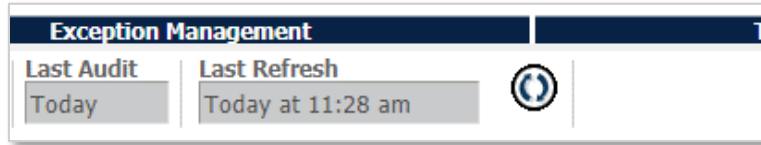
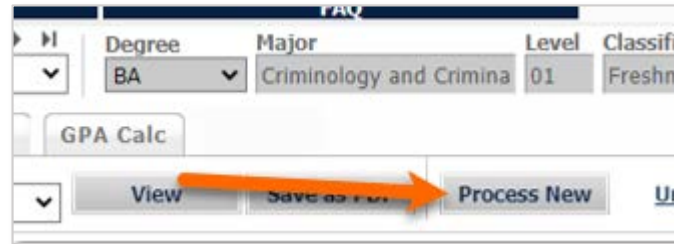


Worksheets

When first pulling up a student, the worksheet there are two fields at the top of the screen. One says Last Audit and one says Last Refresh.



- Last Audit – This was the last time the Process New button was used and DegreeWorks data was refreshed.
 - After any changes to DegreeWorks such as Scribe, Exceptions, Freezing Audits, the Process New button needs to be clicked in order to view the changes.
 - The Process New button can be found on the Worksheets tab next to the Save as PDF button.



- If a student’s DegreeWorks worksheet is viewed multiple times without the Process New button being utilized, the date under Last Audit will not change until Process New is used.
- Last Refresh—The date/time in this field shows the last time that updated information was received from Banner.
 - If there is a change in data from Banner (such as a change of major, catalog, courses, etc.) this information automatically updates after entering a student’s ID number or clicking on any of the tabs for the student in DegreeWorks (such as Exceptions, Worksheets, Plans, etc.)
 - If you are in an advising appointment and a change is made to a student record in Banner, and you’d like to refresh DegreeWorks, click on the circle icon next to Last Refresh.
 - If you enter a student’s ID and there is no new data or changes since the last time the student’s information was viewed in DegreeWorks, then the date and time for the Last Refresh will be that of the last time the student’s information was viewed in DegreeWorks and there was new Banner information.
 - Example: If you viewed a student’s DegreeWorks information on June 1 for the first time, all information viewed will be current as of June 1. If you then pull up their DegreeWorks information on June 6, and they have added two classes since you last viewed DegreeWorks, their new

course information will automatically pull in to DegreeWorks when you enter the student's ID. Refresh date will be June 6. If you pull up their DegreeWorks information on June 20, but their schedule has remained the same and no other changes have been made in Banner, then their Last Refresh date will remain June 6.

Exceptions

After adding an exception in order to view the exception in the Worksheet tab, you will need to hit Process New first.

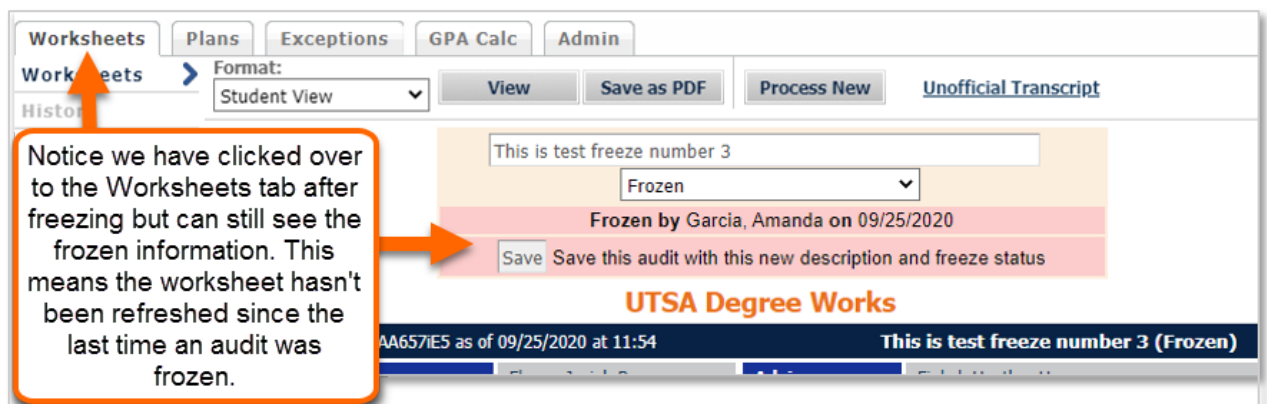
1. The process for entering exceptions remains the same. Enter your exception.
2. Click on the Worksheets tab, then select Process New.



3. Your exception will now be viewable in the student's degree plan.

Freezing a Worksheet

- Before freezing a worksheet, it would be a best practice to select the Process New button before freezing.
- After freezing a worksheet, when you go back to the student's Worksheets tab, you will be looking at the frozen worksheet. DegreeWorks indicates this by showing the frozen information at the top of the screen.



Even if you went back to this student's worksheet a month from now, this is what would show in the worksheet. Press Process New to clear this.