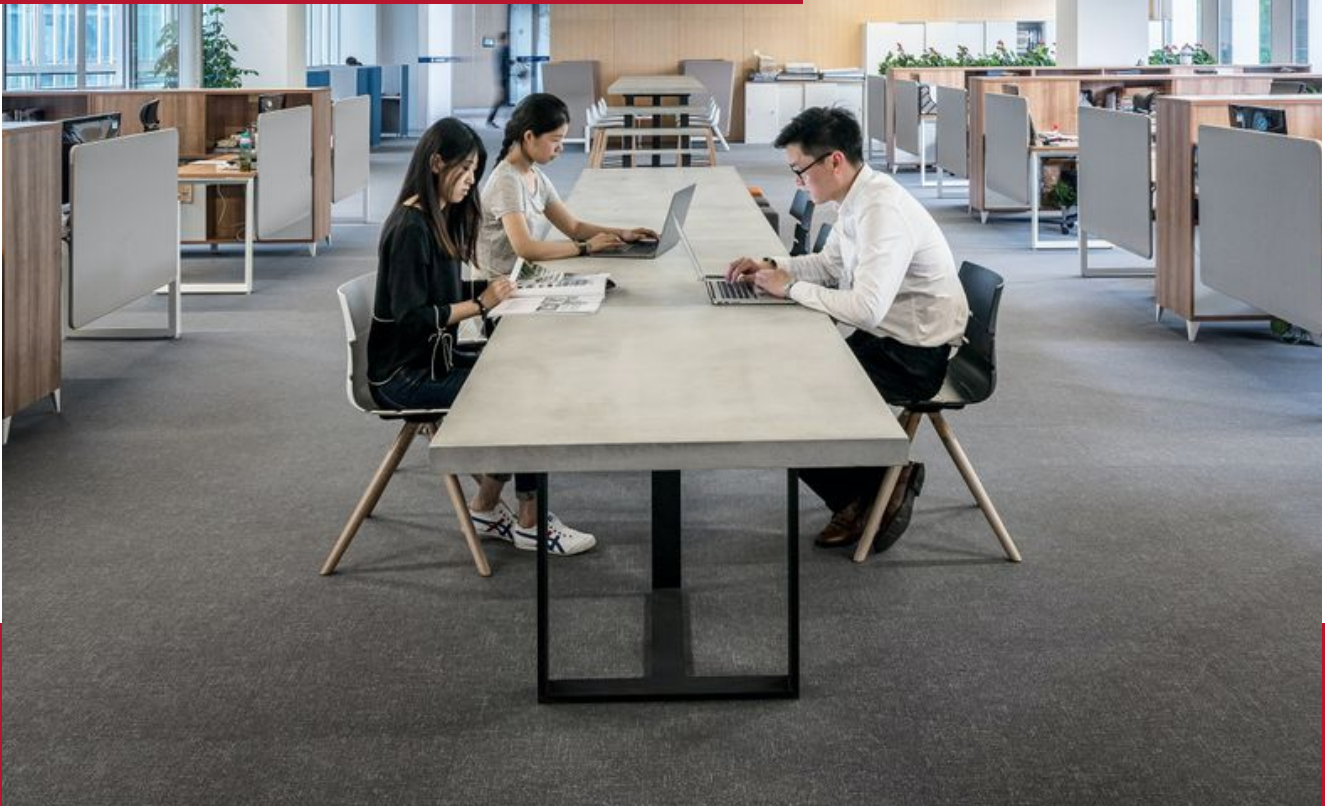
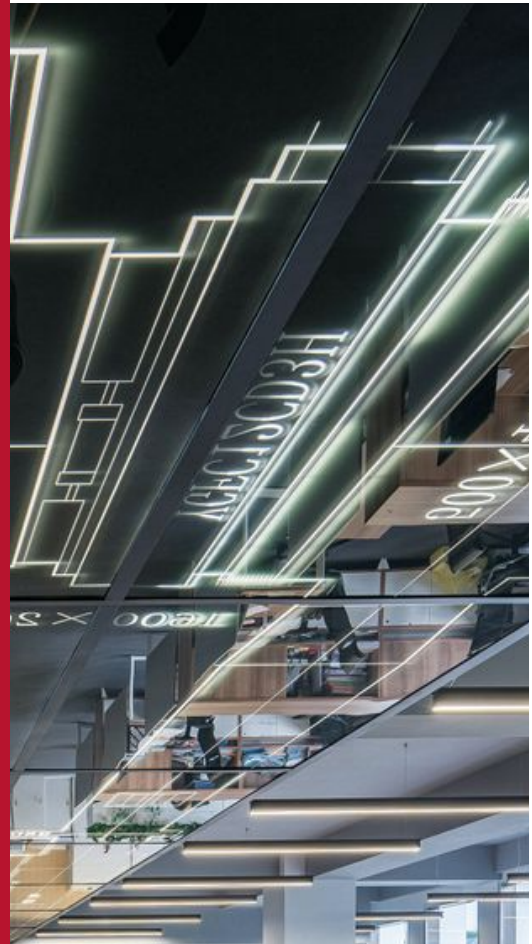


# Degree Works Planner – Editing Plans

Training Manual for Students

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Prepared by  
The Degree Completion Team



# Introduction

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The Degree Works Planner is an advising tool that students and advisors can use to map out a clear pathway for timely degree completion. Advising plans created in Degree Works Planner will show students the required courses within their program(s) and a recommended timeline of when they should be completed.

## Accessing Degree Works Plans

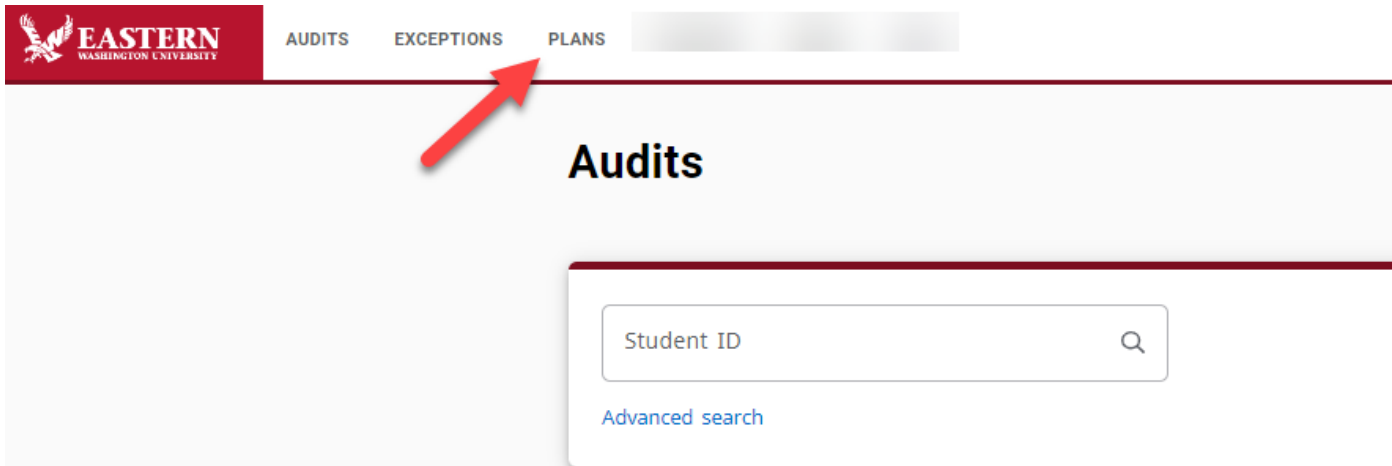
You will need to first access Degree Works

CLICK HERE  
TO ACCESS  
DEGREE  
WORKS



# Editing a Plan

1. After logging into Degree Works, select Plans at the top of the Degree Works Dashboard and type your ID in the search box and hit enter



2. In the Plan List block, you will see any plans that were previously created

**Plans**

Data refreshed 07/11/2023 12:09 AM

Student ID  Name  Degree MPA-Public Administration

Advanced search

Level Graduate - Quarter Class Graduate Masters Major Public Administration Program Master of Public Admin. College Arts, Social Sci. & Humanities

Confidentiality Indicator No Residency YES Academic Standing Good Standing Overall Earned Credits 71 EWU Credits 71 Overall GPA 3.96

Advisor Courtney Jensen Additional Support Transfer Student

**Plan List** NEW PLAN

Description	Active	Modified ↓	Who	Program	Level	Status
<a href="#">FA 23 - SP 24 ECON BS - RWise</a>	No	06/13/2023	Wise, Ryan Shane	MPA-PADM1	GR	Not Locked

Total results: 1 Page 1 of 1

# Editing a Plan

Editing a Plan allows you change or update your long-term plan. Some reasons for this could be: repeating a course, changing majors, adding a major, adding a minor.

3. To edit a plan, you should find the plan that is *Active* and *Locked*. Then click on the *Title* of the plan.

## Plans

Data refreshed 07/19/2023 12:09 AM 

Student ID  
00628336 ×

Name  
Wise, Ryan Shane

Degree  
MPA-Public Administration

[Advanced search](#)

**Level** Graduate - Quarter    **Class** Graduate Masters    **Major** Public Administration    **Program** Master of Public Admin.    **College** Arts, Social Sci. & Humanities

**Confidentiality Indicator** No    **Residency** YES    **Academic Standing** Good Standing    **Overall Earned Credits** 71    **EWU Credits** 71    **Overall GPA** 3.96

**Advisor** Courtney Jensen    **Additional Support** Transfer Student

### Plan List NEW PLAN

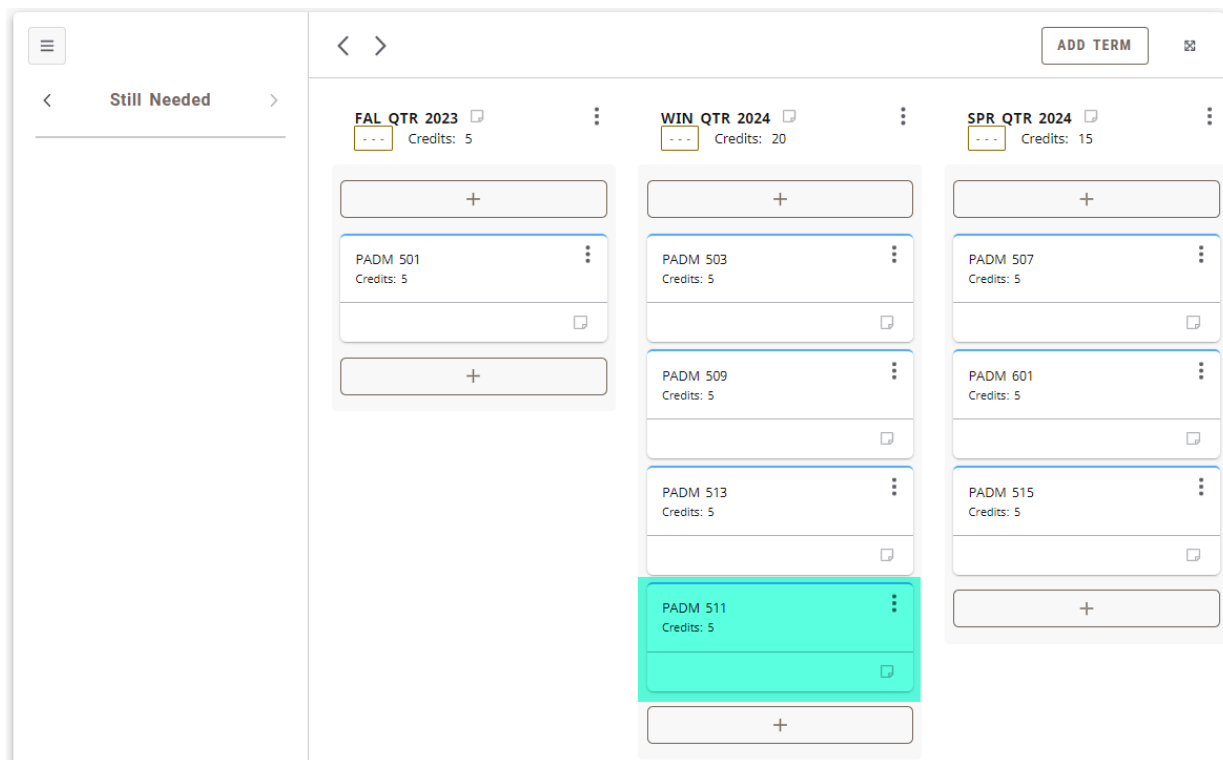
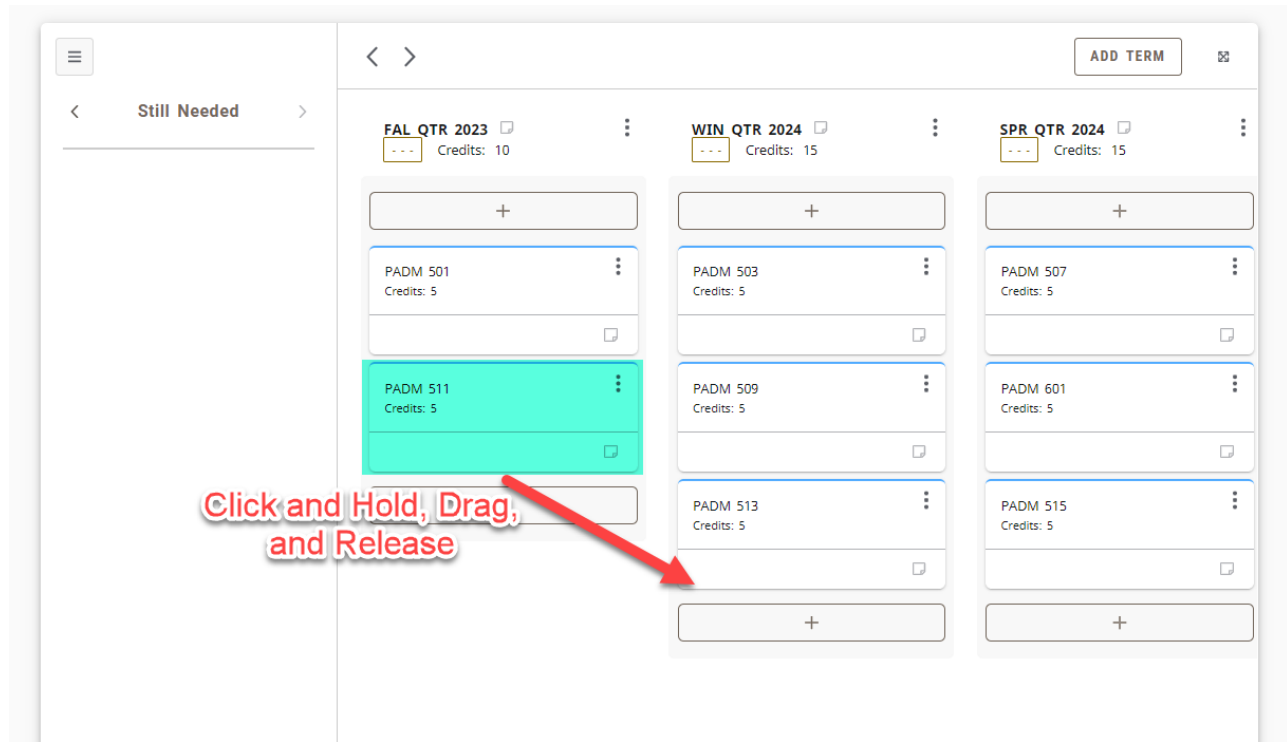
Description	Active	Modified ↓	Who	Program	Level	Status
<a href="#">Fall 23 Public Administration - Rwise</a> <span style="color: red; font-weight: bold; font-size: 1.2em;">Title</span>	Yes	✓ 07/19/2023	Wise, Ryan Shane	MPA-PADM1	GR	Locked
<a href="#">Fall 23 Public Administration - Rwise</a>	No	✗ 07/17/2023	Wise, Ryan Shane	MPA-PADM1	GR	Locked

Total results: 2

Page 1 of 1

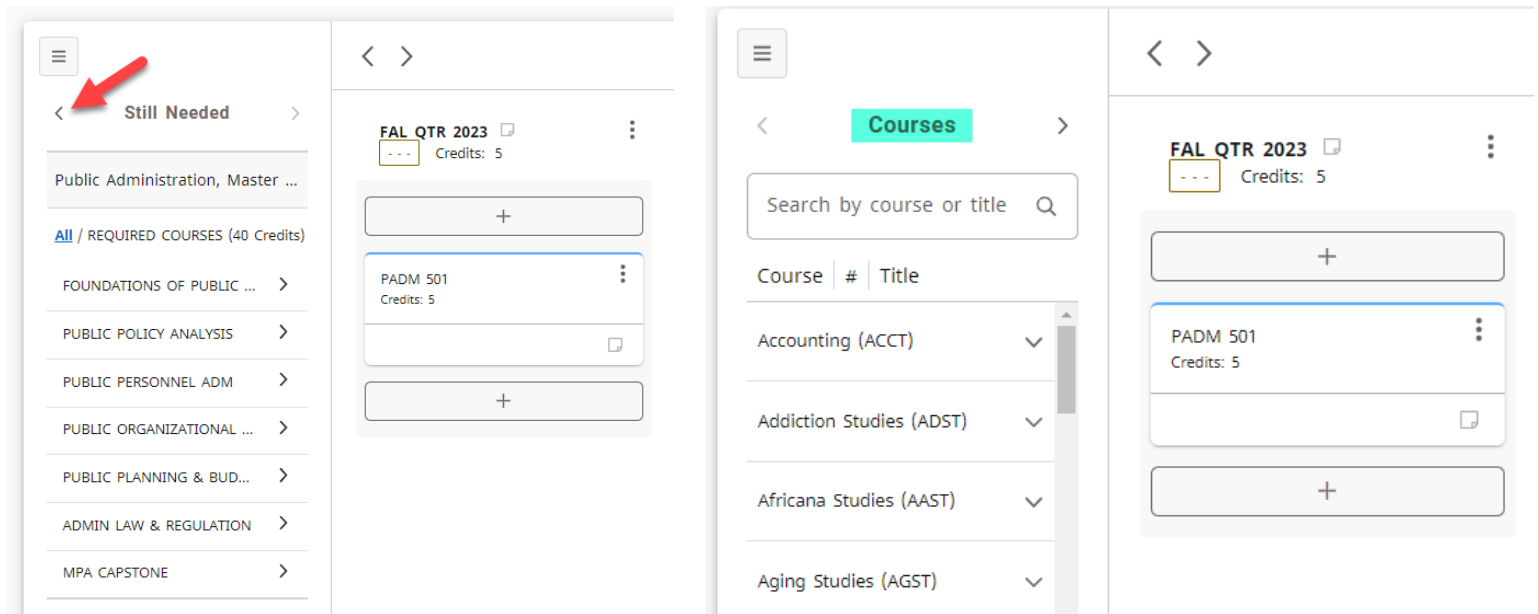
# Editing a Plan

4. Scroll down until you see the quarters/semesters. You can Drag and Drop a course from one term to another if you need to change a course's term.

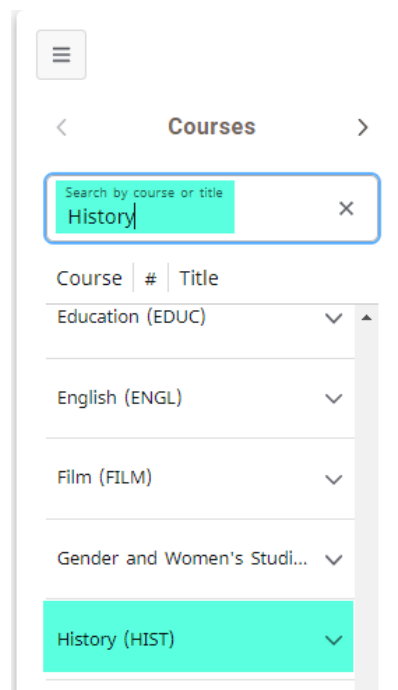


## Editing a Plan

5. You can search for a class that does not show up the *Still Needed*, you will need to do the search function. Click the arrow on the left hand side of *Still Needed* until you get to *Courses*.

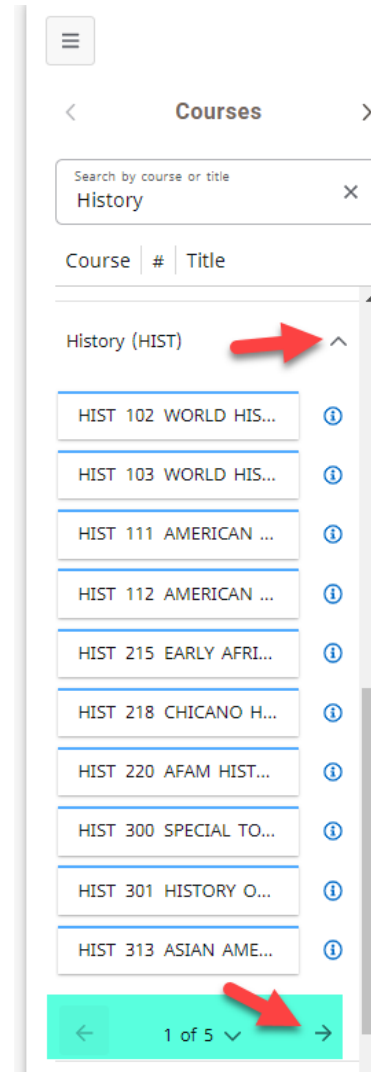


6. Then you can type the subject into the search bar (don't use the number as it won't pull up the course). For example, I'll be using History to demonstrate this. I'll be looking for History 389.

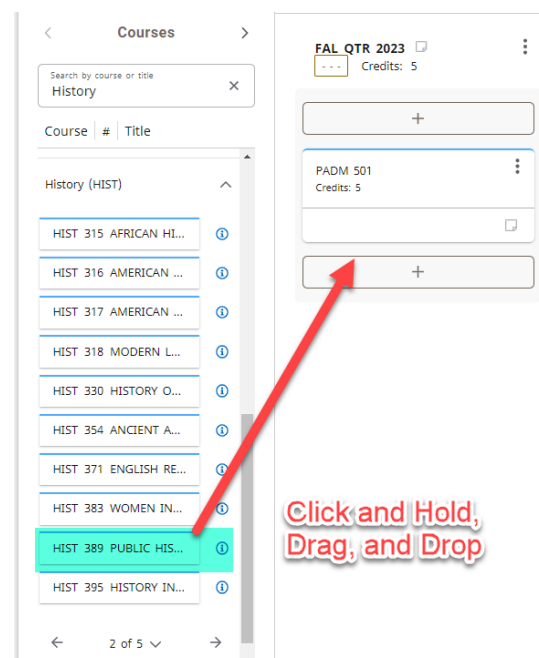


# Editing a Plan

7. You'll may need to scroll down to find the subject, but once you find it, click the arrow next to it. This will open up the subject with every available course from the catalog.



8. The courses will go in an acending value. Click the arrow next to the pages to flip to the next set of courses until you find the one you are looking for.



Click and Hold,  
Drag, and Drop

# Editing a Plan

9. Once you have finished editing the Plan, you can just close the browser. This system works the same way as GoogleDocs and saves as you make changes.

The screenshot displays a user interface for editing a course plan. On the left is a sidebar titled "Courses" with a search bar containing "hist". Below the search bar is a list of courses with columns for "Course #", "Title", and an information icon. The list includes:

- HIST 380 THE U.S. CL...
- HIST 381 RACE & CU...
- HIST 383 WOMEN IN...
- HIST 389 PUBLIC HIS...
- HIST 390 HISTORIAN ...
- HIST 395 HISTORY IN...
- HIST 396 EXPERIMEN...

At the bottom of the sidebar, there are filters for "Honors (HONS)" and "Humanities (HUMN)". The main area shows three columns representing different terms:

- FAL QTR 2023** (Credits: 10): Contains PADM 501 (Credits: 5) and HIST 389 (Credits: 5).
- WIN QTR 2024** (Credits: 20): Contains PADM 503 (Credits: 5), PADM 509 (Credits: 5), PADM 513 (Credits: 5), and PADM 511 (Credits: 5).
- SPR QTR 2024** (Credits: 15): Contains PADM 507 (Credits: 5), PADM 601 (Credits: 5), and PADM 515 (Credits: 5).

Each term column has a "+" button at the top and bottom for adding or removing courses. An "ADD TERM" button is located in the top right corner of the main area.