DegreeWorks helps students clearly see their progress towards graduation and can also help them as they contemplate changing majors or adding additional degrees. DegreeWorks is, however, only a tool and not a replacement for the student’s advisor. In an ideal situation, the student and advisor would meet to discuss the student’s future, using DegreeWorks for assistance. *DegreeWorks only contains information for currently enrolled students. It is not an academic transcript and should not be treated as such.*

1. Open BengalWeb and click on the ISU DegreeWorks icon (Figure 1) in the upper left.

2. **Students:** Your name will appear on the top line. **Advisors:** Use the top line to find a student from the list of your advisees, either with the Find button (far left) or the drop down list under Name. (Note: the Student ID here is the Sprieden ID #, NOT the student’s ISU ID/Bengal Card #.)

3. Three main tools are under the Worksheets tab: **Worksheets, What If, and Look Ahead** (Figure 2, purple). (Instructions for What If and Look Ahead are in a different handout.) Note the three additional tabs: **Planner, Notes, and GPA Calc** (calculator) (Figure 2, orange). The student and advisor can see all notes entered under the Notes tab. The **Student View** section contains student information, including the student’s ISU ID (BengalCard #).

4. The next section shows the degree the student is seeking (or has earned) with an icon indicating its status. Under the heading are the larger segments required for the degree, with icons indicating their status. The **Legend** (Figure 3, left) explains these icons.

5. Each of the larger segments listed (i.e General Education, Business Admission, etc.) (Figure 4) has its own heading further down the screen, with lists of the specific classes required to complete that section.

6. Courses not filling any Gen Ed or major requirements are found at the bottom under **Elective Courses.** If the student has fulfilled the elective requirements, they are found under the **Courses Not Counted Toward Degree** heading. If the student has failed or repeated any courses, they will be listed in the **Insufficient Courses** section. And finally, the **In-progress Courses** section shows courses you are currently registered for.

7. Current or completed classes appear under the section for the requirement it fulfills, along with the credits and grade earned for the class (Figure 5). Grades prefaced by a T indicate transfer classes, which are not included in the Overall GPA calculation listed at the top. IP (In-Progress) indicates the student is currently enrolled in the class.

Any questions about the information in DegreeWorks should be discussed with an Advisor or with Central Academic Advising (x3277).