### Degree Works Basic Navigation Guide Faculty & Staff

#### I. Accessing Degree Works

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

Accessing Degree Works from the Faculty Resources tab:

Q Search myTC & TC websites	Search myTC Search TC Web	🎍 Welcome Jose Marte 👻 Monday, October 21, 2024		
	chers College			💭 🕅 🐻 🎒 🤐 Support Gmail Calendar Drive Canvas Library
	Welcome Stude	ent Resources Faculty Resources Em	ployee Resources Reports	Support Resources Banner
Academic Technology Resource	98	Faculty Self-Service		My Courses
TC Zoom 🗗	TC Qualtrics (Survey Tool)	Self-Service Banner (SSB9)		You don't have any courses at this time!
Canvas Courses 🧬	Technology Workshops 😰	Grade Entry #		
Office 365 🛃	Nvivo	Class List dP		
GoPrint 🕜	SPSS Home Use for Students and Faculty	Faculty Detail Schedule dP		nesearch nesources
Endnote 🧬	TC Digital Media (Video Storage) 🧬			RESEARCH@TC
Faculty		Faculty Services and Advisor Access		Discovery • Innovation • Transformation
Course and Program Proposa	ls	Degree Audit 🚱	Update Faculty Profile 🧬	Research@TC: A one-stop location for everything related to research at TC.
Review Process - For-Credit Program	m	Gottesman Libraries		Mentor IRB 🚱
For-Credit Program - Request for Ar	oproval	Antica Liberation of	Maril ibaaa Aaaaaa da	TC IRB's Website 🕼
For-Credit Course - Request for Apr	an a	Ask a Librarian P My Library Account P		Office of Sponsored Programs (OSP) @
Admission Closure Form		Course Reserves @	Colorary P	
Paview Process - Neo Credit Only C	Marinas	Heserve a Study Hoom @	Columbia University Library 🔗	TC Course Search
New Gradit Deserve and Courses		TCSA Student Resources		Course Search d?
Non-Great Program and Courses - I	Mequest for Approval	Food Insecurity Besources		TO NEXT Navigating & Evalaring for Tomorrow
Changes in Degree Requirements		Wandy M Drassal Student Emergancy Fund	0	To Rear Navigating a exploring for Tomorrow
Course Naming Guide		mondy in: Droadu Student Emergency Fund	a.	
Non-Credit Offerings Policy 🗗		Student Grant Faculty Recommendation	15	Navigzing & Exploring for Tomorrow
Application to Re-activate a Program	n	Student Grant Faculty Recommendations		TO NEYT's Career Resources Bortal is our calina career development database open to both current
Special Topics Proposal form		states and a solly recommendations		students and alumni. By renisterion for the Career Resources Portal you can search and apply to

### Accessing Degree Works from the Employee Resources tab:

Q Search myTC & TC websites Search n	nyTC Search TC Web		& Welcome Christopher Tyrel Nieves   Tuesday, October 22, 2024
myTC Teachers C	College		Eugent Dame Calencer Diverse Labora
		New TC Portal Welcome Employee Resources Reports Support Resources Banner	
General Technology Resources		Employee Self-Service	Facilities
GlobaProtect VPN Client @ TC Zoom @ How to Connect to TC-Secure @ TC Qualified (Servey Tool) @ Degree Audt @	SPSS Home Une TC Digital Needle (Voles Strange) <i>gr</i> Getting Stated with RingCentral at TC <i>gr</i> Reset You TC RingCentral Passenerd <i>gr</i> RingCentral User Caldes <i>gr</i>	Self-Service Banner (SSB9)           Personal information #           Vare wide they avaid shall hadded and walking addresses, phone numbers, and emergency contacts.           Employee Deabboard #           Access Time and Leare Reporting Agrowed Protein, Leare Balances, Pay Baba, Direct Deposit Info, ERV's and more.	Here to advice and set of a general set of the set of t
Nrivo		Account Management Manage My TC Account # Manage TC Alert Satings #	on this tab.
Room Assignments Request Form @ Event Planning Resource Center @	Submit eBoard Request g? Media Services Reservation Form g?	Manage My CU Accourt @ Human Resources	Finance and e-Procurement Office of Budget & Planning @ Anaplan @

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 <u>degreeworks@tc.columbia.edu</u>.\*\*

### 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 <u>degreeworks@tc.columbia.edu</u>.

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

#1	#2 EXCEPTIONS	#3	
			Degree Audit
			Student ID Q. Advanced search

#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.

				_		
egree Audit	-TEST				æ	
ta refreshed 10/23/2024 1:24 I	PM					
Student ID T86792004	×	<sub>Name</sub> Sample, Student		Degree Master of Arts		~
Advanced search						
Level Graduate Prog	ram MA-Tchg Soc Si	tud-Initial Cert <b>Conce</b> r	ntration Initial (	Certification		
Academic Advisor Stude	ent Sample Perio	d of Candidacy/Eligibility	/ 01-MAY-17			

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

|--|

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.)

las <sup>.</sup> edits	ter of Arts INCOMPLETE required: 32 Credits applied: 30 Catalog	g year: Autumn Term 20	23	
0	Minimum Total Credits Required	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.	
0	Minimum Credits Earned from Teachers College			
0	Recency Requirement - at least 16 credits in the last 5 years			
۲	Breadth Requirements			
0	Program Requirements	Still needed:	See Program in Communication and Education section	
ocks	included in this block			
readt	th Requirements			
	in Communication and Education			

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

Breadth Requirements	GRESS					^
	Course	Title	Grade	Credits	Term	Repeated
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 Thnk & 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.

		Course	Title	Grade	Credits	Term	Repeat
9	Coreseminar:Comm,Computng,Tech	MSTU 4000	Coreseminar:Comm,Computng,Tech	Ρ	1	Autumn Term 2023	
	The History of Communication	MSTU 4016	The History of Communication	IP	(3)	Autumn Term 2024	
0	FOUNDATIONAL KNOWLEDGE						
	⊘ Social Issues and Technology	MSTU 4005	Equit, Eth, & Soc Iss/Edu Tech	B-	3	Spring Term 2024	
	⊘ Cultural Issues and Technology	MSTU 5002	Culture, Media, & Education	A	3	Autumn Term 2023	
	<ul> <li>Educational Practice and Design</li> </ul>	MSTU 4083	Instrctnl Desgn of Ed Technlgy	A-	3	Spring Term 2024	
0	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 @				
0	Integrative Project	Still needed:	Students must complete an integrate Cognition and Learning - an empirica and evaluation of an educational tech research paper; and Cognitive Studie classroom setting; and Creativity and advisor for clearance once completer	Students must complete an integrated project which varies according to selected concentration Cognition and Learning - an empirical cognitive research study; Intelligent Technologies - creat 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 classroom setting; and Creativity and Cognition - an essay or project related to creativity. See y			

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.

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

In-Progress Credits applied: 9	and Ungraded Courses 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 InstrctTech	IP	(1)	Autumn Term 2024	

### IV. Exceptions

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

COLUMBIA UNIVERSITY		LINKS	_	Jose Marte	
egree Audi	t-TEST			₽ 2	
ata refreshed 10/23/2024 1:24	PM				
Student ID T86792004	X Name Sample,	Student	Degree Master of Arts	~	
Advanced search					
Level Graduate Pro	gram MA-Tchg Soc Stud-Initial	Cert <b>Concentration</b> Initia	al Certification		
Academic Advisor Stud	lent Sample Period of Cand	idacy/Eligibility 01-MAY-17			

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

Teachers College	DEGREE AUDIT-TEST	EXCEPTIONS LINKS	Jose Marte
Courses (10-12 crea	it's)	secondary schools. Courses take attention to both content and po taken at Columbia University.	n at Teachers College include dagogy. Courses can also be
+ O Professional Development Cours (6-9 credits)	Still needed: es	To satisfy the college's breadth three Teachers College courses of	equirement students must take utside the major Program.
+ O Student Teaching	Still needed:	<b>10</b> Credits in <b>A&amp;HW</b> 4530 or 472	9 or 4730
+ O Integrative Project	Still needed:	Students must also complete a your advisor for clearance once	naster's integrative project. See 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 <u>replace</u>, and then the subject and number of the course that it will be replaced <u>with</u>. Enter a brief note/description of your action, then click "Add Exception".

Exception	<b>for:</b> Student Teaching			
Exceptio Substi	n type V tute V	]		
Change	Subject * COURSE	Number* A		
То	Subject * COURSE	Number * B		
With	Qualifier 🗸	Operator 🗸	Value	
Descri	ption *			
Details	5*			
			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".

X

Exception Exception Also Al	for: Student Teaching				
Allow	Subject * COURSE	Number * B			
With	Qualifier 🗸	Operator	~	Value	
Descrip	otion *				
Details	*				
			)	CANCEL	ADD EXCEPTION

# Add Exception

### **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".

#### Exception for: Student Teaching

Exceptio Apply	n type Here	~				
Apply	Subject * COURSE		Number * B			
With	Qualifier	~	Operator	~	Value	
Descri	ption *					
Details	s *					
					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".

xception for: Student Tea	ching			
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".

#### Exception for: Introd:Second Lang Acquisition

Exception type Remove Course a	and/ 💙		
Remove Subject		Number	
Change Limit		Units	~
Description *			
Details *			

CANCEL AD

ADD EXCEPTION