Degree Tracker Training

eAdvising Project
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Outcomes from Today

• Introduce you to the new eAdvising tool, *Degree Tracker*.
• Provide direction on using Degree Tracker in academic advising.
• Explain available help materials and resources.
Why eAdvising?

- Improve Retention and Graduation Rates.
- My Planner versus Degree Tracker
  - Students and advisors can access all information
  - Sequencing of academic requirements
- Future Use
  - Course demand reporting
  - Intervention alerts and tracking
Student and Advisor Benefits

- Timely Graduation
- Improved Advising Engagement
- Early Intervention
- Standardized Format
- Time and Money Savings
Degree Tracker Implementation

• Available to 2012/2013 and 2013/2014 catalogs.
• Undergraduate majors and minors, including multiple plans.
• Roll out to all colleges throughout the 2013/2014 academic year.
Implementation Time Line

Fall 2013
- College of Business and Economics
- Special Populations
- Course Demand Reporting

Winter 2014
- College of Arts and Sciences
- College of Social Sciences and Public Affairs

Spring 2014
- College of Engineering
- College of Education
- College of Health Sciences
- Intervention Reporting
- 2014/2015 Catalog
Summary

• Advising Engagement
  – Enhanced relationships
  – Increased retention
  – Timely and efficient path to graduation

• Course Demand Reporting
  – Seat demand and scheduling
  – Typically offered terms for courses

• Intervention Reporting
  – “Off Track” indicator
  – Outreach to students
Reference Materials

• Online reference through Help Docs link accessed via Help Center at my.boisestate.edu
  – (oit.boisestate.edu/myBoiseState)

• Tutorial Videos

• Handout

• Presentation
Additional References

- Disability Resource Center
  - Working with Mike Gibson to be available to assist students with use of tool.
  - DRC staff will be familiar with new tool.
  - Use of JAWS for advising sessions:
    - Advisor could meet in DRC to work with student who may need to view tool using JAWS (Job Access With Speech), a screen reader.
    - A study room in library with a PC is outfitted with JAWS and can be used as additional meeting room for an advising session.
  - Arrange My Plan (drag and drop) feature isn’t recognized by JAWS.
    - Work around: Advisor may need to help student use this feature.
Main Screen: students and advisors will use during the advising engagement and is pre-populated with degree plans per major.

Sequences plan by terms; term courses populated by degree plans per each major.

Notes: helpful hints about that specific course; i.e. English/Math placement information.

Critical: indicates critical course in critical pathway – clock icon

Units: units/credits per class

Course Name: course name; if there is a NOT SELECTED for that course, indicates that there is not a course selected. – students can SELECT under SELECT COURSE.

Info: brief description which pulls from the catalog and is updated per catalog updates.

Select Course: allows student to select a course from a menu of options (goes to another window). Make selection and click OK to return to Main Screen.

Lock: locks that course into that term: a course can be locked by either the student or advisor

Advisor Message: allows advisor to leave message for student on that particular course. Students view only; Advisors: create/edit;

Pencil icon: blank message; pencil with note indicates there is a message.

Manual Removal – X: clicking on X – message appears asking if you want to remove this course from your plan. If yes, course will appear at bottom of Main Screen page. It allows students to move a class out of their plan; however a message appears to let student’s know they are not exempt from this requirement.

SCENARIO: this is helpful is student/advisor know that there are credits coming for this class; i.e. transfer, AP, academic adjustment, placement exam.

Add Course link: If a student wants to take a course that is not necessarily a part of their original degree plan major; i.e. bowling, Tai Chi, allows student to select that course to take that term.

Refresh Suggestions:

• Sets everything back to original sequence.

• Scenario: if student and advisor are playing around with re-sequencing courses and want to go back to original sequence, they can use REFRESH SUGGESTIONS.

• However, the courses that they locked will remain locked to that term.

Clear Locks

• Unlocks all requirements and can be done by either the student or advisor.

• Advisors could leave a message for the student in the “advisor message” column if they lock a course.

Advising Report

• This pulls the students AAR, the authoritative source for listing a student’s academic requirements. Registrar uses to assess a student’s progress for graduation. AAR is not changing in functionality or features.

• AAR will provide the details on credits earned, needed to graduate, GPA, etc.
Edit Preferences

**Units in Progress & Completed:**
Displays student’s In Progress, Completed, Transfer, Test and Cumulative units/credits.

**Term Column:**
Students can begin to review terms and choose to add or delete terms. NOTE: Intercession credits count toward spring enrollment.
Scenario: If a student takes time off, or studies abroad, etc. student can delete or add a term, i.e. summer.

**Term Column:** drop down, a term can be designed two years out following university policy. A student can be “inactive” for two years and Degree Tracker will retain student’s progress (data remains the same).

**Reset Defaults** – if A student makes a lot of changes and wants to go back to original setting they can do so.
Arrange My Plan

Main feature allows students to arrange their plan by utilizing “drag and drop” functionality.

Ability to drag one course into another term.

**Reset:** students can reset their plan to where it was before they started to drag and drop.

**Error Message – Drag and Drop**

Students and advisors will see this message when a course has been dragged and dropped into another term and needs to be resolved.

Scenario: student and/or advisor work together to resolve sequencing.

Note: Drag and drop does not work with JAWS, a screen reader. An advisor may need to use this feature for a student.
**Off Track Indicator**

When a student is off track in their course plan sequencing, Degree Tracker will display the OFF TRACK button as an alert. Students and advisors can then reengage to review and change as necessary.
Degree Tracker Report

Students run this report to show their current plan and course status. Report breaks out plan by semester and sequences courses within the semester. Displays student’s original plan and then status and term show when student’s have elected to take the class. MY MAJOR (for multiple majors, the first row is primary)

This report is a condensed version of the AAR. Remember: The AAR is important because it is the report that verifies credits and other graduation requirements.

Program: Undergrad
Plan: Specific plan/major
Catalog Year: Term requirement/catalog year student declared their major
Planner Available: Tracker available to use to help plan course sequencing
Primary Major: States that their plan displayed is their primary major

Display Planned Courses
Indicators: Completed; In Progress; Planned; Needed; Removed for Dup (duplicate); Critical

? icon: Removed/Dup: courses that have been removed from plan or classes that are a duplicate because they have multiple plans; i.e. multiple majors or majors/minors.
Advisor View Button

Shares the backend (technical) view of degree tracker so advisors can understand where courses are placed and why.

 Shows why sequences courses they appear.
What-If Report

Students can run if they are considering a change of major to see what a new plan would look like. Select drop down menu and review choices. Select major and press continue. Every available plan will be listed.

A student must use the Change Major process (found on myBoiseState student landing page) to actually change their major. Once their major is changed/approved, their new curriculum plan will be loaded into Degree Tracker.

Sample: What-If-Report – Spanish Major

Notice what changed:
• Red box in status column
• Elective
• Added Spanish courses in sequence for completing a Spanish major.
What-If Study Plan

Displays what a Spanish major plan may look like as an initial draft of term sequencing. Student could then use this as a reference for Degree Tracker.

Remember: For a student to actually change their major, they need to work through the Change Major process. Once their major has been changed, their new curriculum course will be populated into Degree Tracker.
Enroll Process

Once a student has met with their advisor and review their course planning using Degree Tracker, they can click on the ENROLL TAB. Degree Tracker will automatically populate your shopping cart. Student can then SELECT course for enrollment.