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

<table>
<thead>
<tr>
<th>Find Students</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td>First/middle name</td>
<td>Last name</td>
<td></td>
</tr>
<tr>
<td>Curriculum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Degree</td>
<td>Level</td>
<td>Classification</td>
<td></td>
</tr>
<tr>
<td>Catalog year</td>
<td>Major (0/187)</td>
<td>Minor (0/34)</td>
<td></td>
</tr>
<tr>
<td>College (0/15)</td>
<td>Concentration (0/119)</td>
<td>Program (0/177)</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sport (0/13)</td>
<td>Attribute (0/10)</td>
<td>Campus (0/3)</td>
<td></td>
</tr>
<tr>
<td>Cohort (0/14)</td>
<td>Applied to Graduate Term (0/119)</td>
<td>Expected Graduation Term (0/13)</td>
<td></td>
</tr>
</tbody>
</table>
4. A 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.

**Worksheets**

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

**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 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

- 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.

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.

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>B</td>
<td>3</td>
<td>Spring 2018</td>
</tr>
</tbody>
</table>

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.
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.

### 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.

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 2011</td>
<td>Calculus &amp; Analy. Geometry I</td>
<td>D</td>
<td>4</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>POLS 3101</td>
<td>Comparative Euro. Govts</td>
<td>C</td>
<td>3</td>
<td>Spring 2020</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1107</td>
<td>Principles of Biology I</td>
<td>W</td>
<td>0</td>
<td>Fall 2016</td>
</tr>
<tr>
<td>HIST 3441</td>
<td>African-Amer Hist since 1877</td>
<td>W</td>
<td>0</td>
<td>Spring 2020</td>
</tr>
<tr>
<td>HIST 3491</td>
<td>Military History of the US</td>
<td>W</td>
<td>0</td>
<td>Spring 2020</td>
</tr>
<tr>
<td>MATH 2011</td>
<td>Calculus &amp; Analy. Geometry I</td>
<td>W</td>
<td>0</td>
<td>Spring 2018 (R)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTR 1009</td>
<td>Intro to the Universe</td>
<td>JP</td>
<td>(4)</td>
<td>Fall 2021</td>
</tr>
<tr>
<td>CBU 4162</td>
<td>Race, Crime, &amp; Justice</td>
<td>JP</td>
<td>(3)</td>
<td>Fall 2021</td>
</tr>
<tr>
<td>POLS 2101</td>
<td>Introduction to Pol. Science</td>
<td>JP</td>
<td>(2)</td>
<td>Fall 2021</td>
</tr>
<tr>
<td>PSYC 2101</td>
<td>Intro to Psych. of Adjustment</td>
<td>JP</td>
<td>(3)</td>
<td>Fall 2021</td>
</tr>
</tbody>
</table>
EXCEPTIONS
The Exceptions block displays any exceptions placed on a student’s degree audit.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Created on</th>
<th>Created by</th>
<th>Block</th>
<th>Enforced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply Here</td>
<td>MATH 2210 applied to Area D</td>
<td></td>
<td></td>
<td>Core Curriculum</td>
<td>Yes</td>
</tr>
<tr>
<td>Also Allow</td>
<td>HIST 3431 applied to Social Studies Specialization</td>
<td></td>
<td></td>
<td>Major in Middle Grades Education, BSED</td>
<td>Yes</td>
</tr>
</tbody>
</table>

NOTES
The Notes block displays any notes entered by an advisor.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Created on</th>
<th>Created by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reviewed JagTrax Plan for upcoming terms.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reviewed key term dates.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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.
CONTACTING A STUDENT

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

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

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.

**GPA Calculator**

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

<table>
<thead>
<tr>
<th>Graduation Calculator</th>
<th>Term Calculator</th>
<th>Advice Calculator</th>
</tr>
</thead>
</table>

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

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

<table>
<thead>
<tr>
<th>Graduation Calculator</th>
<th>Term Calculator</th>
<th>Advice Calculator</th>
</tr>
</thead>
</table>

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.
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.
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 remaining coursework.

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.
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.

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

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.
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.

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.

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.