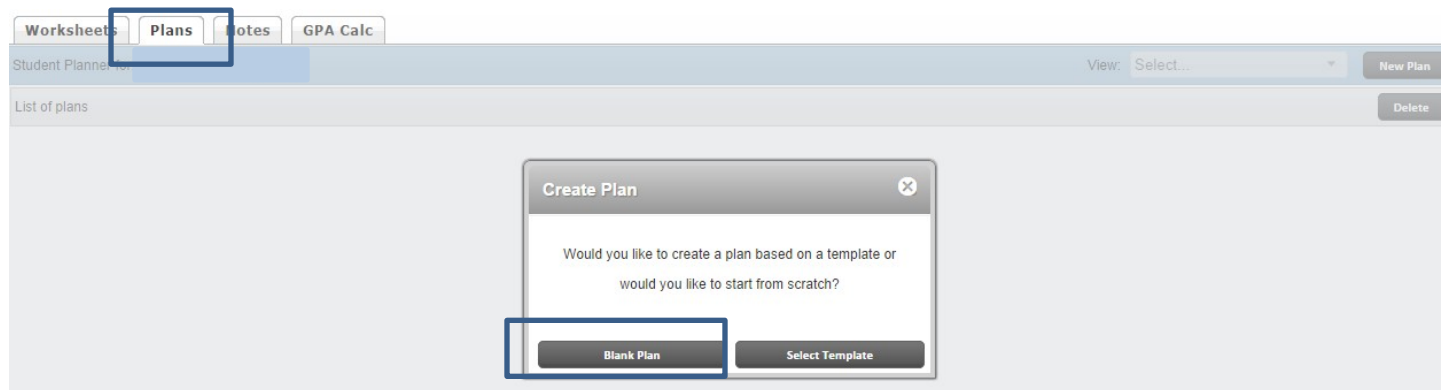


## Plans

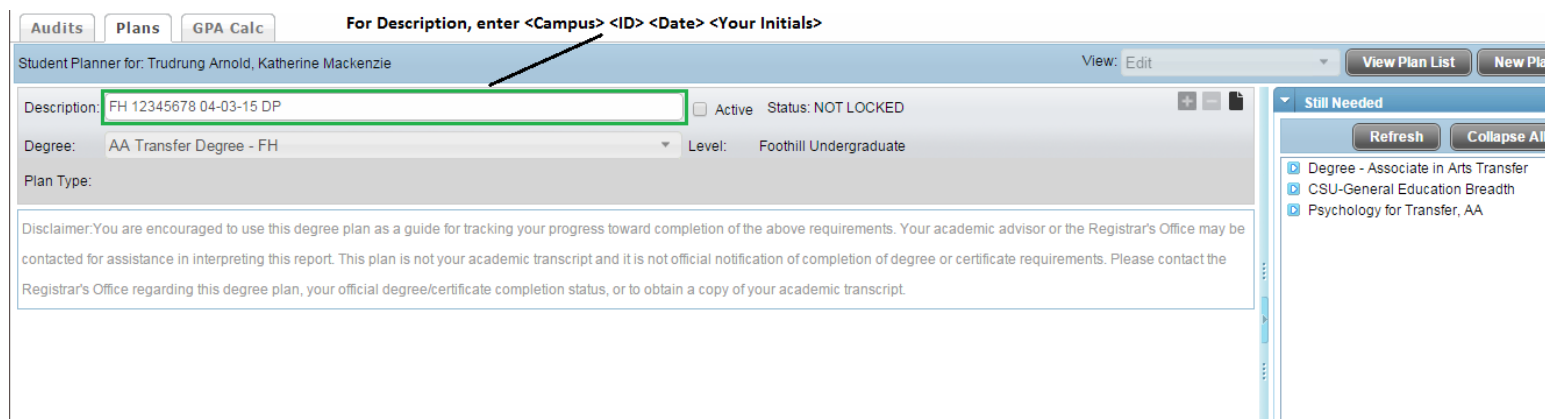
The Plans feature of Degree Works allows students to create a plan that includes courses the student should take for either a single term or a series of terms. Plans can be created from a blank slate with the student selecting all desired courses.

### Creating a Blank Plan

To create a plan, begin by clicking on the Plans tab located near the top of the screen. This will open a pop-up box from which the user must select either “Blank Plan” or “Select Template” to proceed.



Once “Blank Plan” has been selected, the following screen will appear. Begin creating the plan by adding a description in the available text box. This is a required field and must be filled in before the plan can be saved. The naming convention for the Description is <Campus: DA for De Anza or FH for Foothill> <Your student ID> <Today’s Date> <Your Initials>. An error message stating, “This field may not be empty or contain only spaces” will appear if the field is left blank. The Degree field and Level will be auto-populated based on student information extracted from your MyPortal account.



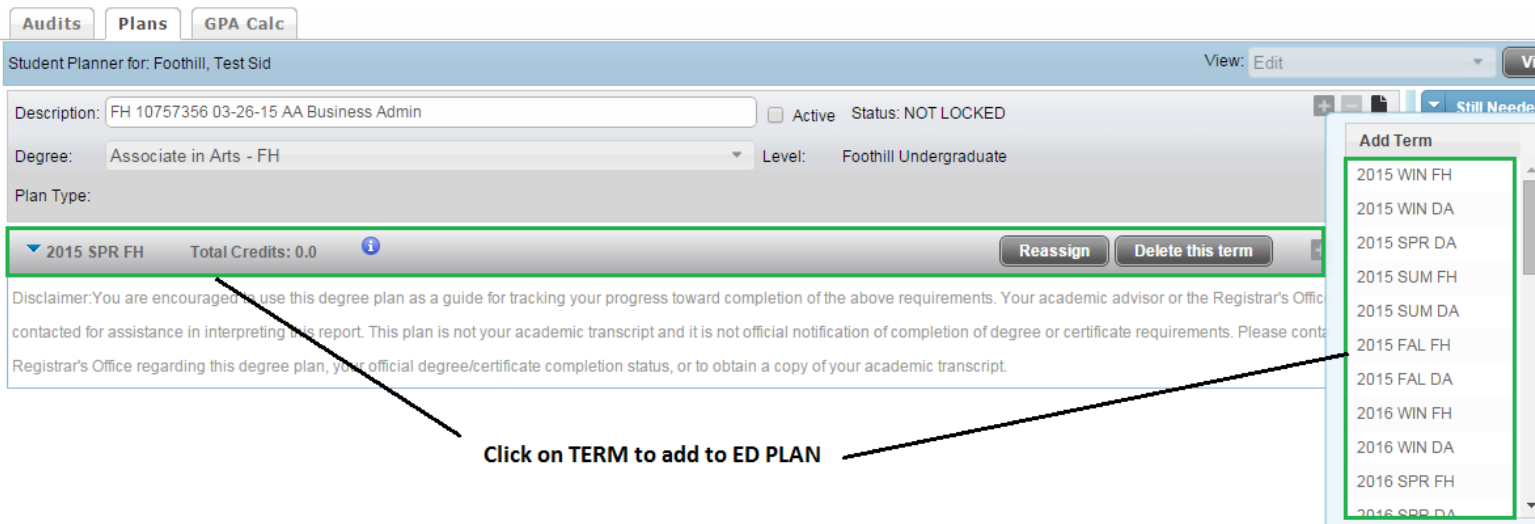
### Active and Locked Plans

Multiple plans can be saved; however, only one plan can be active at a time. To mark a plan as active, check the “Active” indicator located at the top of the screen to the right of the plan description before saving. **\*\*Note: Counselors have the ability to inactivate a plan created by a student and activate his/her own plan created for the student.\*\***

Plans can only be locked by your Counselor. This prevents anyone from making changes to the plan. To determine whether or not a plan has been locked, look at the “Status” indicator located to the right of the plan description.

### Adding Terms to the Plan

To add a term to the plan, click on the + (located to the right of the description header) and choose a term from the drop-down menu. Repeat this process until all desired terms have been added to the plan.

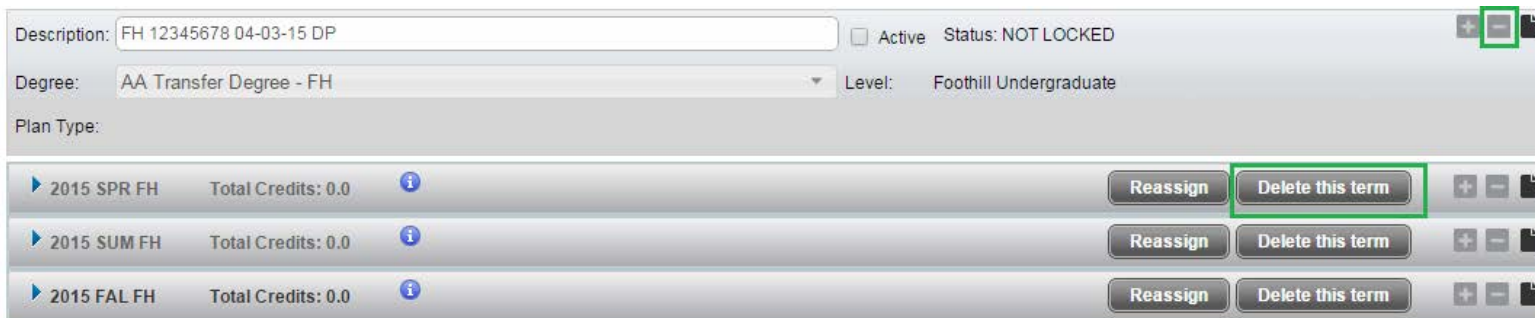


The screenshot shows the 'Plans' tab in the DegreeWorks interface. The plan description is 'FH 10757356 03-26-15 AA Business Admin'. The degree is 'Associate in Arts - FH' and the level is 'Foothill Undergraduate'. The plan is currently active and not locked. A single term, '2015 SPR FH', is listed with a total credit of 0.0. A dropdown menu is open, showing a list of terms from '2015 WIN FH' to '2016 SPR DA'. A green box highlights the 'Add Term' dropdown menu. A black arrow points from the text 'Click on TERM to add to ED PLAN' to the '2015 SPR FH' term header.

As terms are selected, they will appear on the plan as seen above.

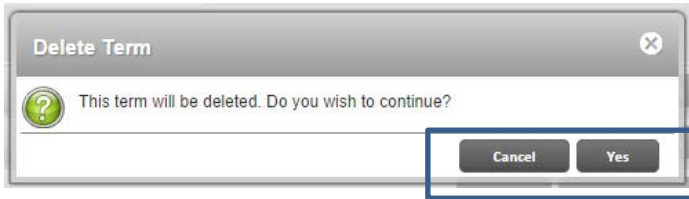
### Deleting Terms from the Plan

To delete a term from the plan, click on the desired term (it will now appear in bold font) and then click on the – (located to the right of the description header). You can also delete a term by clicking the Delete This Term button located within the term’s header bar.



The screenshot shows the same DegreeWorks interface as above, but with three terms listed: '2015 SPR FH', '2015 SUM FH', and '2015 FAL FH'. The '2015 SPR FH' term is now in bold font. A green box highlights the 'Delete this term' button in the header bar of the '2015 SPR FH' term. A black arrow points from the text 'Click on TERM to add to ED PLAN' to the '2015 SPR FH' term header.

You will receive a confirmation box before the term is deleted. If you wish to proceed, click yes. If you received this box by mistake and do not wish to delete the term, click Cancel. **\*\*Note: If you select yes, the term will be deleted from the plan including any requirements assigned to the term.\*\***

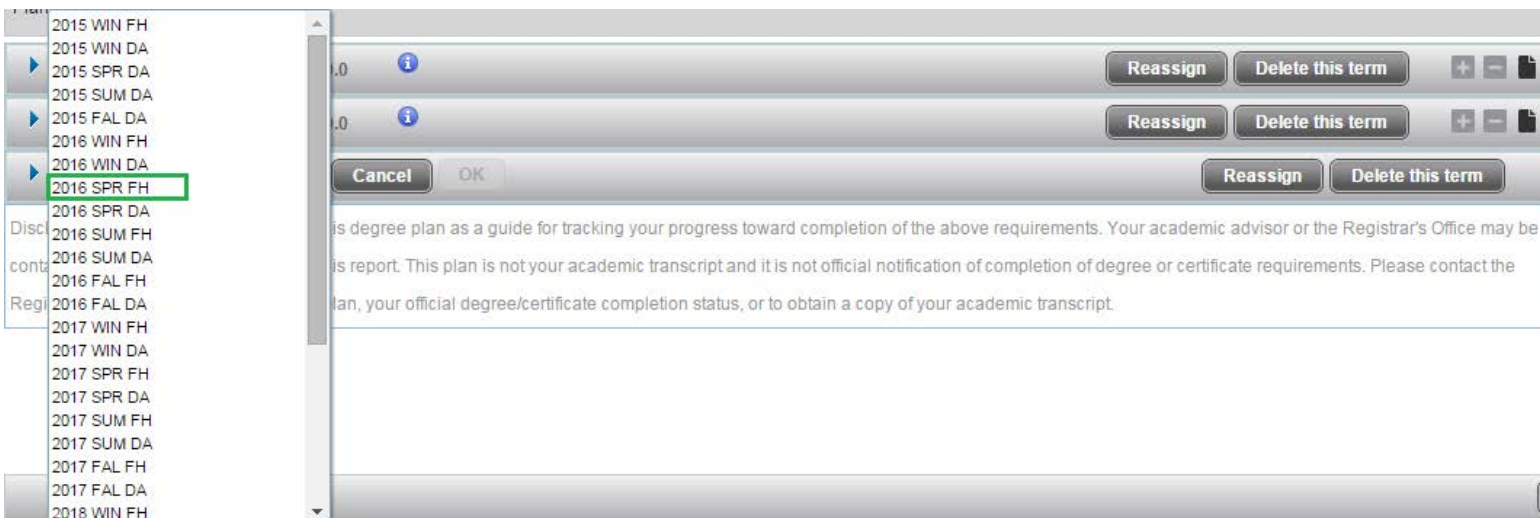


### Reassigning a Term

If the term being deleted contains courses or requirements that need to be saved, the term can be reassigned rather than deleted. Click on the “Reassign” button located in the term’s header bar.



This will open a drop-down box. Select the desired term and click OK. If reassignment was accessed by accident, click Cancel to exit without making a change to the term.

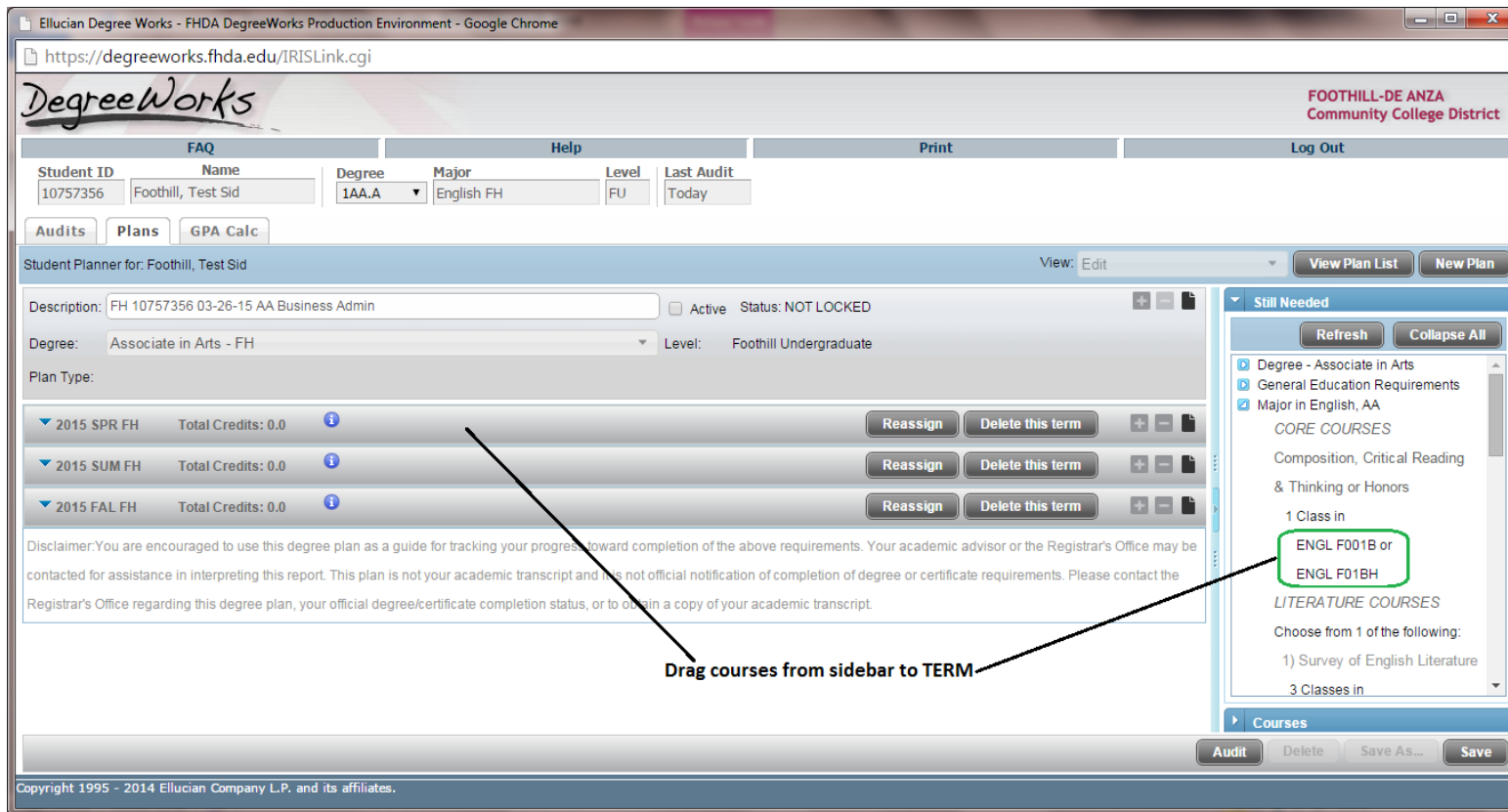


## Adding Courses to the Plan

There are multiple ways to add courses to a term—you can drag and drop courses or you can use the navigation tools found in the term’s header bar.

### Using the Drag and Drop Feature to Add Courses

There are two selection boxes, found at the right of the screen, from which you can select desired courses—a “Still Needed” box (which opens by default) and a “Courses” box (which is collapsed and found at the bottom of the screen).



Elucian Degree Works - FHDA DegreeWorks Production Environment - Google Chrome

https://degreeworks.fhda.edu/IRISLink.cgi

**DegreeWorks** FOOTHILL-DE ANZA  
Community College District

FAQ Help Print Log Out

Student ID: 10757356 Name: Foothill, Test Sid Degree: 1AA.A Major: English FH Level: FU Last Audit: Today

Audits Plans GPA Calc

Student Planner for: Foothill, Test Sid View: Edit View Plan List New Plan

Description: FH 10757356 03-26-15 AA Business Admin  Active Status: NOT LOCKED

Degree: Associate in Arts - FH Level: Foothill Undergraduate

Plan Type:

Term	Total Credits	Info	Reassign	Delete this term
2015 SPR FH	0.0	<a href="#">i</a>	Reassign	Delete this term
2015 SUM FH	0.0	<a href="#">i</a>	Reassign	Delete this term
2015 FAL FH	0.0	<a href="#">i</a>	Reassign	Delete this term

Disclaimer: You are encouraged to use this degree plan as a guide for tracking your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This plan is not your academic transcript and is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree plan, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

**Still Needed** Refresh Collapse All

- Degree - Associate in Arts
- General Education Requirements
- Major in English, AA

**CORE COURSES**

Composition, Critical Reading & Thinking or Honors

1 Class in

**ENGL F01B or ENGL F01BH**

**LITERATURE COURSES**

Choose from 1 of the following:

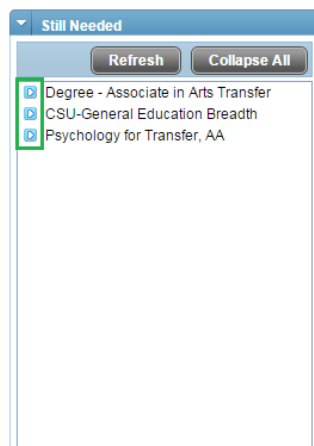
- Survey of English Literature

3 Classes in

**Courses** Audit Delete Save As... Save

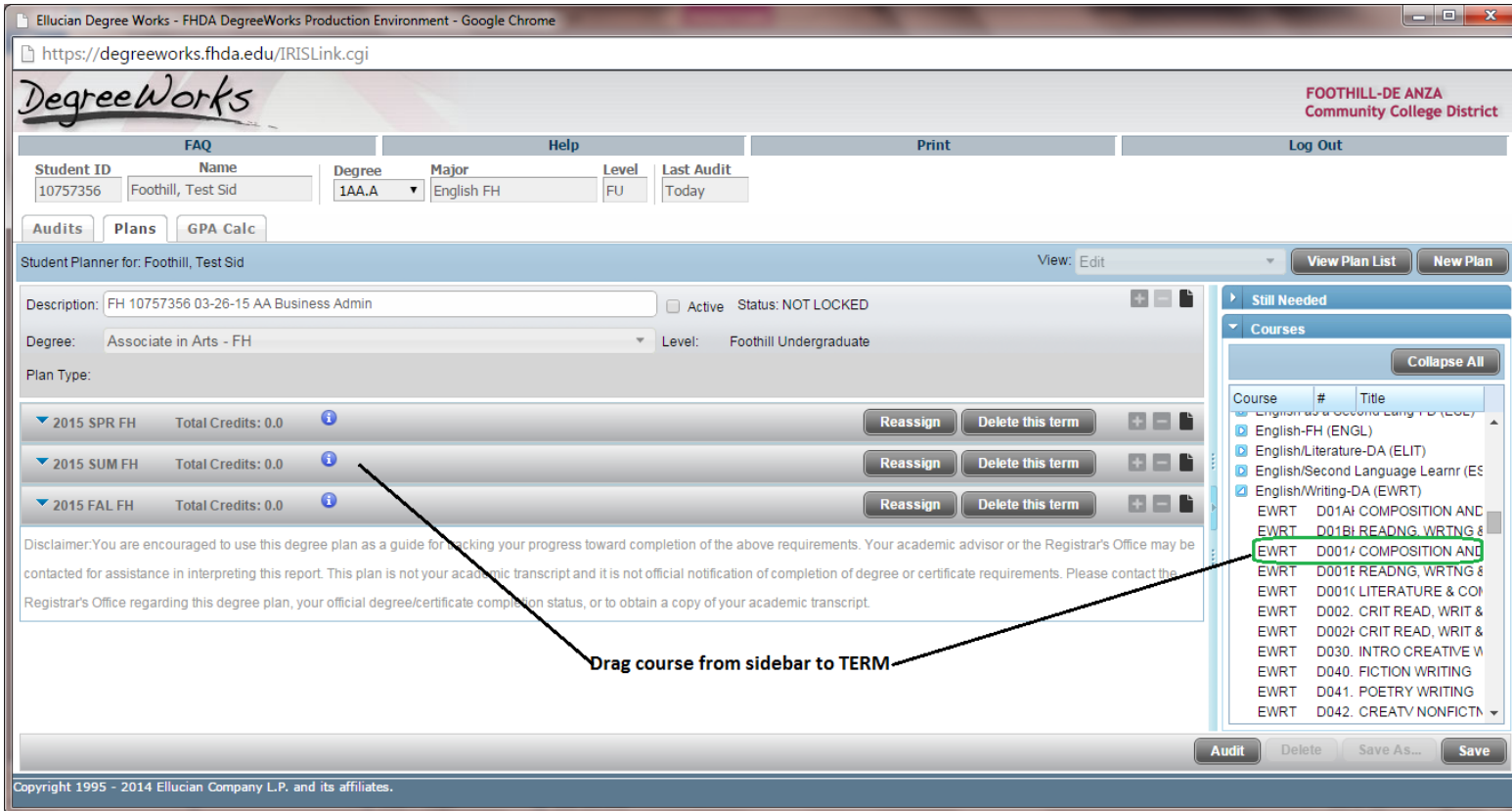
Copyright 1995 - 2014 Elucian Company L.P. and its affiliates.

The Still Needed box is pulled from the degree plan and includes all courses that have not yet been completed. These courses are sorted by block and can be expanded by clicking on the arrow found to the left of each category.



**Still Needed** Refresh Collapse All

- Degree - Associate in Arts Transfer
- CSU-General Education Breadth
- Psychology for Transfer, AA



Elucian Degree Works - FHDA DegreeWorks Production Environment - Google Chrome

https://degreeworks.fhda.edu/IRISLink.cgi

**FOOTHILL-DE ANZA**  
Community College District

FAQ Help Print Log Out

Student ID: 10757356 Name: Foothill, Test Sid Degree: 1AA.A Major: English FH Level: FU Last Audit: Today

Audits Plans GPA Calc

Student Planner for: Foothill, Test Sid View: Edit View Plan List New Plan

Description: FH 10757356 03-26-15 AA Business Admin Active Status: NOT LOCKED

Degree: Associate in Arts - FH Level: Foothill Undergraduate

Plan Type:

- 2015 SPR FH Total Credits: 0.0 Reassign Delete this term
- 2015 SUM FH Total Credits: 0.0 Reassign Delete this term
- 2015 FAL FH Total Credits: 0.0 Reassign Delete this term

Disclaimer: You are encouraged to use this degree plan as a guide for tracking your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This plan is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree plan, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

**Still Needed**

**Courses**

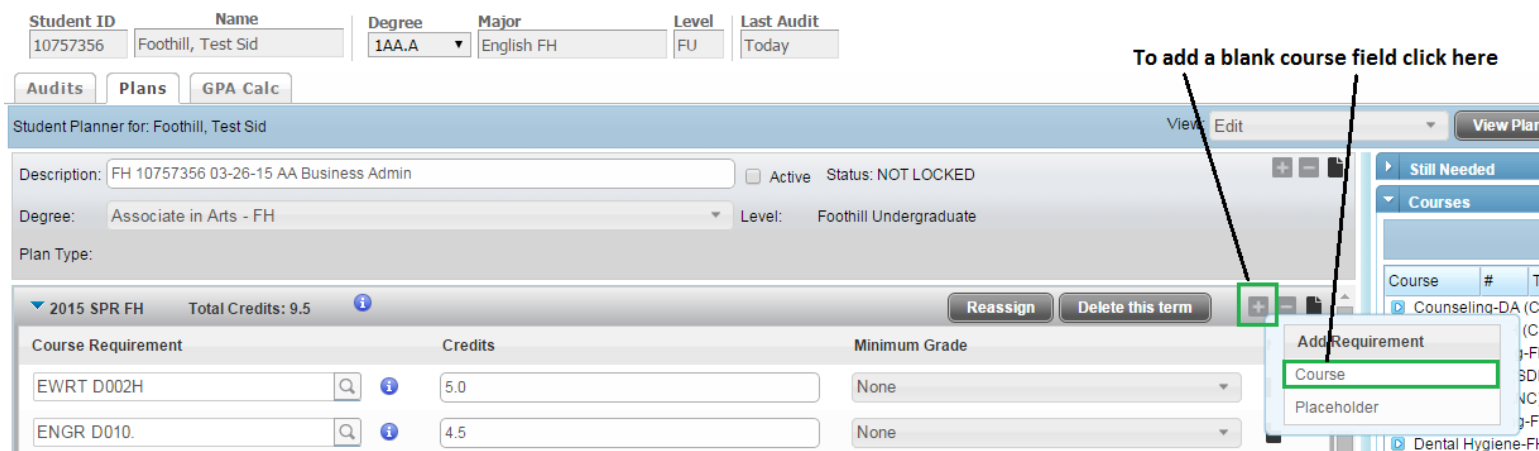
Course	#	Title
English/Second Language Learn (ES)		
English-FH (ENGL)		
English/Literature-DA (ELIT)		
English/Second Language Learn (ES)		
English/Writing-DA (EWRT)		
EWRT D01A1 COMPOSITION AND		
EWRT D01B1 READING, WRITING &		
EWRT D001A COMPOSITION AND		
EWRT D001E READING, WRITING &		
EWRT D001K LITERATURE & COM		
EWRT D002 CRIT READ, WRIT &		
EWRT D002H CRIT READ, WRIT &		
EWRT D030 INTRO CREATIVE W		
EWRT D040 FICTION WRITING		
EWRT D041 POETRY WRITING		
EWRT D042 CREATV NONFICTN		

Audit Delete Save As... Save

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## Adding a Course Requirement

The Course requirement adds a single course to the plan; very similar to the drag and drop feature. To add a Course requirement, click on the + icon found in the header bar of the desired term and choose "Course". A requirement bar will be added.



Student ID: 10757356 Name: Foothill, Test Sid Degree: 1AA.A Major: English FH Level: FU Last Audit: Today

Audits Plans GPA Calc

Student Planner for: Foothill, Test Sid View: Edit View Plan List View Plan

Description: FH 10757356 03-26-15 AA Business Admin Active Status: NOT LOCKED

Degree: Associate in Arts - FH Level: Foothill Undergraduate

Plan Type:

2015 SPR FH Total Credits: 9.5 Reassign Delete this term


Course Requirement	Credits	Minimum Grade
EWRT D002H	5.0	None
ENGR D010	4.5	None







To add a blank course field click here

Add Requirement  
Course  
Placeholder

Click on the magnifying glass icon to open the course search function.

Plan Type: **To search for active courses click here**

▼ 2015 SPR FH Total Credits: 9.5 

Course Requirement		Credits
EWRT D002H	 	3.0
ENGR D010.	 	4.5
	 	

If the course search function is opened, type any portion of the course subject and/or number into the course box to return all results. Once the desired course has been located, click on the course and it will be added to the course box. See the example below.

Course Requirement

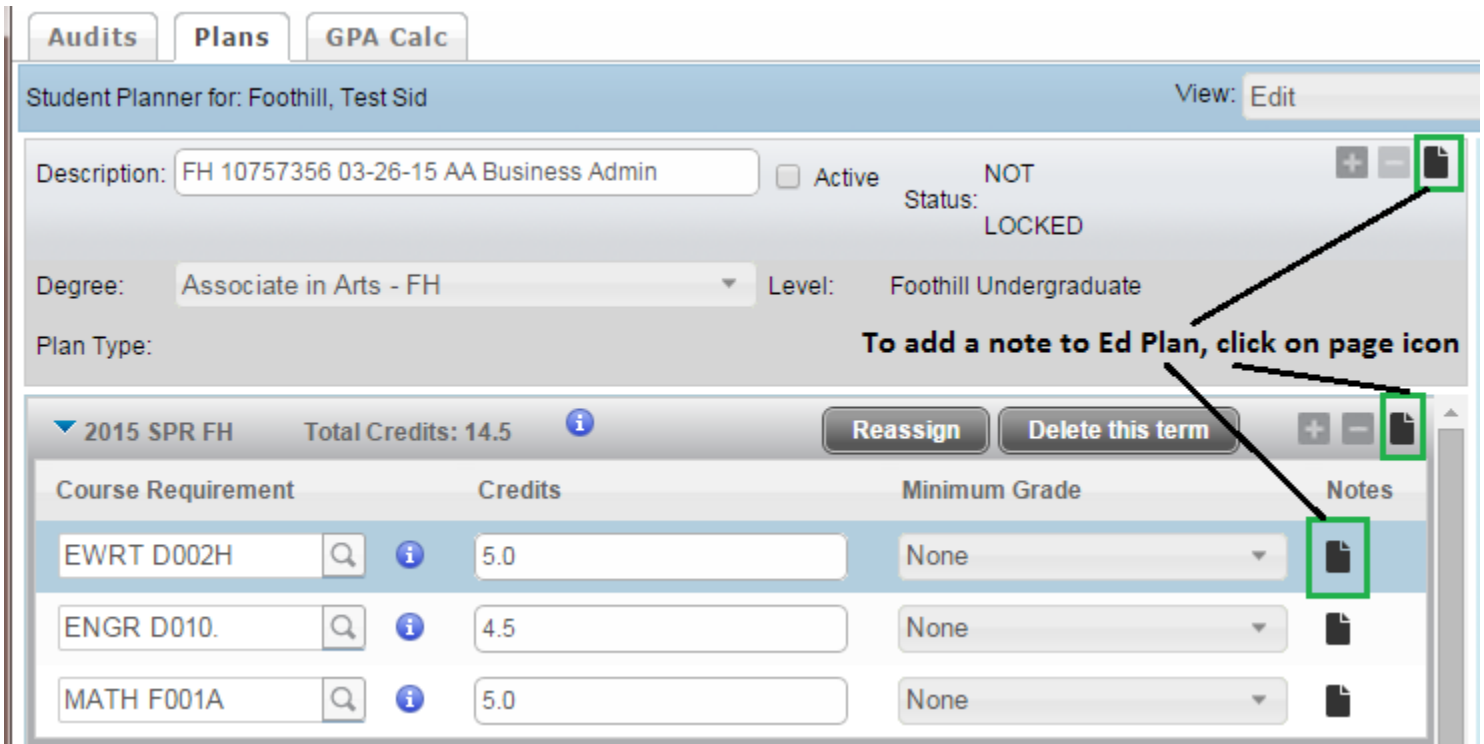
Course	Title
MATH	

Course Requirement

Course	Title
MATH D001A	CALCULUS
MATH D001B	CALCULUS
MATH D001C	CALCULUS

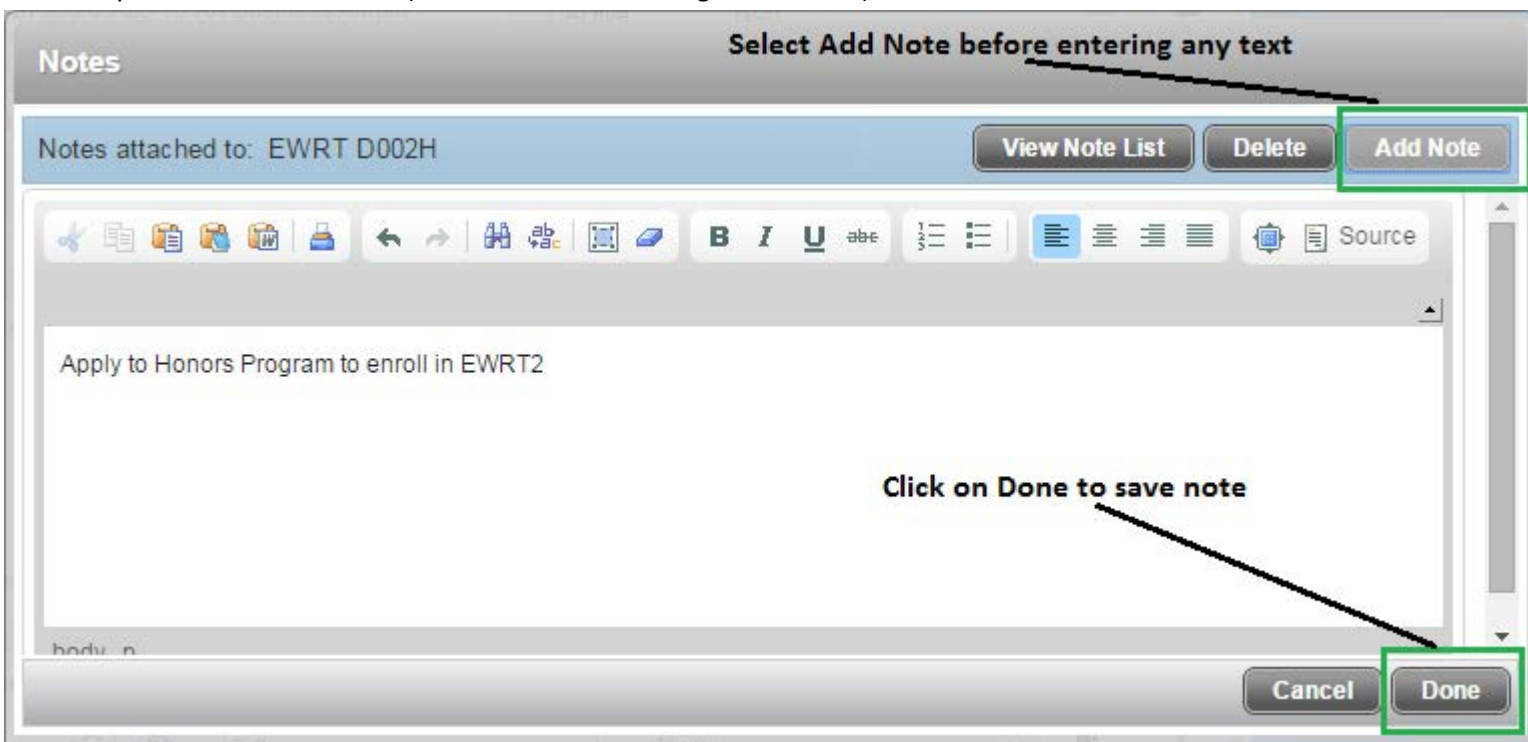
### Adding a Note to a Plan Requirement

Notes can be added at the Plan, Term or Course level. To add a note, click on the note icon as follows.



The screenshot shows the 'Student Planner for: Foothill, Test Sid' interface. At the top, there are tabs for 'Audits', 'Plans', and 'GPA Calc'. Below the tabs, the plan details are shown: Description: FH 10757356 03-26-15 AA Business Admin, Active checkbox, Status: NOT LOCKED, Degree: Associate in Arts - FH, Level: Foothill Undergraduate, and Plan Type. A text box says 'To add a note to Ed Plan, click on page icon'. Below this is a table for the term '2015 SPR FH' with 'Total Credits: 14.5'. The table has columns for 'Course Requirement', 'Credits', 'Minimum Grade', and 'Notes'. Three rows are visible: EWRT D002H (5.0 credits, None grade), ENGR D010 (4.5 credits, None grade), and MATH F001A (5.0 credits, None grade). Note icons (document with plus sign) are highlighted in green boxes in the top right of the plan details and in the 'Notes' column for each row.

Clicking this icon will open the Notes box for the specified requirement. If a note already exists, it will appear in this box and can be selected for either editing or deletion. To add a note, click on "Add Note" found in the upper right corner. Add the desired text in the box provided and click Done (located at the bottom right of the box) to save the note.



The screenshot shows the 'Notes' dialog box for requirement EWRT D002H. At the top, it says 'Select Add Note before entering any text'. Below this, there are buttons for 'View Note List', 'Delete', and 'Add Note'. The 'Add Note' button is highlighted in a green box. Below the buttons is a rich text editor with various icons for text formatting (bold, italic, underline, bulleted list, numbered list, indent, outdent, link, unlink, source) and a text area containing the text 'Apply to Honors Program to enroll in EWRT2'. At the bottom right, there are 'Cancel' and 'Done' buttons, with the 'Done' button highlighted in a green box. A text box says 'Click on Done to save note' with an arrow pointing to the 'Done' button.

Once the note has been saved, the note icon next to the requirement will be green.

Audits Plans GPA Calc




Student Planner for: Foothill, Test Sid View: Edit

Description: FH 10757356 03-26-15 AA Business Admin  Active Status: NOT LOCKED

Degree: Associate in Arts - FH Level: Foothill Undergraduate

Plan Type: **Page icon turns green to indicate note has been saved to Ed Plan**

2015 SPR FH Total Credits: 14.5 Reassign Delete this term

Course Requirement	Credits	Minimum Grade	Notes
EWRT D002H	5.0	None	
ENGR D010.	4.5	None	
MATH F001A	5.0	None	

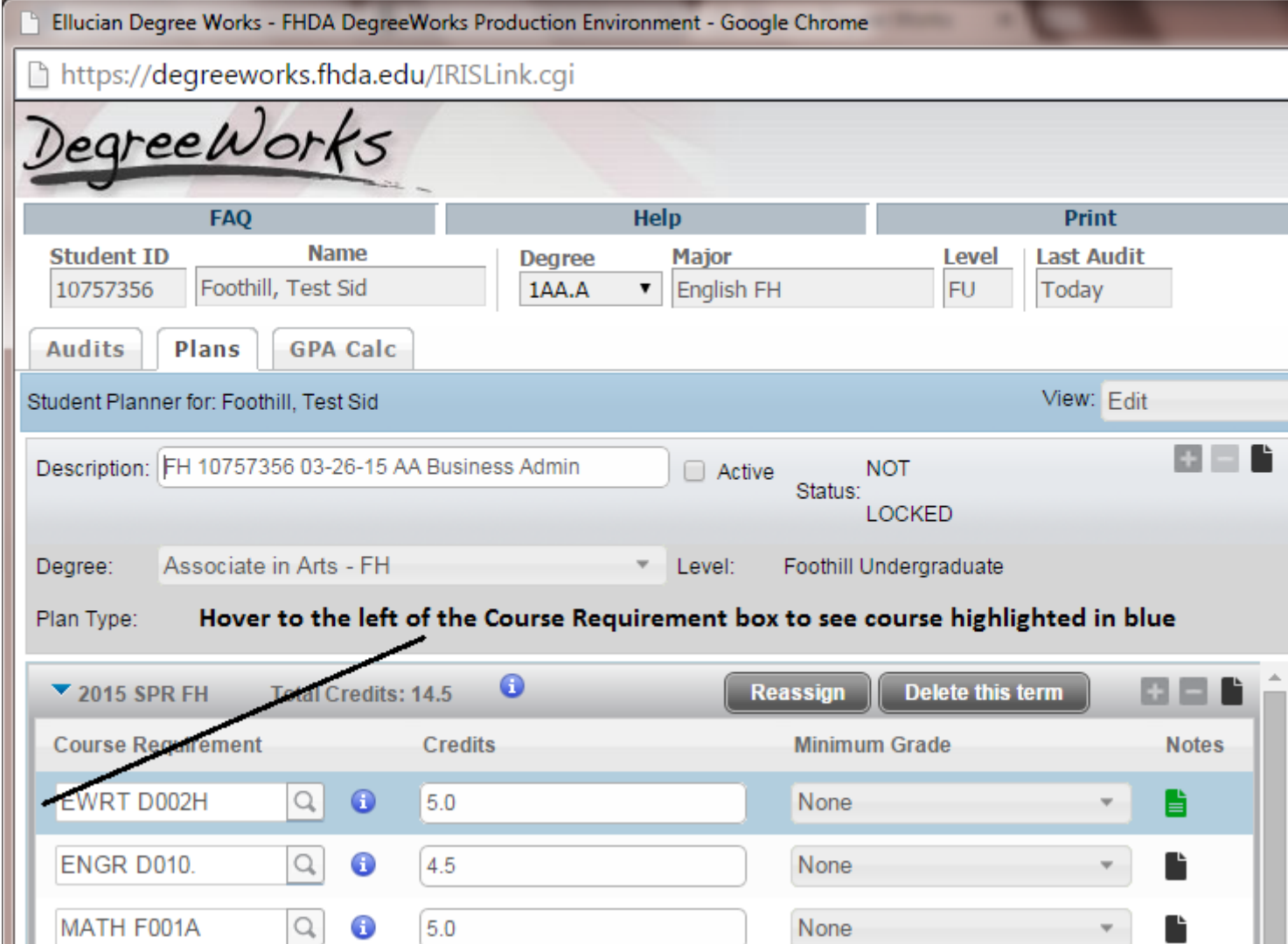
### *Deleting a Note from a Plan*

To delete an existing note, click on the green note icon to open the Notes box. Highlight the desired note and click on Delete, found at the top right of the Notes box. Click Done to finalize the deletion.



### Deleting Courses from a Term

To delete a course from a term, click on the course to be removed and click on the – icon located on the far right of the Term Header bar.



The screenshot shows the DegreeWorks Student Planner interface. At the top, there are navigation tabs for 'FAQ', 'Help', and 'Print'. Below these, a student profile is displayed with fields for Student ID (10757356), Name (Foothill, Test Sid), Degree (1AA.A), Major (English FH), Level (FU), and Last Audit (Today). There are buttons for 'Audits', 'Plans', and 'GPA Calc'. The main section is titled 'Student Planner for: Foothill, Test Sid' with a 'View: Edit' dropdown. Below this, there are fields for 'Description' (FH 10757356 03-26-15 AA Business Admin), 'Degree' (Associate in Arts - FH), and 'Level' (Foothill Undergraduate). A note says 'Hover to the left of the Course Requirement box to see course highlighted in blue'. At the bottom, a table shows course requirements for the term '2015 SPR FH' with a total of 14.5 credits. The table has columns for 'Course Requirement', 'Credits', 'Minimum Grade', and 'Notes'. The first row, 'EWRT D002H', is highlighted in blue. To the right of the table, there are buttons for 'Reassign' and 'Delete this term', and a minus sign icon (-) next to the term header.

Course Requirement	Credits	Minimum Grade	Notes
EWRT D002H	5.0	None	
ENGR D010.	4.5	None	
MATH F001A	5.0	None	

**Audits** **Plans** **GPA Calc**

Student Planner for: Foothill, Test Sid View: Edit

Description: FH 10757356 03-26-15 AA Business Admin  Active Status: NOT LOCKED

Degree: Associate in Arts - FH Level: Foothill Undergraduate

Plan Type: **Click to the left of Course Requirement box to select for deletion (course will be highlighted in dark blue)** **Click on minus icon to delete course**

2015 SPR FH Total Credits: 14.5 **Reassign** **Delete this term**

Course Requirement	Credits	Minimum Grade	Notes
EWRT D002H	5.0	None	
ENGR D010.	4.5	None	
MATH F001A	5.0	None	

**\*\*Note:** As soon as the – icon has been submitted the requirement will be removed from the term—a warning will not be given. If you accidentally remove a requirement, you will have to manually add it back to the term.\*\*

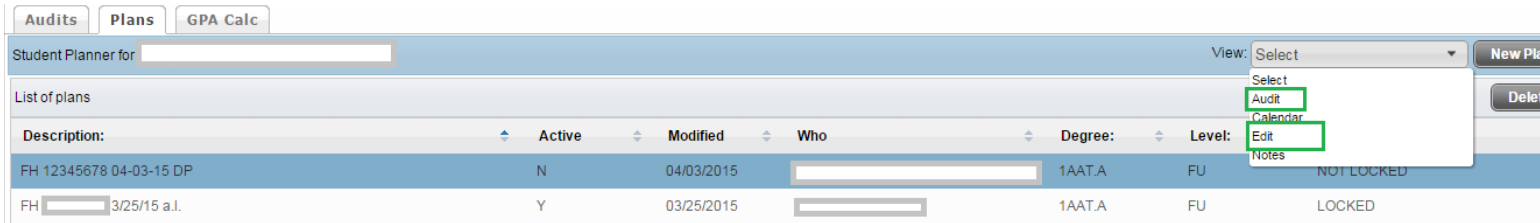
### Saving a Plan

Once a plan has been created, it must be saved or the data will be lost upon exiting either the Plans tab or Degree Works. To save the plan, click the Save button located at the bottom right of the screen.

**Audit** **What-If** **Delete** **Save As...** **Save**

## Editing a Saved Plan

To edit a plan that has been saved, open the Plans tab. All existing plans will be listed under “List of Plans.”

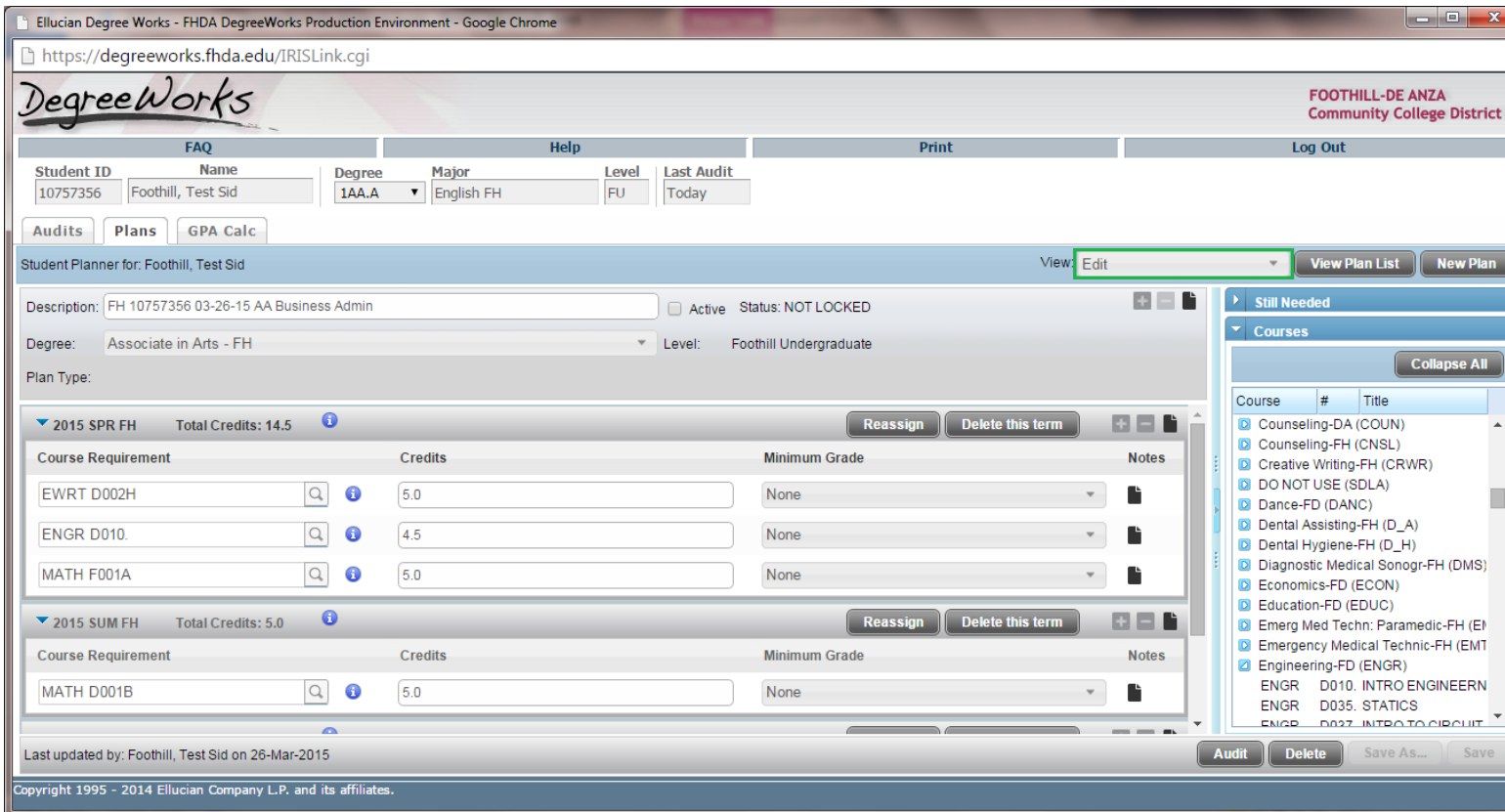


Description:	Active	Modified	Who	Degree:	Level:	Status
FH 12345678 04-03-15 DP	N	04/03/2015	[User]	1AAT.A	FU	NOT LOCKED
FH [User] 3/25/15 a.i.	Y	03/25/2015	[User]	1AAT.A	FU	LOCKED

Click on the desired plan to highlight it, then click on the “Select” View box to open the plan in either the audit view or the edit view. **\*\*Note: Double-clicking on the plan will automatically open the plan in the compact view. To open the plan in a different view, click on the “Select” View box to select an alternate view.\*\***

## Edit View of a Plan

The Edit view returns the user to the original plan where all navigational tools are available to make alterations



Student ID: 10757356, Name: Foothill, Test Sid, Degree: 1AA.A, Major: English FH, Level: FU, Last Audit: Today

Student Planner for: Foothill, Test Sid

Description: FH 10757356 03-26-15 AA Business Admin, Active: , Status: NOT LOCKED

Degree: Associate in Arts - FH, Level: Foothill Undergraduate

Plan Type:

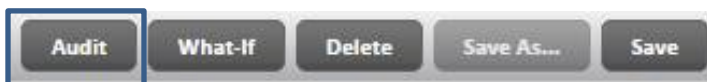
Term	Total Credits	Course Requirement	Credits	Minimum Grade	Notes
2015 SPR FH	14.5	EWRT D002H	5.0	None	
		ENGR D010	4.5	None	
		MATH F001A	5.0	None	
2015 SUM FH	5.0	MATH D001B	5.0	None	

Still Needed Courses:

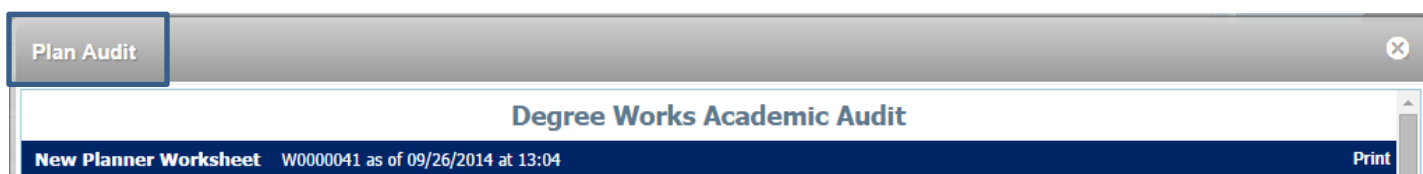
- Counseling-DA (COUN)
- Counseling-FH (CNLS)
- Creative Writing-FH (CRWR)
- DO NOT USE (SDLA)
- Dance-FD (DANC)
- Dental Assisting-FH (D\_A)
- Dental Hygiene-FH (D\_H)
- Diagnostic Medical Sonogr-FH (DMS)
- Economics-FD (ECON)
- Education-FD (EDUC)
- Emerg Med Techn: Paramedic-FH (EM)
- Emergency Medical Technic-FH (EMT)
- Engineering-FD (ENGR)
  - ENGR D010. INTRO ENGINEERN
  - ENGR D035. STATICS
  - ENGR D037. INTRO TO CIRCUIT

## Running an Audit with a Plan

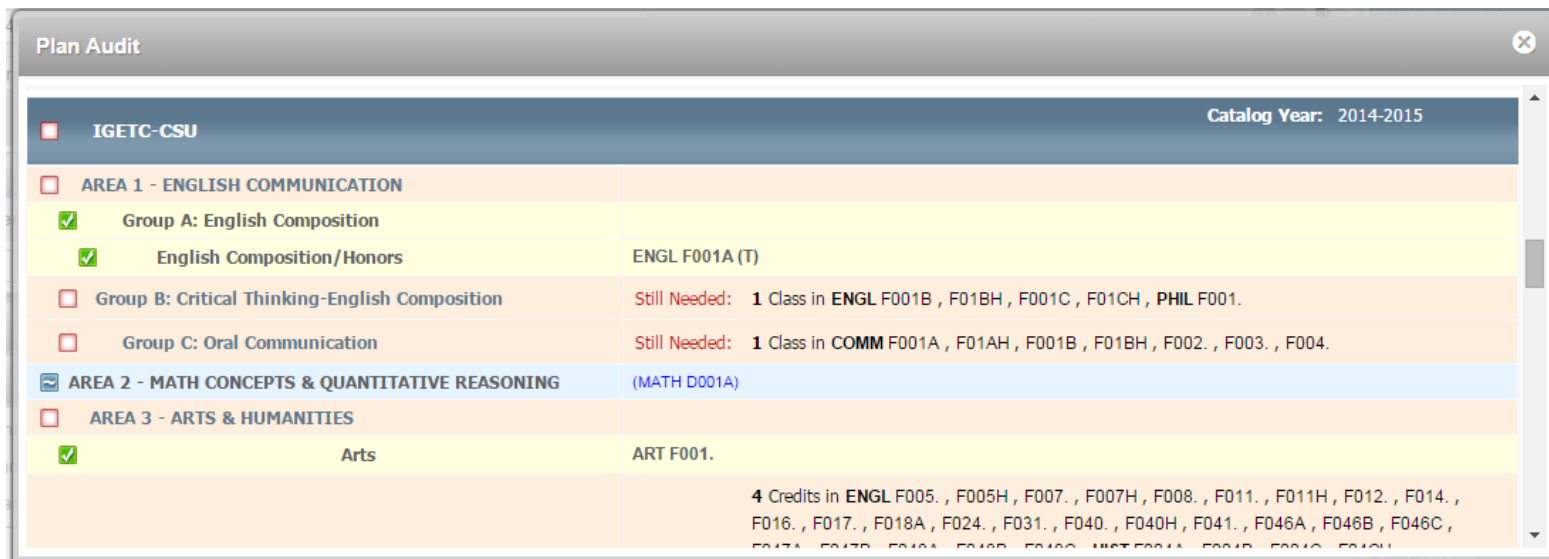
An Audit can be run using a plan to see how courses on the plan will be applied to the student's degree requirements. To run an audit using a plan, enter the edit view of the plan and select the "Audit" button found at the bottom right of the screen.



An pop-up box labeled "Plan Audit" will now appear.

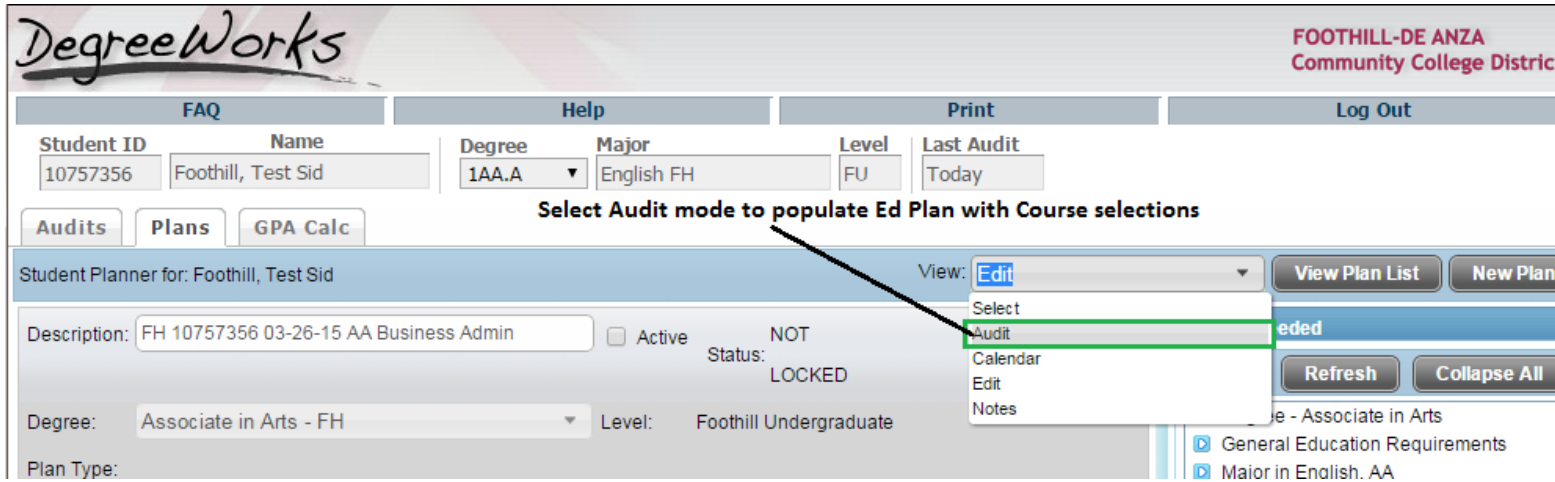


Scroll through the audit to view how previously completed, in-progress and planned courses are applied to the degree requirements. Remember to exit the plan audit when done. See example below.



IGETC-CSU		Catalog Year: 2014-2015
<input type="checkbox"/>	<b>AREA 1 - ENGLISH COMMUNICATION</b>	
<input checked="" type="checkbox"/>	Group A: English Composition	
<input checked="" type="checkbox"/>	English Composition/Honors	ENGL F001A (T)
<input type="checkbox"/>	Group B: Critical Thinking-English Composition	Still Needed: 1 Class in ENGL F001B , F01BH , F001C , F01CH , PHIL F001.
<input type="checkbox"/>	Group C: Oral Communication	Still Needed: 1 Class in COMM F001A , F01AH , F001B , F01BH , F002. , F003. , F004.
<input checked="" type="checkbox"/>	<b>AREA 2 - MATH CONCEPTS &amp; QUANTITATIVE REASONING</b>	(MATH D001A)
<input type="checkbox"/>	<b>AREA 3 - ARTS &amp; HUMANITIES</b>	
<input checked="" type="checkbox"/>	Arts	ART F001.
		4 Credits in ENGL F005. , F005H , F007. , F007H , F008. , F011. , F011H , F012. , F014. , F016. , F017. , F018A , F024. , F031. , F040. , F040H , F041. , F046A , F046B , F046C , F017A , F017B , F018A , F018B , F018C , HIST F001A , F001B , F001C , F012H

Viewing Plan in Audit mode



**DegreeWorks** FOOTHILL-DE ANZA  
Community College District

FAQ Help Print Log Out

Student ID: 10757356 Name: Foothill, Test Sid Degree: 1AA.A Major: English FH Level: FU Last Audit: Today

Audits Plans GPA Calc

**Select Audit mode to populate Ed Plan with Course selections**

Student Planner for: Foothill, Test Sid View: **Edit** View Plan List New Plan

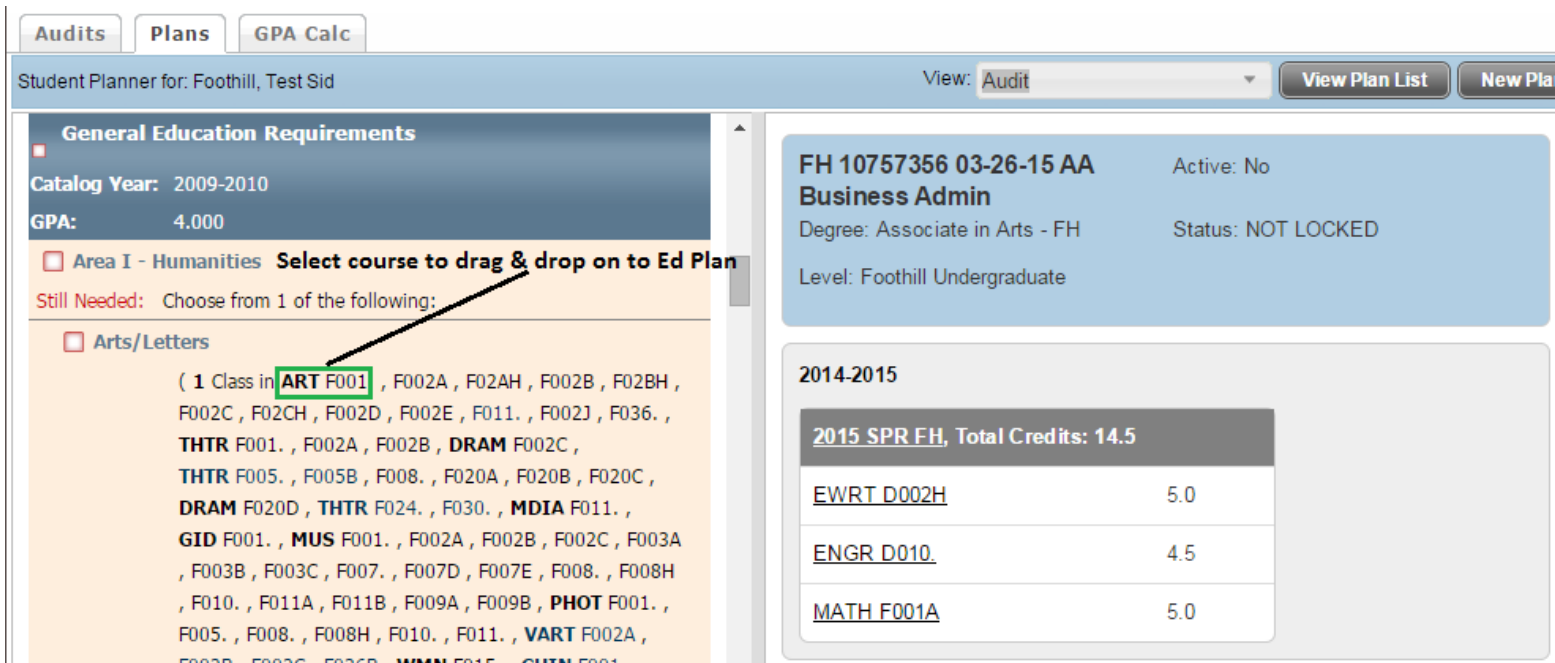
Description: FH 10757356 03-26-15 AA Business Admin  Active Status: NOT LOCKED

Degree: Associate in Arts - FH Level: Foothill Undergraduate

Plan Type:

- General Education Requirements
- Major in English, AA

Drag courses and drop on to the Plan



Audits Plans GPA Calc

Student Planner for: Foothill, Test Sid View: Audit View Plan List New Plan

**General Education Requirements**

Catalog Year: 2009-2010  
GPA: 4.000

Area I - Humanities **Select course to drag & drop on to Ed Plan**

Still Needed: Choose from 1 of the following:

Arts/Letters

( 1 Class in **ART F001** , F002A , F02AH , F002B , F02BH , F002C , F02CH , F002D , F002E , F011. , F002J , F036. , THTR F001. , F002A , F002B , DRAM F002C , THTR F005. , F005B , F008. , F020A , F020B , F020C , DRAM F020D , THTR F024. , F030. , MDIA F011. , GID F001. , MUS F001. , F002A , F002B , F002C , F003A , F003B , F003C , F007. , F007D , F007E , F008. , F008H , F010. , F011A , F011B , F009A , F009B , PHOT F001. , F005. , F008. , F008H , F010. , F011. , VART F002A , F002B , F002C , F026B , WMN F015. , GUTM F001

**FH 10757356 03-26-15 AA Business Admin** Active: No  
Degree: Associate in Arts - FH Status: NOT LOCKED  
Level: Foothill Undergraduate

**2014-2015**

**2015 SPR FH, Total Credits: 14.5**

<u>EWRT D002H</u>	5.0
<u>ENGR D010</u>	4.5
<u>MATH F001A</u>	5.0

## Printing a Plan

**Audits Plans GPA Calc** **Select Notes to print Ed Plan with notes; Select Calendar to print without notes**

Student Planner for: Foothill, Test Sid View: **Edit**

Description: FH 10757356 03-26-15 AA Business Admin  Active Status: NOT LOCKED

Degree: Associate in Arts - FH Level: Foothill Undergraduate

Select  
 Audit  
 Calendar  
 Edit  
 Notes

Calendar mode Printing:

**Audits Plans GPA Calc** Student Planner for: Foothill, Test Sid View: **Calendar** [View Plan List](#) [New Plan](#)

<a href="#">ENGR D010</a>	4.5
<a href="#">MATH F001A</a>	5.0

**2015-2016**

2015 SUM FH, Total Credits: 5.0	2015 FAL FH, Total Credits: 0.0
<a href="#">MATH D001B</a> 5.0	

**Selecting print will bring up pop-up window  
(Pop-up blocker should be turned off)**

Disclaimer: You are encouraged to use this degree plan as a guide for tracking your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This plan is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree plan, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

Last updated by: Foothill, Test Sid on 01-Apr-2015 [Audit](#) [Print](#)

Notes mode printing:


Audits Plans GPA Calc

Student Planner for: Foothill, Test Sid View: **Notes** View Plan List New Plan

**FH 10757356 03-26-15 AA Business Admin** Active: No  
 Degree: Associate in Arts - FH Status: NOT LOCKED  
 Level: Foothill Undergraduate

Hide all notes

**2015 SPR FH, Total Credits: 14.5**

Course Requirement	Minimum Grade	Credits	Notes
<u>EWRT D002H</u> <b>Note displays upon printing</b>		5.0	
Apply to Honors Program to enroll in EWRT2 Foothill, Test Sid   2015-04-01 15:19:43			
<u>ENGR D010</u>		4.5	

Last updated by: Foothill, Test Sid on 01-Apr-2015

Audit **Print**

**Selecting Print will bring up pop-up window**  
**Make sure pop-up blocker is turned off**