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:
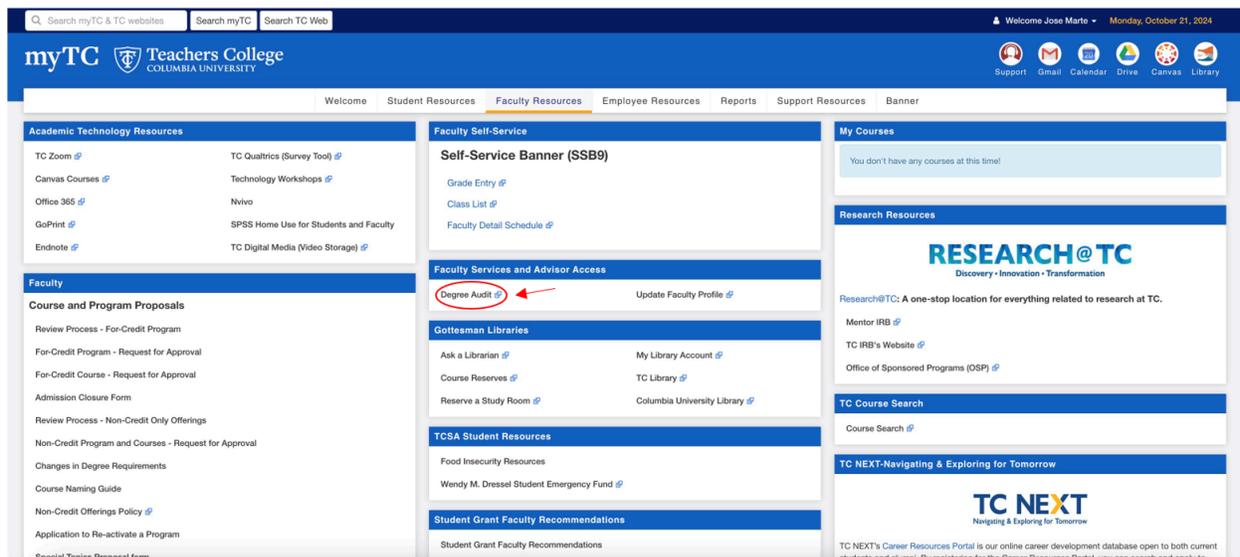
Accessing Degree Works from the Employee Resources tab:
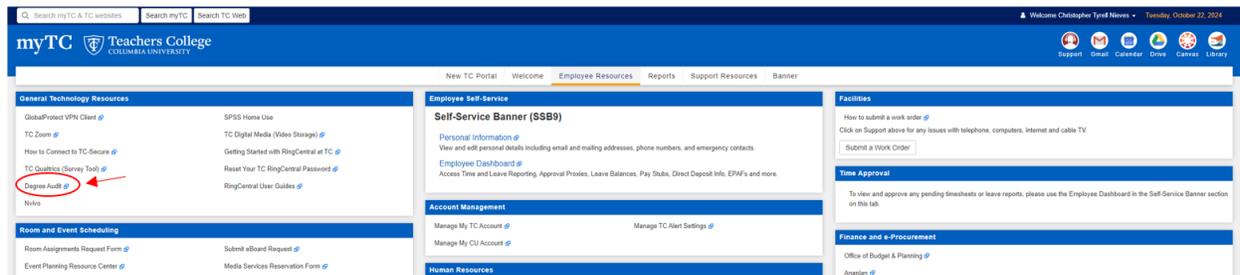
In the new Employee Portal, please select the Degree Audit icon from the All Applications list (we encourage to bookmark the option, if you will be accessing Degree Works frequently, so it appears on your new Employee Portal homepage):
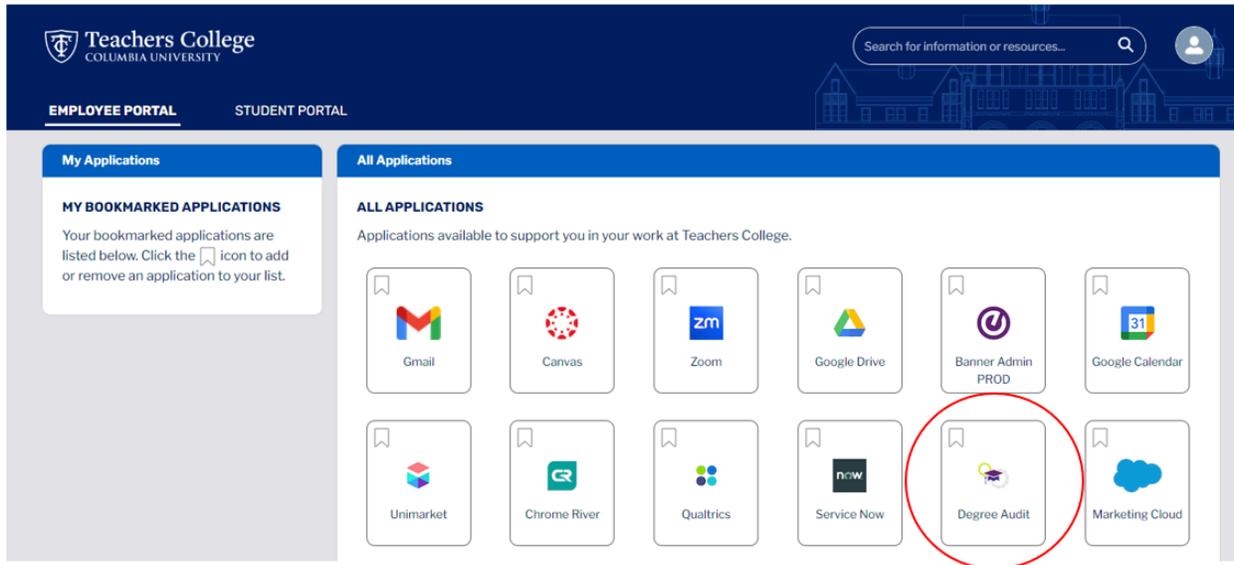
If you receive an error message when logging in, please try again in a private/incognito window or a different browser, as your previous cookies/cache may be causing the issue. If this is successful, clear your browser history, cookies, and cache, which should allow you to login normally. If you still 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:
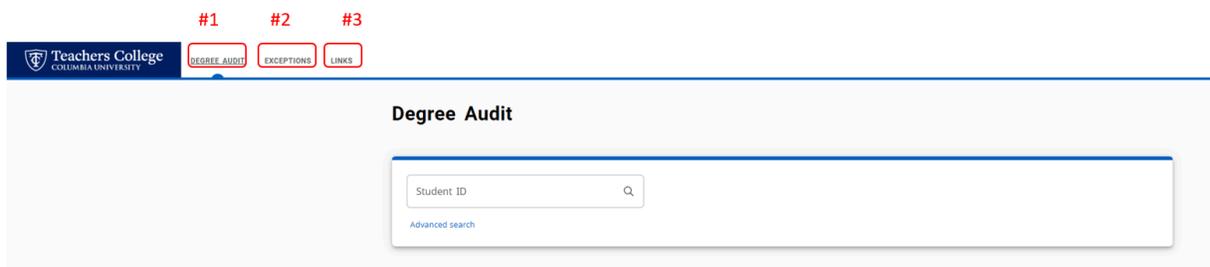
#1) Degree Audit: the main tab where you will be able to search students by their TC ID number or use Advanced Search to look up students by their first name, last name, and/or program information. Unfortunately, we are no longer able to use UNIsto search students, as they are a Columbia-specific

#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 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.)

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

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
⊘ Coreseminar:Comm,Computng,Tech	MSTU 4000	Coreseminar:Comm,Computng,Tech	P	1	Autumn Term 2023	
◑ The History of Communication	MSTU 4016	The History of Communication	IP	(3)	Autumn Term 2024	
⊘ 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	
⊘ Educational Practice and Design	MSTU 4083	Instrctnl Desgn of Ed Technlgy	A-	3	Spring Term 2024	
○ 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** @				
○ 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 InstrctTech	IP	(1)	Autumn Term 2024	

IV. Exceptions

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

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:

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".

Add Exception

×

Exception for: Student Teaching

Exception type
Substitute ⌄

Change
Subject *	Number *
COURSE	A

To
Subject *	Number *
COURSE	B

With
Qualifier ⌄	Operator ⌄	Value

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: Student Teaching

Exception type
Also Allow   ⌄

Allow   Subject *   Number *
          COURSE   B

With   Qualifier   ⌄   Operator   ⌄   Value

Description *

Details *

                                        CANCEL   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".

Add Exception   ✕

Exception for: Student Teaching

| Exception type |
| Apply Here ⌄ |

Apply | Subject * | Number * |
        | COURSE | B |

With | Qualifier ⌄ | Operator ⌄ | Value |

| Description * |

| Details * |

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 [Subject] [Number]

Change [Limit] [Units ⌄]

[Description *]

[Details *]

CANCEL   **ADD EXCEPTION**