JAGTRAX: ADVISOR/FACULTY INSTRUCTIONS FOR NAVIGATING THE DEGREE AUDIT

JAGTRAX: ADVISOR/FACULTY INSTRUCTIONS FOR NAVIGATING THE DEGREE AUDIT

TABLE OF CONTENTS

INTRODUCTION

Degree Works is an academic advising and degree audit tool that helps advisors, faculty, and students track their degree progress in real-time. It tracks coursework, grades, GPA requirements, credits and other relevant student data, and displays the information in accordance with program requirements approved via Curriculog. This tool allows advisors, faculty, and students to quickly identify outstanding requirements and make a plan to achieve degree completion on time.

TIPS & NEED TO KNOW INFORMATION

- A major benefit to the Responsive Dashboard is it adapts to screen size making the information easily visible from a mobile device or tablet.
- Audits are refreshed nightly.
- Audits show program requirements from the 2009 catalog forward.
- JagTrax uses "best fit" to determine the best requirement to fulfill with a given course.
- FAQ and other Resources can be found on the menu bar at the top of the degree audit.
- Incorrect major or concentration information will prevent JagTrax from displaying accurate information.

RESPONSIVE DASHBOARD OVERVIEW

A diagram of the items listed below is pictured on page 4.
1. Student Header
2. Degree Progress
3. Degree Audit Blocks
4. Legend
5. Print Audit or Contact a Student
6. GPA Calculator, Class History, and Notes
7. What-If

Worksheets

Data refreshed ⟳

① Student ID ✕ | Name: Student, Test | Degree: Bachelor of Arts

Advanced search

Level Undergraduate Semester   **Classification** Senior-Semester   **Major** Integrated Studies   **Program** 1BA-INTS   **College** College of Arts, Hum, Soc Scr

Academic Standing Good Standing   **Overall GPA** ▢   **Institutional GPA** ▢   **Regents GPA** ▢   **Overall Hours Earned** ▢

Admissions Term ▢   **Campus** Main Campus   **Attribute** No Attribute   **Sport** ▢   **Holds** No Holds

Advisor(s) ▢

⑤ ⑥

GPA Calculator

Class History

Notes

Academic   What-If ⑦   View historic audit ⌄

② Format: Student View ⌄   Degree progress   94%   Overall GPA 2.40   PROCESS   Requirements

③ **Degree in Bachelor of Arts** INCOMPLETE ⌄

Core Curriculum A - E INCOMPLETE ⌄

Credits required: 42   Credits applied: 40   Catalog year: Academic Year 2017 - 2018

Major in Integrated Studies, BA INCOMPLETE

④ **Legend**

⊘	Complete	○	Not complete
⊕	Complete (with classes in-progress)	ⓘ	Nearly complete - see advisor
⊡	Prerequisite	@	Any course number
(R)	Repeated class		

Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. The degree audit report should not be used in place of advising. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit 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 audit report, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

STUDENT HEADER

The Student Header provides useful information regarding the student such as degree, major, minor, college, GPA, and advisor.

SEARCH FOR A STUDENT

You can use the Student Header to search for other students in JagTrax.

*Note: The search functionality is not available to all advisors/faculty.

1. Type the student's Banner ID into the Student ID block and hit Enter. The student's degree audit will populate.

2. If you do not know the Banner ID, select Advanced Search. A new window will open with additional search options.

Worksheets

Data refreshed ⟳

Student ID

✕

Advanced search

3. Search for the student by name or filter by the additional search options provided. When you have chosen the appropriate criteria, select Search.

Find Students   ✕

Student ID	First/middle name	Last name

Curriculum ⌃

Degree ⌄	Level ⌄	Classification ⌄
Catalog year ⌄	Major (0/187) ⌄	Minor (0/34) ⌄
College (0/15) ⌄	Concentration (0/119) ⌄	Program (0/177) ⌄

Other ⌃

Sport (0/13) ⌄	Attribute (0/10) ⌄	Campus (0/3) ⌄
Cohort (0/14) ⌄	Applied to Graduate Term (0/11) ⌄	Expected Graduation Term (0/13) ⌄

Clear   CANCEL   **SEARCH**

4. list of students will appear based on your search criteria. Use the check boxes to select or deselect the students you want to view then click Select.

5. If you selected more than one student, use the Select Student drop-down to view the list of students. Select a student from the list.

DEGREE SELECTION

If a student has multiple degrees and/or certifications, you can view their additional requirements by selecting the appropriate choice from the Degree drop-down.

1. Select the Degree drop-down in the Student Header.

Worksheets

Data refreshed

Student ID		Name	Degree
	×	Student, Test	Bachelor of Arts ⌄

Advanced search

2. The Degree options will appear. Select the appropriate option.

Worksheets

Data refreshed

Student ID		Name	
	×	Student, Test	Bachelor of Arts
			Certicate of Less Than One Year

Advanced search

DEGREE PROGRESS

The Degree Progress shows the percentage complete of the student's requirements and credits as well as their overall GPA. The Requirements progress will not always equal the Credits progress. Progress will not equal 100% until all the courses and degree requirements have been met.

Format	Degree progress		PROCESS
Student View ⌄	94%	Overall GPA 2.40	
	Requirements		

FORMAT SELECTION

The default format is Student View. You can change the format of the audit by selecting the Format drop-down.

- Student View: The default and most frequently used format. Displays a detailed view of the student's degree requirements.
- Graduation Checklist: Displays which courses fulfilled each requirement and which requirements are still outstanding.
- Registration Checklist: Displays completed requirements and outstanding requirements with suggested registration to fulfill them.

DEGREE AUDIT BLOCKS

The Degree Audit is divided into multiple sections called blocks. The blocks will show the student's progress towards their degree. Each block header includes the number of credits applied from that block, the catalog year, and if the requirements of the block have been completed. The first block is the Degree Overview. It shows a summary of the main components necessary to obtain the degree. The subsequent blocks show the credits that have been completed and how they have been completed. They also show incomplete requirements and instructions for how to complete them.

Degree in Bachelor of Arts [INCOMPLETE]

○	Minimum of 120 credits, excluding Wellness, for degree		
⊘	Minimum of 39 credits in upper division courses		
⊘	Minimum of 30 credits in upper division AU courses		
⊘	Minimum of 30 credits taken at Augusta University		
⊘	You meet the minimum GPA requirement		
⊘	Legislative - Constitution - GA		
⊘	Legislative - Constitution - US		
⊘	Legislative - History - GA		
⊘	Legislative - History - US		
○	Core Curriculum	Still needed:	See Core Curriculum A - E section
○	Major Required	Still needed:	See Major in Integrated Studies, BA section
⊘	Physical Education Requirement		

COLLAPSE & EXPANDING BLOCKS

1. You can collapse the blocks for quick navigation through the audit. Select Collapse all to collapse all the blocks in the audit.

Collapse all ^

Degree in Bachelor of Arts INCOMPLETE ^

○ Minimum of 120 credits, excluding Wellness, for degree

⊘ Minimum of 39 credits in upper division

2. Select Expand all to expand all the blocks in the audit for a detailed view all each block. You can expand the blocks for quick navigation through the audit.

Audit date
Diagnostics Student data Save audit Delete audit   Expand all ⌄

Degree in Bachelor of Arts INCOMPLETE ⌄

Core Curriculum A - E INCOMPLETE ⌄
Credits required: 42 Credits applied: 40 Catalog year: Academic Year 2017 - 2018

COMPLETED REQUIREMENTS

Requirements that a student has completed are denoted by a green check mark. The course name, grade, number of credits, and term the course was taken are to the right of the requirement.

| ⊘ Communications | COMM 1100 | Fund. of Human Communication | B | 3 | Spring 2018 |

INCOMPLETE REQUIREMENTS

Requirements that a student has not completed are denoted by a red circle. The course that is still needed to satisfy the requirement is listed to the right. The @ symbol means any course number with the designated prefix will satisfy the requirement.

○ College Algebra or Intro to Math Modeling   **Still needed:**   **1** Class in **MATH** 1101 or 1111☑ or 1113☑

IN-PROGRESS REQUIREMENTS

Requirements that a student currently has in-progress are denoted by a blue half-filled circle. The course the student registered for, number of credits, and term are to the right of the requirement.

◑ Additional Science	ASTR 1000	Intro to the Universe	IP	(4)	Fall 2021

COURSE INFORMATION

1. Select the name of the course, to get more information about a course that will satisfy a requirement.
   *Note: The check mark icon next to the course name denotes a prerequisite is needed.

○ College Algebra or Intro to Math Modeling   **Still needed:**   **1** Class in **MATH** 1101 or 1111☑ o 1113☑

2. The Course Information window will appear. You will see prerequisite information, course information, and the sections that are scheduled for a current or upcoming term.

Course Information   ✕

MATH 1113 - 3 Credits - Precalculus Mathematics

A rigorous study of polynomial, exponential, logarithmic, and trigonometric functions, primarily intended to prepare science and mathematics majors for calculus. STEM GPA Eligible Course

Prerequisites:
(**MAT 107** with a minimum grade of C or **MATH 1111** with a minimum grade of C)

FALL THROUGH

The Fall Through block lists any courses that are not currently used to fulfill specific degree requirements. However, the grades and credit hours will factor into the student's overall GPA and total credit hours earned.

Fall Through
Credits applied: 7   Classes applied: 2

Course	Title	Grade	Credits	Term	Repeated
MATH 2011	Calculus & Analy. Geometry I	D	4	Fall 2018	(R)
POLS 3101	Comparative Euro. Govts	C	3	Spring 2020	

INSUFFICIENT

The Insufficient block lists any courses that did not meet the minimum grade or some other requirement and cannot be used in the audit.

Insufficient
Credits applied: 0   Classes applied: 7

Course	Title	Grade	Credits	Term	Repeated
BIOL 1107	Principles of Biology I	W	0	Fall 2016	
HIST 3441	African-Amer Hist since 1877	W	0	Spring 2020	
HIST 3491	Military History of the US	W	0	Spring 2020	
MATH 2011	Calculus & Analy. Geometry I	W	0	Spring 2018	(R)

IN-PROGRESS

The In-Progress block lists all the courses the student is currently registered for and all future registration.

In-progress
Credits applied: 13   Classes applied: 4

Course	Title	Grade	Credits	Term	Repeated
ASTR 1000	Intro to the Universe	IP	(4)	Fall 2021	
CRJU 4162	Race, Crime, & Justice	IP	(3)	Fall 2021	
POLS 2101	Introduction to Pol. Science	IP	(3)	Fall 2021	
PSYC 2101	Intro to Psych. of Adjustment	IP	(3)	Fall 2021	

EXCEPTIONS

The Exceptions block displays any exceptions placed on a student's degree audit.

Exceptions ∧

Type	Description	Created on	Created by	Block	Enforced
Apply Here	MATH 2210 applied to Area D			Core Curriculum	Yes
Also Allow	HIST 3431 applied to Social Studies Specialization			Major in Middle Grades Education, BSED	Yes

NOTES

The Notes block displays any notes entered by an advisor.

Notes ∧

Status	Description	Created on	Created by
	Reviewed JagTrax Plan for upcoming terms.		
	Reviewed key term dates.		

LEGEND

At the bottom of the audit, you will see a legend that explains the icons found in the degree audit.

Legend

⊘	Complete	○	Not complete
◐	Complete (with classes in-progress)	⊙	Nearly complete - see advisor
☑	Prerequisite	@	Any course number
(R)	Repeated class		

PRINT AUDIT OR CONTACT STUDENT

PRINTING A STUDENT'S DEGREE AUDIT

Select the Print icon at the top of the Degree Audit Worksheet to print the student's audit. The print options will appear.

Worksheets

Data refreshed ⟳

| Student ID | ✕ | Name
Student, Test | Degree
Bachelor of Arts | ⌄ |

CONTACTING A STUDENT

1. Select the Select the Email icon at the top of the Degree Audit Worksheet to contact the student.

Worksheets

Data refreshed ⟳

| Student ID | ✕ | Name
Student, Test | Degree
Bachelor of Arts | ⌄ |

2. The student's contact information will appear. Select the student's email address and a new email will be created in Outlook.

Contact ✕

Student, Test

✉

GPA CALCULATOR, CLASS HISTORY, & NOTES

At the bottom of the audit, you will see a legend that explains the icons found in the degree audit.

GPA CALCULATOR

The GPA Calculators are designed to deliver insights into academic performance and program completion to help students set realistic short- and long-term goals.

1. Select the Ellipsis at the top right corner of the screen, then select GPA Calculator.

2. The GPA Calculator window will appear with tabs for the three types of GPA Calculators: Graduation, Term, and Advice.

Graduation

The Graduation Calculator is used to estimate the average GPA the student needs to maintain in their remaining terms to graduate with a desired GPA. This calculator can be helpful for a student who would like to graduate with specific honors.

1. The student's current GPA, number of credits remaining, and number of credits required are listed. Enter the GPA the student would like to earn upon graduation in the Desired GPA field. Then select Calculate.

2. The average GPA the student must maintain to graduate with the desired GPA will be listed at the top of the window.

GPA Calculator   ✕

| Graduation Calculator | Term Calculator | Advice Calculator |

You need to average a 2.76 over your final 33 credits to graduate with your desired GPA.

Current GPA	2.40
Credits remaining	33
Credits required	120
Desired GPA	2.50

RECALCULATE

3. Select Recalculate if you would like to input another desired GPA.

Term

The Term Calculator will estimate the student's GPA based on anticipated grades for in-progress courses.

1. Select Term Calculator form the tab menu.

GPA Calculator   ✕

| Graduation Calculator | Term Calculator | Advice Calculator |

Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your

2. The current GPA, credits earned, and in-progress courses are listed. Use the grade drop-downs to select the anticipated grade for each course.

GPA Calculator   ✕

Graduation Calculator | Term Calculator | Advice Calculator

Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term. The pre-populated GPA is the overall GPA. To see results for a different GPA, you may manually type in the fields.

Current GPA *	Credits earned *
2.40	116

Add Course

Course *	Credits *	Grade *	
ASTR 1000	4	A	🗑
CRJU 4162	3	A	🗑
POLS 2101	3	A	🗑
PSYC 2101	3	A	🗑

CALCULATE

3. If needed, select Add Course or select the trash icon to delete a course that is listed.
4. Once all the courses and anticipated grades are listed, select Calculate.
5. The student's estimated GPA will be listed at the top of the window.
6. Select Recalculate to modify the anticipated grades.

GPA Calculator   ✕

Graduation Calculator | Term Calculator | Advice Calculator

Calculated GPA

By achieving the grades listed here, your GPA at the end of the term will be 2.56

Current GPA	2.40
Credits earned	116

Course	Credits	Grade
ASTR 1000	4	A
CRJU 4162	3	A
POLS 2101	3	A
PSYC 2101	3	A

RECALCULATE

Advice

The Advice Calculator will show how many credits must be earned with certain grade averages to achieve a desired GPA.

1. Select Advice Calculator form the tab menu.

GPA Calculator

Graduation Calculator | Term Calculator | Advice Calculator

Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your

2. The student's current GPA and credits earned are listed. Enter the student's desired GPA, the select Calculate.

GPA Calculator

Graduation Calculator | Term Calculator | Advice Calculator

Enter your desired GPA at graduation to see the grades you need to earn to achieve that goal. The pre-populated GPA is the overall GPA. To see results for a different GPA, you may manually type in the fields.

Current GPA *
2.40

Credits earned *
116

Desired GPA *

CALCULATE

3. The student's estimated GPA will be listed at the top of the window.
4. Select Recalculate to modify the anticipated grades.

GPA Calculator   ✕

Graduation Calculator	Term Calculator	Advice Calculator

To achieve your desired GPA, you need one of the following:

8 credits at 4 (A) grade average

24 credits at 3 (B) grade average

Note: Results that would require you to take more than 150 credits have been omitted.

Current GPA	2.40
Credits earned	116
Desired GPA	2.50

RECALCULATE

CLASS HISTORY

Class History provides a term-by-term summary of the courses the student has taken and the grades they earned.

1. Select the Ellipsis at the top right corner of the screen, then select Class History.

Worksheets   🖨 ✉ ⋮

Data refreshed [____] ⟳   GPA Calculator

Student ID [____] ✕	Select Student Student, Test ⌄	Degree Bachelor of Arts

Class History

Advanced search

Notes

Level Undergraduate Semester   **Classification** Senior-Semester   **Major** Integrated Studies   **Program** 1BA-INTS   **College** College of Arts, Hum, Soc S⊢

Academic Standing Good Standing   **Overall GPA** [____]   **Institutional GPA** [____]   **Regents GPA** [____]   **Overall Hours Earned** [____]

Admissions Term [____]   **Campus** Main Campus   **Attribute** No Attribute   **Sport** [____]   **Holds** No Holds

Advisor(s) [____]

2. The Class History window will appear with a chronological list of courses the student has taken.

NOTES

Advisors can add notes to a student's degree audit to document their progress or needs.

*Note: Notes are visible to students and advisors/faculty.

Adding a Note

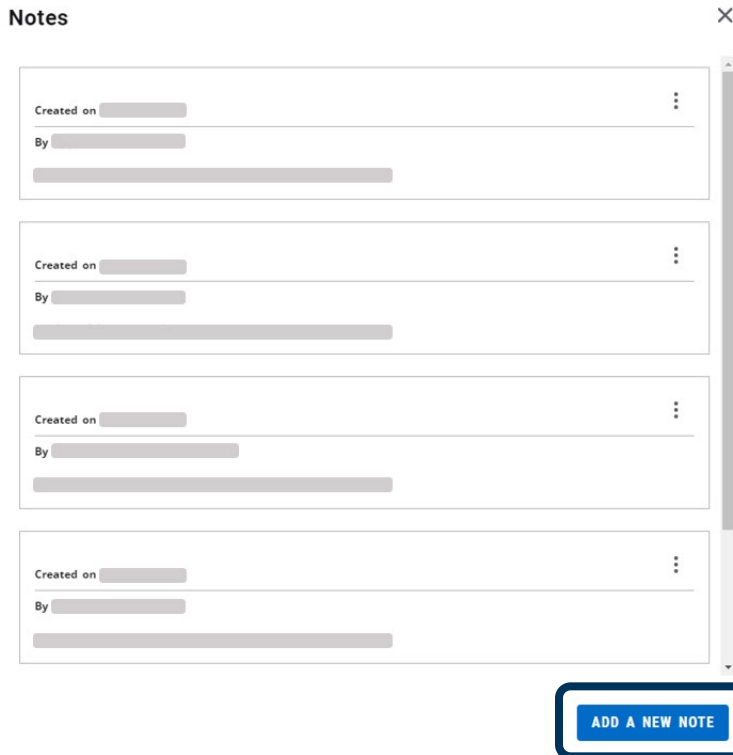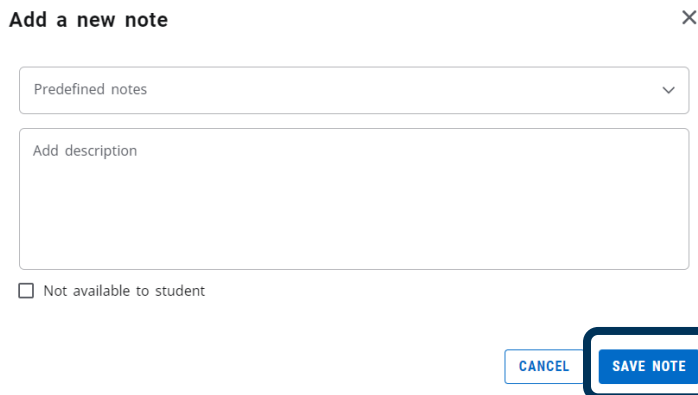1. Select the Ellipsis at the top right corner of the screen, then select Notes.

2. The Notes window will appear with any notes that have been previously added for the student. Select Add A New Note. By default, the note will be available to the student.

Notes   ✕

Created on
By

Created on
By

Created on
By

Created on
By

ADD A NEW NOTE

3. Choose from the Predefined notes drop-down or write a unique note in the Add description field. Then select Save Note.

Add a new note   ✕

Predefined notes   ⌄

Add description

☐ Not available to student

CANCEL   **SAVE NOTE**

4. The note will appear in the Notes window as well as on the student's degree audit.

View, Delete, or Edit a Note
You can delete or edit notes you have written about a student within the Notes window. However, you can only view notes others have written about a student.
1. From the Notes window, select the Ellipsis for the note you would like to view, delete, or edit.
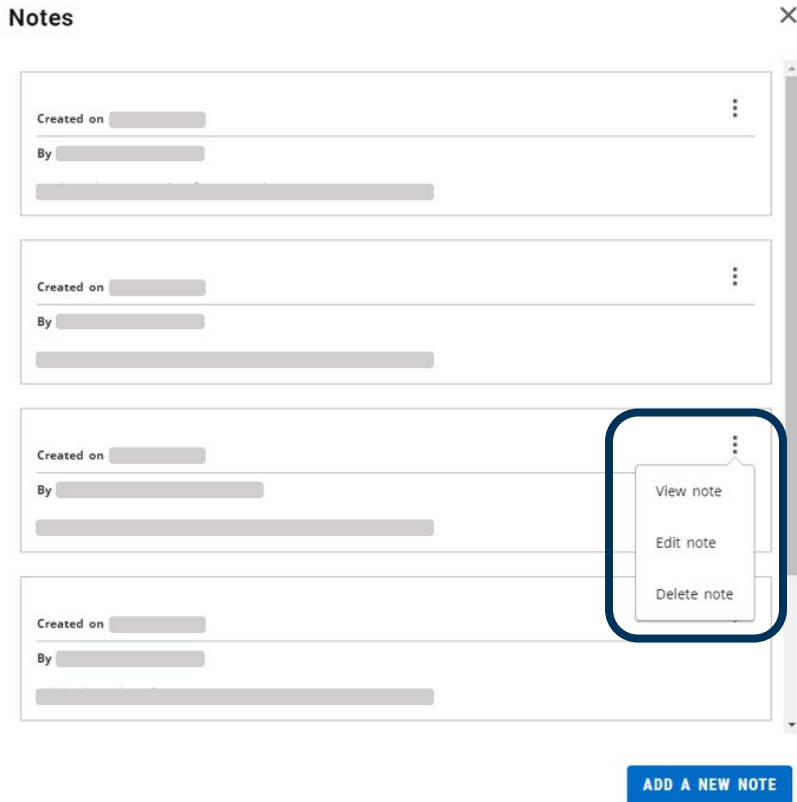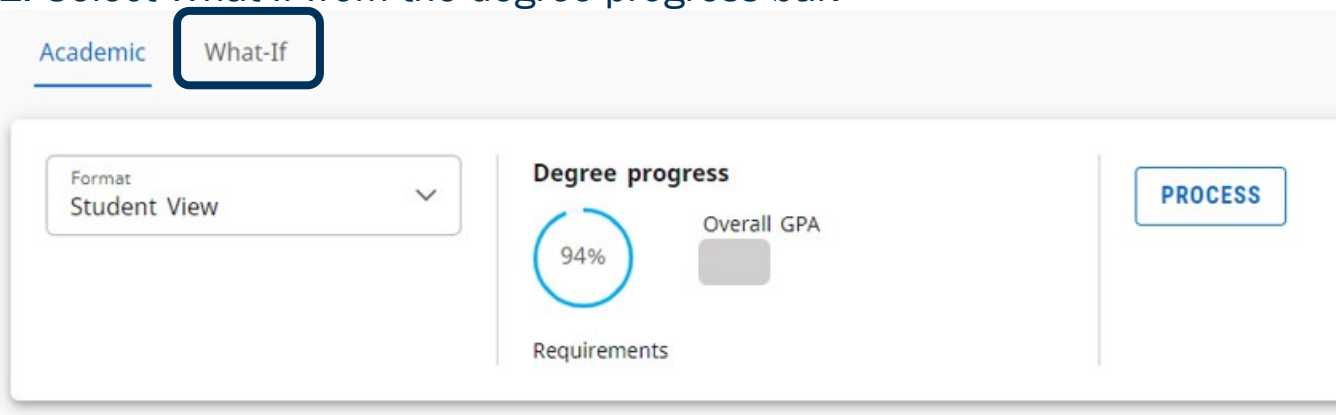
WHAT-IF

In the Responsive Dashboard, the Look Ahead tool has been combined with the What-If Analysis to improve efficiency in the user interface. The What-If Analysis allows you to apply student's courses to different majors and/or minors to see how they would affect their progress.

1. Select What-If from the degree progress bar.

WHAT-IF ANALYSIS

1. Use the drop-downs to select the appropriate information for the program and areas of study the student is considering. If needed, select Additional Areas of Study. Once complete, select Process.

*Note: Use current curriculum can be selected if you would like to add a program to the student's record. If you do not want to include the current curriculum, you can deselect the check box for this option

What-If Analysis

☐ Use current curriculum

Program

Catalog year *	Degree *
Academic Year 2017 - 2018 ⌄	Bachelor of Arts ⌄

Areas of study

Major *	Concentration	Minor
⌄	⌄	⌄

Additional areas of study ⌄

Future classes

Subject	Number	ADD

RESET | **PROCESS**

2. The What-If Analysis will appear with the alternative program's requirements and the student's progress towards the requirements.

3. The What-If Analysis will collapse once the analysis is processed. Select the drop-down arrow to expand the What-If Analysis block to reset the option and re-process, to view a different analysis.

What-If Analysis ⌄

Format
Student View ⌄

Degree progress

42%   Overall GPA
       2.40

Requirements

FUTURE CLASSES

The Future Classes section in the What-If Analysis has replaced the Look Ahead tool. You can create a What-If Analysis to see if a course will meet a student's current program requirement.

1. Select the Use Current Curriculum check box.

What-If Analysis

☐ Use current curriculum

Program

Catalog year * Academic Year 2017 - 2018	Degree * Bachelor of Arts

Areas of study

Major *	Concentration	Minor

Additional areas of study

Future classes

Subject	Number	ADD

RESET   PROCESS

2. Enter the Subject and Number for the future class.
3. Add as many courses as desired, by clicking Add and updating the course listing, then select Process.

Future classes

Subject	Number	ADD

INQR 1000 ✕   BIOL 1101 ✕

RESET   PROCESS

4. The Student Audit will appear. Scroll through the audit to see where the courses appear and if they meet the student's program requirements

CONTACT

If you have any additional questions, please contact our office at jagtrax.augusta.edu.