

DEGREE WORKS WORKSHEET VIEWS

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REVISION HISTORY

Version	Date	Name	Description
1	2.15.16	Bracken	final

INTRODUCTION AND PURPOSE

Degree Audits are used at UCR as a means for students and staff to track completion of curriculum requirements towards graduation. Degree Works offers a number of different types of audit views. Each view displays specific information about a students' progress towards degree completion. This procedure provides instruction on how to use the different views available through Degree Works.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. None

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Academic Departments

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Degree Works (<https://degreeworkstest.ucr.edu/>) to follow along.

FORMS

The degree audit is located within Degree Works. There are no forms in Degree Works.

PROCEDURES

STUDENT VIEW

STEPS

1. The **Student View** report is the default audit view detailing all of the degree requirements including exceptions to requirements or notes to the student. The following is an entire audit for an undergraduate student.
 - a. In the Audit Format drop-down list box, select Student View then click on the View button.
 - b. Degree requirements are listed in a series of blocks identified accordingly in the blue band.

Back to Self-Service Portal FAQ Help Print Log Out

Find Student ID 860809937 Name Littlelamb, Innocencia Degree BA Major Psychology Level U Student Class Level Freshman Last Audit 11/24/2015

Worksheets Plans Notes Exceptions GPA Calc

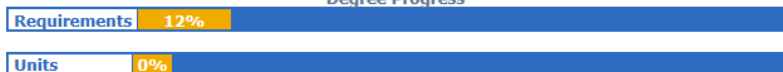
Worksheets Student View View Save as PDF Process New Class History

History

UCR Degree Works Test

Student View	A0001oOU as of 11/24/2015 at 15:19		
Student	Littlelamb, Innocencia Damaiana	College	Humanities, Arts, and Soc Sci
ID	860809937	Level	Undergraduate
Class Level	Freshman	Degree	Bachelor of Arts
Advisor		Major	Psychology
Student Attribute		Concentration	
Cumulative GPA	0.000	Minor	
Academic Standing		Holds	

Degree Progress



Degree in Bachelor of Arts Catalog Year: 2013-2014 Units Required: 180 Units Applied: 0

- 180 units are required for the degree, not to exceed 216 units. **Still Needed:** 180 units are required. You currently have 0, you still need 180 more units.
- A Minimum of 36 units must be completed at UCR **Still Needed:** Minimum units completed at UCR: You have 0 but still need a minimum of 36 units.
- 35 of the last 45 units must be completed at UCR **Still Needed:** The last units completed at UCR: You have 0 but still need a minimum of 35 units.

History	<input type="checkbox"/> Minimum 2.0 GPA is required.	Still Needed: Upon completing your first term at UCR a GPA will be calculated.
What If	<input type="checkbox"/> Systemwide ELWR Requirement	Still Needed: Complete the appropriate Basic Writing course with a grade of C or better or see other options in the Catalog.
What If History	<input type="checkbox"/> Systemwide American History Requirement	Still Needed: Choose from 1 of the following: <input type="checkbox"/> Lower-division History or Political Science (1 Class in HIST 017A or 017B or POSC 010) or <input type="checkbox"/> Upper-division Political Science (1 Class in POSC 100 or 113)
Look Ahead	<input type="checkbox"/> CHASS Graduation Application	Still Needed: See College of Humanities, Arts, & Soc Sci Grad App section
	<input type="checkbox"/> CHASS BREADTH REQUIREMENTS	
	<input type="checkbox"/> English Composition	Still Needed: See English Comp for Col of Hum, Arts, & Soc Sci section
	<input type="checkbox"/> Additional Breadth	Still Needed: See Breadth for College of Humanities, Arts, & Soc Sci section
	<input checked="" type="checkbox"/> Math and Science GPA (Informational Only/Not a Requirement)	
	<input type="checkbox"/> Lower-division Major in Psychology	Still Needed: See Lower-division Psychology section
	<input type="checkbox"/> Major Requirements	Still Needed: See Major in Psychology section
	<input type="checkbox"/> 100 Units Outside the Major	Still Needed: See 100 Units Outside the Major section
	<input type="checkbox"/> All Courses Taken or Attempted	Still Needed: See Course List section

College of Humanities, Arts, & Soc Sci Grad App Catalog Year: 2013-2014 GPA: 0.000

- Complete the CHASS graduation application. **Still Needed:** When you are ready to graduate, apply to graduate in Growl. Use the link provided to also complete the CHASS graduation application. This requirement will then be fulfilled.

History	<input checked="" type="checkbox"/> English Comp for Col of Hum, Arts, & Soc Sci		Catalog Year: 2013-2014	Units Required: 12
			GPA: 0.000	Units Applied: 0
What If	Unmet conditions for this set of requirements: A minimum of 12 units are required. You currently have 0, you still need 12 more units.			
	<input type="checkbox"/> ENGLISH COMPOSITION			
What If History	<input type="checkbox"/> Beginning Composition	Still Needed:	1 Class in ENGL 001A or 01PA	
	<input type="checkbox"/> Intermediate Composition	Still Needed:	1 Class in ENGL 001B	
Look Ahead	<input type="checkbox"/> ENGL 001C or WAC	Still Needed:	Choose from 1 of the following:	
	<input type="checkbox"/> Applied Intermediate Composition		(1 Class in ENGL 001C or 01HC or 01SC) or	
	<input type="checkbox"/> Writing Across the Curriculum Course Equivalent		(Click here to see classes which meet this requirement)	
	<input checked="" type="checkbox"/> Breadth for College of Humanities, Arts, & Soc Sci		Catalog Year: 2013-2014	Units Required: 56
			GPA: 0.000	Units Applied: 0
	Unmet conditions for this set of requirements: A minimum of 56 units are required. You currently have 0, you still need 56 more units.			
	<input type="checkbox"/> HUMANITIES			
	<input type="checkbox"/> World History	Still Needed:	1 Class in HIST 010 or 010H or 010W or 015 or 015H or 020 or 020H or 020W	
	<input type="checkbox"/> One Fine Arts	Still Needed:	Click here to see classes which meet this requirement	
	<input type="checkbox"/> Two Literature, Philosophy, Religious Studies	Still Needed:	Click here to see classes which meet this requirement	
	<input type="checkbox"/> One Additional Humanities	Still Needed:	Click here to see classes which meet this requirement	
	<input type="checkbox"/> SOCIAL SCIENCES			
	<input type="checkbox"/> One Economics or Political Science	Still Needed:	Click here to see classes which meet this requirement	
History	<input type="checkbox"/> SOCIAL SCIENCES			
	<input type="checkbox"/> One Economics or Political Science	Still Needed:	Click here to see classes which meet this requirement	
What If	<input type="checkbox"/> One Anthropology, Psychology or Sociology	Still Needed:	Click here to see classes which meet this requirement	
What If History	<input type="checkbox"/> Two Additional Social Sciences	Still Needed:	Click here to see classes which meet this requirement	
Look Ahead	<input type="checkbox"/> ETHNICITY			
	<input checked="" type="checkbox"/> FOREIGN LANGUAGE LEVEL 4 COURSE OR EQUIVALENT			
	<input checked="" type="checkbox"/> Foreign Language Level 4 Course	LATN 004 Satisfied by	INTERMEDIATE LATIN	TP 0 Spring 2009
			RLST100 - LATIN 001 - Csu Fullerton	
	<input type="checkbox"/> NATURAL SCIENCES & MATHEMATICS			
	<input checked="" type="checkbox"/> One Mathematics, Statistics, or Computer Science	MATH 005 Satisfied by	PRECALCULUS	TP 0 Spring 2009
			MATH125 - PRECALCULUS - Csu Fullerton	
	<input type="checkbox"/> One Biological Sciences	Still Needed:	Click here to see classes which meet this requirement	
	<input type="checkbox"/> Biological Sciences			
	<input type="checkbox"/> Introduction to Cell & Molecular Biology with Lab			
	<input type="checkbox"/> One Physical Sciences	Still Needed:	Click here to see classes which meet this requirement	
	<input type="checkbox"/> Two Additional Natural Sciences/Mathematics	Still Needed:	Click here to see classes which meet this requirement	
	<input checked="" type="checkbox"/> Math & Science GPA		Catalog Year: 2013-2014	
			GPA: 0.000	
	<input checked="" type="checkbox"/> Math & Science Courses	MATH 005 Satisfied by	PRECALCULUS	TP 0 Spring 2009
			MATH125 - PRECALCULUS - Csu Fullerton	

History	<input type="checkbox"/> Lower-division Psychology		Catalog Year: 2013-2014	Units Required: 40
			GPA: 0.000	Units Applied: 0
What If	Unmet conditions for this set of requirements: 40 units are required. You currently have 0, you still need 40 more units.			
What If History	<input type="checkbox"/> BIOLOGICAL SCIENCES REQUIREMENT	Still Needed:	Choose from 1 of the following:	
	<input type="checkbox"/> Biology Course		(1 Class in BIOL 002 or 003 or 005B or 005C or 034) or	
	<input type="checkbox"/> Introduction to Cell and Molecular Biology and Lab		(2 Classes in BIOL 005A and 05LA)	
Look Ahead	<input type="checkbox"/> PHYSICAL SCIENCE REQUIRED COURSE	Still Needed:	Choose from 1 of the following:	
	<input type="checkbox"/> General Chemistry with Laboratory		(2 Classes in CHEM 001A and 01LA) or	
	<input type="checkbox"/> General Chemistry with Laboratory		(2 Classes in CHEM 001B and 01LB) or	
	<input type="checkbox"/> General Chemistry with Laboratory		(2 Classes in CHEM 001C and 01LC) or	
	<input type="checkbox"/> Physics Course		(1 Class in PHYS 002A or 002B or 002C or 007 or 008 or 010 or 012 or 016 or 018 or 020 or 021 or 022 or 024 or 040A or 040B or 040C) or	
	<input type="checkbox"/> Any Geoscience Course		(1 Class in GEO 001:099)	
	<input checked="" type="checkbox"/> Mathematics Requirement	MATH 005	PRECALCULUS	TP 0 Spring 2009
		Satisfied by	MATH125 - PRECALCULUS - Csu Fullerton	
	<input type="checkbox"/> Lower-division Psychology	Still Needed:	2 Classes in PSYC 001 and 002	
	<input type="checkbox"/> Introductory Psychology	Still Needed:	2 Classes in PSYC 001 and 002	
	<input type="checkbox"/> Psychological Methods: Statistical Procedures	Still Needed:	1 Class in PSYC 011	
	<input type="checkbox"/> Psychological Methods: Research Procedures	Still Needed:	1 Class in PSYC 012	
	<input type="checkbox"/> TWO ADDITIONAL COURSES	Still Needed:	Choose from 2 of the following:	
	<input type="checkbox"/> Biology Course		(1 Class in BIOL 002 or 003 or 005B or 005C or 034) or	
	<input type="checkbox"/> Introduction to Cell and Molecular Biology and Lab		(2 Classes in BIOL 005A and 05LA) or	
	<input type="checkbox"/> General Chemistry with Laboratory		(2 Classes in CHEM 001A and 01LA) or	
	<input type="checkbox"/> General Chemistry with Laboratory		(2 Classes in CHEM 001B and 01LB) or	
	<input type="checkbox"/> General Chemistry with Laboratory		(2 Classes in CHEM 001C and 01LC) or	
	<input type="checkbox"/> Physics Course		(1 Class in PHYS 002A or 002B or 002C or 007 or 008 or 010 or 012 or 016 or 018 or 020 or 021 or 022 or 024 or 040A or 040B or 040C) or	
What If History	<input type="checkbox"/> Lower-division Computer Science Course		(1 Class in CS 001:099) or	
Look Ahead	<input type="checkbox"/> Lower-division Mathematics Course		(1 Class in MATH 001:099 <u>Except</u> MATH 004 or 005 or 008A or 009A) or	
	<input type="checkbox"/> Lower-division Statistics Course		(1 Class in STAT 001:099)	
	<input type="checkbox"/> Major in Psychology		Catalog Year: 2013-2014	Units Required: 37
			GPA: 0.000	Units Applied: 0
	Unmet conditions for this set of requirements: 37 units are required. You currently have 0, you still need 37 more units.			
	<input type="checkbox"/> The Brain and Behavior	Still Needed:	1 Class in CBNS 106 or PSYC 110	
	<input type="checkbox"/> Perception or Cognitive Processes	Still Needed:	1 Class in PSYC 132 or 134	
	<input type="checkbox"/> Social Psychology	Still Needed:	1 Class in PSYC 140	
	<input type="checkbox"/> Personality	Still Needed:	1 Class in PSYC 150	
	<input type="checkbox"/> Life Span Development	Still Needed:	1 Class in PSYC 160	
	<input type="checkbox"/> Additional Upper-division Psychology Units	Still Needed:	16 Units in PSYC 100:199 <u>Except</u> PSYC 190:197 or 199H	
	<input type="checkbox"/> 100 Units Outside the Major		Catalog Year: 2013-2014	Units Required: 100
			GPA: 0.000	Units Applied: 0
	Unmet conditions for this set of requirements: 100 units are required. You currently have 0, you still need 100 more units.			
	<input type="checkbox"/> Courses Outside the Psychology Discipline	Still Needed:	100 units are required. You currently have 0, you still need 100 more units.	
	<input type="checkbox"/> Course List		Catalog Year: 2013-2014	
			GPA: 0.000	
	<input type="checkbox"/> Courses Taken or Attempted	Still Needed:	180 to 250 Units in @ @	
	Additional Units Applied Toward Degree Requirements		Units: 0	Classes: 1
	BSWT ---L	PREQ FOR ENGL 005 OR ENGL 01PA	S 0	Fall 2011
	Satisfied by: SUBATSTL - PLACED:ENGL005/ENGL01PA - Uc Riverside			

Legend			
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	(T) Transfer Class	: Range of Courses
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	@ Any course number	

Disclaimer
The Degree Audit is an unofficial representation of your earned units toward degree requirements. This record is provided to students for advisement purposes only. Please bring any questions or concerns to your academic advisor's attention as soon as possible.

- To navigate to other views, select the view from the drop-down list then select View.

REGISTRATION CHECKLIST

STEPS

- The **Registration Checklist** is a summary of degree requirements still outstanding. The condensed view aides in advising students about which classes to register for in an upcoming term.
 - Notes are not able to be viewed in this format.

The screenshot shows the 'Worksheets' menu with 'Registration Checklist' selected. The main content area displays the following requirements:

- Still Needed:** Choose from 1 of the following:
 - (1 Class in **BIOL** 002 or 003 or 005B or 005C or 034) or
 - (2 Classes in **BIOL** 005A and 05LA)
- Still Needed:** Choose from 1 of the following:
 - (2 Classes in **CHEM** 001A and 01LA) or
 - (2 Classes in **CHEM** 001B and 01LB) or
 - (2 Classes in **CHEM** 001C and 01LC) or
 - (1 Class in **PHYS** 002A or 002B or 002C or 007 or 008 or 010 or 012 or 016 or 018 or 020 or 021 or 022 or 024 or 040A or 040B or 040C) or
 - (1 Class in **GEO** 001:099)
- Still Needed:** 2 Classes in **PSYC** 001 and 002
- Still Needed:** 1 Class in **PSYC** 011
- Still Needed:** 1 Class in **PSYC** 012

GRADUATION CHECKLIST

STEPS

- The **Graduation Checklist** is a summary of requirements complete and still outstanding.
 - The difference between this view and the Student View is that the advice for requirements still outstanding (with the exception of the degree block unit requirements) does not display, only the title. Also, grades are not displayed.
 - Students do not have access to this view.

Worksheets > **Format:** Graduation Checklist View Save as PDF Process New Include in-progress classes Include preregistered classes [Class History](#)

History	<input checked="" type="checkbox"/> Breadth for College of Humanities, Arts, & Soc Sci	Catalog Year: 2013-2014	Units Required: 56
What If	<input type="checkbox"/> World History	GPA: 0.000	Units Applied: 0
What If History	<input type="checkbox"/> One Fine Arts		
	<input type="checkbox"/> Two Literature, Philosophy, Religious Studies		
	<input type="checkbox"/> One Additional Humanities		
	<input type="checkbox"/> One Economics or Political Science		
Look Ahead	<input type="checkbox"/> One Anthropology, Psychology or Sociology		
	<input type="checkbox"/> Two Additional Social Sciences		
	<input type="checkbox"/> ETHNICITY		
	<input checked="" type="checkbox"/> FOREIGN LANGUAGE LEVEL 4 COURSE OR EQUIVALENT		
		LATN 004 (T)	
	<input checked="" type="checkbox"/> One Mathematics, Statistics, or Computer Science		
		MATH 005 (T)	

REGISTRAR REPORT

STEPS

1. This **Registrar Report** displays the behind the scenes programming of requirements. The view may aid in troubleshooting degree audit issues with the Registrar's Office or Graduate Division Academic Affairs for graduate students.

Worksheets > **Format:** Registrar Report View Save as PDF Process New Include in-progress classes Include preregistered classes [Class History](#)

History	<input checked="" type="checkbox"/> Lower-division Psychology	Catalog Year: 2013-2014	Units Required: 40
	Unmet conditions for this set of requirements: 40 units are required. You currently have 0, you still need 40 more units.		
	Block Qualifiers: 40 Units		
What If History	<input type="checkbox"/> BIOLOGICAL SCIENCES REQUIREMENT	Requirement:	Still Needed: Choose from 1 of the following:
			1 Group in NONEXCLUSIVE (OTHER = BR_CHASS)
Look Ahead	<input type="checkbox"/> Biology Course	Requirement:	(1 Class in BIOL 002 or 003 or 005B or 005C or 034) or
			1 Classes in BIOL 002 , 003 , 005B , 005C , 034
	<input type="checkbox"/> Introduction to Cell and Molecular Biology and Lab	Requirement:	(2 Classes in BIOL 005A and 05LA)
			2 Classes in BIOL 005A + 05LA

DIAGNOSTICS REPORT

STEPS

1. This **Diagnostics Report** displays the behind the scenes programming of requirements and the logic behind the redemption of courses.
 - a. At the top of the screen you have the Student's ID, the unique audit identifier code, along with other information related to the version of degree works being used and the student's audit.
 - b. The second box displays information about each Block being used to create the audit. A Block is a section of the audit (which can also be called a Scribe Block) that defines all of the programming of requirements for a specific area such as lower-division major requirements. Each block has a unique number starting with RA such as RA000026 for the BA degree block.

Worksheets > Format: Diagnostics Report [View] [Save as PDF] [Process New] [Include In-progress classes] [Include preregistered classes] [Class History]

Diagnostics Report

Student 860809937
 Audit A0001u9J
 Date/Time 12/01/2015 at 09:55
 Degree Works Release 4.1.3
 Version dap14hnd.c#25
 Percent Done 14%
 Degree Works calculated GPA 0
 Student System GPA 0.000

Block Title	Complete	Block ID	Type = Value	GPA	Classes Applied	Credits Applied
<input type="checkbox"/> Degree in Bachelor of Arts	14%	RA000026	DEGREE = BA	0	9	22
<input type="checkbox"/> College of Humanities, Arts, & Soc Sci Grad App	0%	RA000648	OTHER = GRAD_CHASS	0	0	0
<input type="checkbox"/> English Comp for Col of Hum, Arts, & Soc Sci	0%	RA000720	OTHER = ENG_CHASS	0	0	0
<input type="checkbox"/> Breadth for College of Humanities, Arts, & Soc Sci	25%	RA000114	OTHER = BR_CHASS	0	2	0
<input checked="" type="checkbox"/> Math & Science GPA	100%	RA000118	OTHER = OPTIONAL_MAT	0	1	0
<input type="checkbox"/> Lower-division Psychology	20%	RA000362	OTHER = LD_PSYC	0	1	0
<input type="checkbox"/> Major in Psychology <small>Secondary tags: (degree=BA)</small>	0%	RA000194	MAJOR = PSYC	0	0	0
<input type="checkbox"/> 100 Units Outside the Major	22%	RA000649	OTHER = 100_CHASS	0	6	22
<input type="checkbox"/> Course List	12%	RA000718	OTHER = ALL_COURSES	0	6	22

2. This view allows the logic to be seen for understanding or troubleshooting issues found throughout the audit. A portion of the webpage has been cropped to show greater detail.

Block	Degree in Bachelor of Arts - 14%	0000 to 9999	GPA 0
RA000026: DEGREE = BA		Classes applied: 9	Credits applied: 22
If Statement IF Statement - False Requirement: if (BANNERGPA >= 2.0) then ~ Complete X You meet the minimum 2.0 GPA requirement. - Not Used% ~ Else ~ ~ If Statement IF-Statement - True Requirement: if (BANNERGPA = NULL) then ~ ~ Incomplete <input type="checkbox"/> Minimum 2.0 GPA is required. - 0% Still Needed: Upon completing your first term at UCR a GPA will be calculated. ~ ~ Else ~ ~ Incomplete X Your GPA is below 2.0. Please see your academic advisor. - Not Used% If Statement IF Statement - False	Location: 18		
		Location: 22	Tag=5
		Location: 24	
		Location: 28	Tag=6
		Location: 32	Tag=7
		Location: 33	

3. The bottom of the screen has a number of legends to understand why a course fits in one area of the audit but not the other.

GEO	004	A+	4	0009	201510					16	4	16	4	L				N
Attributes: DWSISKEY=15281; ATTRIBUTE=BBAN; ATTRIBUTE=BBPS; ATTRIBUTE=BHAN; ATTRIBUTE=BHPS; ATTRIBUTE=BNAN; ATTRIBUTE=BNPS;																		
Current Fit	RA000362: OTHER = LD_PSYC	44: Any Geoscience Course	Level: 5	Rank: 1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1														
Current Fit	RA000114: OTHER = BR_CHASS	516: One Physical Sciences	Level: 2	Rank: 2,1,1,1,1,1,1,1,1,1,1,1,1,2														
Fit removed	RA000114: OTHER = BR_CHASS	523: Two Additional Natural Sciences/Mathematics	Level: 2	Rank: 2,2,-----														
Current Fit	RA000649: OTHER = 100_CHASS	289: Courses Outside the Psychology Discipline	Level: 2	Rank: 3,3,2,2,2,2,2,2,2,2,2,3														
Current Fit	RA000718: OTHER = ALL_COURSES	3: Courses Taken or Attempted	Level: 2	Rank: 3,3,2,2,2,2,2,2,2,2,2,3														

Too many classes: exfi,exfi,tieb

exfi Number of Exclusive vs NonExclusive fits

exfi Number of Exclusive vs NonExclusive fits

tieb Tiebreak - see CFG020 TIEBREAK

Remove-reason codes	
As each class compared to each other class a reason code is recorded on the class was chosen as the one to remove. A list of codes records the reason the class was removed when compared against the other classes on the rule.	
1	This is the first course considered
li	Lock-In exception (Apply Here)
e1f	Ever was only 1 fit for the class that was kept
1f	There is now only 1 fit (there were more fits before now)
inpr	completed class kept instead of an in-progress class (see CFG020 DAP14 In-progress vs Completed flag)
fara	Fallthru Reapply and NonExclusive reapply
do	Decide=Order is on the rule
d45	Decide qualifier - see UCX-SCR045
HMinQ	Header MIN qualifiers that may have need the class
firk	Fit Rank; fits for each class are ordered 1-x; firk2-1 means that one of the classes at a fit-rank of 2 and the other class had a fit rank of 1; the class with the lowest number is kept on the rule. (A small number means a better fit rank; a bigger number means a worse fit rank)
dect	Delete Count based on Max qualifiers
exfi	Number of Exclusive vs NonExclusive fits
lvl	Match level - also used in fit rank determination (firk)
nfits	Number of current fits
mrg	Class's credits were marginally over the required credits; eg: classA(4cr), classB(3cr), classC(3cr); rule is "6 Credits in..."; classA may end up with "mrg" because keeping it with a 3 credit class will bring it marginally over the 6 credits; might be best to remove it and keep the two 3 credit classes to get exactly 6 credits - thus making more efficient use of the credits since the 4 credits can be used elsewhere
SQ	Special Qualifier; there is a MinAreas, MinPerdisc, or MinSpread qualifier on this rule and this class was needed to help satisfy it - and another class was not. (There is also a special case of "1 Class and 4 Credits in XYZ @" and this class has the right number of credits - and the other classes do not.)
tieb	Tiebreak - see UCX-CFG020 TIEBREAK
end	no decision - a virtual coin was flipped

STUDENT DATA REPORT

STEPS

1. The **Student Data Report** displays all of the data coming from Banner for the student. Banner data is the only data used to generate an audit for students. It is useful in troubleshooting audit issues because it allows data elements to be identified or confirmed.

Worksheets > Format: Student Data Report View Save as PDF Process New Include in-progress classes Class History Include preregistered classes

Degree Works Student Data

Primary-Mst																	
Id	Name	Nickname	FormatName	SortName	AssocType	UserClass	UserDef1	UserDef2	UserDef3	UserDef4	UserDef5	UserDef6	UserDef7	UserDef8	UserDef9	UserDef10	UserDef11
860809937	Littlilamb, Innocencia Damalana			LITTLELAMB.INNOCENCIADAMAIAANA		STU	353234										

Student-Mst																		
Id	Term	TrCredits	TrDegree	HsEts	HsGpa	HsGradDate	UserDef1	UserDef2	UserDef3	UserDef4	UserDef5	UserDef6	UserDef7	UserDef8	UserDef9	UserDef10	CreateDate	CreateWho
860809937	201430																20150731	RADBRIDGE

Goal-Dtl							
Id	School	Degree	Degree Source	CatalogYr	StuLevel	Term	
860809937	U	BA	S	2013	FR	201430	

GoalData-Dtl								
Id	School	Degree	CatalogYr	GoalCode	GoalValue	GoalSeq	AttachCode	AttachValue
860809937	U	BA	2013	COLLEGE	HS	0001		
860809937	U	BA	2013	MAJOR	PSYC	0001		
860809937	U	BA	2013	PROGRAM	BA-PSYC	0001		
860809937	U	BA	2013	STUSTATUS	C	0001		

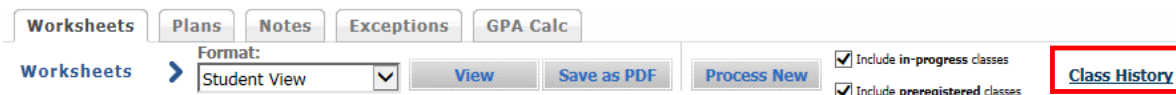
Term-Dtl																					
Term	Id	School	DegInterest	TrmHonor	Probation	TimeCode	CumTotEarn	CumTrEarn	CumCrEarn	CumGrApt	CumGrPta	CumGpa	UserDef1	UserDef2	UserDef3	UserDef4	UserDef5	UserDef6	UserGpa1	UserGpa	
201430	860809937	U					0000.000				0000.000	00000.000									

Class-Dtl																	
Course	Term	Id	Discipline	CourseNumber	CourseTitle	Audit	Insufficient	Inprogress	Withdraw	Incomplete	PassFlag	PassFail	FinalGrade	FinalGrNum	Credits	CreditsEarn	Gpa
AHS 017A	201340	860809937	AHS	017A	WSTRN ART-PREHIST TO BYZANTINE	N	N	Y	N	N	Y	N	REG	0000.000	0004.000	0004.000	000
CRWT 044	201320	860809937	CRWT	044	GHOSTS.GDS.MNSTRS.CHLDRN'S LIT	N	N	Y	N	Y	N	REG	0000.000	0004.000	0004.000	000	
EAPR 100	201410	860809937	EAPR	100	FRANCE/UNIVERSITY OF LYON I	N	N	Y	N	N	Y	N	REG	0000.000	0002.000	0002.000	000
EAPR 100	201410	860809937	EAPR	100	FRANCE/UNIVERSITY OF LYON I	N	N	Y	N	N	Y	N	REG	0000.000	0002.000	0002.000	000

CLASS HISTORY

STEPS

1. The **Class History** link is found in the upper right of each Worksheet screen.



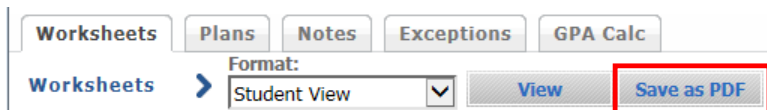
2. It will display classes in the following term-by-term format.

Fall 2014				
ENGL	001A	BEGINNING COMPOSITION	B-	4
PHYS	037	THE ORIGINS	B+	4
PSYC	001	INTRODUCTORY PSYCHOLOGY	C	4
UCRV	ELEC	UCR ACCEPTED TRANSFER ELECTIVE	TP	8
<i>Transferred from</i> AP8703 - SPANISH LANGUAGE - Educational Testing Service:AP				
Winter 2015				
ECON	003	INTRO TO MICROECONOMICS	B	5
PSYC	002	INTRODUCTORY PSYCHOLOGY	B+	4
SOC	001	INTRODUCTION TO SOCIOLOGY	B	4
Spring 2015				
CS	008	INTRODUCTION TO COMPUTING	A+	4
ENGL	001B	INTERMEDIATE COMPOSITION	I	0
GEO	011	GLOBAL CLIMATE CHANGE	A	4

SAVING AUDITS AS PDF

STEPS

1. The **Save as PDF** button is available in the Worksheets, History, and What If links under the Worksheets tab.
2. When you click **Save as PDF**, the selected worksheet details are displayed as a PDF in a new window. You can save or print the PDF.
3. Please note that of the audit views available within Worksheets only, **the Student View audit will generate a PDF regardless of which format is being viewed.**
 - a. For example, if you click Save as PDF while viewing the Student Data Report it will generate a Student View audit PDF.
4. The actual prompts and sequence of prompts for viewing and printing the PDF can vary, depending on the browser because of Adobe Reader's behavior within that specific browser.



FINAL QUIZ

1. The Student View audit will generate when you say Save as PDF regardless of which format is being viewed.
 - a. TRUE
2. The Student View report is the default audit view detailing all of the degree requirements including exceptions to requirements or notes to the student.
 - a. TRUE
3. The main purpose of the Diagnostic Report is to:
 - a. A) view the data coming from Banner
 - b. B) allows the logic to be seen for understanding or troubleshooting issues found throughout the audit
 - c. C) determine why exceptions are unenforced
 - d. D) none of the above
 - e. Answer: B
4. Students have access to the Graduation Checklist view.
 - a. FALSE
5. The Class History link provides a listing of all courses the student has taken by term.
 - a. TRUE