

1. Log into Trailhead.
2. Click on the Degree works icon at the bottom left-hand corner of the page. This will take you into the Degree Works landing page within Trailhead. This is also where you would to submit a Support Request if you experience technical issues with Degree Works (this will be mentioned again at the end of this guide).



3. Next, click the blue Dashboard button in the 'Responsive Dashboard' portlet.

Responsive Dashboard

Students admitted fall 2020 or students who changed their catalog year to fall 2021 or later.


[Dashboard](#) ←


Responsive Dashboard is the primary user interface in Degree Works for students, advisors and other users to process and view individual degree audits, run what-if scenarios, add and view notes and petitions, manage exceptions processing and create and track educational plans.

Students, if you are experience issues running a degree audit, please contact your advisor.

4. This will take you into Degree Works. From here you can enter the student ID, or click 'Advance Search' where you can search for a student by first name, last name, or by program, and catalog year. Then click search.

[Advanced search](#) ←

5. Once you have selected the appropriate student you must first refresh their audit by clicking the data refresh icon at the top left hand corner . This will ensure you have the most up-to-date information on the student's degree audit.
6. The top section of the audit will show student information, such as their ID, degree, credits, and GPA. If a student has multiple degrees you can toggle between them.

Student ID: 10536657 

Name: Student, Mickey Mouse


Degree: Bachelor of Science

[Advanced search](#)

Level Undergraduate **Classification** Freshman **Major** Mechanical Engineering **Program** BS in Mechanical Engineering **College** College of Engineering

Advisor Corey Wahl - Major

7. The section just below that you can see a degree progress bar, and on the right of that you can deselect the in-progress and pre-registered courses if you wish to not have them display in the audit. If you deselect either option be sure to click the process button to display a new audit.

Format: Student View 

Degree progress

16% Requirements 13% Credits

Cumulative GPA: 2.600

In-progress courses Preregistered courses

[Process](#)

8. The Degree section lists all of the requirements a student must meet to graduate. This includes minimum overall credits, minimum upper division credits, and GPA requirements.

Degree in Bachelor of Science INCOMPLETE

Credits required: 134.5 Credits applied: 17 Catalog year: 2020-2021 GPA: 2.600 ^

<input type="radio"/> 134.5 Credits Required	Still needed:	You currently have 17 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 117.5 additional credits and all graduation requirements.
<input type="radio"/> 30.0 Credits in Upper Division Coursework Earned through Mines	Still needed:	You have taken 0 upper division credits. You still need a minimum of 30 more upper division credits.
<input checked="" type="checkbox"/> Minimum 2.0 Overall GPA met		
<input type="radio"/> Core Requirements	Still needed:	See Core Requirements section
<input type="radio"/> Major Requirements	Still needed:	See Major in Chemical Engineering section

9. If you are advising an undergraduate student you will see the Core Requirement section that shows the courses required to meet the core requirements for their program.
- If the requirement is met, there is a green check mark next to the requirement. The course and grade earned will also be displayed, along with the term when it was completed. If the requirement has not been met you will see a red circle and a list of the courses that will meet that requirement.

Core Requirements INCOMPLETE

Credits required: 60.5 Credits applied: 16.5 Catalog year: 2020-2021 GPA: 2.544

	Course	Title	Grade	Credits	Term
○	60.5 Core Credits Required	Still needed:	You currently have 16.5 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 44 additional credits and all core requirements.		
○	CORE CURRICULUM				
✔	CALC FOR SCI & ENGRS I (MA1)	MATH 111	CALC FOR SCI & ENGRS I (MA1)	B	4
					Fall 2019

Annotations: "Not complete" points to the red circle in the first row. "Complete" points to the green checkmark in the third row.

- If the course is in-progress, or pre-registered for, you will see a blue symbol and the course that will be fulfilling that requirement, and if you see the @ symbol next to a course it means it can be any course in the subject.

ⓘ	PRIN OF CHEMISTRY I (SC1)	CHGN 121	PRIN OF CHEMISTRY I (SC1)	REG	(4)	Fall 2020
ⓘ	PHYSICS I- MECHANICS (SC1)	PHGN 100	PHYSICS I- MECHANICS (SC1)	REG	(4.5)	Fall 2020
○	PHYSICAL ACTIVITY REQUIREMENT	PAGN 298A	SP TPS: SRC WORKOUT	REG	(0.5)	Fall 2020
		Still needed:	3 Courses in PAGN @ ← Any course number			

Annotations: "Complete except for courses in-progress" points to the blue info icon in the second row. A red arrow points to the @ symbol in the summary row.

10. You will see the major section for both undergrad and grad students. This is very similar to the Core Requirement section but it lists the courses needed to meet the major's requirements.

Metallurgical & Materials Engineering INCOMPLETE

Credits required: 63 Credits applied: 13 Catalog year: 2020-2021 GPA: 0.000 ^

Unmet conditions for this set of requirements: You have not satisfied your 2.0 GPA in these classes
Your GPA in MTGN classes is 0.000

	Course	Title	Grade	Credits	Term
<input type="radio"/>	63.0 Major Credits Required	Still needed:	You currently have 13 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 50 additional credits and all major requirements.		
<input type="radio"/>	MAJOR REQUIREMENTS				
<input type="radio"/>	STATICS	Still needed:	1 Course in CEEN 241		
<input type="radio"/>	MECHANICS OF MATERIALS	Still needed:	1 Course in CEEN 311		

11. The Courses Not Applied section lists courses that have a satisfactory grade but are not required anywhere in the audit. These are the extra classes a student took that will not be applied to their degree.

Courses Not Applied ^

Credits applied: 12.5 Courses applied: 5

Course	Title	Grade	Credits	Term
CSM 101	FRESHMAN SUCCESS SEMINAR	REG	(0.5)	Fall 2020

12. There are four more sections in the degree audit: insufficient, in-progress, exceptions, and notes.
- Insufficient section (not listed below) lists the courses that received a grade, but do not satisfy the degree requirements. This will be courses a student withdrew from, or received a D or lower in.
 - The in-progress section shows the classes a student is currently taking.
 - The exceptions section shows all exceptions an advisor has applied to the degree audit.
 - The notes section will be notes the advisor places on the student's degree audit.

In-progress				
Credits applied: 16.5		Courses applied: 6		
Course	Title	Grade	Credits	Term
CHGN 121	PRIN OF CHEMISTRY I (SC1)	REG	(4)	Fall 2020

Exceptions					
Type	Description	Created on	Created by	Block	Enforced
Also Allow	Test	10/18/2020	Stansbury, Kendra O	Core Requirements	Yes

Notes		
Description	Created on	Created by
Academic Coaching Academic Advising TEST	10/18/2020	Stansbury, Kendra O

13. At the very bottom of the degree audit you will see the Legend with a description of what each symbol means on a student's audit.


Legend

 Complete  Not complete  Complete except for courses in-progress  Nearly complete - see advisor  Prerequisite @ Any course number



14. Back at the top of the degree audit, click 'What-If'. It will allow you help a student explore options to change their major, minor, or ASI. This is a hypothetical audit showing how their courses fit into a different area of study.

College College of Engineering Advisor Sadie Downs - CASA Advisor Transfer Credit 33

Academic **What-If** Financial Aid

Format Student View 

Degree progress

 29%  36%

15. There are several options to choose from in the What-If Analysis. Once you select the area of study they are interested in, click the Process button. This what-if audit will contain all the same areas as the official audit but with the selected programs requirements.

What-If Analysis ^

Use current curriculum

Program

Catalog year *
2020-2021 ▼ Program * ▼ Level * ▼

College * ▼ Degree * ▼

Areas of study

Major * ▼ Area of Special Interest ▼ Minor ▼

Additional areas of study

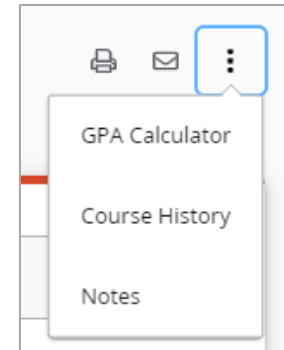
Major (0/82) ▼ Minor (0/56) ▼ Area of Special Interest (0/23) ▼

Future courses

Subject Number

In-progress courses Preregistered courses

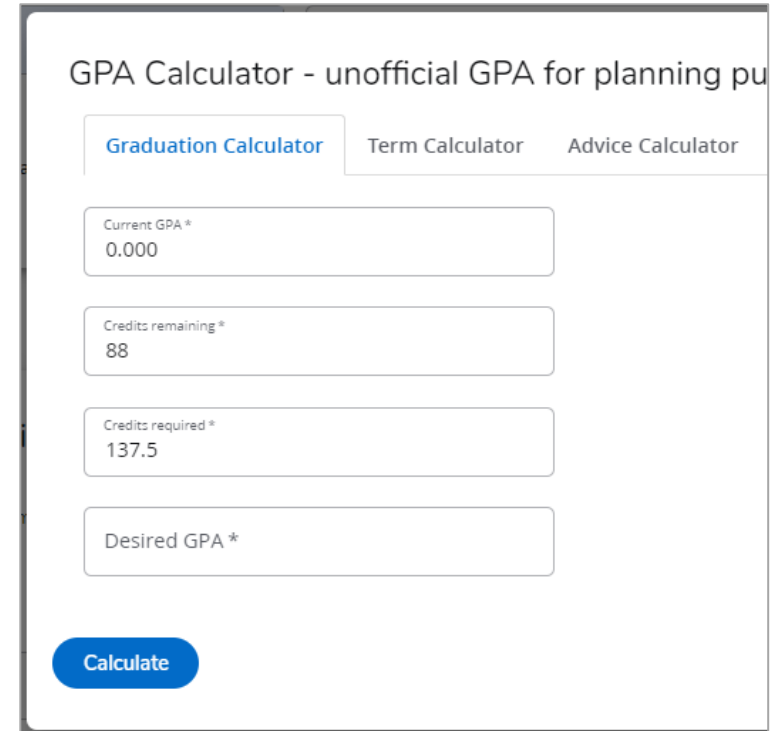
16. In the top right hand corner of the page you will see a print symbol that allows you to print the degree audit, an envelope that allows you to email the student, and the vertical ellipsis, or three dots. If you select the ellipsis it will display several options, GPA calculator, course history, and notes.



17. When you click on GPA calculator you will notice there are three options.*

- a. The **Graduation Calculator** helps students determine the average they need from their final credits to get the desired GPA.
- b. The **Term Calculator** allows students to add their current term courses, the amount of credits, and desired grade for those courses. The calculator outputs what their overall GPA will be if they receive those desired grades.
- c. The **Advice Calculator** allows students to enter a desired GPA and will output the amount of credits for a certain grade that is needed to achieve that GPA.

*It is important to note, students who are in their first semester at Mines will not be able to get accurate information using these calculators based on the current Degree Works GPA set up. They are encouraged to use the GPA calculator on the Registrar's website.

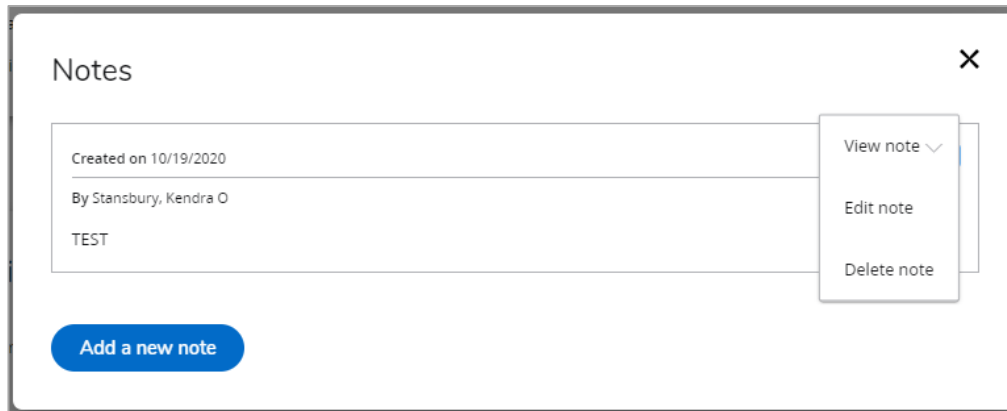
A screenshot of a web application titled "GPA Calculator - unofficial GPA for planning pu". The page has three tabs: "Graduation Calculator" (selected), "Term Calculator", and "Advice Calculator". Below the tabs are four input fields:

- Current GPA * with the value 0.000
- Credits remaining * with the value 88
- Credits required * with the value 137.5
- Desired GPA *

At the bottom of the form is a blue "Calculate" button.

18. **Course History** shows an overview of all course work a student has completed. This will also list all transfer courses.

19. **Notes** is where you will go to insert a note. It will also be where you go to delete the notes you have created.

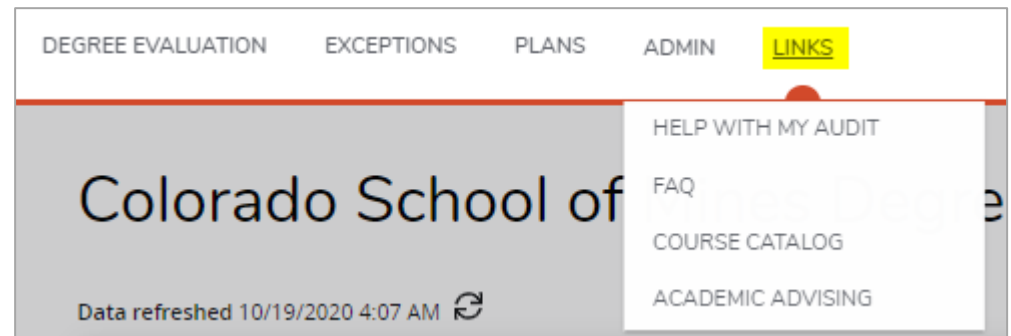


Course History

Fall 2017

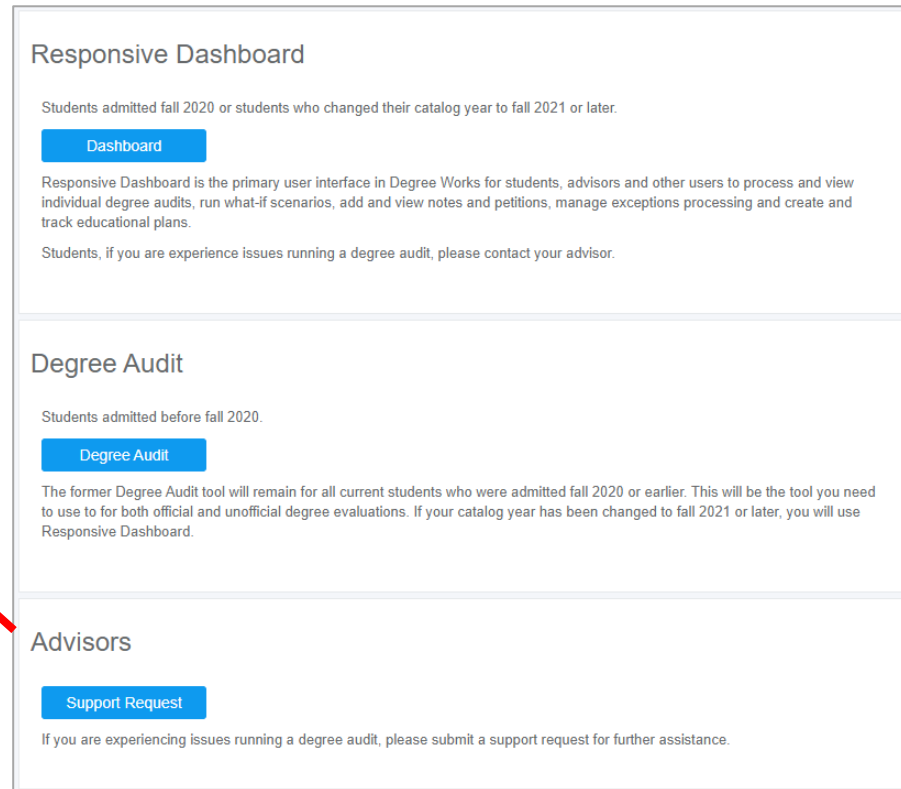
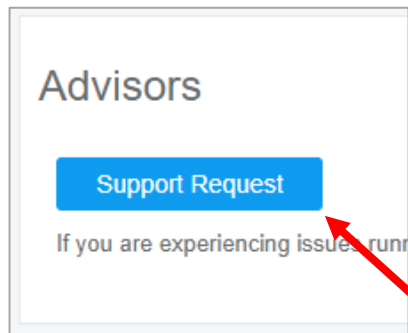
Course	Title
CHGN 121	PRIN OF CHEMISTRY I (SC1)
CSCI 101	INTRO TO COMPUTER SCIENCE
CSM 101	FRESHMAN SUCCESS SEMINAR
LAIS 100	NATURE & HUMAN VALUES
MATH 111	CALC FOR SCI & ENGRS I (MA1)
PAGN 101	PHYSICAL EDUCATION

20. The **Links** tab at the very top of the page has links to the Degree Works web-page, FAQs, the Mines catalog, and a link to the CASA home page.



Other important things to know:

- If students have questions about their degree audit they are encouraged to meet with their advisor.
- If it is an issue related to their transfer courses please email transfer@mines.edu.
- If there is an issue with a course exception, registration, or a grade for a student please email registrar@mines.edu.
- If you are unable to open a student's degree audit, are unable to log into degree works, or something does not look right on an audit, please submit a 'Support Request' ticket through the degree works landing page in Trailhead. Advisors only have access to this.



The screenshot shows the "Responsive Dashboard" interface. It is divided into three main sections:

- Responsive Dashboard:** Includes a blue "Dashboard" button. Text below the button states: "Students admitted fall 2020 or students who changed their catalog year to fall 2021 or later." A paragraph describes it as the primary user interface for processing degree audits. A note at the bottom says: "Students, if you are experience issues running a degree audit, please contact your advisor."
- Degree Audit:** Includes a blue "Degree Audit" button. Text states: "Students admitted before fall 2020." A paragraph explains that this tool remains for students admitted before fall 2020, while the Responsive Dashboard is used for those admitted after.
- Advisors:** Includes a blue "Support Request" button. Text below the button says: "If you are experiencing issues running a degree audit, please submit a support request for further assistance."