



DegreeWorks User Quick Guide

DegreeWorks helps students clearly see their progress towards graduation. DegreeWorks is, however, only a tool and should not replace the student's advisor. Students should meet with their advisors to discuss the information in DegreeWorks. *DegreeWorks is not an academic transcript and should not be treated as such.*

1. Log in to **BengalWeb** and click the **DegreeWorks** icon (graduation cap) in the upper left.
2. **Students:** Your name and academic information will appear in the first block.
Advisors: Enter the student's Banner ID in the **Student ID** field. If you don't know it, click on **Advance Search** and use the search options featured there. (*Note: the Student ID is the SPRIDEN ID #, NOT the student's ISU ID/Bengal card #*).
3. DegreeWorks opens by default in the **Academic** view, shown under the first block. (*Instructions on the **What-If** tool are available in TigerTracks.*)

Legend			
	Complete		Not complete
	Complete (with classes in-progress)		Nearly complete - see advisor
	Prerequisite		Any course number
(R)	Repeated class		

1. DegreeWorks Legend

4. The degree block is next, which names the degree sought. Requirements for that degree are shown with their status: **Complete** (green check); **in-progress** (blue half circle); or **Not complete** (red circle). (*Note: The full legend is at the bottom of the page, (Figure 1).*)
5. The following sections show more detail for each requirement, which vary depending on the degree sought, with a green **Complete**, blue **In-Progress**, or red **Incomplete** note at the top.
6. Each section shows what courses were taken to meet the requirement, along with the credits and grade earned. **IP** (In-Progress) indicates current enrollment in the class. If an objective has not been met, DegreeWorks will provide links to courses that fulfill that requirement. (*Note: grades prefaced by **T** indicate transfer classes, and are not included in the **GPA** calculations listed at the top of each block, or the **Overall GPA** at the top of the page.*)
7. The **Elective Courses** block shows courses taken that do not fulfill requirements.
8. **Insufficient Courses** shows courses failed, repeated, withdrawn, or audited, as well as Transfer In-Progress (TIP) courses, which await an official transcript to be sent to the Registrar's Office.
9. **Courses Not Counted Toward Degree** contains remedial and maxed out courses.
10. The **In-progress Courses** section shows courses the student is currently registered for.
11. Finally, the **Notes** section contains any notes from the student or advisor.

Additional sections may appear, based on the student's academic situation. Any questions about the information in DegreeWorks should be discussed with an advisor or the Office of Academic Advising (208-282-3277).