

[Degree Audit BTC Advisors Guide](#)

Log-On Instructions

- Launch Internet Explorer and go to the Degree Audit website: <https://www.wctcs.ctc.edu/wctcs/>. You'll want to save it as a favorite or short cut on your desktop.
- Log-on using your designated account name and password. Passwords are case sensitive. If you do not have an account set-up yet, please email a request for access to your Dean or Supervisor.
- At "List of Applications" screen, select "SMS – Degree Audit"
- At "General Message" screen, click continue.
- At the Degree Audit landing page, several definitions of available functions are described (and pasted below)


Advisor Start Page

Degree Audit Reports: From this start page, you can generate a Degree Audit report for any student at your college. [Click here for help.](#)

Test Scores and Waivers: The Test Scores and Waivers link (left) displays a student's placement or assessment test scores, if any, and also lists any courses for which the student has been granted a waiver.

Advisor Notes: The Advisor Notes link (left) displays a form where you can create notes that students will see the next time they log on to Degree Audit. You can also create notes about students that only you and other advisors can see.

Academic Planner: If enabled at your college, the Academic Planner link (left) displays a form where you and a student can work together to create a tentative schedule of coursework for up to 20 upcoming quarters.

- To begin using Degree Audit functions first search by name or SID and click "Find" to locate the student you are working with. (TIP: Maximize your window view for full utility)
- Verify that the student's name is highlighted in blue (Note: if you select functions prior to identifying/highlighting the student you will receive the following error message: *An error occurred during initialization. Initialization failed*)
- The "Test Scores and Waivers", "Advisor Notes", and "Academic Planner" functions are directly below the student search results box. Select any function by clicking on the title.
- For help on each function, click on the  icon right center at the top of the page just below the "Run Audit" button. Further directions from the help window have copied below for your reference (an access key guide is also available).
- To get out of any function and start a new search/student, click "Start Page" in the top right corner to return to the landing page.

Test Scores and Waivers

This page displays test scores and waivers in the record of the currently-displayed student. If no student is displayed, use the search fields on the left side of the screen. You can search by name or student ID.

If your Degree Audit administrator has enabled the option to display test scores to students, students have read-only access to their scores in the student interface. Waivers are not displayed in the student interface.

Note: When entering students' names in the Find Student By Name field, type the last name, a space, and then the first name. You can also type only the last name and first initial, but common names will probably match more records than can be listed, in which case an error message will prompt you to refine your search.

Test Scores

The Test Scores table on this page displays scores for achievement tests students have taken such as COMPASS and ASSET. These scores reflect what is displayed on the Test Scores screen (SD1002) in SMS, stored in the TEST-SCORE-D table. Any data that your college has entered in this table other than test scores is also displayed.

The titles of the columns in the Test Scores table on the Test Scores and Waivers page are specified in Degree Audit by the Degree Audit administrator.

Waivers

Waivers are recorded in SMS using the Transfer-In Transcript Courses screen (SD3005) by entering **WV** in the Course Evaluation Code field. Waivers are stored in the TRNSFR-COURSE-D table. A course requirement can be waived, but the credits for the course requirement are not included in the audit and must be made up elsewhere. Grades are not displayed on the Degree Audit report and are not included in the degree GPA.

Advisor Notes

I. Using the Advisor Notes page

Notes are a way for you to record information in support of the advising process, such as a summary of the decisions made during a particular advising session.

Advisor notes can be public or private: public notes can be seen by the student whose record contains the notes and by all advisors and the Degree Audit administrator; private notes can be seen only by advisors and the administrator. Any number of notes can be added to a student's record.

In the student interface, students can view the public notes created by advisors; they cannot, however, edit notes or create new notes.

To create Advisor Notes

Complete the following steps to create advisor notes. If the correct student's name is already displayed (directly beneath the title "Advisor Notes" at the top of the content pane), skip to step 2.

1. Use the student search fields to find the student to whose record you want to add notes. You can search by name or by student ID.

Note: When entering students' names in the Find Student By Name field, type the last name, a space, and then the first name. You can also type only the last name and first initial, but common names will probably match more records than can be listed, in which case an error message will prompt you to refine your search.



2. Click the New button at the bottom of the page. (*ERR's note: Always click New to add notes. Advisors can override other advisors notes and we would like to keep each entry separate. New notes are dated however edited notes retain their original date stamp.*)

A blinking insertion point appears within the gray outline that defines the text area in the yellow portion of the page.

4. Type the text of the note.
5. If you want the note to be public, select the Public check box.

A **public** note can be seen by the student (in the student interface) and by any Degree Audit user with an advisor or administrator logon. If you don't select the Public check box, the note will be **private**, meaning that the student will not be able to see it; only users with an advisor or administrator logon can see private notes.

6. When finished typing the note, click the Save button.

A short entry for the note appears in the left half of the notes page. The entry includes the date and time the note was created, an icon that indicates whether the note is private () or public (), and the first 30-40 characters of the text of the note.

To edit Advisor Notes

To edit a note, click the note entry in the left side of the Notes pane and make the changes to the text in the right side of the page. You can also click the Public check box to change whether the note is public or private. When you are finished editing the note, remember to click the Save button.

Academic Planner

I. Using the Academic Planner page

The Academic Planner provides a way for you to record tentative coursework up to twenty quarters into the future for a student. As many as five plans can be created. Students have read-only access to their academic plans through the student interface, where they can view and print each plan.

To create academic plans

Complete the following steps to create academic plans for students:

1. Use the student search fields to find the student to whose record you want to add an academic plan. You can search by name or by student ID. Click the name of the student you want to create a plan for.

Note: When entering students' names in the Find Student By Name field, type the last name, a space, and then the first name. You can also type only the last name and first initial, but common names will probably match more records than can be listed, in which case an error message will prompt you to refine your search.

The name and ID number of the student whose name is highlighted in the search results box is displayed in the content pane, below the page title. Academic quarter labels automatically appear in the plan, beginning in the upper left corner with the next chronological quarter after the date the plan is created.

2. In the Plan Name field, enter a name for the first plan you want to create for the student. Your entry can be up to 50 characters long. Once you save a plan, plans are sorted in alphabetical order.
3. Enter the text of the plan in the appropriate academic quarters. To move the cursor from one line to the next, press the Tab button.

Note: Course IDs and any other text you enter in the Academic Planner are simple text entries. In other words, your entries in the Academic Planner are not validated against the SMS course catalog or any other table or database in SMS or Degree Audit.

4. When the plan is complete, click the Save button.

A Plan drop-down list is displayed on the left side of the page, directly above the first academic quarter. The list contains only one item at this point—the plan you just created.

You can create additional plans for the student by clicking the New button and repeating steps 2 through 4. Delete and print plans by selecting them from the Plans drop-down list and clicking the appropriate button.