Faculty Instructions for Running a Web Degree Evaluation

For Faculty:
Visit http://www.abac.edu/myabac
Click the "Banner" link/icon
Enter Secure Area
Login by providing credentials
Faculty Services
Advisor Menu
Degree Evaluation
Select Term (This should be current term)
Submit
Enter Student's ID or enter the name for a search
Submit
Verify student name
Submit if student name is correct
The screen will show student's current program (major) and catalog term
Choose Generate New Evaluation at the bottom of the screen
Choose Program (only choice should be the student's major in Banner)
Choose Term (this should be current term)
Generate Request
You should now be at Degree Evaluation Display Options
There will be three options; you should review at least two (Detail Requirements and Additional Information).

Detail Requirements - shows courses that student has taken to satisfy program requirements, and identifies areas where program requirements have not been met.

Additional Information - shows status of non-course requirements that student must satisfy (i.e., CPC and Legislative requirements, etc). Also shows Courses Not Used from student academic history. Review this list carefully to determine if adjustments or substitutions are warranted.

Both the Detail Requirements and Additional Information printouts are part of and should be attached to the graduation application when the application is turned in to the Academic Support Center.

Depending on your printer settings, you may need to print the Detail Requirements listing in landscape for all columns to print. Choose the appropriate printer orientation that works for you.

The "What-If" option is an excellent tool for undeclared majors or for students who are considering a major change. Choose this option rather than "Generate New Evaluation" to review a student's progress under a different major.

Faculty Instructions for Running a DegreeWorks Evaluation

Visit http://www.abac.edu/myabac
Click the "Banner" link/icon
Login by providing credentials
Click on Faculty Services
Click on Advisor Menu
Click on DegreeWorks
Select a Term from the drop down menu
Enter a student or advisee student ID number or enter the name for a search
Submit
Verify student's name
Submit if name is correct
The screen will show the student's current program (major), catalog term, student's email,
GPA, Academic Standing, test scores, etc.
Below the general information table, you will see Degree Progress percentages
Next you will see a legend to define symbols you may see in the evaluation itself.
Next you will see blocks of information relating to the program
Within the blocks will show what courses have been satisfied and what courses are still needed.
There is a block entitled Other Degree Requirements that is important to review. This block includes the CPC requirements, Learning Support requirements, History and Constitution Requirements and the BOR Regent's Overlay requirements.
Next you will see a block of Courses Not Used in Degree Requirements.
Next you will see a block of Insufficient and Excluded Repeat Courses.
Next you may see Notes that you have entered about a student. (KEEP IN MIND: everything you enter will be viewed by everyone, including the student).

The "What If" option is an excellent tool for underclared majors or for students who are considering a major change. Choose this option to run a What It for another major and review the student's progress under that major.

To view a video clip that shows how students are to use DegreeWorks you may visit Nick Urquhart's DegreeWorks "How To" video at
http://www.youtube.com/watch?v=kmG7KFJWd88&feature=youtu.be