rwise ✎ 📄 PLAN LIST NEW PLAN

Program MPA-Public Administration
Level Graduate - Quarter
Total planned credits 0
Active Yes | **Status** Locked | **Tracking Status** NOT EVALUATED

Last updated: Wise, Ryan Shane on 07/17/2023
[Audit](#) [What-If](#) [Delete plan](#) [Save as copy](#) [Create block](#)

Still Needed

Public Administration, Master ...

REQUIRED COURSES (40 Cr... >

REQUIRED ELECTIVES OPTI... >

FAL QTR 2023 📄
 Credits: 0

+

ADD TERM ⌵

14. You can add in as many terms as you need to plan your time here at EWU. The arrows will move you to the hidden terms you've added by clicking the right/left buttons.

Still Needed

Public Administration, Master ...

REQUIRED COURSES (40 Cr... >

REQUIRED ELECTIVES OPTI... >

FAL QTR 2023 📄 Credits: 0

WIN QTR 2024 📄 Credits: 0

SPR QTR 2024 📄 Credits: 0

+

+

+

ADD TERM ⌵

Still Needed

Public Administration, Master ...

REQUIRED COURSES (40 Cr... >

REQUIRED ELECTIVES OPTI... >

WIN QTR 2024 📄 Credits: 0

SPR QTR 2024 📄 Credits: 0

FAL QTR 2024 📄 Credits: 0

+

+

+

ADD TERM ⌵

Creating a New Plan

15. On the left, you'll see a list of *Still Needed* options. This directly relates to your Degree Audit. Click on the arrows to open up the options for that requirement. You can drag and drop the requirements into the terms.

Last updated: Wise, Ryan Shane on 07/17/2023
 Audit What-If Delete plan Save as copy Create block

Still Needed

Public Administration, Master ...

REQUIRED COURSES (40 Cr...)

REQUIRED ELECTIVES OPTI...

FAL QTR 2023 Credits: 0

WIN QTR 2024 Credits: 0

SPR QTR 2024 Credits: 0

Still Needed

Public Administration, Master ...

All / REQUIRED COURSES (40 Credits) / PUBLIC ADM RESEARCH APPROACHES

5 Credits in

PADM 501 PUBLIC AD...

Click and Hold, Drag, and Release

FAL QTR 2023 Credits: 0

WIN QTR 2024 Credits: 0

SPR QTR 2024 Credits: 0

Still Needed

Public Administration, Master ...

All / REQUIRED COURSES (40 Credits)

FOUNDATIONS OF PUBLIC ...

PUBLIC POLICY ANALYSIS

PUBLIC PERSONNEL ADM

PUBLIC ORGANIZATIONAL ...

PUBLIC PLANNING & BUD...

ADMIN LAW & REGULATION

MPA CAPSTONE

FAL QTR 2023 Credits: 5

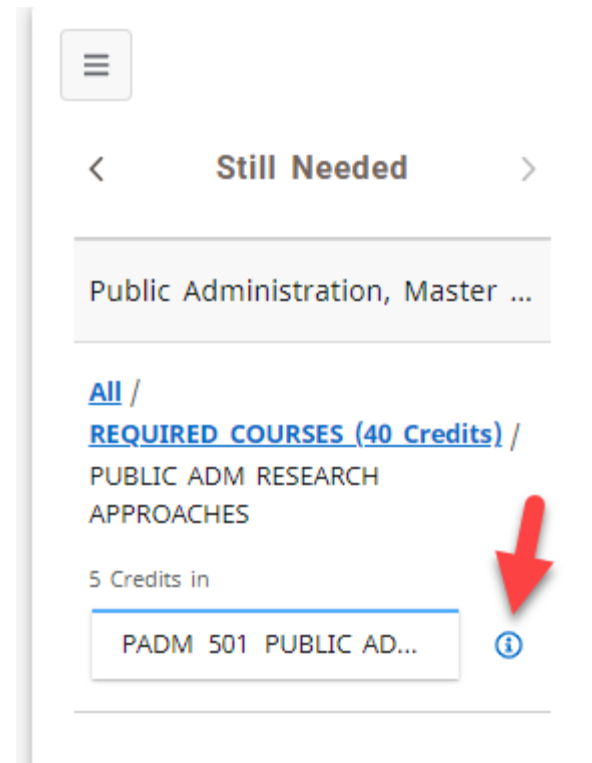
WIN QTR 2024 Credits: 0

SPR QTR 2024 Credits: 0

PADM 501 Credits: 5

Creating a New Plan

16. Now as you are building your schedule, you can check to see if the course is being offered in the next term by clicking the little "i" button next to the course.



17. Doing this will open up the *Course Information* box which will inform you of the details of the course. If the course is being offered, you'll see the term information.

Course Information ×

PADM 501 - 5 Credits - PUBLIC ADM RESEARCH APPROACHES

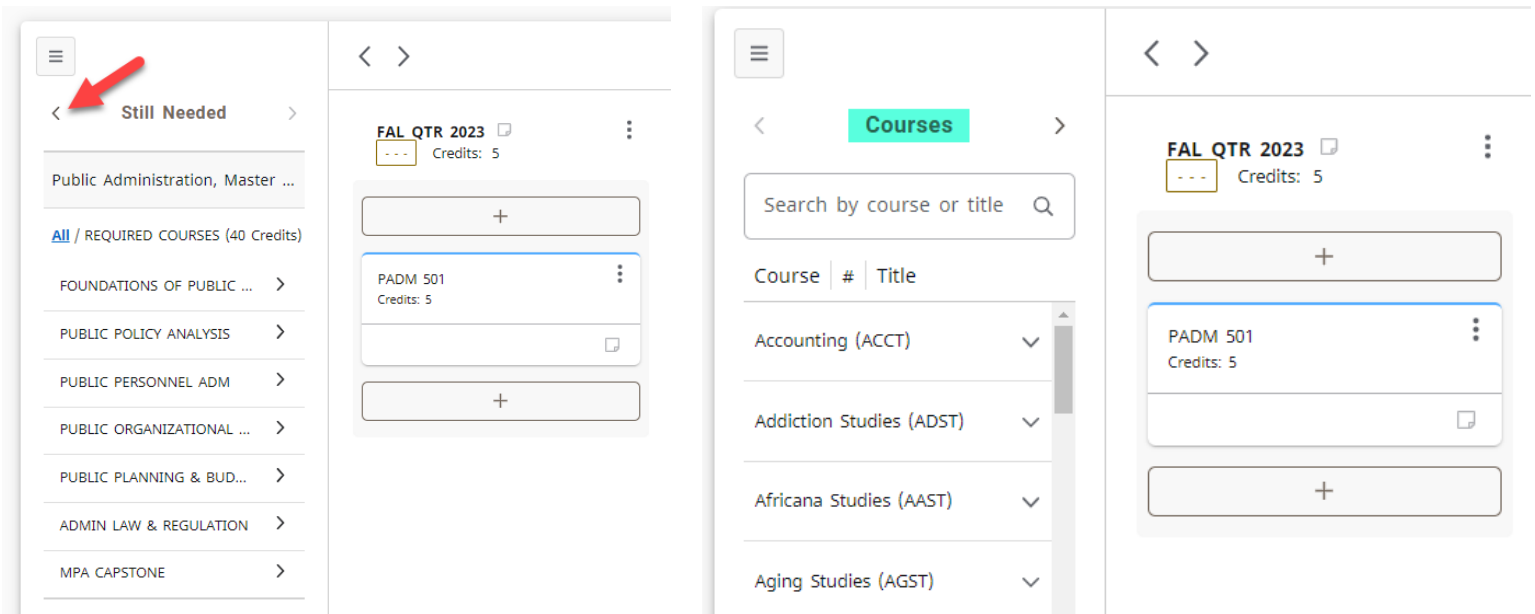
Note: this course should be taken the 1st or 2nd quarter in the program. Assists the student in developing research designs, as well as developing skills in locating, obtaining and assembling information pertinent to public administration. The course explores various approaches to research found in public administration literature. An overview of quantitative, qualitative and mixed methods, including interviews, surveys, case studies, field research, and statistical analysis.

Sections:

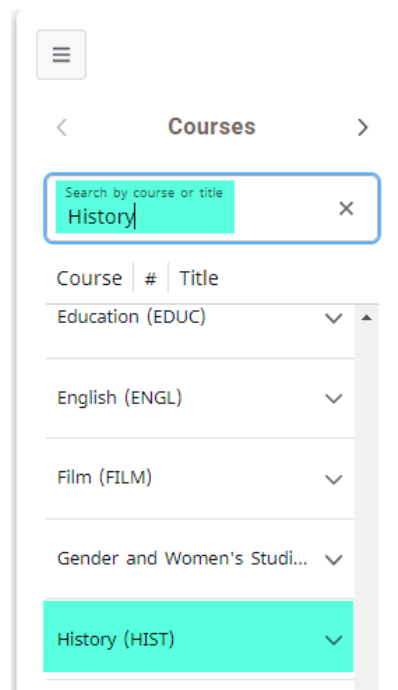
| Term | CRN | Section | Seats open | Meeting times |
|--------------|-------|---------|----------------|----------------------|
| FAL QTR 2023 | 15611 | 040 | 17 (out of 20) | Th 05:30pm - 10:20pm |

Creating a New Plan

18. You'll be able to plan all of the required courses for each term. However, if you need to search for a class that does not show up in the major or general education courses (or if you are undeclared), you will need to do the search function. Click the arrow on the left hand side of *Still Needed* until you get to *Courses*.

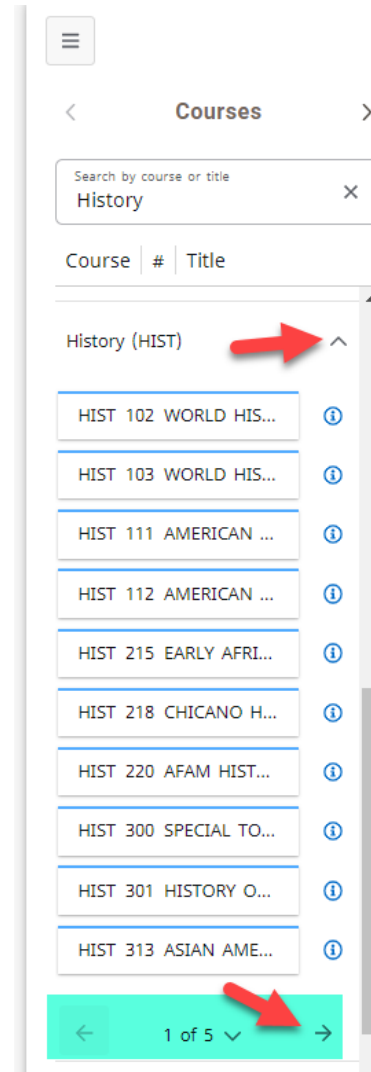


19. Then you can type the subject into the search bar (don't use the number as it won't pull up the course). For example, I'll be using History to demonstrate this. I'll be looking for History 389.



Creating a New Plan

20. You'll may need to scroll down to find the subject, but once you find it, click the arrow next to it. This will open up the subject with every available course from the catalog.



21. The courses will go in an ascending value. Click the arrow next to the pages to flip to the next set of courses until you find the one you are looking for.

