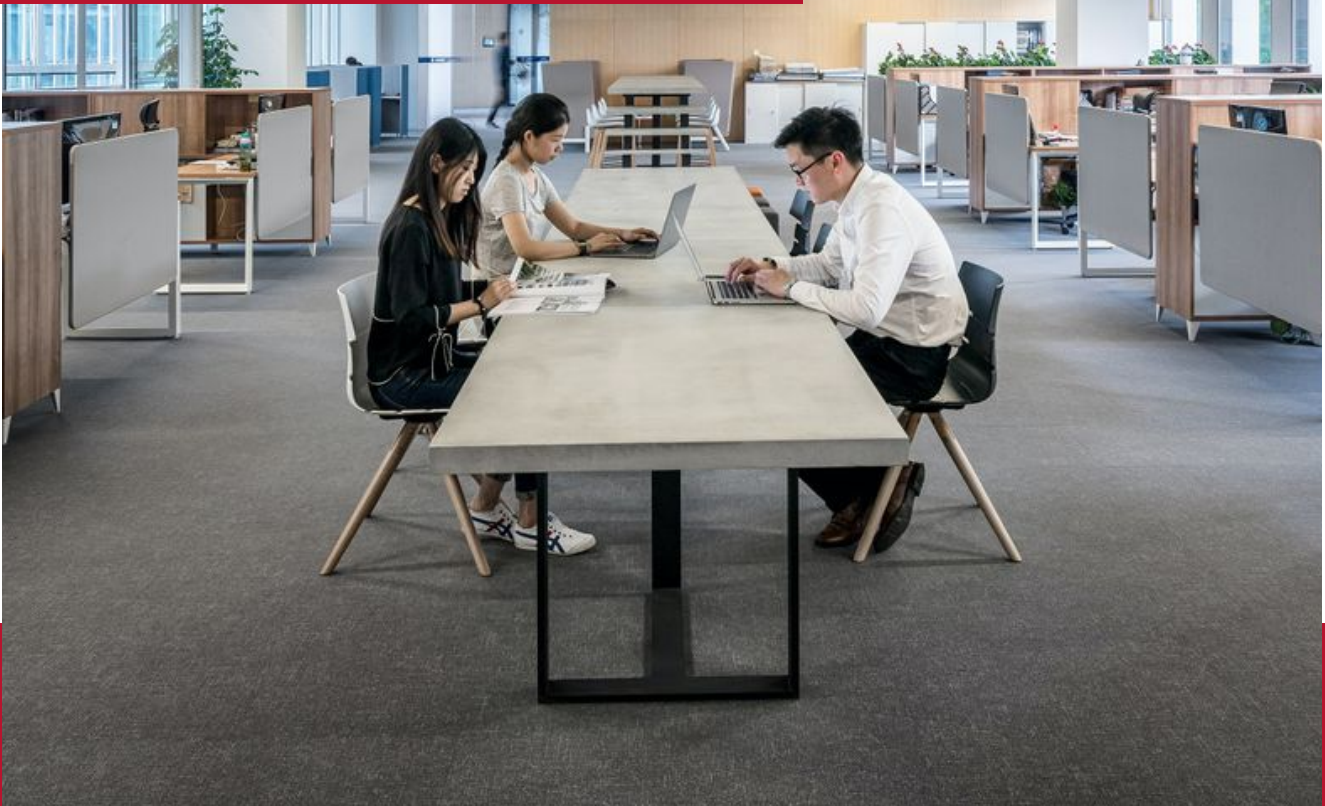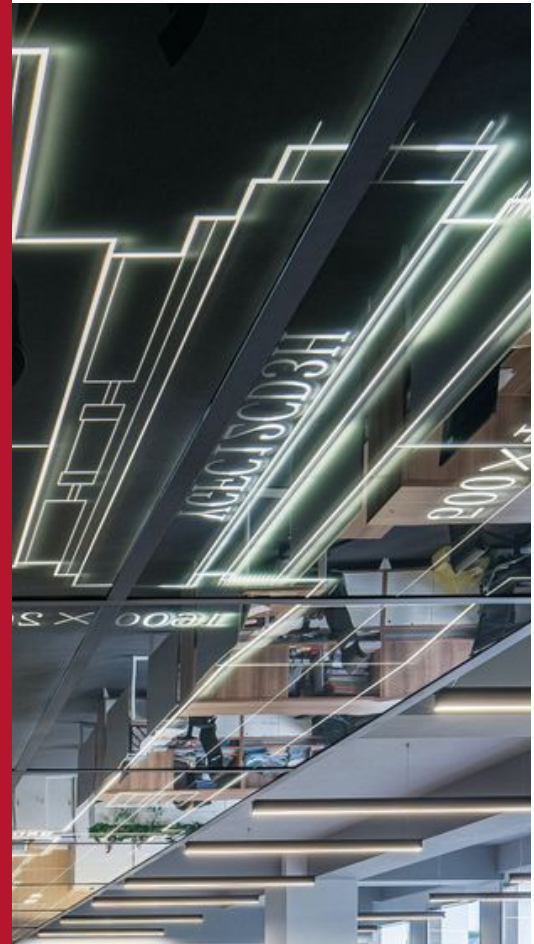# Degree Works Planner – Creating New Plans

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.
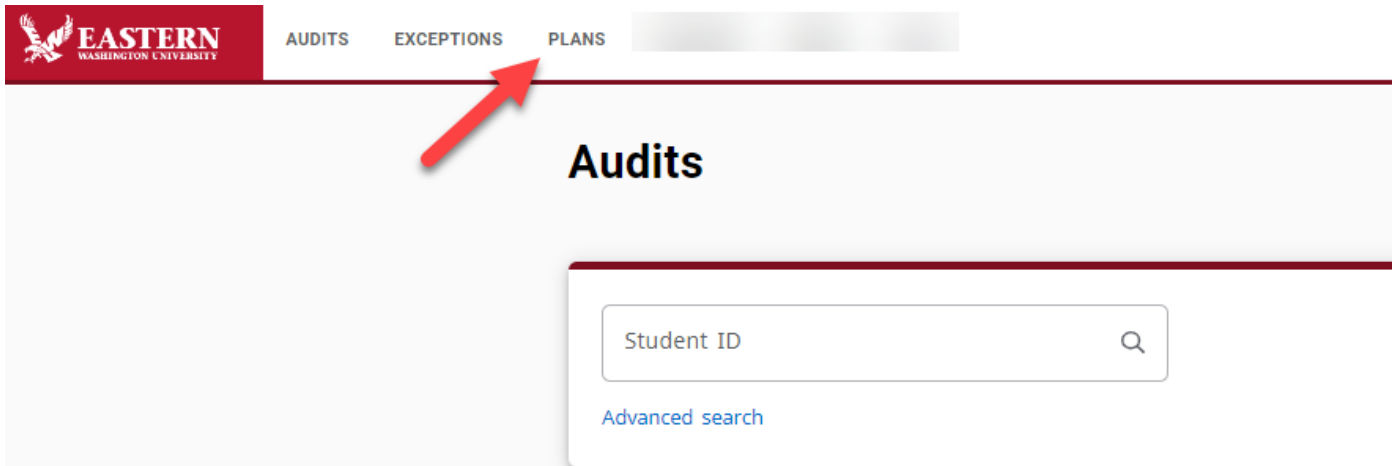
Accessing Degree Works Plans

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

Creating a New Plan

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

CANCEL SUBMIT
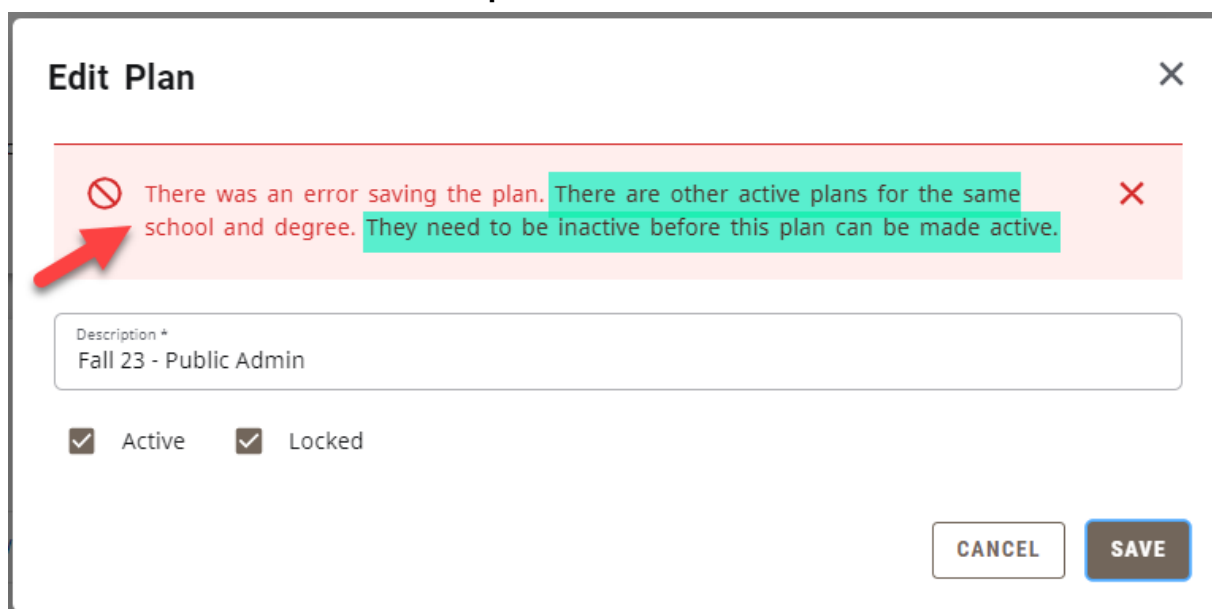
SUM SEM 2023
SUM QTR 2023
FAL SEM 2023
FAL QTR 2023
WIN QTR 2024
SPR SEM 2024
SPR QTR 2024
SUM SEM 2024
SUM QTR 2024
FAL SEM 2024
FAL QTR 2024
WIN QTR 2025
SPR SEM 2025
SPR QTR 2025
SUM SEM 2025
SUM QTR 2025
FAL SEM 2025
FAL QTR 2025
WIN QTR 2026
SPR SEM 2026

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

CANCEL SAVE

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

NEW PLAN

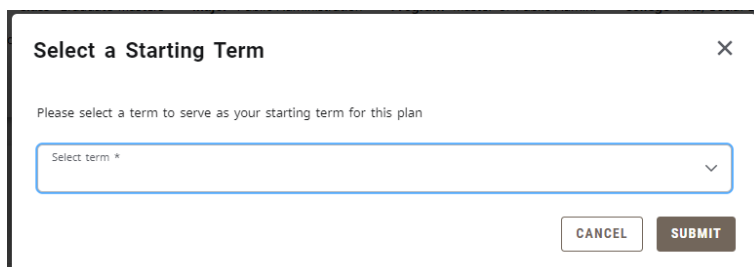| Description	Active	Modified ↓	Who	Program	Level	Status	
FA 23 - SP 24 ECON BS - RWise	Yes	07/12/2023	Wise, Ryan Shane	MPA-PADM1	GR	Locked	🗑

Total results: 1   ⟥   <   Page [1] of 1   >   ⟤

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	Name	Degree
00628336 ✕	Wise, Ryan Shane	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 - RWise ✏ ☐

PLAN LIST   NEW PLAN

Program MPA-Public Administration
Level Graduate - Quarter

Total planned credits 17

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

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 - RWise

☑ 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.

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).

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.

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.

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.

Click and Hold, Drag, and Release

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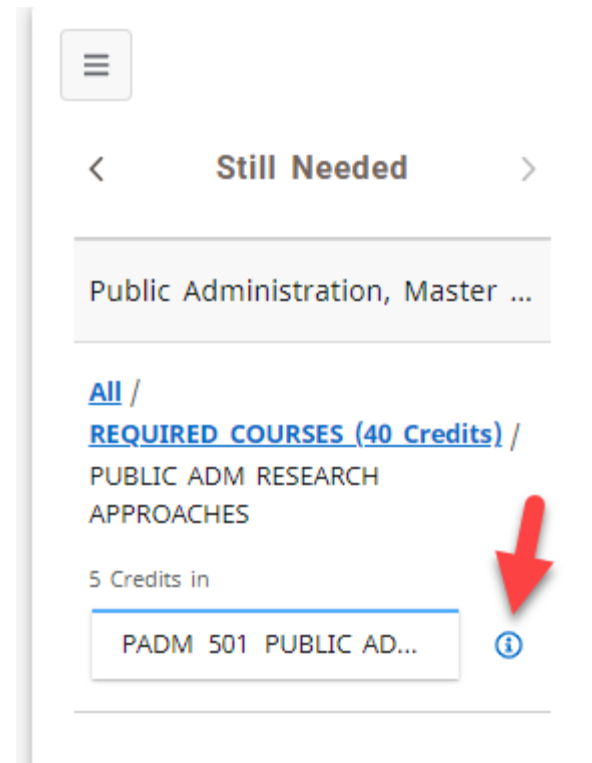
17. Doing this will open up the *Course Information* box which will inform you of the details of the course. If the course is being offered, you'll see the term information.

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._
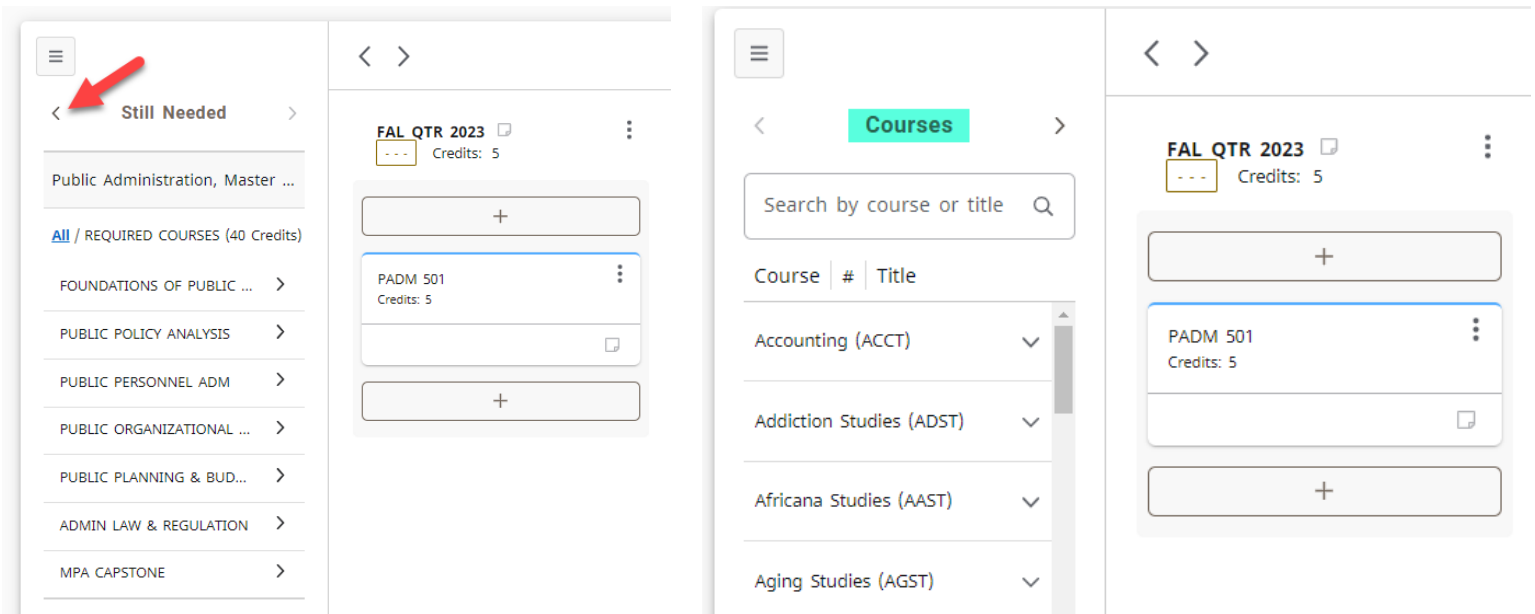

19. Then you can type the subject into the search bar (don't use the number as it won't pull up the course). For example, I'll be using History to demonstrate this. I'll be looking for History 389.
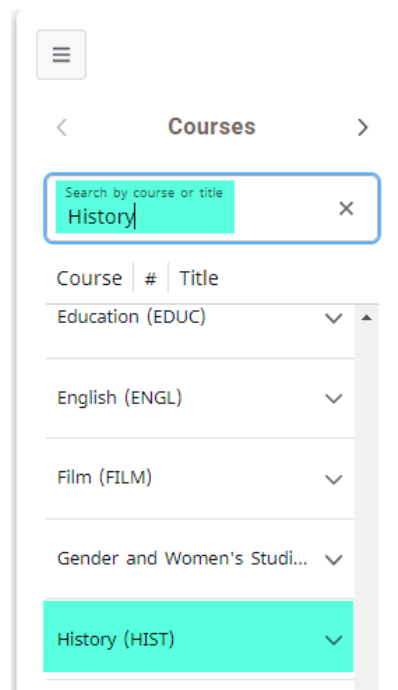
Creating a New Plan

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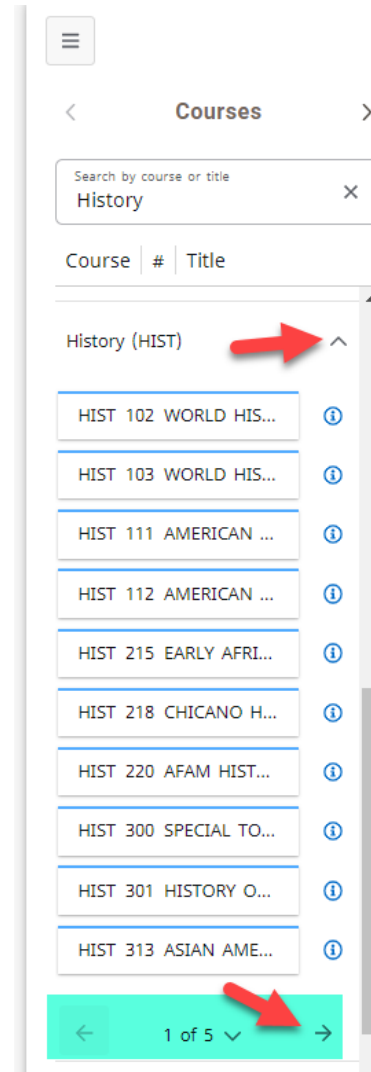
21. The courses will go in an acending value. Click the arrow next to the pages to flip to the next set of courses until you find the one you are looking for.