rev 09/2015

myPurduePlan for Advisors

What is myPurduePlan powered by DegreeWorks?

myPurduePlan is a web-based tool for students and their advisors to monitor academic progress toward degree completion. myPurduePlan also allows students and advisors to plan future academic coursework.

Note: What you see in Banner is dependent on your role. As a result, the screen shots in this document may or may not include all of the tabs and links you see on your screen.

What do advisors need to know about myPurduePlan?

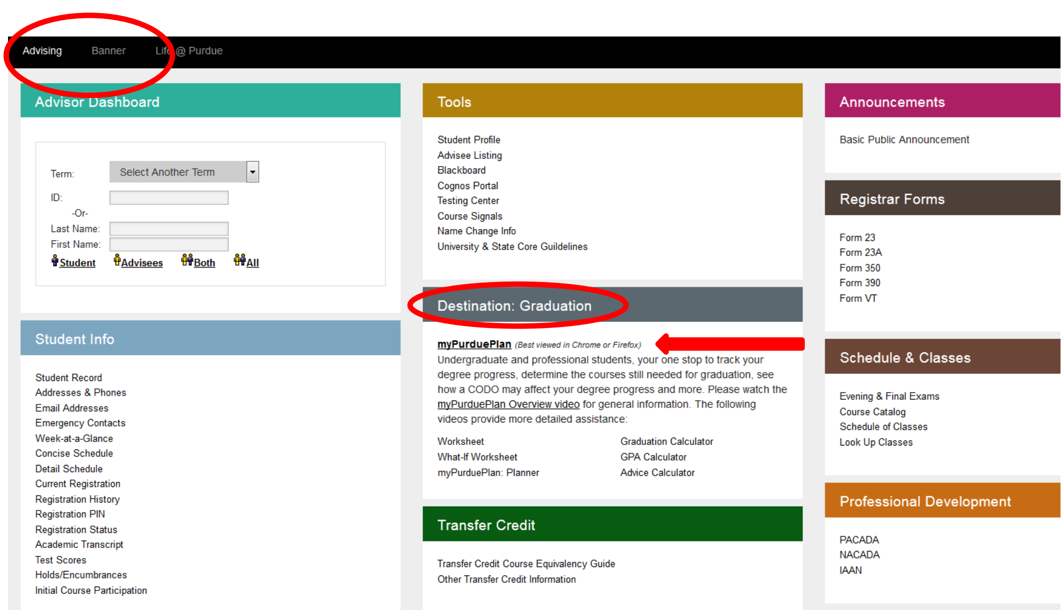
Advisors will be able to:

- ***Login*** to myPurduePlan.
- ***Find*** a student or group of students in myPurduePlan.
- ***Navigate*** within myPurduePlan.
- Review and interpret student ***Worksheets.***
- Use the ***What-If*** feature when students consider changing majors.
- Add ***Notes*** to the student Worksheet.
- Calculate a GPA using the ***GPA Calculator.***
- Review student plans using the ***Student Educational Planner (SEP)*** and assist students in customizing their plan.

How do I log into myPurduePlan?

☐ Log into myPurduePlan through the myPurdue portal.

Users with **INB** or **SSB** access will see the **myPurduePlan** link on (a) the **Advising** page under the **Destination Graduation heading** or (b) the **Banner** page under the **Banner & Other Applications** heading.

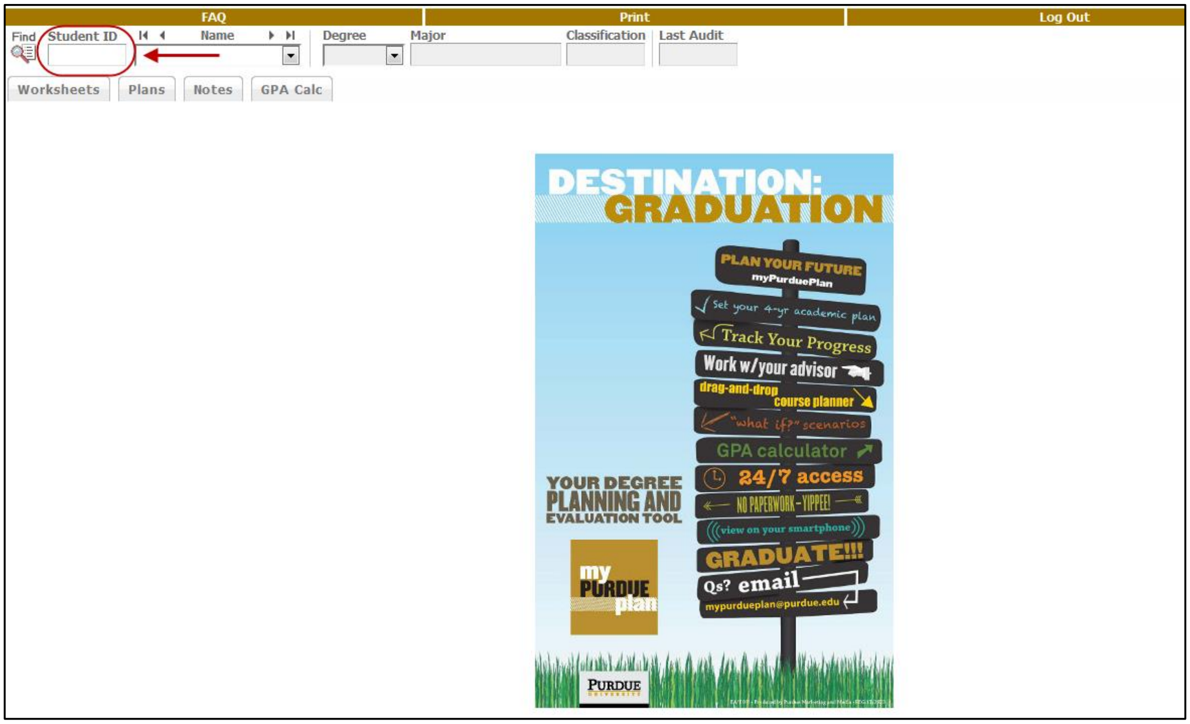


How do I look up students with myPurduePlan?

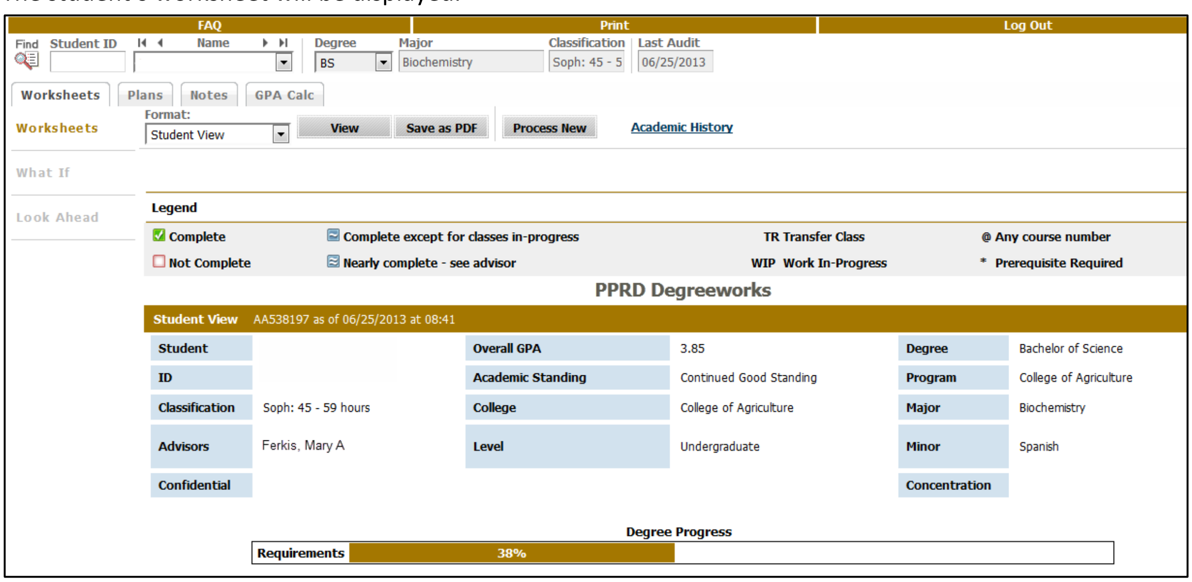
In myPurduePlan, advisors may search for an individual student record by ID number and/or by name. Advisors also may search for groups of students using multiple criteria (e.g., college, major, and classification).

☐ **Find an individual student record with a student ID.**

Enter the student ID number in the upper left-hand corner of the screen. Press Enter.

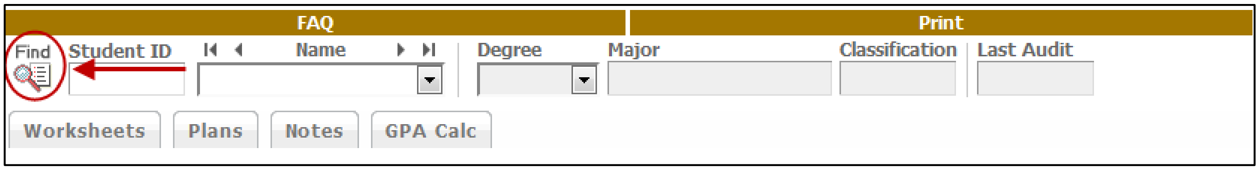


The student's worksheet will be displayed.



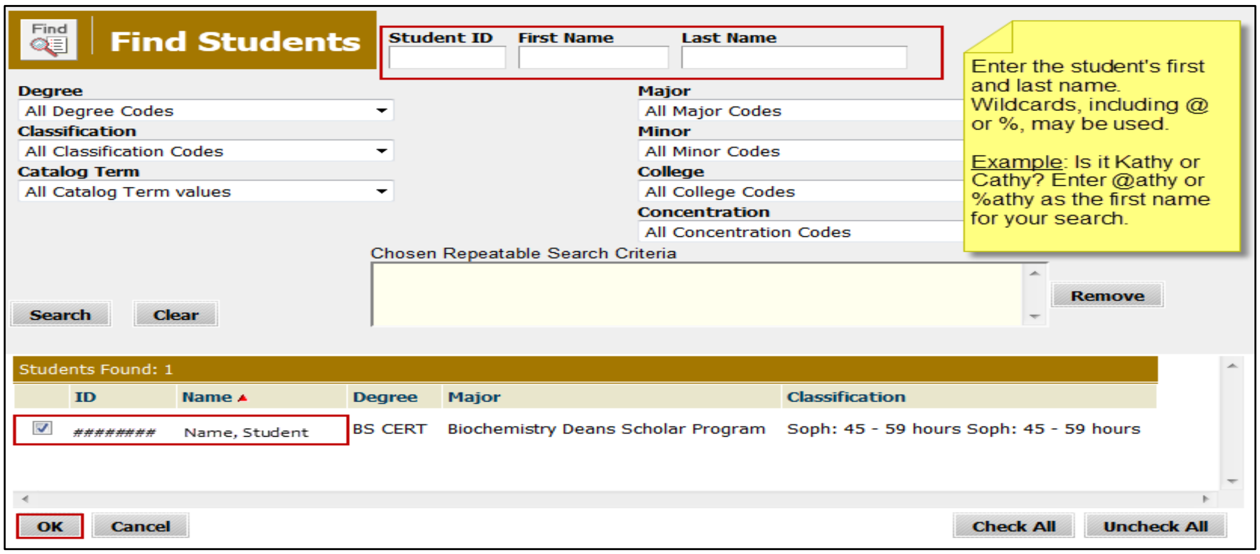
☐ **Find a student record by name.**

If you wish to search by student name, click ***Find*** in the upper left-hand corner of the page.



The ***Find Students*** page is displayed. Enter the students first and last name. Click ***Search*** to return results.

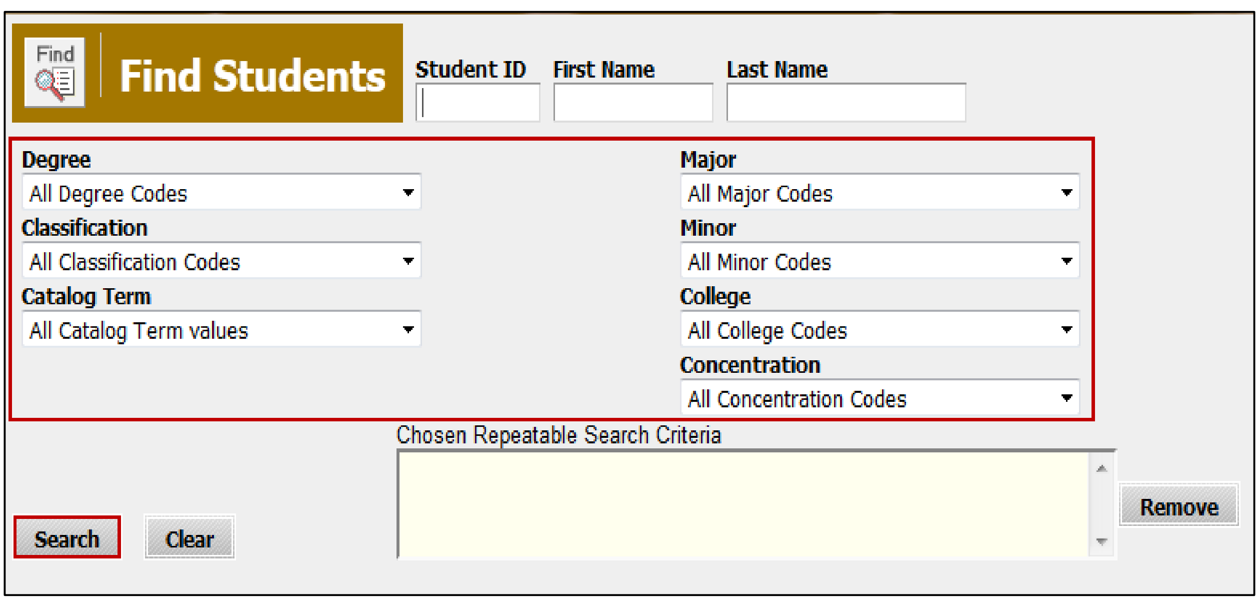
__Note__: This page also may be used to search by student ID. Once the resulting records are shown in the lower half of the page, confirm your search results. Click ***OK*** to load the record into myPurduePlan.



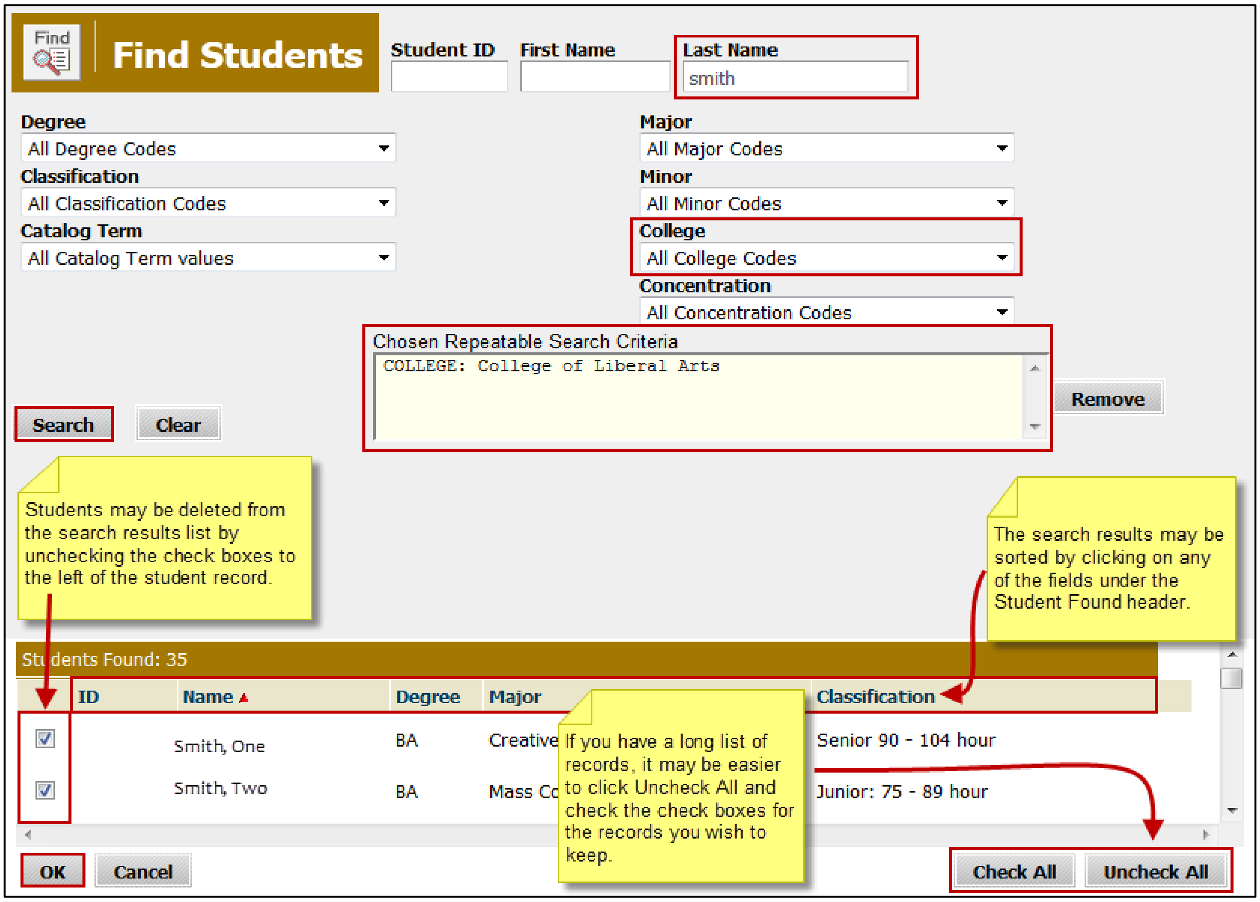
☐ **Find a group of students using various search criteria.**

Select search criteria for the group of students on the ***Find Students*** page. Click ***Search*** to return results.

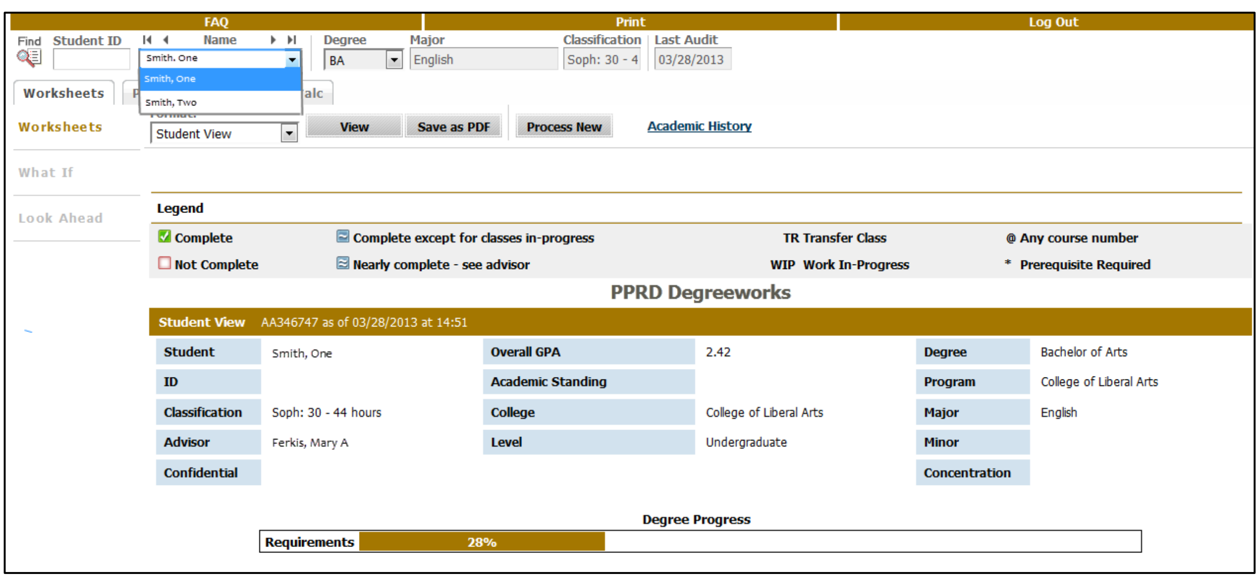
__Note__: Criteria that may be used to search for groups of students include ***Degree Code, Classification, Catalog Term, Major, Minor, College,*** *and* ***Concentration***. Only valid combinations of search criteria will yield results.



__**Example**__: Find students in the ***College of Liberal Arts*** with the ***Last Name*** of Smith. Enter the ***Last Name*** and select College of Liberal Arts from the ***College*** drop-down box. Click ***Search*** to return results. All students who meet the search criteria will be displayed at the bottom of the ***Find Students*** page. Next, you may choose the student record(s) that needs to be reviewed by using the ***Check All***, ***Uncheck All***, and/or the individual ***checkboxes*** to the left of the student records. When the selection is complete, click ***OK*** to close the search window and load the list of students into myPurduePlan.



Once the student list is loaded, the first student worksheet is displayed. You may view the worksheet for the next student by selecting their name from the ***Name*** drop-down box.

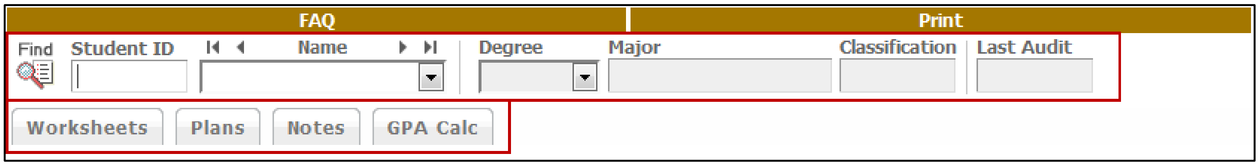


How do I navigate within myPurduePlan?

☐ **Familiarize yourself with the navigation buttons at the top of the myPurduePlan page.**

This section will allow you to learn about how to navigate within myPurduePlan. Further information about some of the features mentioned will follow.

- There are several navigation buttons (e.g. ***FAQ, Print, Log Out etc.***) across the top of the myPurduePlan pages. The buttons allow you to navigate to different features in myPurduePlan.
- There is a line of student data across the top of the page beneath the navigation buttons. This contains the ***Student ID***, ***Name***, ***Degree***, ***Major***, ***Classification*** and date of ***Last Audit***.
- There are tabs across the top of the page that allow you to access different functions within myPurduePlan (i.e., ***Worksheets, Plans, Notes, GPA Calc***).



☐ **Familiarize yourself with the Student Context Area.**

Look at the line of student data across the top of the page. This is called the ***Student Context Area***.

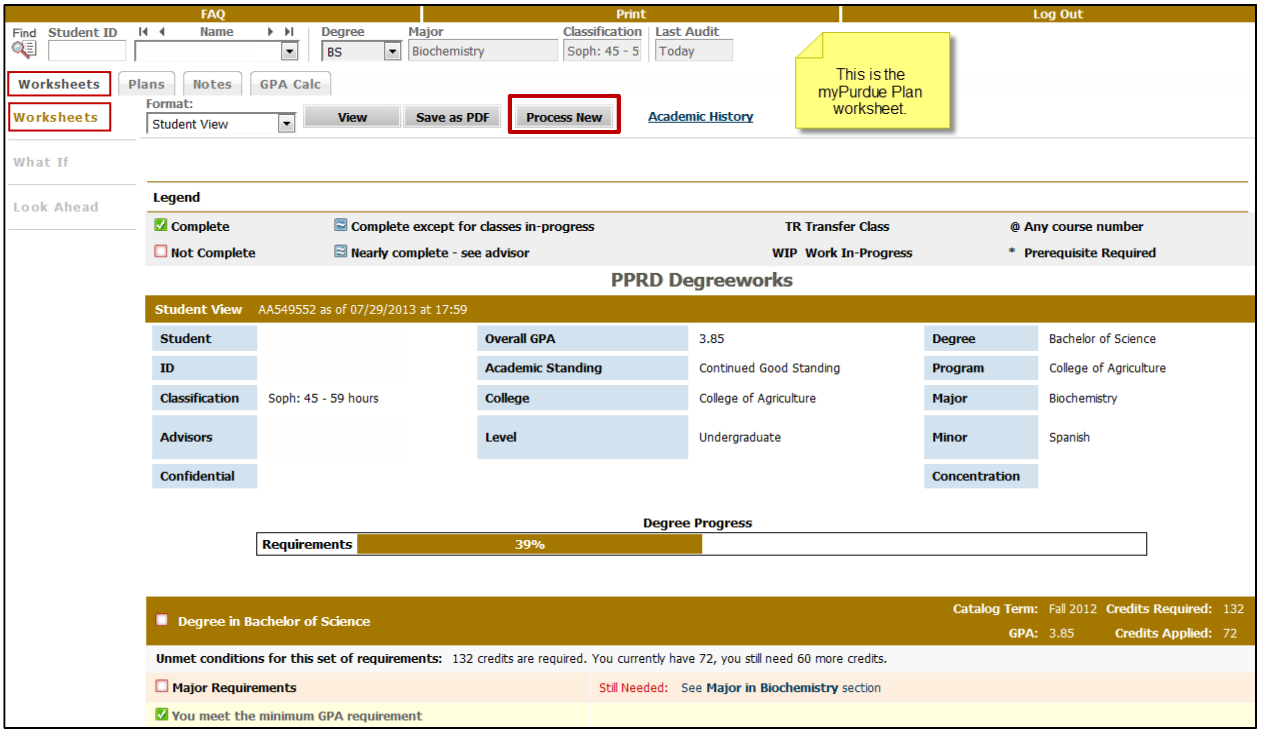
The information in the ***Student Context Area*** includes:

- **Student ID:** Student's 9-digit PUID.
- **Name:** If you have multiple students selected, this is a dropdown list of all selected students.
- **Degree:** If the student has multiple degrees, this is a dropdown list of all degrees for that student.
- **Major:** The student's primary major for the chosen degree.
- **Classification:** The student's classification (i.e., sophomore, junior, etc.).

How do I view and interpret degree worksheet?

☐ **Learn how to use the *myPurduePlan Worksheets* tab to view or process new *degree worksheets*.**

To access this screen, select the student you wish to process. This will automatically take you to the ***Worksheet*** screen. The ***student context area*** information will be displayed in the fields at the top of the window once the student has been selected. To process a new worksheet for the student select the ***Process New*** button.



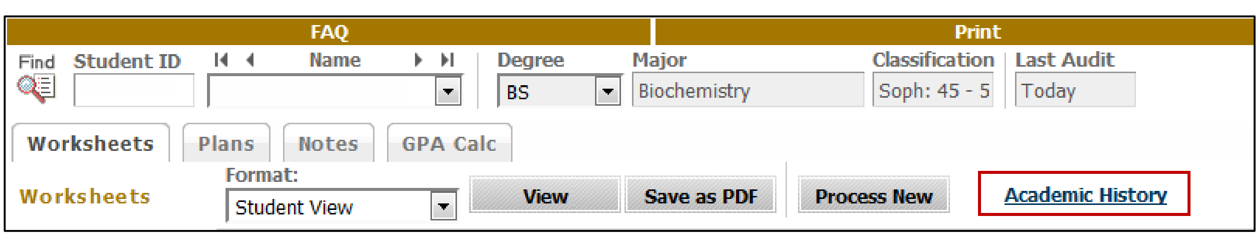
The ***myPurduePlan worksheet*** shows a review of past, current and "planned" coursework and also provides information regarding completed and outstanding requirements necessary to complete a degree/major/minor/concentration. The worksheet also contains an ***Academic History*** link that allows the student to review course work completed by term.

What-If worksheets allow students to hypothetically change a major, minor, or concentration. The *What If* worksheet will show the coursework that is required for this major, minor, or concentration, what courses have been taken that satisfy requirements, and what courses are still needed to meet outstanding requirements.

Look Ahead worksheets allow the student to create a worksheet showing courses that he or she plans to register for during future terms.

☐ **Learn how to view a student's academic history.**

To view academic history, click on the academic history tab found in the upper-center of the screen.



The student's academic history will be displayed.

Academic History AA549552 as of 07/29/2013 at 17:59

Student		**Level**	Undergraduate
ID		**Degree**	Bachelor of Science
Classification	Soph: 45 - 59 hours	**College**	College of Agriculture
Advisors		**Major**	Biochemistry
Overall GPA	3.850	**Minor**	Spanish

Summer 2012

HIST	15100	Amer Hist To 1877	TR	3	Electives section
Transferred from		AP0707 - Advance Placement - CEEB			
HIST	15200	U S Since 1877	TR	3	
Transferred from		AP0707 - Advance Placement - CEEB			

Term Attempted	6	**Cumulative Attempted**	6
Term Earned	6	**Cumulative Earned**	6
Term Quality Points	0	**Cumulative GPA Quality Points**	0
Term Graded Attempted	0	**Cumulative Graded Attempted**	0
Term GPA	0.000	**Cumulative GPA**	0.000

Fall 2012

AGR	10100	Intd To Agr And Purdue-Honors	A+	0.5	
AGR	11500	Intro To BCHM Programs	A	0.5	
BCHM	10000	Intro Biochemistry	B	2	
BIOL	12100	Biol I Divrs Ecol Behv	A	2	
BIOL	13500	First Year Biology Lab	A	2	Electives section
CHM	11500	General Chemistry	A	4	
ENGL	23100	Intro To Literature	TR	3	

☐ **Learn how to read a *Worksheet*.**

Student Information Block

The information in the block shown below is extracted from Banner. Information that is incorrect or incomplete needs to be changed in Banner in order for the Student Information block to be reflected here correctly.

Student View AA549552 as of 07/29/2013 at 17:59

Student		**Overall GPA**	3.85	**Degree**	Bachelor of Science
ID		**Academic Standing**	Continued Good Standing	**Program**	College of Agriculture
Classification	Soph: 45 - 59 hours	**College**	College of Agriculture	**Major**	Biochemistry
Advisors		**Level**	Undergraduate	**Minor**	Spanish
Confidential				**Concentration**	

Legend

The legend below shows the meaning of the symbols that you will find in the degree worksheet. The legend information will appear at the top of the worksheet and also at the bottom.

Legend

Complete	Complete except for classes in-progress	TR Transfer Class	@ Any course number
Not Complete	Nearly complete - see advisor	WIP Work In-Progress	* Prerequisite Required

Degree Progress Indicator

The ***degree progress indicator*** shows the percent of all requirements completed towards the degree.

Degree Progress

Requirements	68%

Degree Block

The ***degree block*** is a *summary* of all of the requirements in the student's degree worksheet. It shows the total number of credits required for the degree, number of credits applied, overall GPA and catalog year.

Degree in Bachelor of Science	Catalog Term: Fall 2012 Credits Required: 132 GPA: 3.85 Credits Applied: 72
Unmet conditions for this set of requirements: 132 credits are required. You currently have 72, you still need 60 more credits.	
Major Requirements	Still Needed: See **Major in Biochemistry** section
You meet the minimum GPA requirement	
College of Agriculture Requirements	
Additional Courses	Still Needed: See **Additional Courses** section
Social Science and Humanities	
Written/Oral Communication	Still Needed: See **Written or Oral Communication** section
Multicultural Awareness and Intl Understanding	Still Needed: See **Multicultural Awareness and Intl Understanding** section
Capstone Experience	Still Needed: See **Selective Requirements** section

Note: ***Credits Applied*** = ***Completed*** + ***Work In-Progress*** + ***Registered Courses***.

Major Block

The major block is a summary of the requirements for the major. It shows the catalog term and the student's major GPA.

Major in Biochemistry					Catalog Term: Fall 2012 Credits Required: 24 GPA: 3.00 Credits Applied: 2
Unmet conditions for this set of requirements: 24 credits are required. You currently have 2, you still need 22 more credits.					
Introduction to Biochemistry	BCHM 10000	Intro Biochemistry	B	2	Fall 2012
Analytical Biochemistry	Still Needed: 3 Credits in BCHM 22100*				
Experimental Design Seminar	Still Needed: 1 Credit in BCHM 29000				
Analytical Biochemistry II	Still Needed: 2 Credits in BCHM 32200*				
Molecules	Still Needed: 3 Credits in BCHM 36100* or 56100				
Professional Development Seminar	Still Needed: 1 Credit in BCHM 39000				
Metabolism	Still Needed: 3 Credits in BCHM 46200* or 56200				
Macromolecular Machines	Still Needed: 3 Credits in BCHM 46300*				
Biochemistry of Life Processes	Still Needed: 2 Credits in BCHM 46500*				
Undergraduate Seminar	Still Needed: 1 Credit in BCHM 49000*				
Research in Biochemistry	Still Needed: 3 Credits in BCHM 49800*				

Minor Block

The ***Minor Block*** is a summary of the requirements for the minor. It shows the catalog term and the student's minor GPA.

Minor in History					Catalog Term: Spring 2012 GPA: 0.00
Unmet conditions for this set of requirements:	A minimum of 6 credits are required at Purdue West Lafayette campus. You have taken 3 but need 3 more credits.				
History Courses	HIST 30200	The US In The World	WIP	(3)	Fall 2012
	Still Needed: 9 Credits in HIST 30000:69999				

Concentration Block

The ***Concentration Block*** is a summary of the requirements for the concentration. It shows the catalog term, concentration GPA, credits required, and credits applied. There also is a summary of the unmet conditions for the set of requirements.

Note: Not all programs have Concentration Blocks. The following is an example.

Concentration in Reading					Catalog Term: Fall 2013 Credits Required: 38 GPA: 3.28 Credits Applied: 21
Unmet conditions for this set of requirements: 17 Credits needed					
Intro to Educational Technology And Computing	EDCI 27000	Intro Ed Tech	A	3	Spring 2014
Multiculturalism And Education	EDCI 28500	Multiculturalism & Edu	A+	3	Summer 2014
Media For Children	EDCI 31100	Media For Children	WIP	(3)	Spring 2015
Social Studies In The Elementary School	Still Needed: 1 Class in EDCI 36100*				
Literacy In The Primary Classroom	EDCI 32500	Literacy In Primary Classroom	A-	3	Fall 2014
Literacy In The Intermediate Classroom	Still Needed: 1 Class in EDCI 32600*				
Literacy In The Elementary School II	Still Needed: 1 Class in EDCI 36300*				

Fallthrough Block

The ***fallthrough block*** contains the courses that are not used to fulfill specific degree requirements. These courses do not count in the Degree GPA.

Fallthrough Courses				Credits Appl
ANSC 22100	Princ Of Animal Nutr	B	3	Spring 2013
ANSC 24500	Appl Animal Mgmt	B+	2	Spring 2013
CHEM C1010	Elementary Chemistry I	A	3	Fall 2012
Satisfied by:	CHEMC1010 - Elementary Chemistry I - Indiana Purdue Univ/Indpls			
COM 25600	Intro To Advertising	A	3	Fall 2012
GER G1170	Beginning German I	A	3	Fall 2012
Satisfied by:	GERG1170 - Beginning German I - Indiana Purdue Univ/Indpls			
MATH 00010	Intro To Algebra	A	3	Fall 2012
Satisfied by:	MATH00010 - Intro To Algebra - Indiana Purdue Univ/Indpls			
MATH 00100	Intro To Algebra	A	4	Fall 2012
Satisfied by:	MATH00100 - Intro To Algebra - Indiana Purdue Univ/Indpls			
PSY B1040	Psychology As A Social Science	A	3	Fall 2012
Satisfied by:	PSYB1040 - Psychology As A Social Science - Indiana Purdue Univ/Indpls			

Insufficient Block

The ***Insufficient Block*** includes all courses that fall below the minimum grade requirements. These may include courses with grades of W (Withdraws), I (Incomplete), F (Failing) and courses that have been retaken which are excluded.

Insufficient Grades		Credits Applied: 0		Classes Applied: 4
HIST 10400	Intro To Modern World	F	0	Spring 2012
PTGS 10200	Portuguese Level II	F	0	Spring 2012
SLHS 22700	Elements Linguistics	W	0	Fall 2011
STAT 11300	Statistics & Society	F	0	Spring 2012

In Progress Block

The ***In Progress Block*** includes all courses for which the student is registered. Note: WIP = Work In Progress.

In-progress		Credits Applied: 16		Classes Applied: 6
AD 22600	History Of Art To 1400	WIP	3	Fall 2012
ARAB 10100	Std Arabic Level I	WIP	3	Fall 2012
GS 30000	Lib Arts Influentials	WIP	1	Fall 2012
HIST 30200	The US In The World	WIP	3	Fall 2012
POL 22200	Wom Pol And Publ Pol	WIP	3	Fall 2012
POL 34800	East Asian Politics	WIP	3	Fall 2012

Not Counted

Courses that are ***Not Counted*** in a degree worksheet are specific courses that do not meet degree requirements, such as courses that are greater than 10-years-old, courses not allowed to meet degree requirements (e.g., lower level math classes may not be used for credit in engineering programs), remedial classes, etc.

Not Counted			Credits Applied: 81		Classes Applied: 27
BIOL 21200	Social Impact Biol Sci	Maximum number of classes exceeded -	A	3	Spring 1998
COM 11400	Fundament Of Speech	Maximum number of classes exceeded	A	3	Summer 1994
CPT 15400	Intro Information Sys	Maximum number of classes exceeded -	A	3	Fall 1992
CS 11000	Intro To Computers	Maximum number of classes exceeded -	A	3	Spring 1992
ECON 21000	Prin Of Economics	Maximum number of classes exceeded	A	3	Fall 1992

How do I process a What-If worksheet?

☐ **Learn how to use the *What-If* worksheet.**

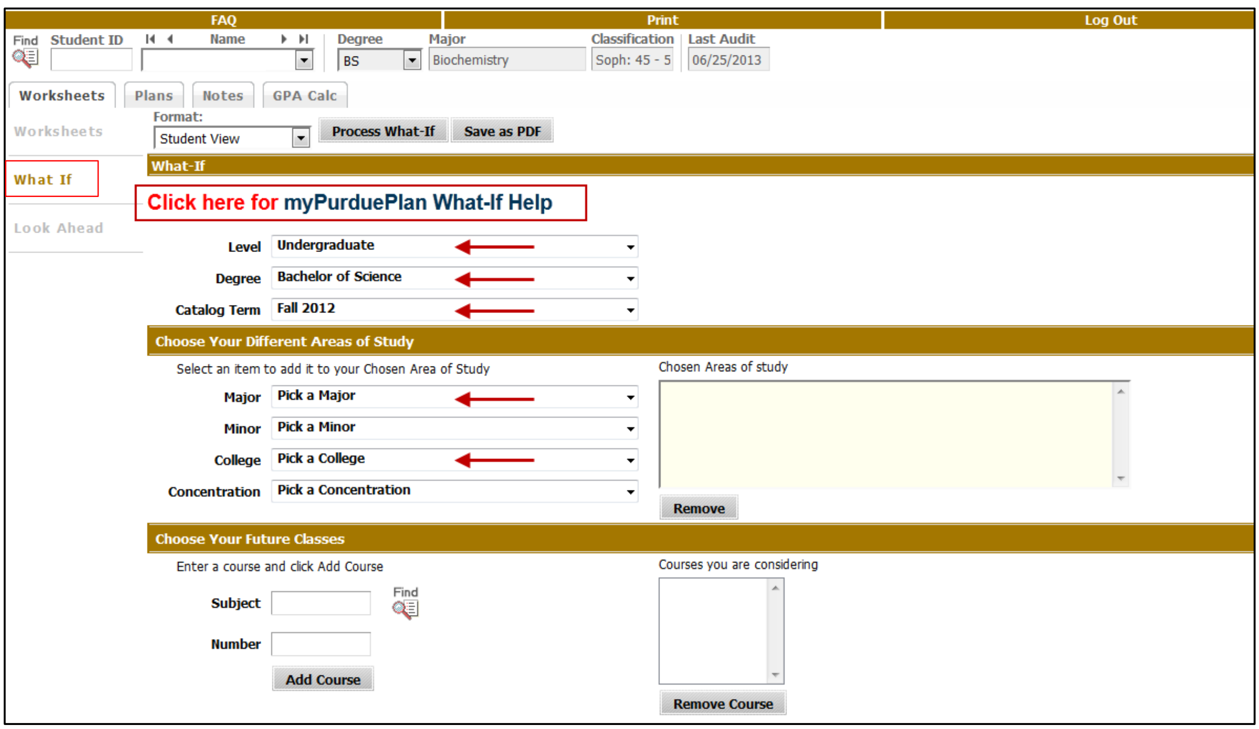
What-If worksheets allow you to process hypothetical degree worksheets for a student using their current class history. To access the What-If screen, click the What-If tab located on the Worksheet.

You can review a student's worksheet against the requirements for a different major, minor, concentration, degree, catalog year or any other selectable item on the ***What-If worksheet*** screen.
Note: The following data elements are required to ensure a complete worksheet is populated: **Level, Degree, Catalog Term, Major, College**.

To generate a ***What-If worksheet***, select the requirements to review the student against. The selected items will be moved to the window on the right. To deselect an item from the window, highlight the item then click the ***Remove*** button located below the window. Click on the ***Process What-If*** button. The What-If worksheet will display.

When generating the requirement criteria for a ***What-If worksheet***, it is important to make sure that only valid combinations are entered in the requirement selection criteria drop-down list boxes.

Note: The **Click here for myPurduePlan What-If Help** link provides step-by-step instructions on how to process a What-If Worksheet.

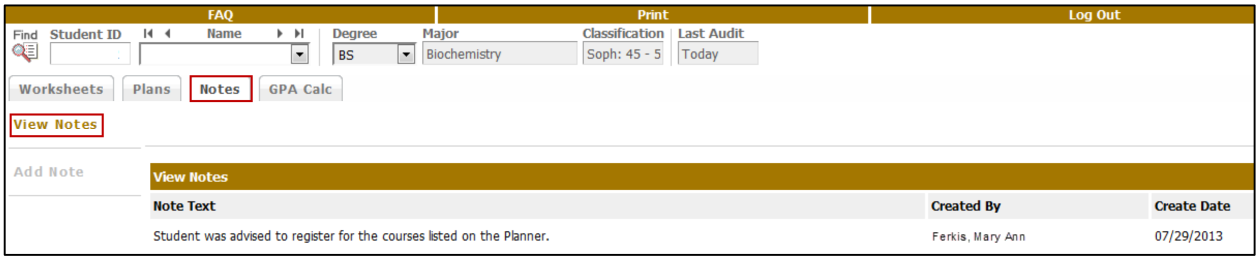


How do I add/modify advising notes using the Notes tab?

The ***Notes*** feature allows advisors to document academic comments on student records. Notes can be entered as public or internal (not viewable to the student.) The ***Notes*** section is available for students to view at the bottom of the worksheet. Advisors with access to ***Notes*** can ***View, Add, and Modify Notes***. The Office of the Registrar staff will be able to assist in cases where ***Delete Notes*** is needed.

☐ Learn how to view ***myPurduePlan Notes***.

- Click ***View Notes*** function to view notes. All ***Notes*** are stamped with the date and person's name that created the ***Note***.



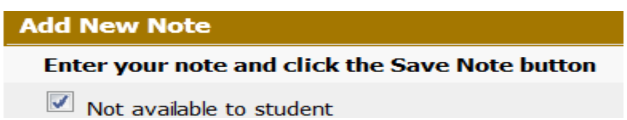
- Advisors will see all notes (internal and public) displayed on the worksheet. A checkmark next to a note indicates that the note is internal (not viewable to the student). In the picture below, Note 1 is internal and Note 2 is public.

View Notes

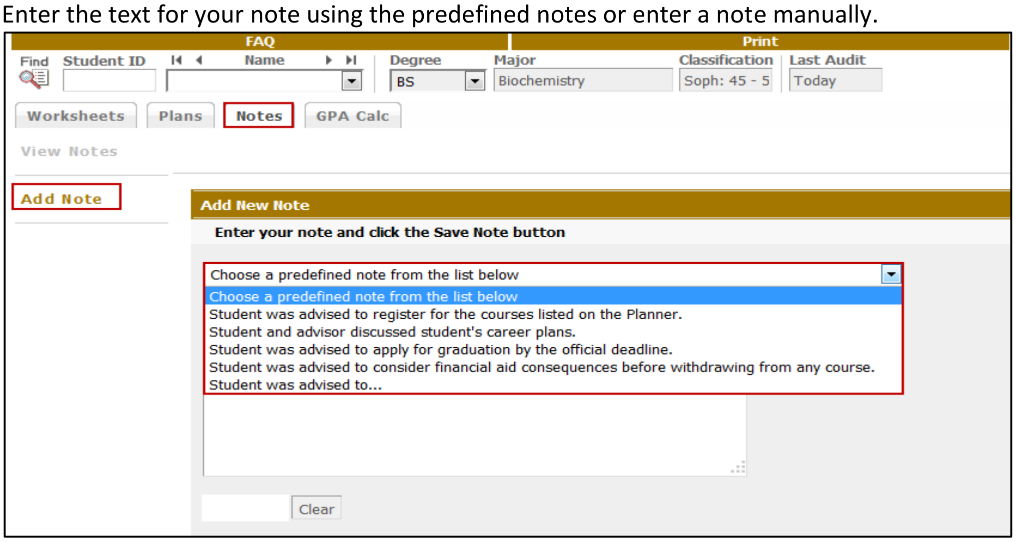
Internal	Note Text
✓	Student was advised to consider financial aid consequences before withdrawing from any course.
	Student and advisor discussed student's career plans.

☐ Learn how to add ***myPurduePlan Notes***. (Prior to utilizing the Notes option on Student Worksheets, please refer to the FERPA regulations for any clarification: http://www.purdue.edu/registrar/FERPA/index.html)

- Click the ***Add Note*** button on the left side of the page. This will bring up the ***Add New Note*** text box. You have the option to flag a note as ***internal*** (which will not display for the student to view). If you wish to annotate an internal note, place a check mark in the box below.



- Enter the text for your note using the predefined notes or enter a note manually.



- Click ***Save Note***.

- Advisors will be able to view all notes for each student on the Worksheet regardless of whether they are internal or external

Notes			
Internal		Entered by	Date
	Student was advised to register for the courses listed on the Planner.	Schaffer, Sandra Elaine	01/21/2015
√	Student and advisor discussed student's career plans.	Thomas, Dorcas A	12/10/2014
	Student was advised to consider financial aid consequences before withdrawing from any course.	Schaffer, Sandra Elaine	10/23/2014

- Students will only be able to view the external notes on their Worksheet

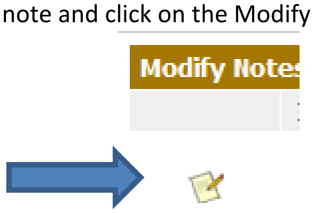
Notes		
	Entered by	Date
Student was advised to register for the courses listed on the Planner.	Schaffer, Sandra Elaine	01/21/2015
Student was advised to consider financial aid consequences before withdrawing from any course.	Schaffer, Sandra Elaine	10/23/2014

☐ Learn how to modify ***myPurduePlan Notes.***

- Click ***Modify Notes*** function on the left side of the page to update notes that you created. Advisors cannot modify notes created by other users.

Modify Notes				
	Internal	Note Text	Created By	Create Date
	☐	Student was advised to register for the courses listed on the Planner.	Schaffer, Sandra Elaine	01/21/2015
	☐	Student was advised to consider financial aid consequences before withdrawing from any course.	Schaffer, Sandra Elaine	10/23/2014

- Make updates to the note and click on the Modify Notes icon to save.



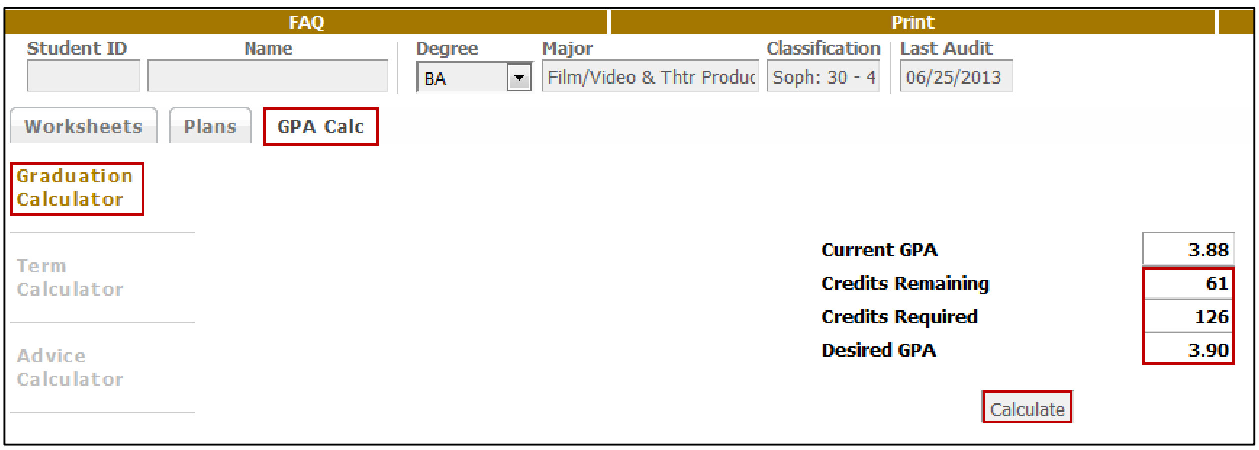
How do I use the GPA Calculator tab?

☐ **Learn how to use the Graduation Calculator.**

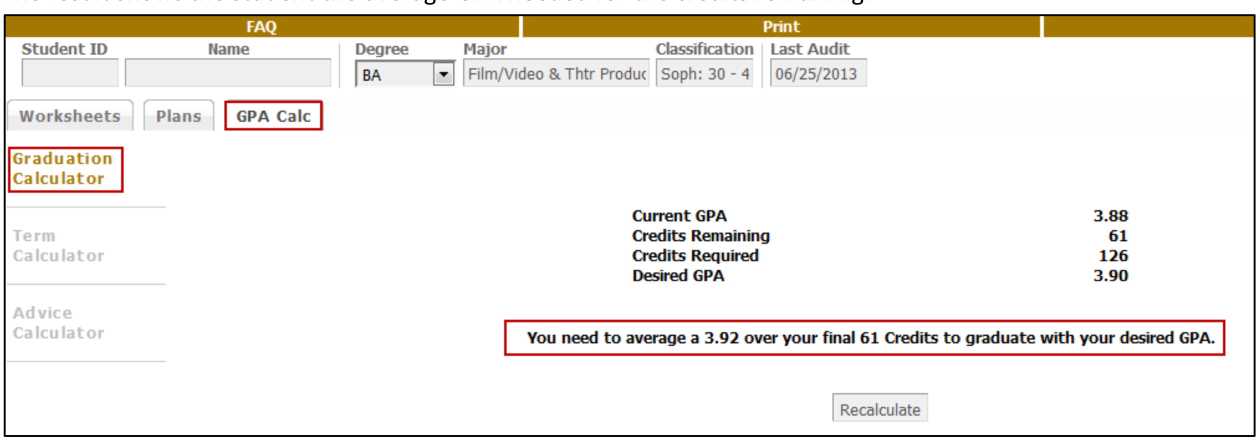
The ***Graduation Calculator*** can be used to show the student what average GPA they will need to achieve with the remaining credits that are still needed in order to achieve their desired final GPA. In some cases, this calculator will be useful to inform the student that their desired GPA is not possible to achieve (considering their number of credits remaining). In short, this calculator helps students to set long-term general goals.

Enter the following data values into the vacant fields as below and press ***Calculate***.

- Current GPA - auto populates
- Credits Remaining
- Credits Required
- Desired GPA



The result shows the student the average GPA needed for the credits remaining.

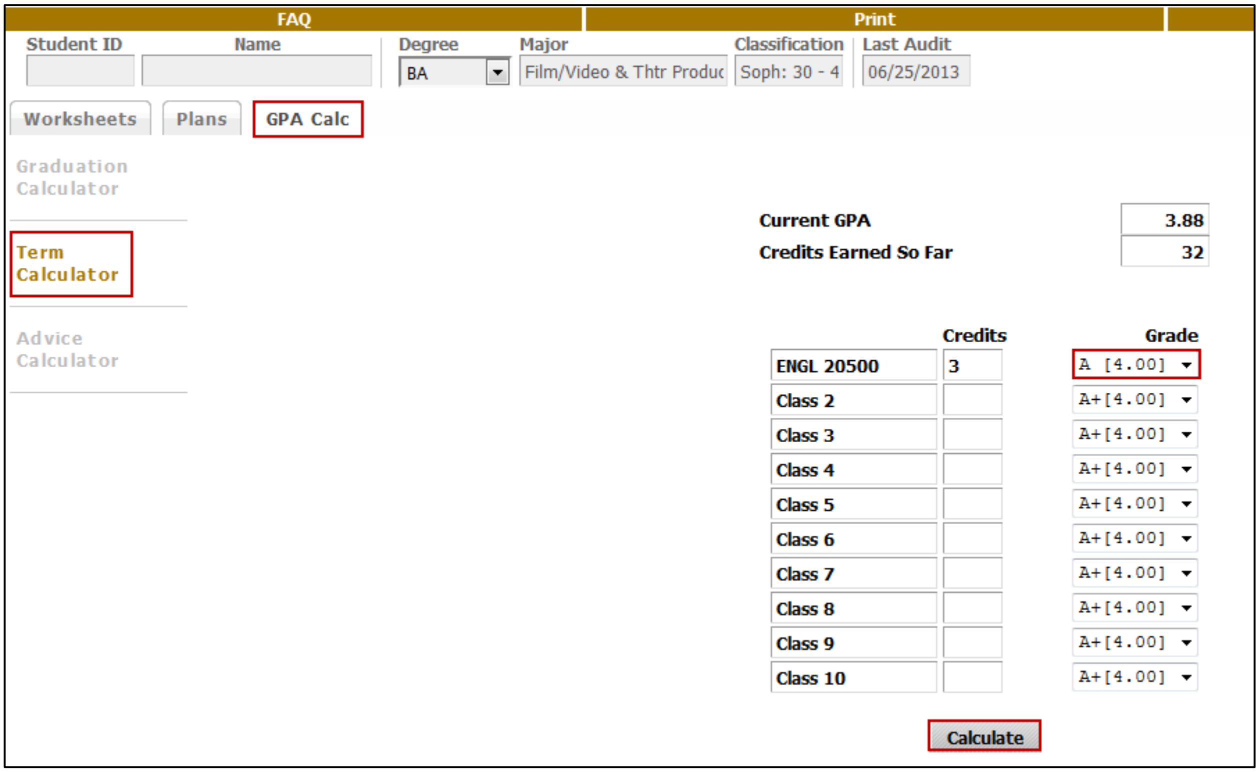


☐ **Learn how to use the Term Calculator.**

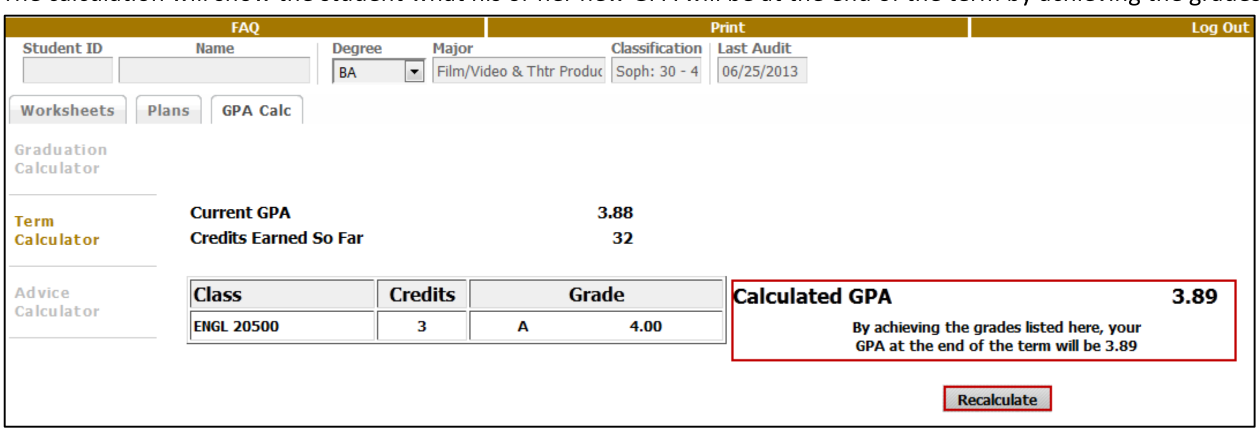
The **Term Calculator** is the most specific calculator. It can be used for goal-setting as well as mapping paths to avoid probation, achieve honors, etc.

Enter data into the vacant fields as below and press Calculate.
Note: a student's current classes and credits will prepopulate into the form.

If you wish to change class or grade information, simply click **Recalculate** and the original screen will again be presented for you to make changes. When you click **Calculate**, the revised information will be displayed.



The calculation will show the student what his or her new GPA will be at the end of the term by achieving the grades entered.

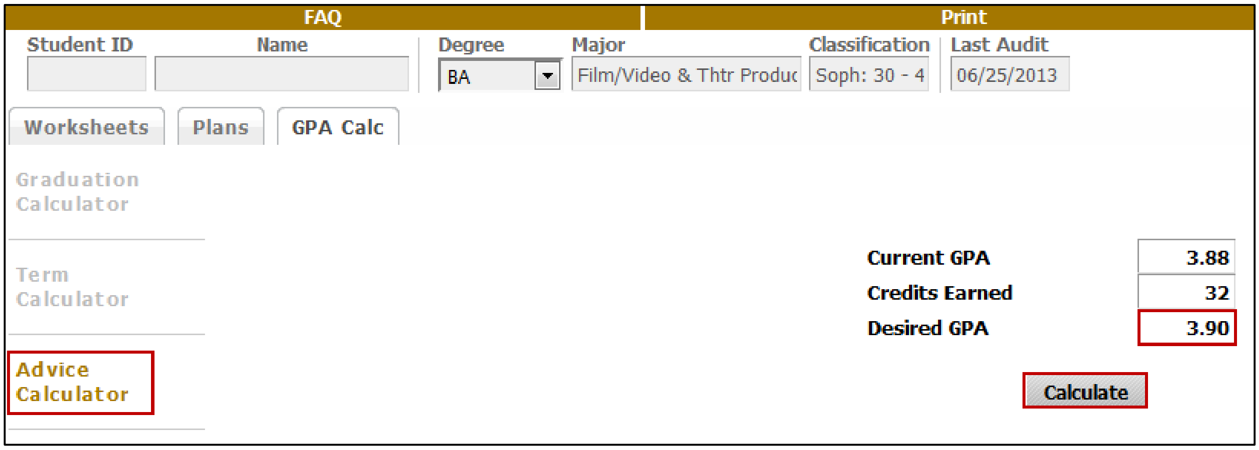


☐ **Learn how to use the Advice Calculator.**

The ***advice calculator*** is used to determine how the student can raise/lower their GPA using actual grades as advice.

Enter the value into the vacant fields as shown below and press ***Calculate***.

- Current GPA - auto populates
- Credits Earned - auto populates
- Desired GPA



The calculation will show the student what GPA is needed to attain his or her desired results.