# DegreeWorks — What If... Quickguide

DegreeWorks helps students clearly see their progress towards graduation. The **What If** tool can help them explore different majors and degrees. These tools are not meant to be 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 the **ISU DegreeWorks** icon (Figure 1) in the upper left.
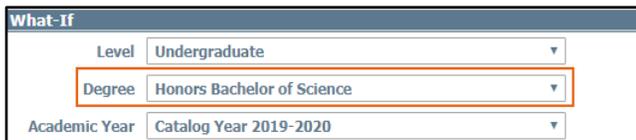
1. DegreeWorks Icon

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 Spriden ID #, NOT the student's ISU ID/Bengal Card #.)*
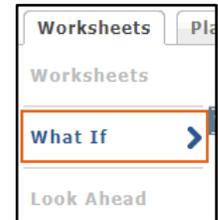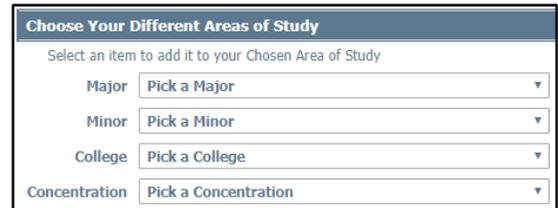
2. What If

3. Three main tools are listed under the Worksheets tab: **Worksheets**, **What If**, and **Look Ahead**. Click on the **What If** link (Figure 2). (Instructions for the Worksheets option are found in a different handout.)

3. Degree and Academic Year Selection

4. First choose a **Degree** from the dropdown list under the **What If** heading (Figure 3). Do not change the **Undergraduate** Level (DegreeWorks is currently only available to Undergraduates). Do choose the correct **Academic Year** (Student's first year at ISU).

5. Next go to the **Choose Your Different Areas of Study** section (Figure 4). Select the College from the drop down list located there, then choose the area of study from the drop down lists for **Major**, **Minor**, etc. These lists are the majors and minors offered under the Degree you chose in step 4. If the desired choice isn't there, try changing the degree above. As you choose a College, Major, or Minor, the selection appears in the box on the right. To change what is listed there, click the **Remove** button underneath. Multiple degrees can be added to the list.

4. Area of Study Selection

6. Once the Area of Study is selected, click on the **Process What-If** button at the top of the page (Figure 5).
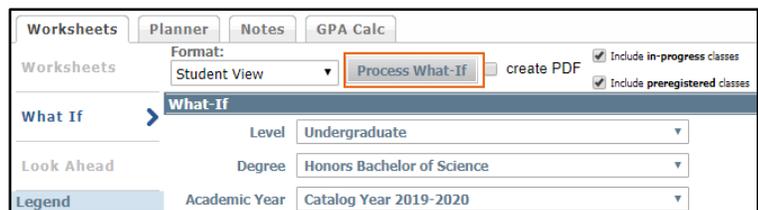
7. An analysis of the choice will appear, showing what classes have been taken that would meet this chosen course of study, what there is yet to take, etc. (See the **User's Guide to DegreeWorks** for more information on the data found here.)

5. Process What If

8. To explore something else, click the **Back** button (upper left under the **Planner** tab) to return to the parameters view and choose a different option.

6. Back

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