

DegreeWorks

Creating Graduate Student Degree Plan



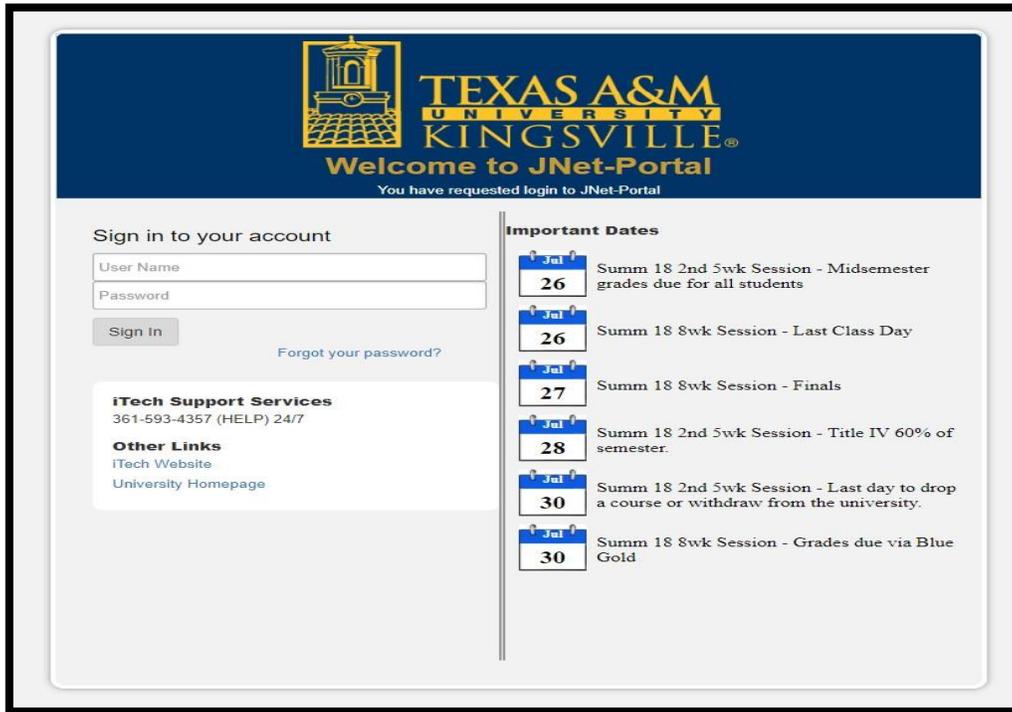
Step 1: Open your preferred web browser (we recommend Mozilla or Chrome) and go to <http://www.tamuk.edu/>



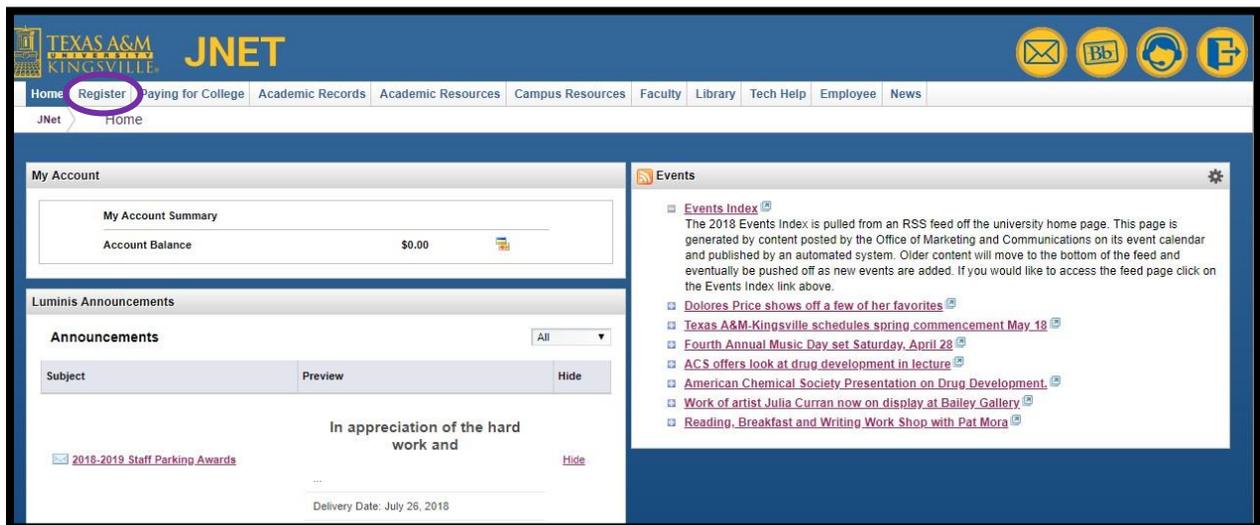
Step 2: Once you are in the TAMUK webpage. Find the **JNET** link on the top right corner and click



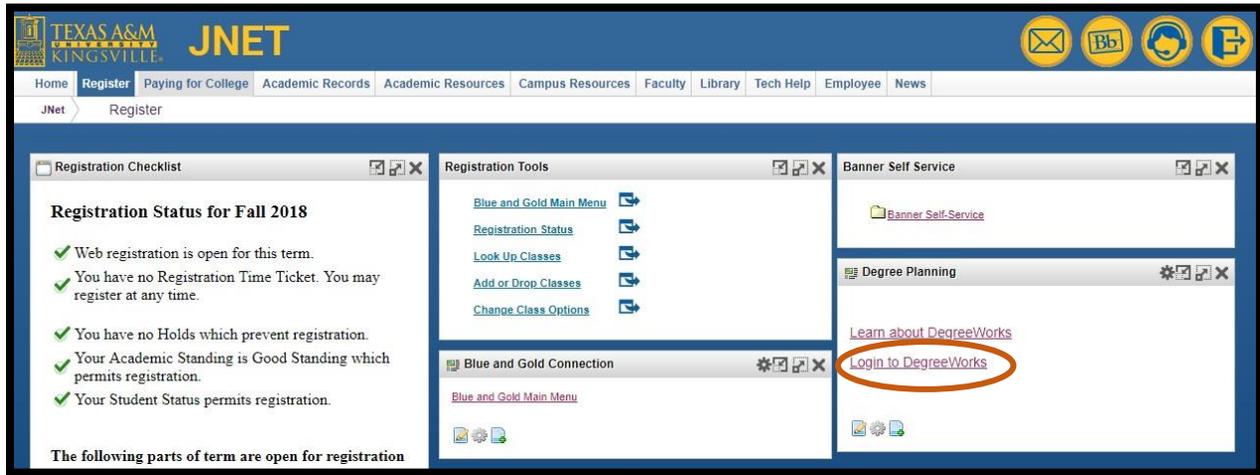
Step 3: You will be directed to the *JNET* login screen. Use your KU number and password to login



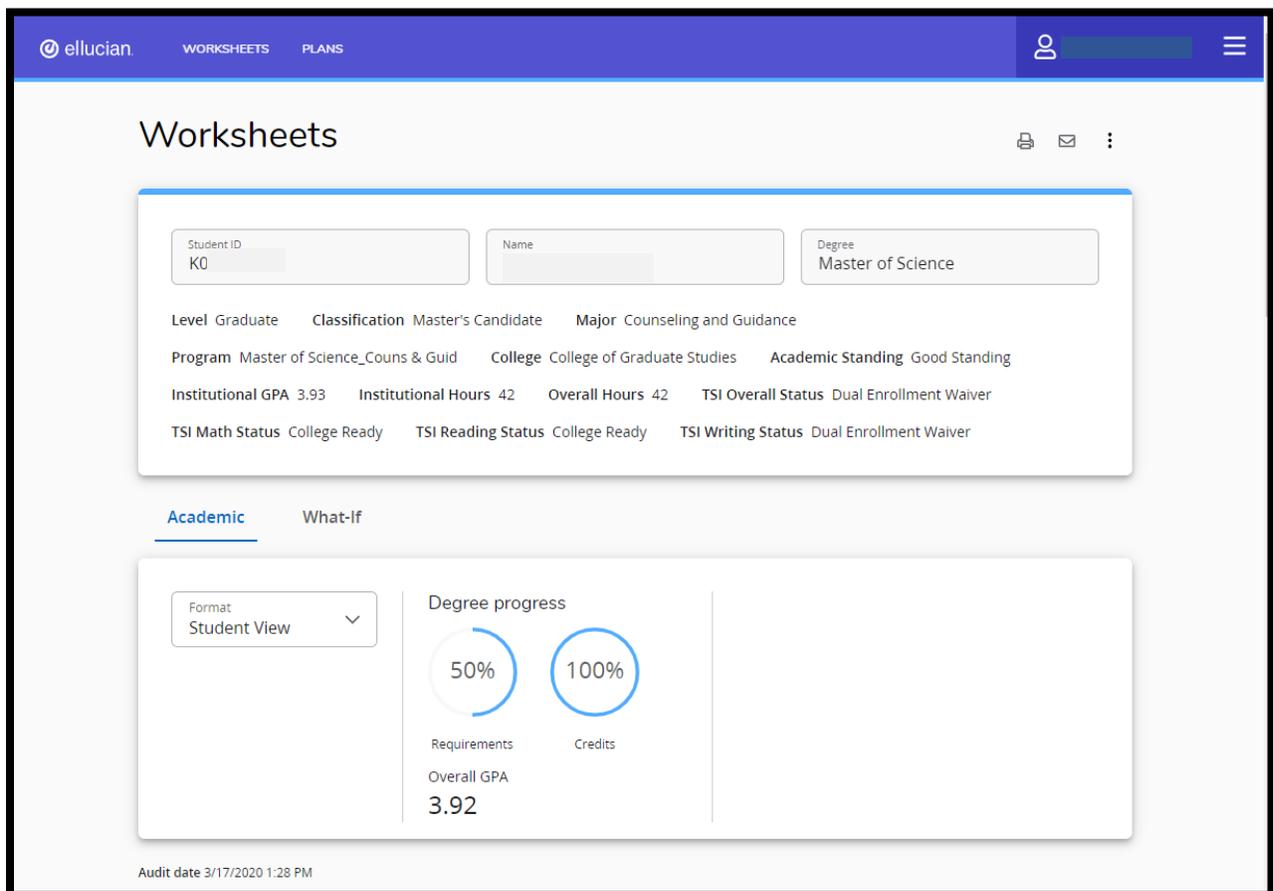
Step 4: On the *JNET* main page, find the *Register* tab and click



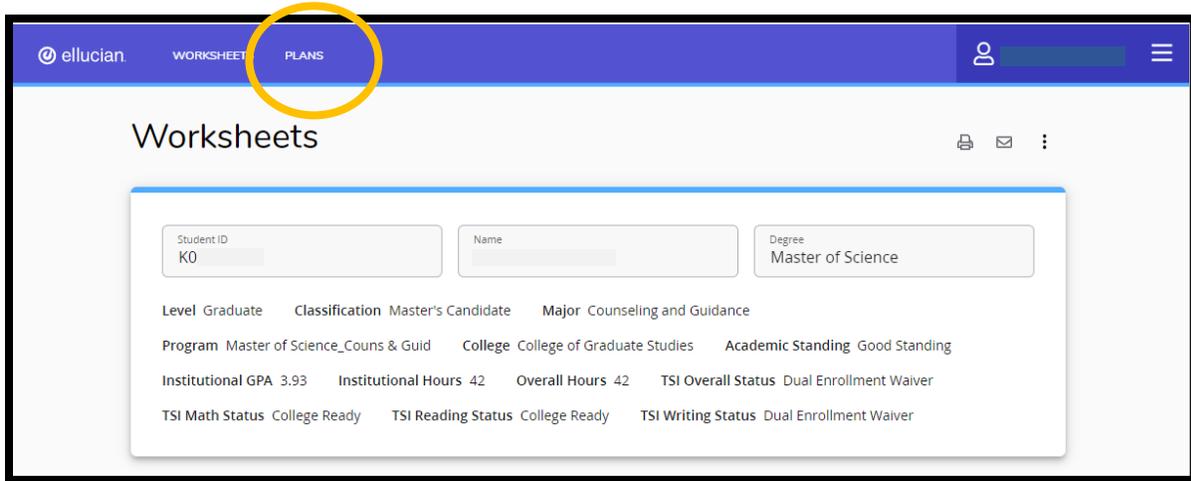
Step 5: Under the *Register* tab find the *Login to DegreeWorks* link and click



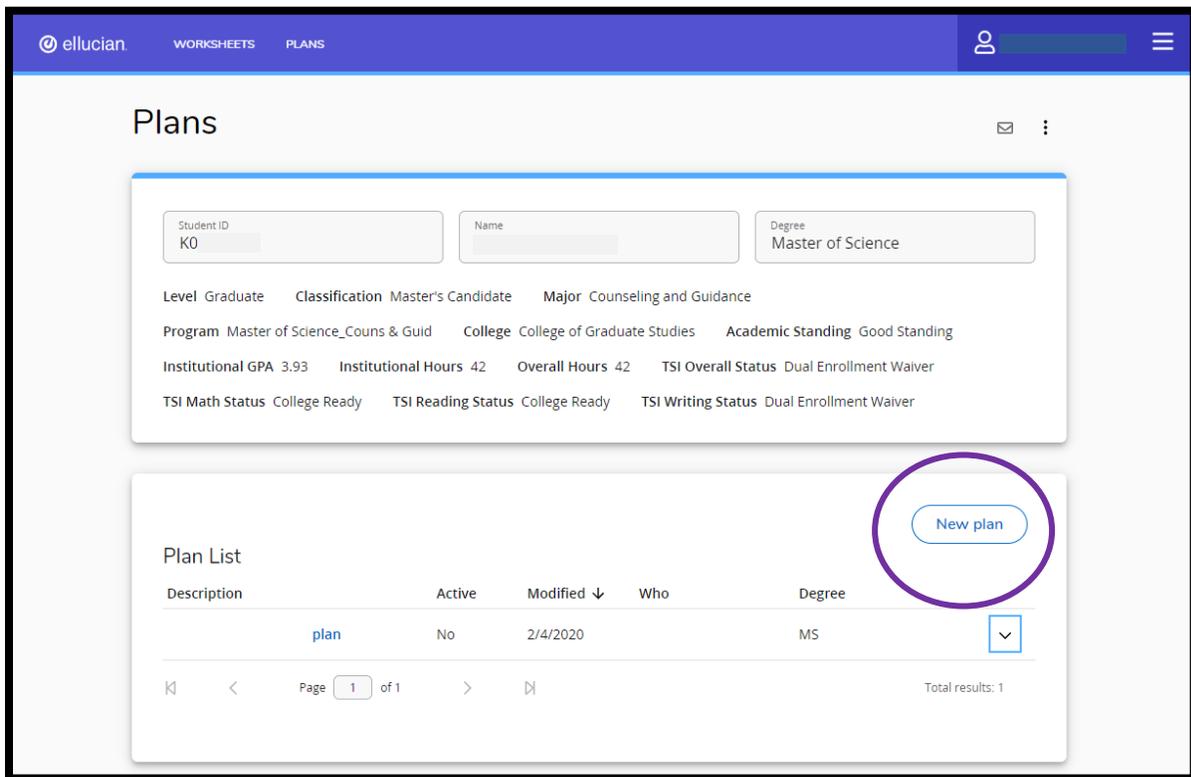
Step 6: Once you are in DegreeWorks you will be taken to the Worksheets also known as the student view. The student view contains basic student information, such as Student ID number, major, residential college, etc. The default view is the student view



Step 7: Click on the *Plans*



Step 8: Click on *New Plan*

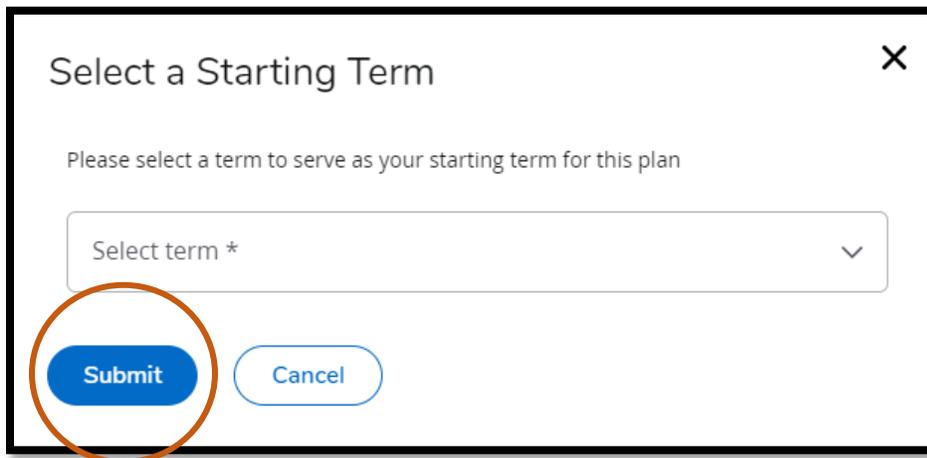


Step 9: When prompted to create a plan, always select *Blank Plan*



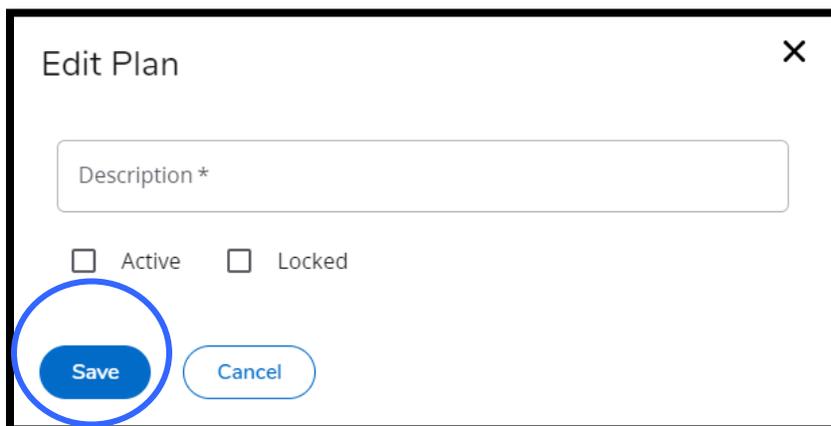
The screenshot shows a dialog box titled "Create Plan" with a close button (X) in the top right corner. Below the title is the question: "Would you like to create a plan based on a template or would you like to start from scratch?". There are two buttons: "Blank plan" (a solid blue button) and "Select template" (a white button with a blue border). The "Blank plan" button is circled in green.

Step 10: Select the term you started graduate school then click *Submit*



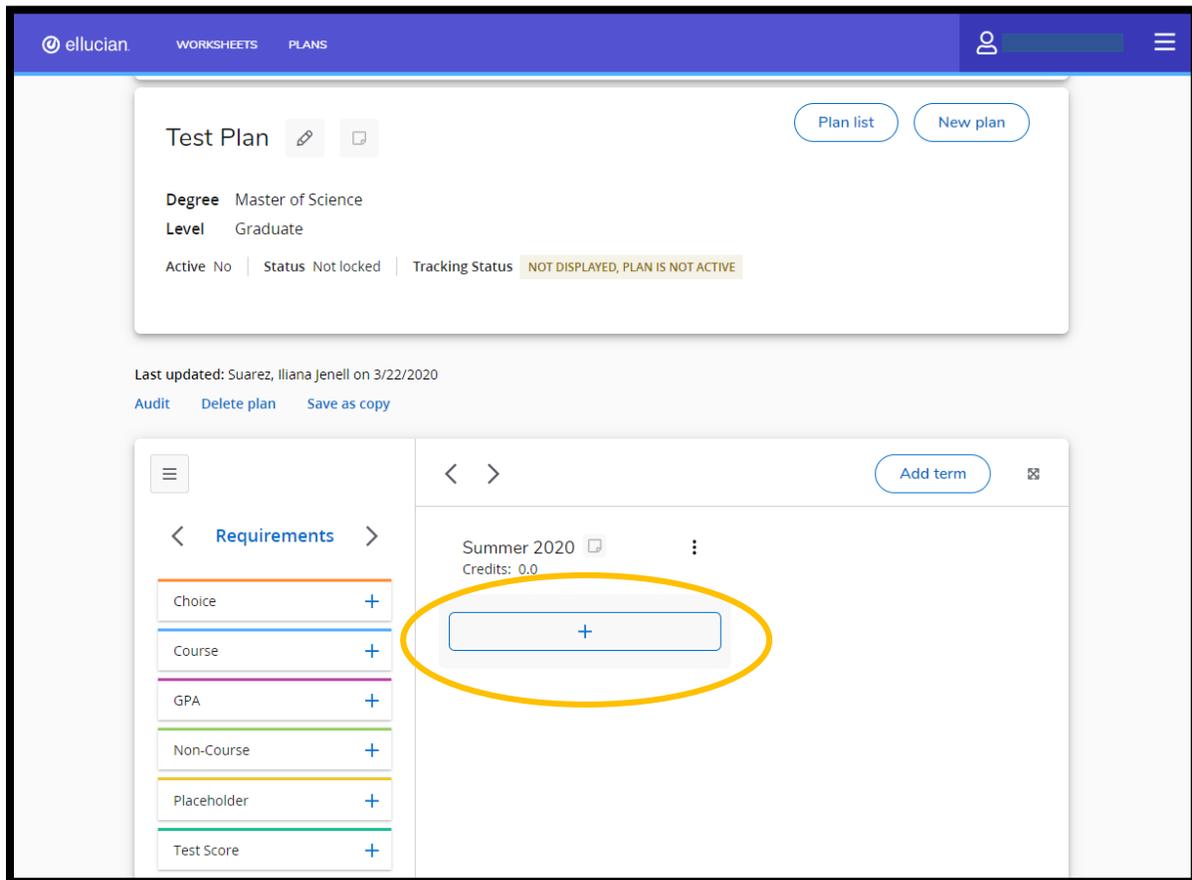
The screenshot shows a dialog box titled "Select a Starting Term" with a close button (X) in the top right corner. Below the title is the instruction: "Please select a term to serve as your starting term for this plan". There is a dropdown menu with the text "Select term *" and a downward arrow. Below the dropdown are two buttons: "Submit" (a solid blue button) and "Cancel" (a white button with a blue border). The "Submit" button is circled in orange.

Step 11: Type the name of your plan in the description box and then click *Save*



The screenshot shows a dialog box titled "Edit Plan" with a close button (X) in the top right corner. Below the title is a text input field labeled "Description *". Below the input field are two checkboxes: "Active" and "Locked", both of which are unchecked. At the bottom are two buttons: "Save" (a solid blue button) and "Cancel" (a white button with a blue border). The "Save" button is circled in blue.

Step 12: Once saved, click on the add icon below your selected term to add a course



The screenshot shows the ellucian interface for managing a Test Plan. At the top, the header includes the ellucian logo, 'WORKSHEETS', 'PLANS', a user profile icon, and a menu icon. The main content area displays a 'Test Plan' card with the following details:

- Test Plan** (with edit and copy icons)
- Plan list** and **New plan** buttons
- Degree:** Master of Science
- Level:** Graduate
- Active:** No | **Status:** Not locked | **Tracking Status:** NOT DISPLAYED, PLAN IS NOT ACTIVE

Below the card, it states 'Last updated: Suarez, Iliana Jenell on 3/22/2020' and provides 'Audit', 'Delete plan', and 'Save as copy' options. The lower section shows a 'Requirements' sidebar with a list of requirement types, each with a plus sign:

- Choice +
- Course +
- GPA +
- Non-Course +
- Placeholder +
- Test Score +

The main area shows a 'Summer 2020' term with 'Credits: 0.0'. A yellow circle highlights a plus sign button located below the term name, indicating where to click to add a course.

Step 13: There will be an available list of courses, their titles and credits whose boxes you can check. Click on the course from the search results to add it to your Course Requirement. Once all courses have been checked, click on the [Add to plan](#) tab

Add Requirements to Spring 2020

<input type="checkbox"/>	Course	Title	Credits
<input type="checkbox"/>	EDCG 5334	Theoretical App in Counseling	3.0
<input type="checkbox"/>	EDCG 5335	Human Dev Across Lifespan	3.0
<input type="checkbox"/>	EDCG 5336	Adv Child Growth and Develop	3.0
<input type="checkbox"/>	EDCG 5337	Adv Adolescnt Growth and Devel	3.0
<input type="checkbox"/>	EDCG 5338	Adv Child & Adol Growth & Dev	3.0
<input type="checkbox"/>	EDCG 5339	Human Growth and Development	3.0
<input type="checkbox"/>	EDCG 5341	Guidance Advanced Topics	3.0
<input checked="" type="checkbox"/>	EDCG 5342	Coun Div Pop & Military Cultur	3.0
<input checked="" type="checkbox"/>	EDCG 5347	Undrstndng and Couns Childrn	3.0

Page 4 of 6 Total results: 57

EDCG 5342 X EDCG 5347 X

Add to plan Cancel

Requirements

- Choice +
- Course +
- GPA +
- Non-Course +
- Placeholder +
- Test Score +

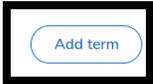
Spring 2020 Credits: 6.0

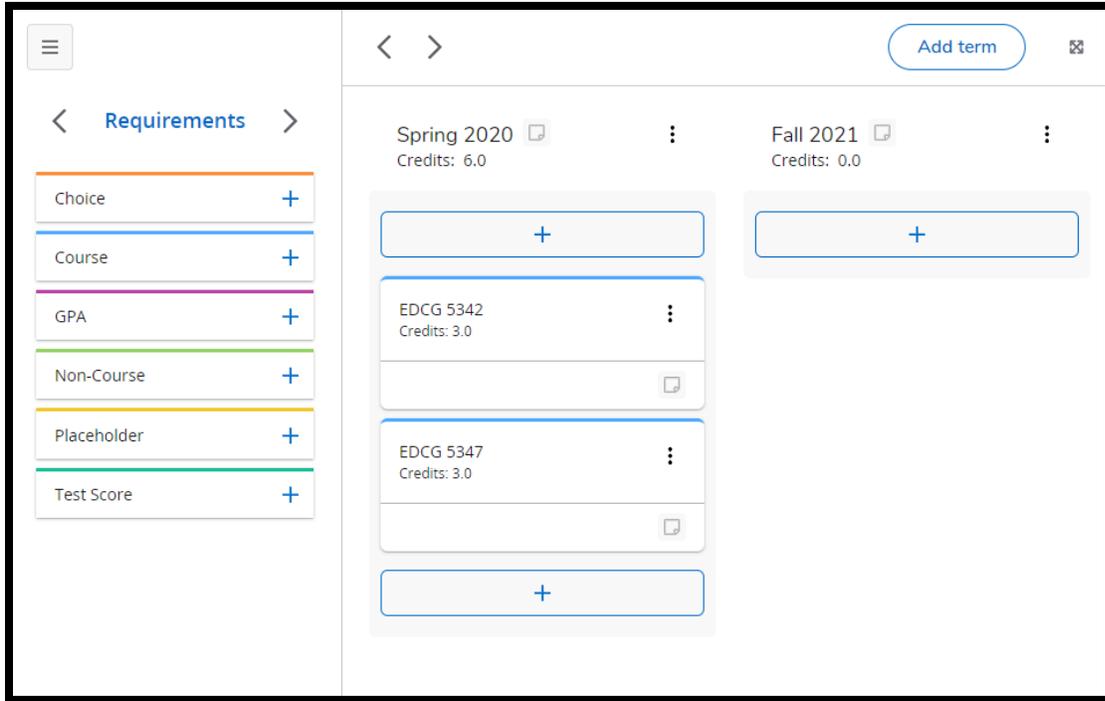
+ EDCG 5342 Credits: 3.0

+ EDCG 5347 Credits: 3.0

+ Add term

Step 15 (Optional): To add additional courses in the same selected term, simply follow steps 12-13 again. Otherwise, to add a new term, click on the icon to select a new term.





Once added, you can then follow steps 12-13 to add courses as needed.

Be sure to check if the courses are being offered for the specified semester through your Blue and Gold Connect

Step 15: After you have saved your degree plan, please be sure to contact your Graduate Coordinator/Faculty Advisor so they can activate your degree plan. Once it is activated, the courses you have chosen will appear on the Worksheets tab (student view)