

Saving and Printing Student Audits



January 2015

Topics

- Saving Student Audits as PDF Documents
- Saving or Printing the PDF Audits





Save As PDF Before Printing

- In addition to an improved printing format, saving the audit as a PDF file also gives advisors the ability to distribute the audit to a student using official means of communication that maintain student privacy (such as through a student's Athens State email at the student's request).
- However, since the audit is always accessible to the student and advisor in the Degree Works online system, saving and printing audits should be done only when necessary.

Save As PDF

Ellucian Degree Works - Athens State DWTEST Environment - Mozilla Firefox
 https://degreeworksadmin.athens.edu/IRISLink.cgi

ATHENS STATE UNIVERSITY

Athens State Online Help Print

Find Student ID Name Degree Major Student Class Level Last Audit

Worksheets Notes GPA Calc

Worksheets Format: Student View View **Save as PDF** Process New Include in-progress classes Include preregistered classes

What If

Look Ahead

Athens State University Plan of Study

Student View A0000ACw as of 29-Oct-2014 at 11:49

Student		College	College of Business	Student Status	Active
ID		Advisor	Cox, Scott R	Academic Standing	Good Standing
Classification	Junior	Degree	Bachelor of Science	Student Hold	
Institutional GPA	2.25	Major	Acquisition & Contract Mgmt		
Overall GPA	2.93	Minor			

Degree Progress

Requirements 53%

Degree - Bachelor of Science **Catalog Term:** Fall 2013 **Hours Required:** 124
Hours Applied: 84

60 hours of upper level credit **Still Needed:** A minimum of 60 semester hours of upper level college/ university credit (300-400 level) is required. You have 18 but still need a minimum of 42 hours.

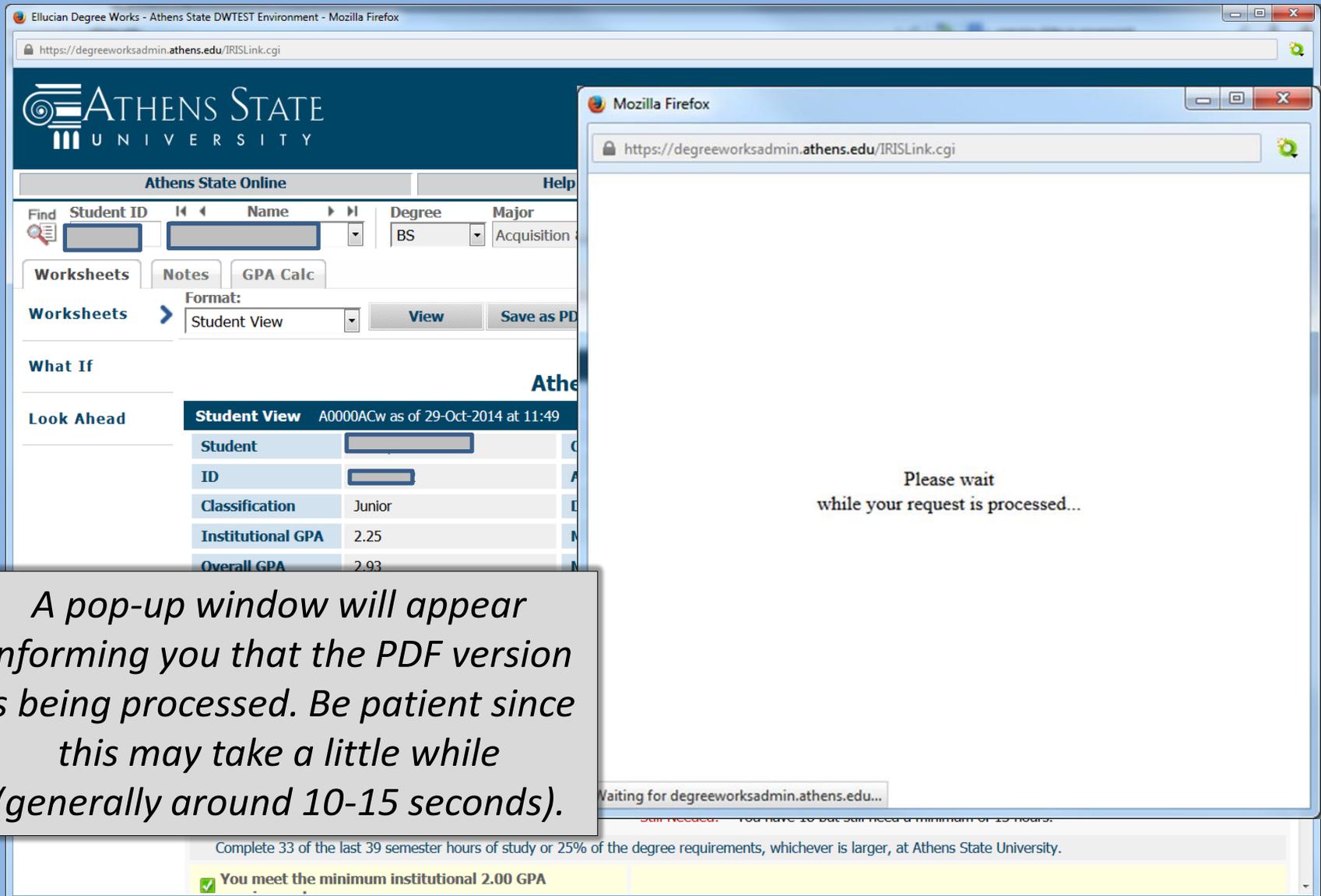
Minimum 31 hours at Athens State **Still Needed:** You have 18 but still need a minimum of 13 hours.

Complete 33 of the last 39 semester hours of study or 25% of the degree requirements, whichever is larger, at Athens State University.

You meet the minimum institutional 2.00 GPA

To Save the audit as a formatted PDF document, simply click the "Save as PDF" button.

Save As PDF



The screenshot shows the Athens State Online interface. The main window displays a student's profile for 'Student View' as of 29-Oct-2014 at 11:49. The profile includes fields for Student ID, ID, Classification (Junior), Institutional GPA (2.25), and Overall GPA (2.93). A 'Save as PDF' button is visible next to the 'View' button. A pop-up window in the foreground displays the message: 'Please wait while your request is processed...'. Below the pop-up, a status bar indicates 'Waiting for degreeworksadmin.athens.edu...'. At the bottom of the main window, a progress bar shows 'Complete 33 of the last 39 semester hours of study or 25% of the degree requirements, whichever is larger, at Athens State University.' and a green checkmark indicates 'You meet the minimum institutional 2.00 GPA'.

A pop-up window will appear informing you that the PDF version is being processed. Be patient since this may take a little while (generally around 10-15 seconds).

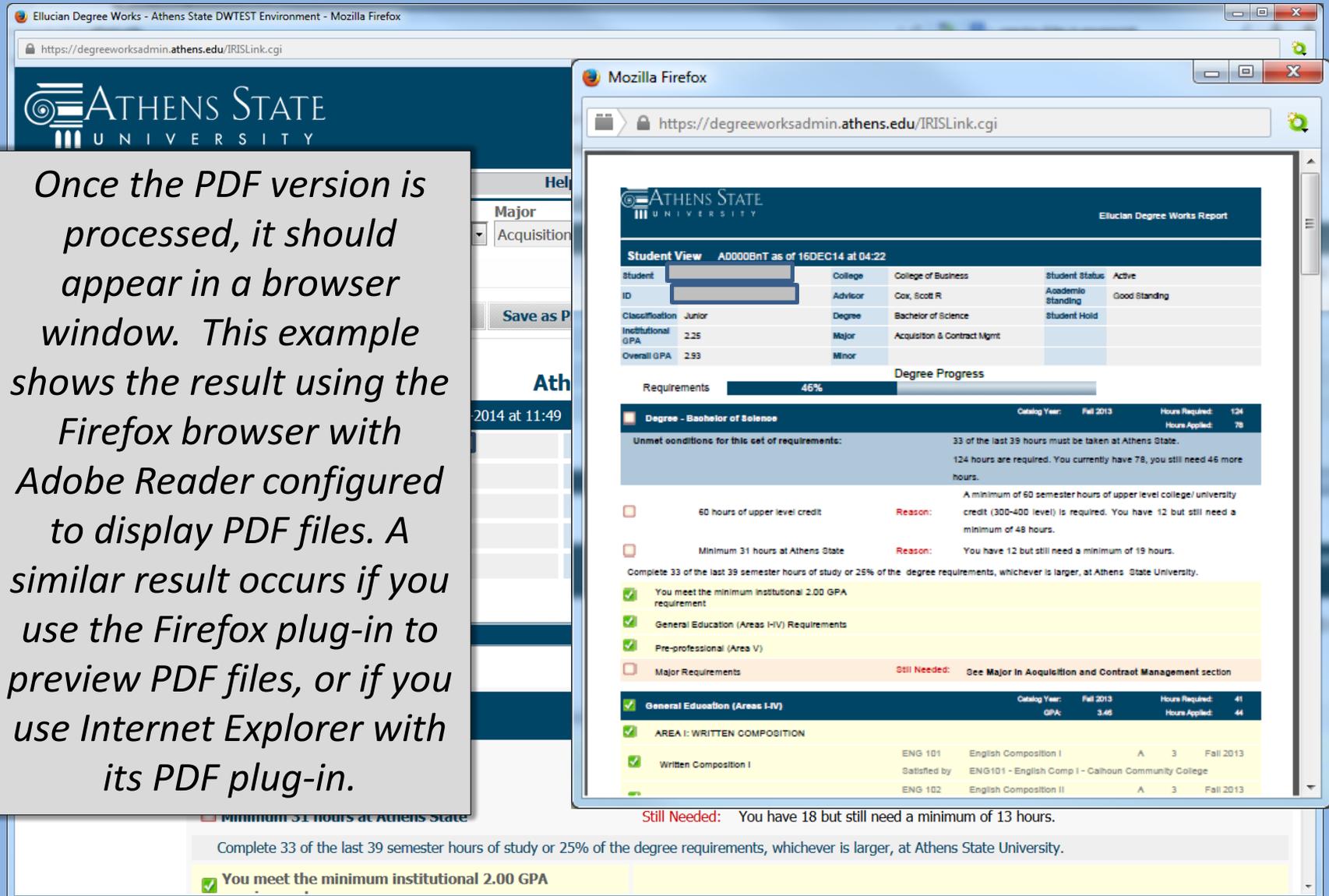


PDF Display May Depend on Browser

- What you see once the PDF audit is processed depends on how your browser is configured.
- Most browsers have settings that you can change that tell the browser how to deal with PDF files.
- If you are using standard “plug-ins” for PDF files in your browser, you should see the PDF audit appear in the same window that told you the PDF was being processed, or it should pop-up in a separate window.

The PDF Version

Once the PDF version is processed, it should appear in a browser window. This example shows the result using the Firefox browser with Adobe Reader configured to display PDF files. A similar result occurs if you use the Firefox plug-in to preview PDF files, or if you use Internet Explorer with its PDF plug-in.



Ellucian Degree Works - Athens State DWTEST Environment - Mozilla Firefox

https://degreeworksadmin.athens.edu/IRISLink.cgi

ATHENS STATE UNIVERSITY

Major: Acquisition

Save as P...

Ath...

2014 at 11:49

Mozilla Firefox

https://degreeworksadmin.athens.edu/IRISLink.cgi

ATHENS STATE UNIVERSITY

Ellucian Degree Works Report

Student View A0000BnT as of 16DEC14 at 04:22

Student ID	[REDACTED]	College	College of Business	Student Status	Active
Advisor	[REDACTED]	Advisor	Cox, Scott R	Academic Standing	Good Standing
Classification	Junior	Degree	Bachelor of Science	Student Hold	
Institutional GPA	2.25	Major	Acquisition & Contract Mgmt		
Overall GPA	2.93	Minor			

Degree Progress

Requirements 46%

Degree - Bachelor of Science

Catalog Year: Fall 2013 Hours Required: 124 Hours Applied: 78

Unmet conditions for this set of requirements:

- 33 of the last 39 hours must be taken at Athens State. 124 hours are required. You currently have 78, you still need 46 more hours.
- 60 hours of upper level credit Reason: A minimum of 60 semester hours of upper level college/ university credit (300-400 level) is required. You have 12 but still need a minimum of 48 hours.
- Minimum 31 hours at Athens State Reason: You have 12 but still need a minimum of 19 hours.

Complete 33 of the last 39 semester hours of study or 25% of the degree requirements, whichever is larger, at Athens State University.

- You meet the minimum institutional 2.00 GPA requirement
- General Education (Areas I-IV) Requirements
- Pre-professional (Area V)
- Major Requirements **Still Needed:** See Major in Acquisition and Contract Management section

General Education (Areas I-IV)

Catalog Year: Fall 2013 Hours Required: 41 GPA: 3.48 Hours Applied: 44

- AREA I: WRITTEN COMPOSITION
- Written Composition I Satisfied by ENG101 - English Comp I - Calhoun Community College
- Written Composition II Satisfied by ENG102 - English Composition II

Still Needed: You have 18 but still need a minimum of 13 hours.

Complete 33 of the last 39 semester hours of study or 25% of the degree requirements, whichever is larger, at Athens State University.

- You meet the minimum institutional 2.00 GPA



Save or Print the PDF

The screenshot shows a Mozilla Firefox browser window displaying a student's degree progress report from Athens State University. The report is titled "Ellician Degree Works Report" and shows student information for A0000BnT as of 16DEC14 at 04:22. The student is a Junior in the College of Business, majoring in Acquisition & Contract Mgmt. The report shows 46% progress on requirements. A red box highlights the PDF icon in the browser's toolbar, with an arrow pointing to a text box.

Student View A0000BnT as of 16DEC14 at 04:22

Student ID		College	College of Business	Student Status	Active
		Advisor	Cox, Scott R	Academic Standing	Good Standing
Classification	Junior	Degree	Bachelor of Science	Student Hold	
Institutional GPA	2.25	Major	Acquisition & Contract Mgmt		
Overall GPA	2.93	Minor			

Degree Progress

Requirements 46%

Degree - Bachelor of Science Catalog Year:

Unmet conditions for this set of requirements:

- 33 of the last 39 hours must be upper level credit. 124 hours are required. You only have 114 hours.
- 60 hours of upper level credit **Reason:** A minimum of 60 semester hours of upper level credit (300-400 level) is required. You have 48 hours.
- Minimum 31 hours at Athens State **Reason:** You have 12 but still need 19 hours.

Complete 33 of the last 39 semester hours of study or 25% of the degree requirements, whichever is larger.

- You meet the minimum institutional 2.00 GPA requirement
- General Education (Areas I-IV) Requirements
- Pre-professional (Area V)
- Major Requirements **Still Needed:** See Major in Acquisition

General Education (Areas I-IV) Catalog Year: GPA:

- AREA I: WRITTEN COMPOSITION
- Written Composition I
ENG 101 English Composition I A 3 Fall 2013
Satisfied by ENG101 - English Comp I - Calhoun Community College
- Written Composition II
ENG 102 English Composition II A 3 Fall 2013
Satisfied by ENG102 - English Comp II - Calhoun Community College

You can then expand the PDF window, and print or save the PDF version using the options available in the PDF plug-in or tool. This example shows the expanded window in Firefox with the Firefox preview plug-in and options.

End of Tutorial: Saving and Printing Student Audits

- Please view the other available tutorials that will help you make the most out of using Degree Works.

www.athens.edu/degreeworks

