

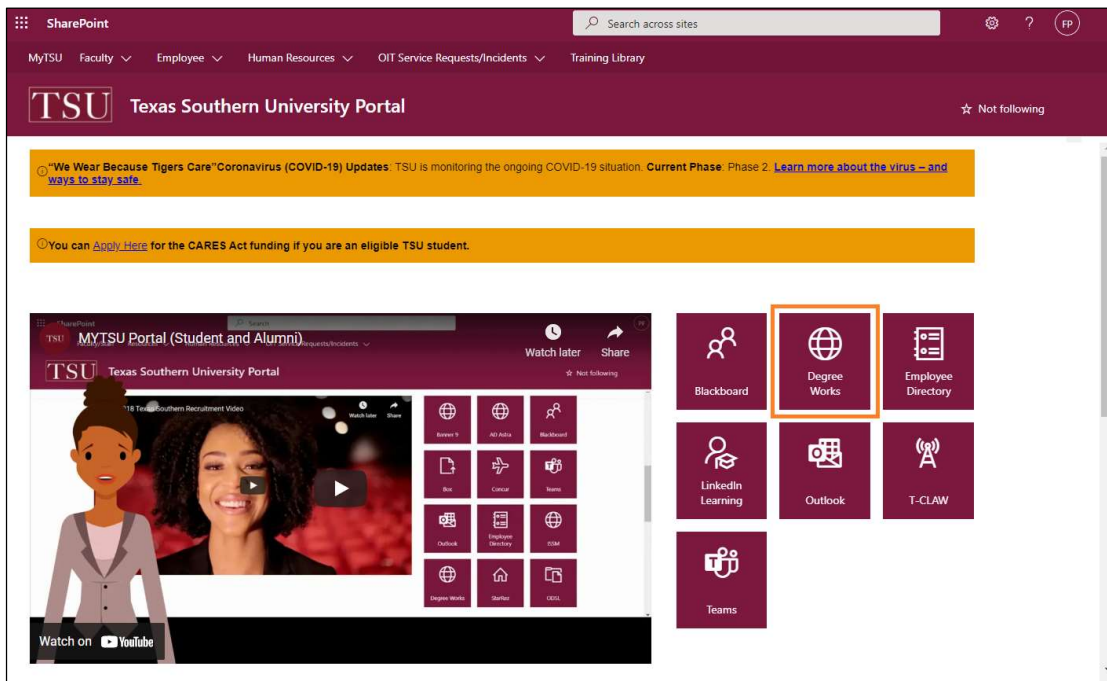


TEXAS SOUTHERN UNIVERSITY

My Academics Staff User Guide

How to Access Degree Works for Advisors or Faculty/Advisors

1. On MyTSU portal landing page click, “**Degree Works**” tile.



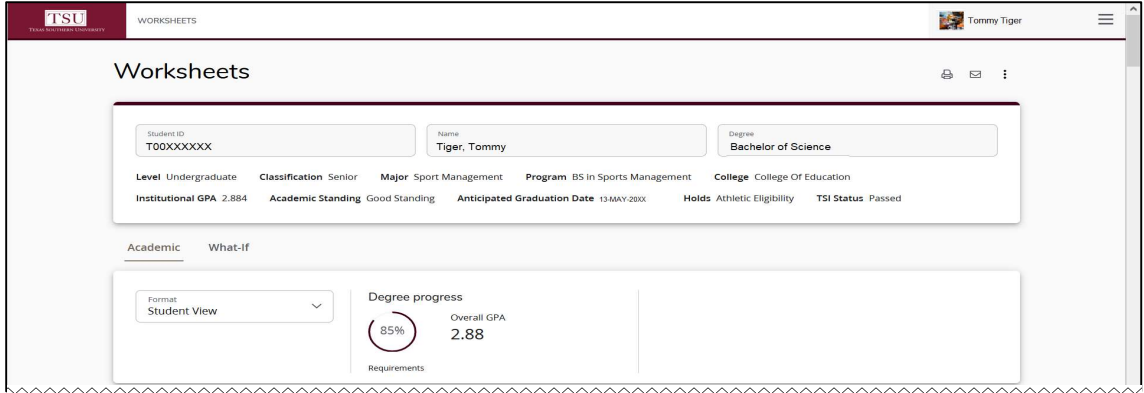
2. Enter “**Student I.D.**”



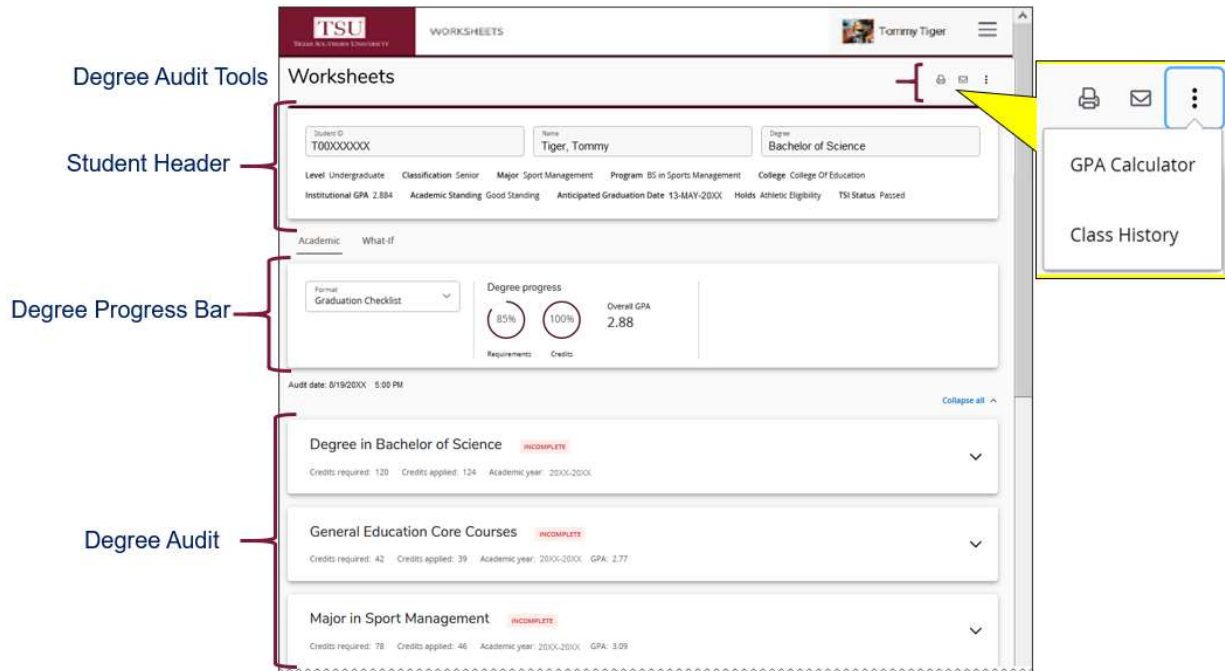
3. Click search icon or enter key on keyboard



The 'Responsive Dashboard' will appear, displaying available **'Worksheets'** for the student.



4. In the system, you will see various sections such as the **Degree Audit Tools**, which you will see a **Printer, Email and More Option Icons, Student Header, Degree Progress Bar** and **Degree Audit** sections.



5. As you scroll down the page, you will also see the **legend** with icons.

TSU
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WORKSHEETS

Tommy Tiger

Worksheets

General Education Core Courses INCOMPLETE

Credits required: 42 Credits applied: 39 Academic year: 2019-2020 GPA: 2.77

Major in Sport Management INCOMPLETE

Credits required: 78 Credits applied: 46 Academic year: 2019-2020 GPA: 3.09

Fall Through

Credits applied: 36 Classes applied: 13

Insufficient

Credits applied: 9 Classes applied: 8

In-progress

Credits applied: 18 Classes applied: 5

BIOL 135 (IP), ECON 231 (P), RTF 331 (P), SPMT 332 (P), SPMT 499 (P)

Over The Limit

Credits applied: 3 Classes applied: 2

MATH 131, WRIT 101

Legend

Complete Not complete Complete except for classes in-progress Nearly complete - see advisor Prerequisite Any course number Transfer class (IP) In-progress

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Degree Audit (continued)

Legend

6. There are several useful degree audit tools:

- Print your “Degree Audit” by clicking on the “**printer icon**”
- Click on the “**envelope**” to email the information

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WORKSHEETS

Tommy Tiger

Worksheets

Printer icon Envelope icon

NOTE: Students are encouraged, and at times required, to use the degree audit report as a guide when planning registration and long-term progress toward degree completion.

7. To use “GPA Calculator”

- Click ellipses for more options
- Select ‘**GPA Calculator**’ from drop-down menu
 - Choose calculator option
 - Graduation
 - Term
 - Advice

The screenshot displays the TSU Worksheets interface. At the top, the user is logged in as Tommy Tiger. The main content area shows a worksheet for a student with ID T00XXXXXX, named Tiger, Tommy, pursuing a Bachelor of Science degree. The student's current GPA is 2.88, and they have 4 credits remaining out of 120 required. The interface includes a 'Worksheets' header, a search bar, and a navigation menu. A yellow callout box highlights the 'More Options' (three vertical dots) icon in the top right corner. A red box highlights the 'GPA Calculator' option in the dropdown menu. A blue box highlights the 'Class History' option. A modal window titled 'GPA Calculator - designed for estimation purposes only' is open, showing three tabs: 'Graduation Calculator', 'Term Calculator', and 'Advice Calculator'. The 'Term Calculator' tab is active, displaying input fields for 'Current GPA*' (2.88), 'Credits remaining*' (-4), 'Credits required*' (120), and 'Desired GPA*'. A 'Calculate' button is located at the bottom of the modal.

8. View **“Class History”** simulates an unofficial transcript
 - Click ellipses
 - Selecting ‘Class History’ from drop-down menu

The screenshot shows the 'Class History' modal window with the following data:

Course	Title	Grade	Credits
Fall 20XX			
BIOL 143	Survey of Life Science	W	0
ENG 131	Freshman English I	C	3
HIST 231	Soc & Pol Hist US to 1877	C	3
MATH 131	Developmental Ed Math II	C	3
SOC 158	Contemporary Social Issues	B	3
WRIT 101	Interdisciplinary Writing Lab	S	0
Spring 20XX			
ENG 132	Freshman English II	A-	3
HIST 232	Soc & Pol Hist US Since 1877	C	3
MATH 133	College Algebra	A+	3
MUSI 239	Fine Arts in Daily Living	B-	3
SC 135	Bus Prof Comm	A	3
Fall 20XX			
BIOL 143	Survey of Life Science	C	3
ENG 231	World Literature II	B	3
POLS 235	American Government	C	3
RTF 130	Introduction to Media Studies	C+	3
SPMT 134	Sport & Entertainment Mgmt	A+	3
Spring 20XX			
CS 116	Intro To Compr Science I	D+	0
MATH 138	Math and Bus for Econ Anal II	C+	3
POLS 236	Texas Government	A	3

9. The ‘Degree Progress Bar’ also known as a “Progress Wheel”
 - Located below the Student Header in the Academic Audit
 - An estimate of the degree in progress, according to the number of checked boxes in the degree audit section

The screenshot shows the 'Academic' section with the following information:

- Student View: Graduation Checklist (highlighted)
- Registration Checklist
- Degree progress:
 - Requirements: 85%
 - Credits: 100%
- Overall GPA: 2.88

10. Icons are found at the bottom of the page



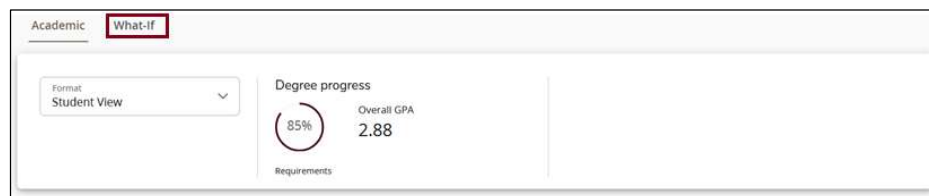
- **Complete:** A checkmark will appear beside all requirements within the audit that have been completed.
- **Not complete:** An empty circle will appear beside all requirements within the audit that have not been completed.
- **Complete except for classes in-progress:** The half circle will appear when the class registered for will fulfill the requirement.
- **Nearly complete – see advisor:** This exclamation mark symbol will appear when requirements are almost met. However, there is a component that may not be met.
- **Prerequisite:** A clipboard icon will appear. A course that must be completed with a satisfactory grade before enrolling in another course
- **Any course number:** This “@” symbol represents all classes when used as a prefix and can also be used to represent all course numbers.

11. The “What-If Feature” allows a student to *hypothetically* change major or minor.

To use this feature:

1. Click on the “What-If” tab
2. Choose a degree type from the first drop-down menu
3. Choose the appropriate catalog year from the second drop-down menu
4. Select desired major, minor, and/or concentration
5. Click the “Process What-If” button

Student will be transferred to a worksheet that displays progress according to the hypothetical information selected



View “**Frequently Asked Questions**” webpage:

tsu.edu/degree-works/faqs

Technical support is available 24/7 by emailing IT Service Center:

itservicecenter@tsu.edu or submitting a case: ***<http://itservicecenter.tsu.edu>***

As always, we appreciate your support as we continue to improve the tools that ensure “Excellence in Achievement.”

