



Graduate Training Guide

Faculty/Staff

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The Graduate School

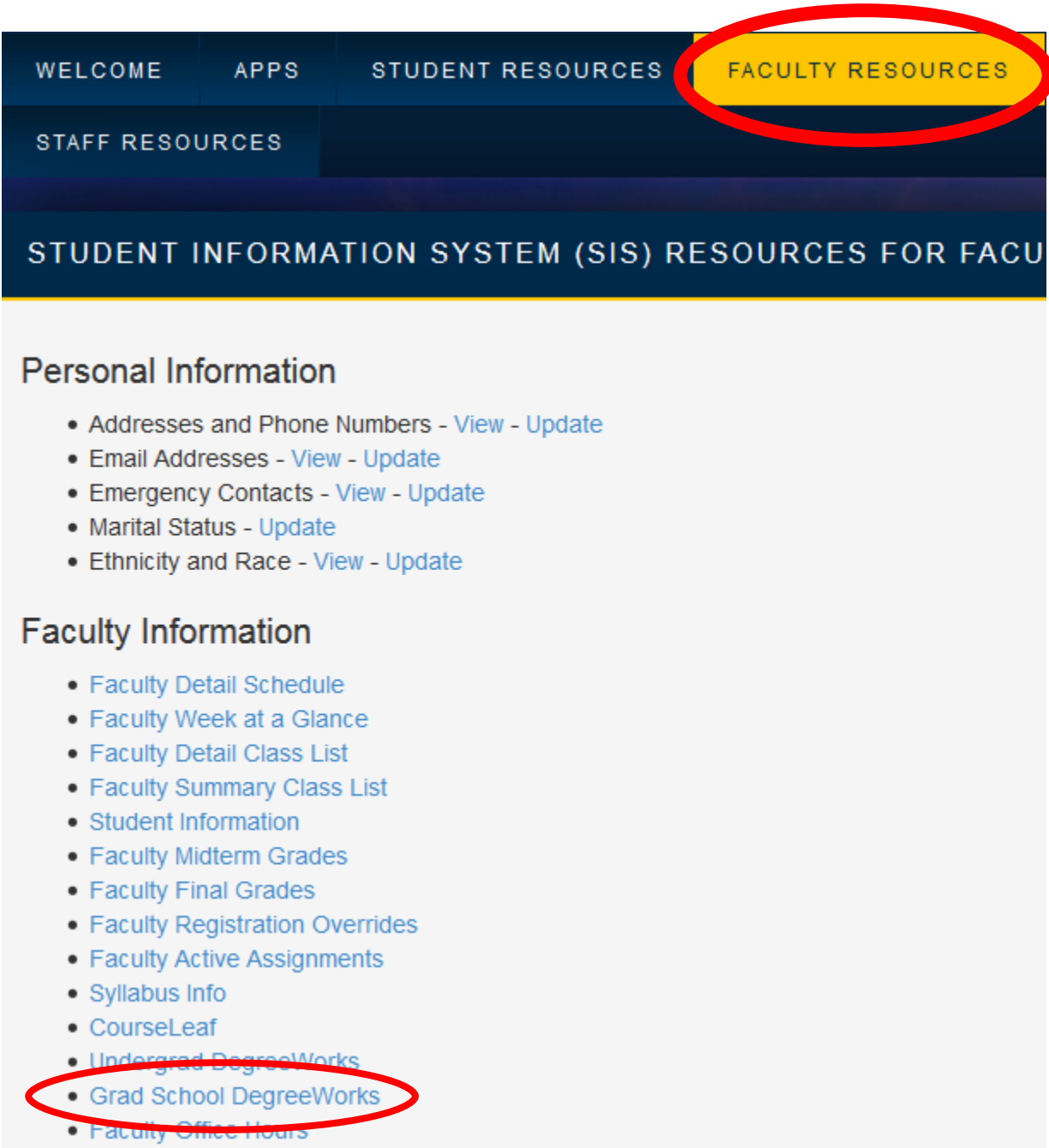
October 2021

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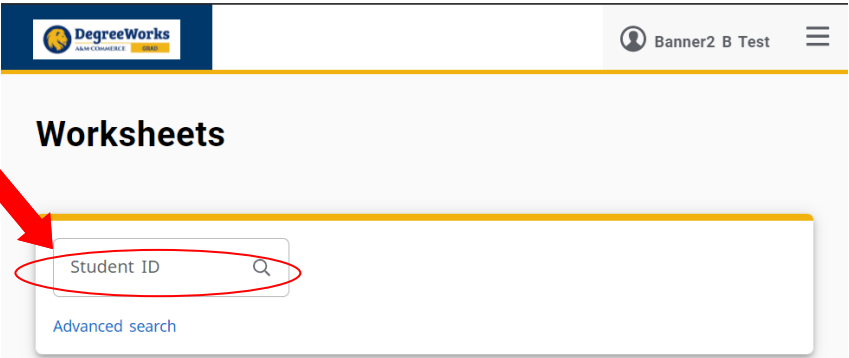
Accessing DegreeWorks

1. Go to A&M-Commerce home page and login to “myLEO”
2. Select the **Faculty Resources** Tab
3. Select **Grad School DegreeWorks**



Accessing DegreeWorks

4. Enter the **Student ID** (CWID) for the student on which you are working
5. Hit **ENTER**



The screenshot shows the DegreeWorks interface. At the top, there is a header with the DegreeWorks logo on the left and a user profile labeled "Banner2 B Test" on the right. Below the header, the word "Worksheets" is displayed in a large, bold font. Underneath "Worksheets", there is a search bar with the placeholder text "Student ID" and a magnifying glass icon. A red arrow points to the search bar, and a red oval highlights the text "Student ID". Below the search bar, there is a link labeled "Advanced search".

Basic Worksheet Features

Banner2 B Test

Worksheets

Data refreshed 10/18/2021 9:11 AM 

Student ID
36871215

Name
Test, Banner2 B

Degree
MSA-Master of Science in Account

[Advanced search](#)

Level Graduate **Classification** Master Student **Major** Accounting **Program** MSA-Accounting

College Business **Advisors** Henderson, Natalie|Natalie.Henderson@tamuc.edu, Lufkin, Louis|Louis.Lufkin@tamuc.edu

Graduate Enrollment Specialist Lufkin, Louis|Louis.Lufkin@tamuc.edu **Transfer Hours** 9

Academic Standing Good Standing **Registration Holds** FR

Academic

What-If

View historic audit
09/10/2021 at 11:...

Format
Student View

Degree progress

0%0%

RequirementsCredits

Overall GPA

0.00

☒ In-progress classes

☒ Preregistered classes

PROCESS NEW

1. **Academic Audit:** Shows the information for the student.
2. **Process New:** Acts as a Page Refresh, if you make any changes that may affect DegreeWorks and want to see them reflected on the degree evaluation, select Process New (i.e. Entering a Note)
3. **Refresh Button:**  Use this button to import new information from Banner into DegreeWorks. Remember, once you “refresh” you will need to “Process New” to view an updated audit.

Basic Worksheet Features

The screenshot shows the DegreeWorks Basic Worksheet interface. At the top left is the DegreeWorks logo. At the top right is the user profile 'Banner2 B Test' and a menu icon. The main heading is 'Worksheets'. Below it, a status bar says 'Data refreshed 10/18/2021 9:11 AM' with a refresh icon. The student information section includes fields for Student ID (36871215), Name (Test, Banner2 B), and Degree (MSA-Master of Science in Accounting). Below this is an 'Advanced search' section with filters for Level (Graduate), Classification (Master Student), Major (Accounting), Program (MSA-Accounting), College (Business), Advisors (Henderson, Natalie), Graduate Enrollment Specialist (Lufkin, Louis), Transfer Hours (9), Academic Standing (Good Standing), and Registration Holds (FR). A dropdown menu is open on the right, showing options: Class History, Petitions, and Notes. Below the student information, there are tabs for 'Academic' and 'What-If', with 'What-If' circled in red. To the right of the tabs is a 'View historic audit' button showing '09/10/2021 at 1...'. The bottom section is titled 'Degree progress' and includes a 'Format' dropdown set to 'Student View'. It shows two progress circles, both at 0%, for 'Requirements' and 'Credits'. Below these are fields for 'Overall GPA' (0.00) and a 'PROCESS NEW' button. To the right of the progress section are checkboxes for 'In-progress classes' and 'Preregistered classes', both checked.

1. **Notes:** Leave permanent notes for the students concerning progress, questions, or concerns.
2. **Petitions:** Enter requests that will need to be approved by The Graduate School (substitutions, time extensions, catalog term updates, requests for thesis option, track/emphasis options)
3. **Print Feature:** Convert an audit to a PDF for easy saving, sharing, and printing.
4. **What If:** See how a student's coursework may apply under a different catalog or program.

Legend

Legend	
 Complete	 Not complete
 In-progress	 See Advisor
 Prerequisite	@ Any course number
(R) Repeated class	

Unofficial Transcript

The Class History feature acts as an Unofficial Transcript

Worksheets

Data refreshed 10/18/2021 9:11 AM 

Student ID
36871215 

Name
Test, Banner2 B

Degree
MSA-Master of Science

[Advanced search](#)



Class History

Petitions

Notes

In Progress & Pre-Registered Courses

In Progress & Pre-Registered courses can be **Included** or **Excluded** in an audit by selecting or unselecting the check box next to each option.

(Process New must be selected after a change is made)

Academic

What-If

View historic audit
09/10/2021 at 1... 

Format
Student View 

Degree progress

0%

0%

Requirements Credits

Overall GPA

0.00

☒ In-progress classes

☒ Preregistered classes

PROCESS NEW

Finding a Student

1. Click on Advanced search in the upper left corner.

Worksheets

Data refreshed 10/18/2021 9:11 AM 

Student ID
36871215 

Name
Test, Banner2 B

Advanced search

2. Enter first name, last name, or CWID number.
3. Click on Search
4. Any found students will populate
5. Click Select once the appropriate student has been found.

Find Students



Student ID

First name

Last name

Curriculum 

 Degree 

 Level 

Classification 

 Catalog year 

 Major (0/114) 

Minor (0/49) 

College (0/6) 

Concentration (0/33) 

Clear

CANCEL

SEARCH

Students found: 1

CANCEL

SELECT

Finding all Students in a Program

1. Click on Advanced search in the upper left corner.

Worksheets

Data refreshed 10/18/2021 9:11 AM

Student ID
36871215

Name
Test, Banner2 B

Advanced search

Curriculum

★ Degree
MBA-Master of ...

★ Level
Graduate

Classification

★ Catalog year
2021-2022

★ Major (1/115)
Business Admi...

Minor (0/49)

College (0/6)

Concentration (0/33)

Search

Cancel

Clear

☒

ID	Name ↑	Degree	Major	Level	Classification
☒ ID #	Last Name, First Name	MSN	Family Nurse Practitioner	G	Master Student
☒ ID #	Last Name, First Name	MSN	Family Nurse Practitioner	G	Master Student
☒ ID #	Last Name, First Name	MSN	Family Nurse Practitioner	G	Master Student
☒ ID #	Last Name, First Name	MSN	Family Nurse Practitioner	G	Master Student

Select

Cancel

Note: Select the drop-down and uncheck any Major, Minor, College or Concentrations that you do not want selected

2. Select criteria (Degree, Level, Catalog Year, Major)
3. Click on Search (note: DW will only display first 200 students. You may need to narrow your search fields)
4. Any found students will populate at the bottom of the screen.
5. You have the option to check all, uncheck all, or check only the students in which you want to view.
6. Click Select once the appropriate student(s) have been found.

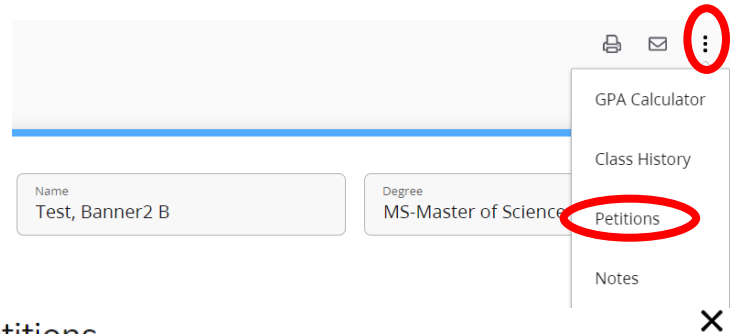
Entering a Petition

Master's/Specialist

1. Select the three vertical dots in the upper right hand corner
2. Select 'Petitions'
3. Select 'Add a new petition'
4. Type: What you are requesting

Examples :

- SUB Course XXX for Course YYY
- Course XXX is approved for use over 6 years old (list all courses requiring approval)
- Update this student's catalog year to Fall 2021



Petitions

Petition status
All petitions

Created on 5/4/2021

By Betterton, Kimberly Kay Status Rejected

sub CINS 595 for EDAD 595

Add a new petition

4. Select 'Save petition'

Entering a Petition

Doctoral

1. Select the three vertical dots in the upper right hand corner
2. Select 'Petitions'
3. Select 'Add a new petition'
4. Type: " DOC " + What you are requesting

Examples :

- DOC sub Course XXX for Course YYY
- DOC Update this student's catalog year to Fall 2021

4. Select 'Save petition'

Name
Test, Banner2 B

Degree
MS-Master of Science

Petitions

Petition status
All petitions

Created on 5/4/2021

By Betterton, Kimberly Kay Status Rejected

sub CINS 595 for EDAD 595

Add a new petition

Add a new petition

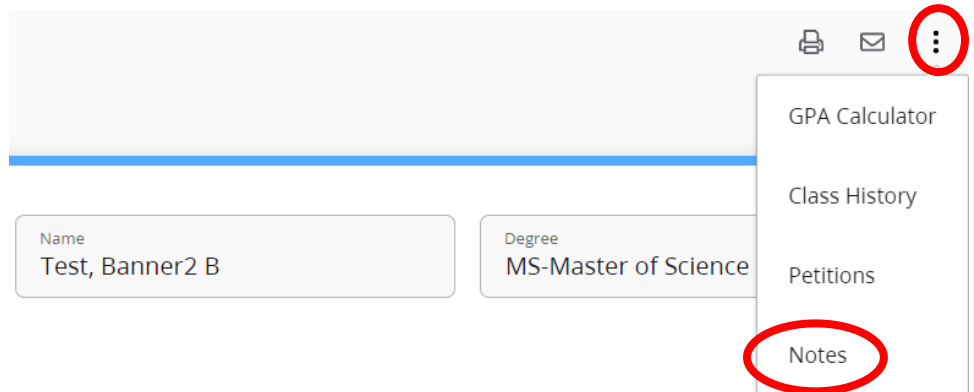
DOC sub EDAD 697 Multicultural Educ/Administrat for EDAD 656

Save petition

Cancel

Entering a Note

1. Select the three vertical dots in the upper right hand corner
2. Select 'Notes'
3. Select 'Add a new note'
4. Enter the information you want to enter
5. Select 'Save note'



A screenshot of a web application interface. At the top right, there is a menu icon (three vertical dots) circled in red. A dropdown menu is open, showing options: 'GPA Calculator', 'Class History', 'Petitions', and 'Notes'. The 'Notes' option is circled in red. Below the menu, there are two input fields: 'Name' with the value 'Test, Banner2 B' and 'Degree' with the value 'MS-Master of Science'.

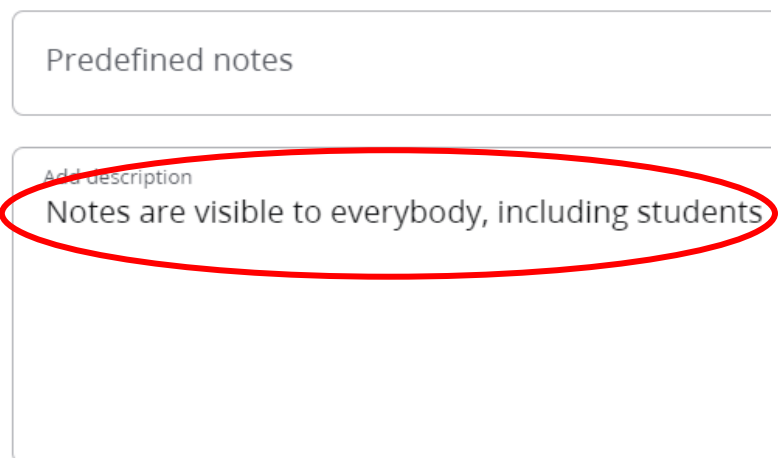
Notes



A screenshot of a note entry form. It contains the following text: 'Created on 11/17/2020', 'By Betterton, Kimberly Kay', and 'test'.

Add a new note

Add a new note



A screenshot of the 'Add a new note' form. It has a 'Predefined notes' section and a 'Add description' section. The text 'Notes are visible to everybody, including students' is entered in the description field and is circled in red.

☐ Not available to student

Save note

Cancel

Printing an Audit/Saving As a PDF

1. **Only use Google Chrome to print/save as a PDF
2. From the Worksheets page
3. Select the printer icon
4. Select your printer or Save as a PDF in the Destination field

Worksheets



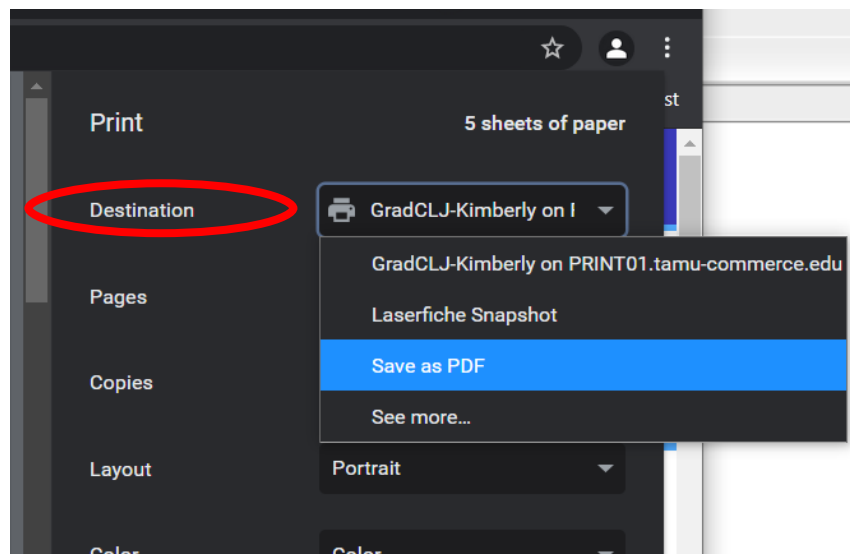
Data refreshed 10/19/2021 5:08 AM 

Student ID
36871215



Name
Test, Banner2 B

Degree
MS-Master of Science



Processing a What-If Audit

For Master's/Specialist Degrees

1. On the Worksheets page, Select the 'What If' Option
2. Select the Student Level, Degree, Catalog Year, and Major (or Concentration if Thesis Option is desired)
3. Select 'Process'

Academic

What-If

What-If Analysis

☐ Use current curriculum

Program

Level *

Graduate

▼

Catalog year *

2021-2022

▼

Degree *

MS-Master of Science

Areas of study

Major (1/84)

Business Analytics

▼

Concentration (0/27)

▼

Minor (0/49)

☒ In-progress classes ☒ Preregistered classes

Process

Reset