

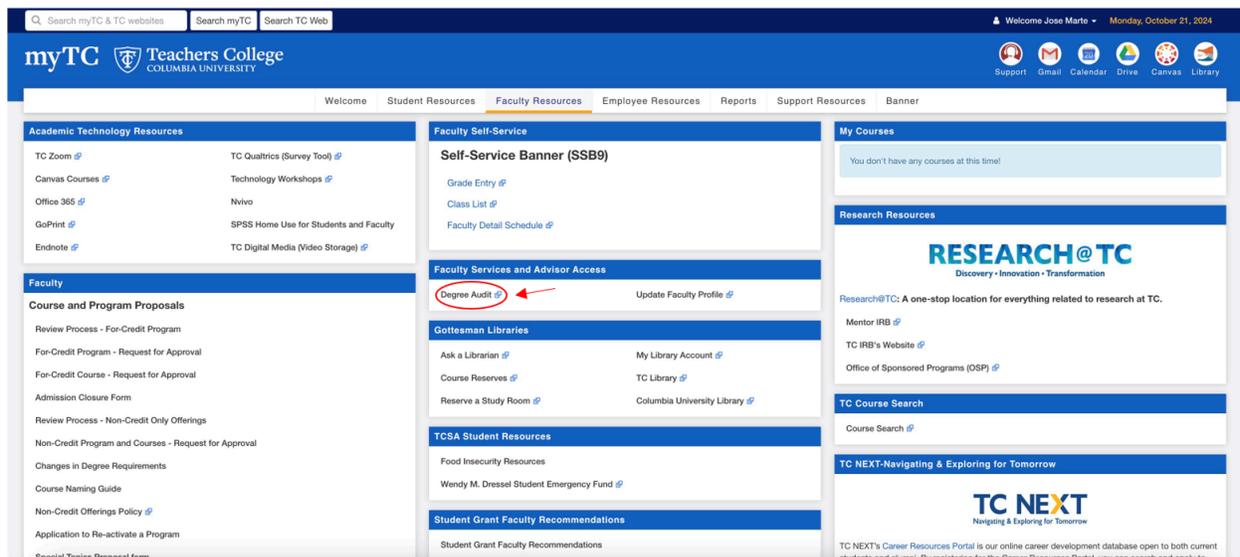
Degree Works Basic Navigation Guide

Faculty & Staff

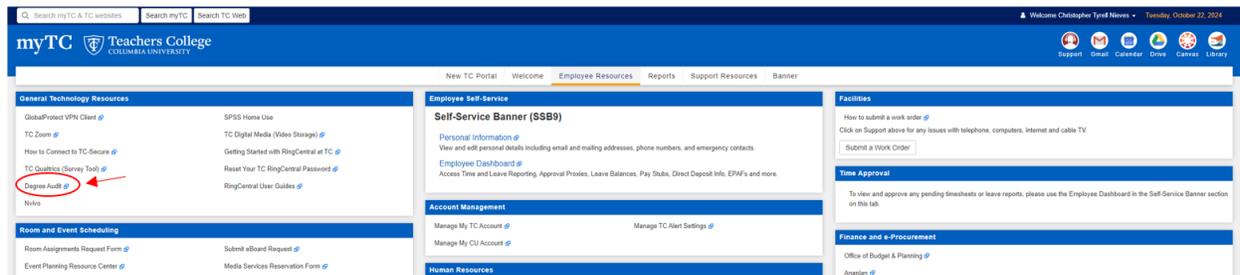
I. Accessing Degree Works

Direct Access Link to Degree Works: <https://degreeworks.tc.columbia.edu/Dashboard>

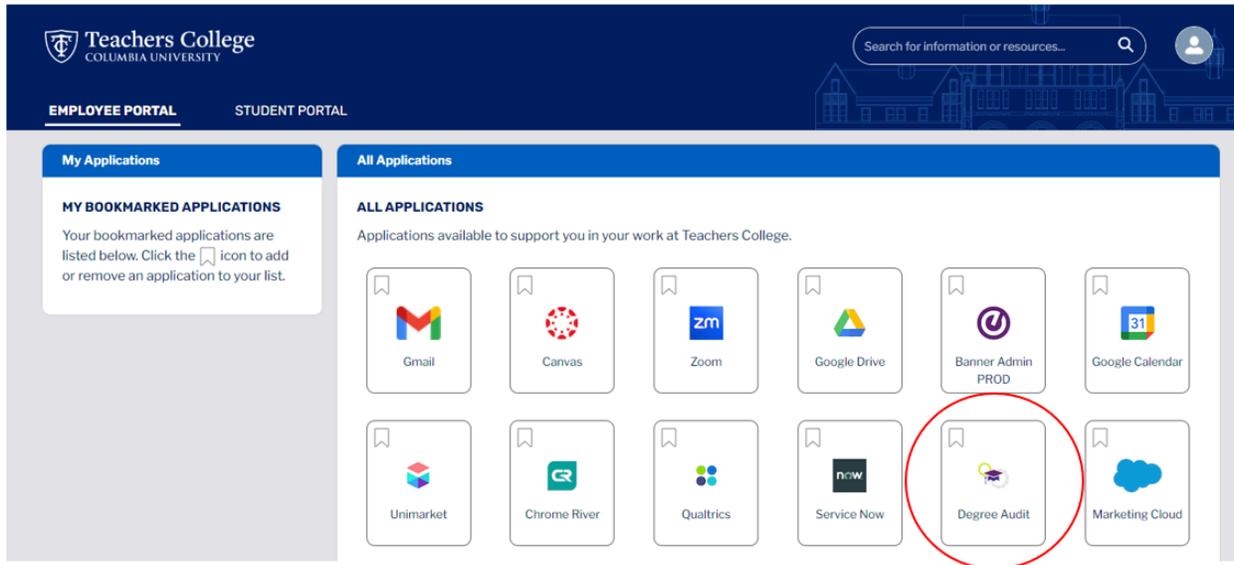
Accessing Degree Works from the Faculty Resources tab:



Accessing Degree Works from the Employee Resources tab:



In the new Employee Portal, please select the Degree Audit icon from the All Applications list (we encourage to bookmark the option, if you will be accessing Degree Works frequently, so it appears on your new Employee Portal homepage):

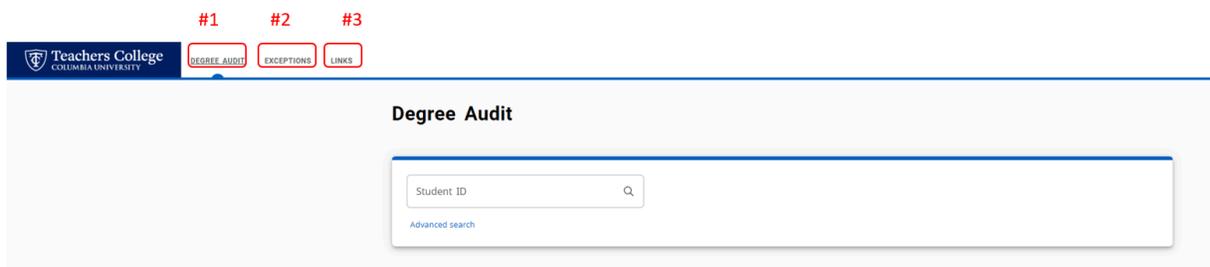


If you receive an error message when logging in, please try again in a private/incognito window or a different browser, as your previous cookies/cache may be causing the issue. If this is successful, clear your browser history, cookies, and cache, which should allow you to login normally. If you still receive an error message, please contact degreeworks@tc.columbia.edu.

II. Navigating Degree Works Dashboard

**Information/options displayed in the following screenshots may vary slightly depending on access types/permissions. If adjustments to your access settings are needed, please email degreeworks@tc.columbia.edu.*

Once you are logged on to Degree Works, you will see three tabs:



#1) Degree Audit: the main tab where you will be able to search students by their TC ID number or use Advanced Search to look up students by their first name, last name, and/or program information. Unfortunately, we are no longer able to use UNisto search students, as they are a Columbia-specific

#2) Exceptions: this is where advisors/academic staff will be able to make manual substitutions, apply unused classes, force complete (previously referred to as force satisfying), and remove or change requirements, if applicable.

#3) Links: general links to the Office of the Registrar and Office of Doctoral Studies webpages. This will be expanded to include other college-wide resources applicable to all students.

III. Navigating Information Blocks

In the Degree Works system, students' requirements are broken down into separate "blocks".

Once you have a student selected, the first block shows general information for that student, including TC ID, name, degree, program, advisor, holds, and their Period of Candidacy.

The screenshot shows the Degree Audit-TEST interface. At the top, there is a navigation bar with the Teachers College logo and the text "Teachers College COLUMBIA UNIVERSITY". To the right of the logo are three tabs: "DEGREE AUDIT-TEST", "EXCEPTIONS", and "LINKS". Further right, there is a user profile icon for "Jose Marte" and a hamburger menu icon. Below the navigation bar, the main heading is "Degree Audit-TEST" with a print icon, an email icon, and a vertical ellipsis icon to its right. Below the heading, it says "Data refreshed 10/23/2024 1:24 PM". The main content area is a white box with a blue border. It contains three input fields: "Student ID" with the value "T86792004" and a close button (X), "Name" with the value "Sample, Student", and "Degree" with a dropdown menu showing "Master of Arts". Below these fields is a link for "Advanced search". Underneath, there are several key-value pairs: "Level Graduate", "Program MA-Tchg Soc Stud-Initial Cert", "Concentration Initial Certification", "Academic Advisor Student Sample", "Period of Candidacy/Eligibility 01-MAY-17", and "Holds Student Enrolled in eRefund".

The next block will show percentages for the student's overall degree progress.

Format
 Student View ▼

Degree progress

79%

Requirements

94%

Credits

The following block will show general minimum requirements specific to a degree type (e.g. college-wide minimums for a Master of Arts, Master of Science, Doctor of Education, etc.)

Master of Arts INCOMPLETE

Credits required: 32 Credits applied: 30 Catalog year: Autumn Term 2023

○ Minimum Total Credits Required

✔ Minimum Credits Earned from Teachers College

✔ Recency Requirement - at least 16 credits in the last 5 years

ℹ Breadth Requirements

○ Program Requirements

Still needed: 32 credits are required. You currently have 30 units including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 2 additional credits and all graduation requirements.

Still needed: See [Program in Communication and Education](#) section

Blocks included in this block

[Breadth Requirements](#)

[Program in Communication and Education](#)

The next block will display the student's Breadth courses.

Breadth Requirements IN-PROGRESS

	Course	Title	Grade	Credits	Term	Repeated
ℹ Breadth Requirement	A&HA 4061	Printmaking Processes	IP	(2)	Autumn Term 2024	
	A&HA 4090	Teaching in the Art Museum	A	2	Autumn Term 2023	
	ORLA 4071	Pvt Sch Ldrshp:Sys Think & Sens	A	3	Autumn Term 2023	

Specific program requirements will be shown on the following block. This block will allow faculty/staff to make exceptions/adjustments, if needed. Please note that you may be able to access audits for students that are not in your program and/or are not your direct advisee. While we work to segment access permissions in the coming weeks, please be sure to only make exceptions on student audits that you are authorized to make.

Program in Communication and Education INCOMPLETE ^						
	Course	Title	Grade	Credits	Term	Repeated
<input checked="" type="checkbox"/>	Coreseminar:Comm,Computng,Tech	MSTU 4000	Coreseminar:Comm,Computng,Tech	P	1	Autumn Term 2023
<input type="checkbox"/>	The History of Communication	MSTU 4016	The History of Communication	IP	(3)	Autumn Term 2024
<input checked="" type="checkbox"/>	FOUNDATIONAL KNOWLEDGE					
<input checked="" type="checkbox"/>	Social Issues and Technology	MSTU 4005	Equit, Eth, & Soc Iss/Edu Tech	B-	3	Spring Term 2024
<input checked="" type="checkbox"/>	Cultural Issues and Technology	MSTU 5002	Culture, Media, & Education	A	3	Autumn Term 2023
<input checked="" type="checkbox"/>	Educational Practice and Design	MSTU 4083	Instrctnl Dsgn of Ed Technlgy	A-	3	Spring Term 2024
<input type="checkbox"/>	MSTU Courses	MSTU 4001	Technology and School Change	A-	3	Autumn Term 2023
		MSTU 4039	Video Games and Education	IP	(3)	Autumn Term 2024
		MSTU 5000	Virt, Aug, Mixed Reality Lrng	A	3	Spring Term 2024
		MSTU 6401	Intrnshp-Comm Comp InstrctTech	IP	(1)	Autumn Term 2024
	Still needed:	3 Credits in MSTU @				
<input type="checkbox"/>	Integrative Project	Still needed:	Students must complete an integrated project which varies according to selected concentration: Cognition and Learning - an empirical cognitive research study; Intelligent Technologies - creation and evaluation of an educational technology program; Reading Research - an empirical reading research paper; and Cognitive Studies of Educational Practice - an empirical study of cognition in a classroom setting; and Creativity and Cognition - an essay or project related to creativity. See your advisor for clearance once completed.			

The final blocks will display unapplied classes and classes that are in-progress or ungraded. In-progress and ungraded classes are typically duplicated here, while still appearing in the program requirement section, so they can be easily identified.

Unapplied Courses						^
Credits applied: 0 Courses applied: 1						
Course	Title	Grade	Credits	Term	Repeated	
MSTU 4900	Integrative Project Seminar	IP	(0)	Autumn Term 2024		

In-Progress and Ungraded Courses						^
Credits applied: 9 Courses applied: 5						
Course	Title	Grade	Credits	Term	Repeated	
A&HA 4061	Printmaking Processes	IP	(2)	Autumn Term 2024		
MSTU 4016	The History of Communication	IP	(3)	Autumn Term 2024		
MSTU 4039	Video Games and Education	IP	(3)	Autumn Term 2024		
MSTU 4900	Integrative Project Seminar	IP	(0)	Autumn Term 2024		
MSTU 6401	Intrnshp-Comm Comp InstructTech	IP	(1)	Autumn Term 2024		

IV. Exceptions

Once the student record is loaded, click on the Exception tab located on the navigation bar.

The screenshot shows the 'Degree Audit-TEST' interface. The navigation bar at the top includes 'DEGREE AUDIT-TEST', 'EXCEPTIONS' (highlighted with a red box), and 'LINKS'. The user 'Jose Marte' is logged in. The main heading is 'Degree Audit-TEST'. Below it, the data is refreshed on 10/23/2024 at 1:24 PM. The search filters are: Student ID T86792004, Name Sample, Student, and Degree Master of Arts. The search results show: Level Graduate, Program MA-Tchg Soc Stud-Initial Cert, Concentration Initial Certification, Academic Advisor Student Sample, Period of Candidacy/Eligibility 01-MAY-17, and Holds Student Enrolled in eRefund.

Expand the section of the audit that includes the course or rule you wish to modify. Select the specific requirement/rule and click on the “+” button as demonstrated below:

Teachers College
COLUMBIA UNIVERSITY

DEGREE AUDIT-TEST EXCEPTIONS LINKS

Jose Marte

courses (10-12 credits)

to round out their knowledge of the subject matters taught in secondary schools. Courses taken at Teachers College include attention to both content and pedagogy. Courses can also be taken at Columbia University.

<input type="checkbox"/>	<input type="radio"/>	Professional Development Courses (6-9 credits)	Still needed:	To satisfy the college's breadth requirement students must take three Teachers College courses outside the major Program.
<input checked="" type="checkbox"/>	<input type="radio"/>	Student Teaching	Still needed:	10 Credits in A&HW 4530 or 4729 or 4730
<input type="checkbox"/>	<input type="radio"/>	Integrative Project	Still needed:	Students must also complete a master's integrative project. See your advisor for clearance once completed.

Types of Exception Usage

You may select the exception of choice by using the pull down menu. Below is the demonstration of each exception type:

**Please make note of the subject and course number of the class(es) you are looking to make exceptions for, as you will need to type that information in when making the exception.*

**You can disregard the "With Qualifier" fields when making an exception, as that will not be necessary to process the exception.*

Exception Type – Substitute

Input the course subject and number that you want to replace, and then the subject and number of the course that it will be replaced with. Enter a brief note/description of your action, then click "Add Exception".

Add Exception



Exception for: Student Teaching

Exception type
Substitute

Change

Subject * COURSE	Number * A
---------------------	---------------

To

Subject * COURSE	Number * B
---------------------	---------------

With

Qualifier	Operator	Value
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Description *

Details *

CANCEL

ADD EXCEPTION

Exception Type – Also Allow

“Also Allow” is an exception that lets a student use an additional course, beyond the listed options, to fulfill a specific requirement within their degree program; essentially, it expands the choices available for a course to count towards a particular area of study, allowing flexibility in course selection. You can also use this option before a student officially registers for a class, so the system will automatically apply the class where you have indicated once the student is formally registered.

Input the subject and number that you plan to “Also Allow” to be applied to expand the program requirement. Enter a brief note/description of your action, then click “Add Exception”.

Add Exception



Exception for:

Exception type
Also Allow

Allow

Subject *

Number *

With

Qualifier

Operator

Value

Exception Type – Apply Here

“Apply Here” is similar to “Force Map” or “Move Course” in the previous system. Input the course subject and number that you plan to “Apply Here” to meet a requirement. Enter a brief note/description of your action, then click “Add Exception”.

Add Exception



Exception for: Student Teaching

Exception type
Apply Here

Apply

With

CANCEL

ADD EXCEPTION

Exception Type – Force Complete

“Force Complete” is the equivalent of “Force Satisfy” in the previous system. Use the “Force Complete” exemption type to force a requirement complete or to waive a requirement. Enter a brief note/description of your action, then click “Add Exception”.

Add Exception



Exception for: Student Teaching

Exception type
Force Complete 

Description *

Details *

CANCEL

ADD EXCEPTION

Exception Type – Remove Course/Change Limit

The Remove Course and/or Change the Limit Exception should be used to remove a course option or change the number of classes or credits needed to meet the requirement. Input the course acronym and number into the “Remove Subject” boxes and/or “Change Limit To” boxes. Enter a note/description of your action, then click “Add Exception”.

Add Exception



Exception for: Introd:Second Lang Acquisition

Exception type
Remove Course and/...

Remove

Change

Description *

Details *