



UNIVERSITY *of* MARYLAND  
SCHOOL OF NURSING

# DEGREE WORKS FACULTY USER GUIDE

Fall 2021

# Table of Contents

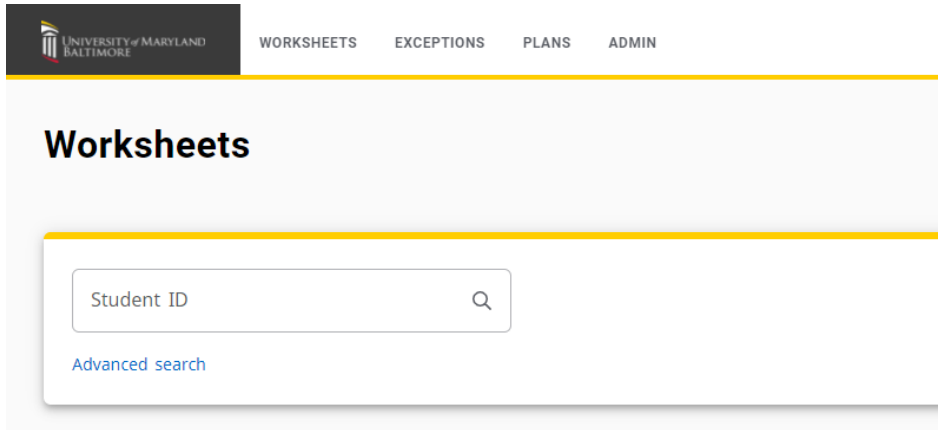
Table of Contents	2
What is Degree Works	3
<b>The Landing Page</b>	<b>4</b>
The Worksheet	6
Notes	9
Creating a Plan of Study	10
Changing a Plan of Study	12
To Add a Term	15

## What is Degree Works

Degree Works is a degree audit and advising system to help students, administrators, and advisors plan for academic success. Degree Works is a stand-alone system, separate from Banner, but is highly dependent on the accuracy and completeness of student records in the Banner Student system, which provides Degree Works with its underlying academic history and curriculum data.

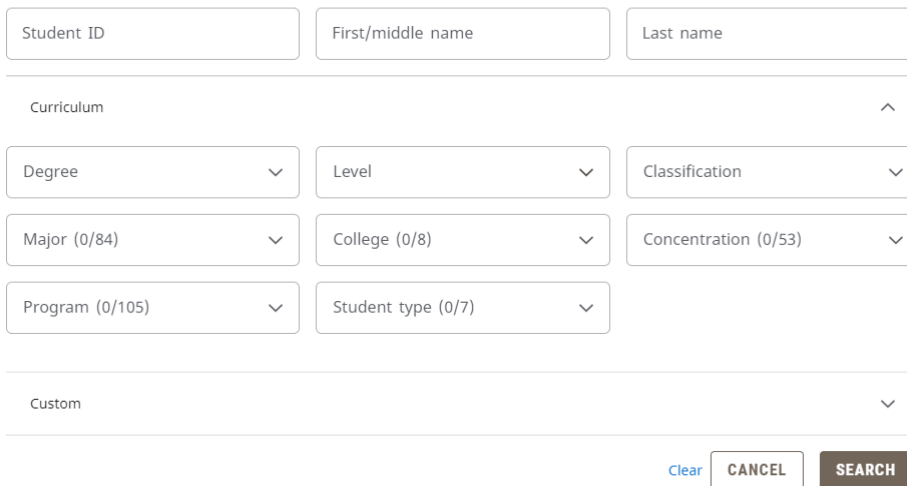
# The Landing Page

You can enter the students @ I.D. number or do an Advanced Search to look by First and Last Names. Advisors should have a Drop Down arrow for their students. After entering the student ID, click enter.



The screenshot shows the top navigation bar with the University of Maryland Baltimore logo and links for WORKSHEETS, EXCEPTIONS, PLANS, and ADMIN. Below the navigation is a large white box with a yellow border titled "Worksheets". Inside this box is a search input field labeled "Student ID" with a magnifying glass icon on the right. Below the input field is a blue link labeled "Advanced search".

## Find Students



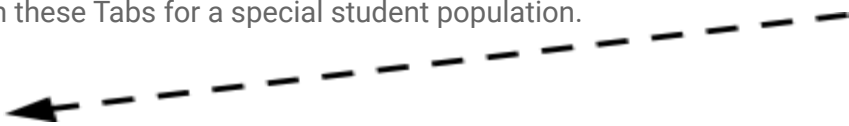
The "Find Students" form contains several input fields and dropdown menus. At the top are three text input fields: "Student ID", "First/middle name", and "Last name". Below these is a section titled "Curriculum" with a dropdown arrow. Under "Curriculum" are six dropdown menus: "Degree", "Level", "Classification", "Major (0/84)", "College (0/8)", and "Concentration (0/53)". Below these are two more dropdown menus: "Program (0/105)" and "Student type (0/7)". At the bottom of the form is a "Custom" dropdown menu. At the bottom right of the form are three buttons: a blue "Clear" link, a white "CANCEL" button, and a dark grey "SEARCH" button. A dashed arrow points from the "SEARCH" button to the text below.

Advance Search:

Enter the students First and Last names, then click SEARCH.

5

You could also find groups of students by searching by the Tabs or click **CUSTOM** AND search these Tabs for a special student population.

Custom  ^

Academic Standing (0/26) v Student Attribute (0/136) v Graduation Status (0/3) v

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[Clear](#)

# The Worksheet

You will see all of the up to date information on the student under the Worksheet.

The screenshot displays the 'Worksheets' page in the University of Maryland Baltimore system. At the top, there is a navigation bar with 'WORKSHEETS', 'EXCEPTIONS', 'PLANS', and 'ADMIN'. The main header shows 'Worksheets' with a refresh icon and a date 'Data refreshed 08/03/2021 5:56 AM'. Below this, there are search filters for 'Student ID', 'Name', and 'Degree' (set to 'Doctor of Nursing Practice'). An 'Advanced search' link is provided. The student's details are listed: Level (Doctor of Nursing Practice), Classification (Doctor of Nursing Practice), Major (Nursing), Program (Doctor of Nursing Practice (BSN to DNP)), Concentration (Adv Prac Ped NP Acute Care), College (School of Nursing), Academic Standing (Not reported), Residency (In State Resident), Student Status (Active: Winter 2018), Applied for Diploma? (BSN Awarded for Fall 2013, DNP Candidate for Summer 2021), and Registration Holds (None). An 'Advisor' field is also present. Below the details, there are tabs for 'Academic' and 'What-If', and a 'View historic audit' dropdown showing '08/02/2021 at 5:23 AM DN/...'. The 'Degree progress' section shows a 'Format Student View' dropdown, a progress indicator at 97%, an Overall GPA of 3.76, and checkboxes for 'In-progress classes' and 'Preregistered classes'. A 'PROCESS' button is located at the bottom right of this section.

Once the Worksheet comes up, please click the process button.

Scroll down to view the students' academic record. It shows what the student has taken and what the student still needs to complete the degree.

### DNP - Family Nurse Practitioner

INCOMPLETE


Credits applied: 3    Catalog year: FALL 2019    GPA: 3.00

	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/>	Clinical Pharmacology and Therapeutics Across the Life Span	<b>Still needed:</b>		3 Credits in <a href="#">NURS 723</a>		
<input type="radio"/>	Advanced Pediatric Pathophysiology, Developmental Assessment, and Health Promotion	<b>Still needed:</b>		2 Credits in <a href="#">NDNP 725</a>		
<input type="radio"/>	Diagnosis & Management 1: Introduction to Diagnostic Reasoning	<b>Still needed:</b>		2 Credits in <a href="#">NDNP 840</a>		
<input type="radio"/>	Diagnosis & Management 1: Introduction to Diagnostic Reasoning, Clinical	<b>Still needed:</b>		2 Credits in <a href="#">NDNP 841</a>		
<input type="radio"/>	Diagnosis & Management 2: Common Health Conditions, Episodic & Chronic	<b>Still needed:</b>		4 Credits in <a href="#">NDNP 842</a>		
<input type="radio"/>	Diagnosis & Management 2: Clinical Practicum/Seminar	<b>Still needed:</b>		3 Credits in <a href="#">NDNP 843</a>		

### Doctor of Nursing Practice

INCOMPLETE

Credits applied: 80    Catalog year: FALL 2017    GPA: 3.76

3.0 GPA Requirement Met

Major Requirements

DNP Project Requirement      **Still needed:**      DNP Project is required. Contact your advisor for more information.

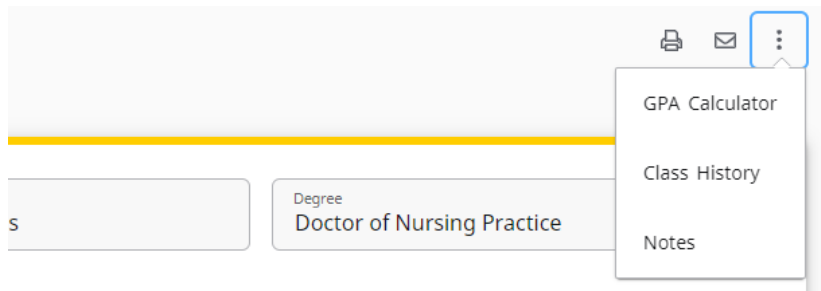
#### Blocks included in this block

[DNP - Nursing Major](#)

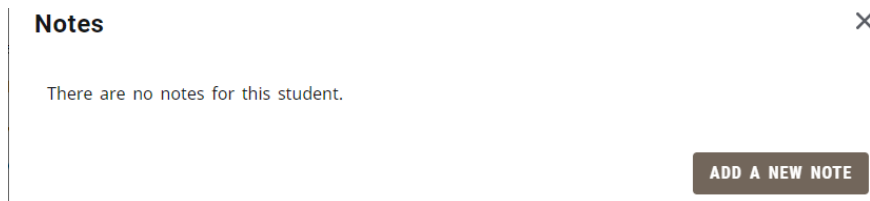
[DNP - Pediatric Acute Care Nurse Practitioner](#)

# Notes

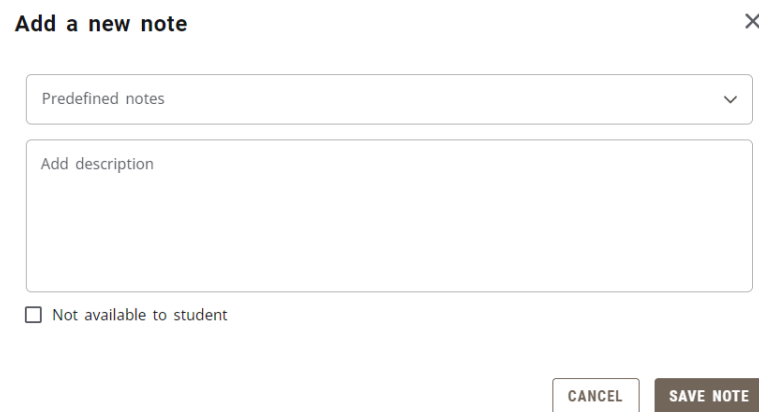
If you would like to add a note to the students Worksheet, click the 3 dots in the upper right-hand corner and click Notes.



Click ADD a NEW NOTE



Then SAVE

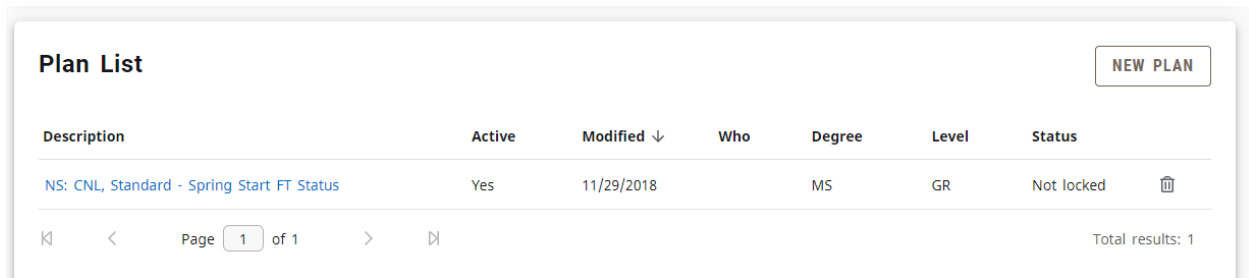




## Creating a Plan of Study

1) Click the **PLAN** icon:

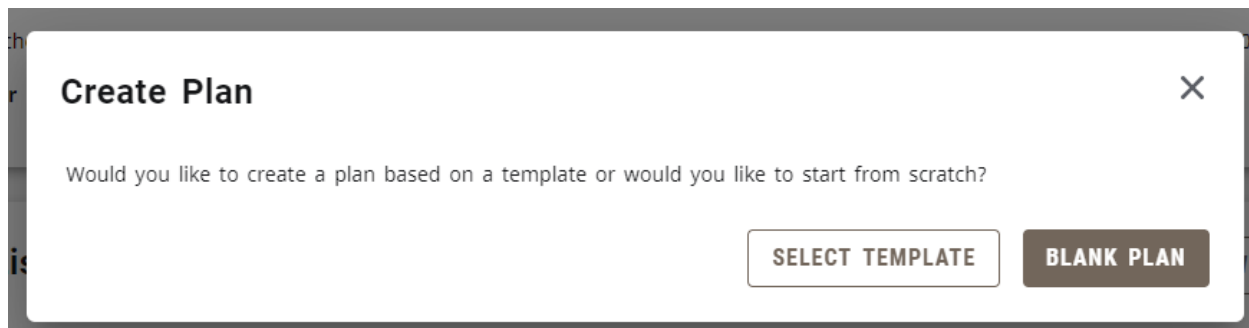
If you have a **Plan** already uploaded, *double click* on the Plan of Study. If not, click **NEW PLAN**.



Description	Active	Modified ↓	Who	Degree	Level	Status
NS: CNL, Standard - Spring Start FT Status	Yes	11/29/2018		MS	GR	Not locked

Page 1 of 1 Total results: 1

2) Select Template



**Create Plan**

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

**SELECT TEMPLATE** **BLANK PLAN**

3) Enter your starting term from drop down menu:



- Spring 2021
- Summer 2021
- Fall 2021
- Spring 2022
- Summer 2022
- Fall 2022
- Spring 2023

4) Select your Plan of Study or Search Templates-Then *double click* on the Template

**NS: DNP: Psych Mental Hlth Pract-Family - 5YR**

**PLAN LIST** **NEW PLAN**

**Degree** Bachelor of Science in Nursing  
**Level** School of Nursing

**Active** No | **Status** Not locked | **Tracking Status** NOT DISPLAYED, PLAN IS NOT ACTIVE

**Last updated:**  
[Audit](#) [Delete plan](#) [Save as copy](#)

**Still Needed**

Fall 2021	Spring 2022	Sum
Credits: 7.0	Credits: 6.0	Credi
<b>+</b>	<b>+</b>	
NRSG 780 Credits: 3.0 Minimum grade: C	NRSG 790 Credits: 3.0 Minimum grade: C	NDN Credi Minin

5) Use the PROCESS button for the latest information on each student.

6) Your Plan of Study is uploaded into Degree Works. Make your Plan ACTIVE click the

Check the Active and Locked box

Active  Locked

## Changing a Plan of Study

- 1) Click on the 3 dots in the course box

To move a course, click on the 3 dots in the *course box*

The image displays a user interface for managing a plan of study, divided into two semesters: **Fall 2021** and **Spring 2022**.

**Fall 2021** (Credits: 7.0) contains three course boxes:

- NRS 780** (Credits: 3.0, Minimum grade: C): The three-dot menu icon is circled in red.
- NRS 782** (Credits: 3.0, Minimum grade: C)
- NRS 785** (Credits: 1.0, Minimum grade: C)

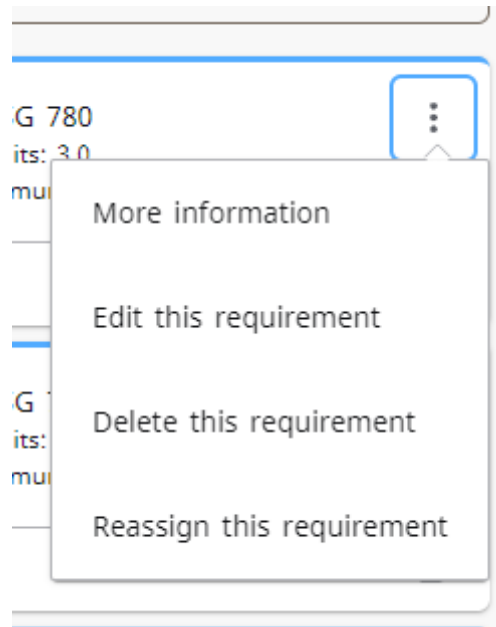
**Spring 2022** (Credits: 6.0) contains one course box:

- NURS 810** (Credits: 3.0, Minimum grade: C)

Each semester header has a plus sign (+) and a three-dot menu icon. Each course box has a plus sign (+) at the top, a three-dot menu icon on the right, and a copy icon at the bottom right.

12

2) Click "Reassign this requirement"



3) Select the term you want to move the Course-Select

## Reassign Requirement



Reassign to which term?

Select term \*  
Fall 2023

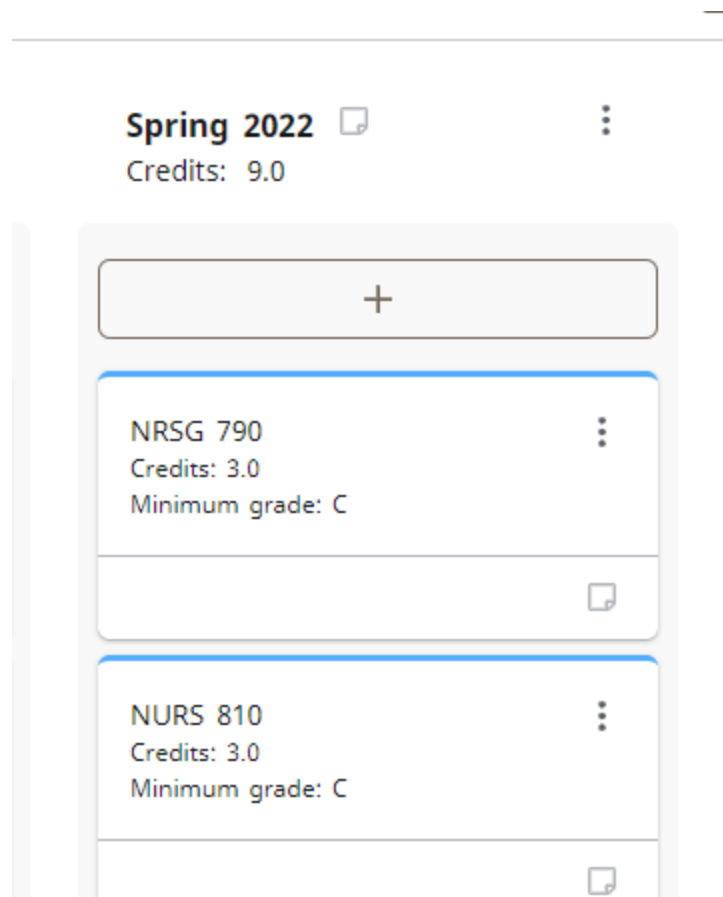
CANCEL REASSIGN



13

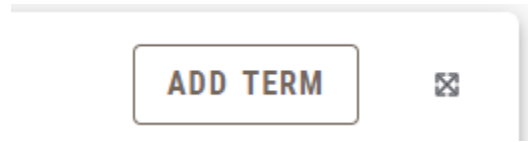
4) And click **Reassign**

The course will appear in the semester you choose.



## To Add a Term

- 1) Click the Add Term button for the drop down



- 2) Your Plan of Study is uploaded into Degree Works. Make your Plan ACTIVE click the 

Check the Active and Locked box

Active  Locked

## **ALWAYS REMEMBER:**

**Each student should have only 1 ACTIVE Plan of Study**