APPROVING EFORMS & PLAN OF STUDY REQUESTS

Instructions on how to navigate eForms Approvals, Degree Works Plans and the Worksheet Audit
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Overview

Degree Works displays an unofficial audit of the student’s progress towards the default or selected degree program in progress. This includes the Graduate Non-Course Requirements block which displays the status of:

- Masters comprehensive examination, thesis committee and thesis defense and final documents
- Doctoral qualifying and comprehensive examination, dissertation committee and dissertation oral defense and final documents

A Plan of Study must be completed and is required for all graduate degree programs. Before completing a plan of study or anytime during the completion of a degree program, eForms is used to obtain approval for the following:

- Change of adviser
- Change of degree or major (restrictions apply)
- Transfer credit
- Co-Terminal shared credit
- Course substitution and exception
- Declare or change concentration (specialization)
- Declare or change project option
- Declare or change thesis option

Plan of Study and/or requests as noted above are approved by the decision-maker through the “eForms” tab that appears at the top of the Degree Works window.

a. Adviser, academic department, and Graduate Academic Affairs approval is required before a new plan and/or request becomes official or before it may supersede an existing approved plan.
b. Plan approval status is tracked from the eForms tab until the final decision is made by Graduate Academic Affairs. Plan statuses are:
   i. “Approved”, “Rejected” or “Pending”
   ii. “Not Submitted” indicates the student has only saved the plan and never submitted it for approval. This can be changed by returning to the saved plan and submitting it for approval.

Both Frequently Asked Questions (FAQ) and Help tabs are available in Degree Works.
MyIIT Portal Login

Degree Works is accessed through the main IIT portal. http://myiit.edu

We suggest using Internet Explorer 10, Mozilla Firefox or Google Chrome as your browser.

1. Faculty can access Degree Works from the Teaching or Academics tab in the portal. In the right column, under the Graduate Academic Affairs channel, click on Graduate Degree Works for Faculty.

Note: Be sure to use the Graduate Academic Affairs channel as there is also an Undergraduate Academic Affairs channel just above it. These are different instances of Degree Works.

2. Degree Works should now launch without having to login again. You should not be prompted to login again unless it times out. A time out will occur if the webpage is not active for more than 15 minutes.
eForms Approval Process

1. Click on the eForms link at the top of the Degree Works window to navigate to eForms and see requests pending your approval.

2. When you enter eForms, you will see a list of all pending requests in your queue. Click on the Plan of Study filter to only show pending plan requests.
3. Click the Approve/Reject option to see the details of a specific request and make a decision.

4. Review the details of the request and either Approve or Reject the request. Plan of Study approvals require reviewing the Plan in Degree Works prior to approval. See the next section, Viewing a Students Plan, for details.

Rejections require a comment. Click Save to save the current decision and comments for future processing, Click Save and Submit to complete the request and return to the pending approval list.
5. You will be returned to the list of pending requests. The list will still be filtered for Plan of Study requests. A confirmation of your decision will be displayed at the top of the page.

Viewing eForms as a Student

1. Occasionally it may be necessary to proxy as a student to enter or re-enter a form correctly. Click on the Change Role option in the upper right-hand corner.

2. Select Student as the User Type from the drop-down list and enter the student’s ID. Click Submit to continue.

3. You will now see the exact same options as the student.
Viewing a Students Plan

Prior to approving a plan, you should review it for accuracy. You will need to navigate back to Degree Works to review the plan. Before doing this, **please copy the Student ID that you wish to review from eForms to paste into the Student ID field in Degree Works** or locate the student from the drop-down list of student names.

1. Navigate back to Degree Works by clicking on the Degree Works tab in the browser.

   ![Degree Works screenshot]

2. In Degree Works, click on **Find**.

   ![Find Students screenshot]

3. Paste the ID in the Student ID Field and press Enter to search. Then click OK to return to the Degree Works audit.

   ![Find Students results]

4. The degree audit for that student will be displayed. Click on the Plans tab.

   ![Plan of Study in Degree Works]


5. The Compact View of the current **active approved Plan** will be displayed if one exists. Click on View Plan List button at the upper-right corner of the page to see the list of plans including the **newly submitted Plan**.
Note: If an approved plan does not exist, the Plan List will automatically be displayed.

6. If the student has submitted a new plan for approval, there will be a plan in the list with the status **PENDING APPROVAL**. Double-click this plan to view the details.
Note: Plans with the status of either **Needs Approval** or **Not Submitted** have only been saved, NOT submitted by the student for approval.

7. The Plan consists of courses the student plans to take in future terms. **The Plan does not show courses that the student has completed.** Click on the plan Audit button, located at the lower-right corner of the page, to see both Planned and Completed courses.
8. The Plan Audit will compare the student’s planned and completed courses with their degree requirements. Look through the Plan Audit for any requirements that are not met. Met requirements have a checkmark, □. Planned requirements are shown as in-progress, □. Unmet and unplanned requirements are shown in red, □. Any unmet requirements may indicate that the plan is incomplete.

9. Once the Plan has been reviewed, return to eForms by clicking the appropriate tab in your browser. You may now Approve or Reject the plan according to the process outlined in the eForms Approval Process section above.
**Approving eForms & Plan of Study Requests**

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**Degree Works Navigation**

1. When Degree Works first launches, a list of your advisees will be populated and a Degree Audit for the first student in the list will be displayed.

2. To change the audit that is displayed to a different student, click on the down arrow next to the student’s name on the top of the screen to view the list of available students, and then click on the desired student.

3. There are four main tabs used for student information in Degree Works:
   a. **Worksheets** – This is the student's Degree Audit. What If audits can also be performed to see an audit for a proposed change of Degree or Major.
   b. **Plans** – This is the student’s Plan (aka Program of Study). The Plan will not show completed courses. However, the Plan Audit will show both completed and planned courses.
   c. **Notes** – This is where an adviser can make notes about the students. The notes can be hidden from the student’s view or made visible for the student to view. The default is hidden from student view.
   d. **GPA Calc** – The calculator can be used to determine a desired GPA.

4. There are useful links at the top of the page just above the student information:
   a. Back to Self-Service – Links to Banner Self-Service
   b. eForms – Links to student submitted forms for approval such as: Course Substitutions, Change of Degree/Major, Plan of Study approval, etc. See next section on eForms Navigation.
   c. FAQ – Information on how to complete a process
   d. Help – Information on how to perform a task
   e. Print – Print an Audit or Plan
   f. Logout
Appendix A: Common Access Issues

I get prompted with a Login Window repeatedly when I click on the Degree Works or eForms link (see Browser Cache Issue below)

Browser Cache Issue - Internet browser is not displaying most current data

Reason: Your internet browser's cache stores certain information (snapshots) of webpages you visit on your computer or mobile device so that they'll load more quickly upon future visits. Occasionally, however, your cache can prevent you from seeing updated content, or cause functional problems when stored content conflicts with live content.

Solution: You can fix many browser problems simply by clearing your cache. Below you will find instructions to clear the cache from a variety of browsers

Internet Explorer: v11
1. Click the Tools menu.
2. Then select Internet Options.
3. On the General tab in the Browsing History area, click Delete.
4. Select all of the checkboxes.
5. Then click Delete.
6. Click the Content tab.
7. In the Certificates area, click Clear SSL State.
8. Then click OK.

Mozilla Firefox: v29.0
1. Click the Tools menu.
2. Select Clear Recent History.
Note: On a MAC computer, the option will be Clear Private Data.
3. Then select all of the checkboxes in the Details area.
4. Then click Clear Now.

Safari: 5.1.7
1. Click the Safari menu.
2. Then select Reset Safari.
3. Select, “Remove all website data”. (Data here refers to the browsing history, forms, temporary files etc.)
4. Then click Reset.

Chrome: v34.0
1. Once your browser is open, in the upper right corner select the Customize and Control Google Chrome options menu. Move down the menu to Tools and then over to “Clear Browsing data...”
3. Uncheck all other options to avoid deleting browser history, cookies and other things you may wish to retain. Change "Obliterate the following items from" to "the beginning of time".
4. Click the Clear browsing data button. (your done...)
Cannot display webpage message in Internet Explorer (IE) or Connection has timed out message in Firefox

Reason: Either you do not have an Internet connection or you are attempting to connect to Degree Works from off campus.

Solution: Make sure you have an Internet connection by connecting to another site such as Yahoo or Google. If you do not have an Internet connection, check your home router or contact your ISP.

If you are attempting to connect to Degree Works from a computer off campus, you need to have a VPN connection setup and connected to IIT. For assistance with VPN issues, please contact OTS support. You can submit a request to OTS through the myIIT portal.

If you have an Internet connection and VPN is working but are still receiving this error, please contact Don Weaver, dweaver2@iit.edu for additional assistance.

Internet Explorer (IE) displays the following message after I enter my login

Reason: This site does not have a certificate installed since it is a development site.

Solution: Click on the “Continue to this website” link to complete your login to Degree Works.

Internet Explorer (IE) displays the following error after I click the Continue to this website (not recommended) link.

Reason: This error normally occurs one time and one time only after receiving the certificate error.

Solution: Close the window and login again.
There are blank areas of the window and/or some items are overlapping

Reason: Issues with items not being displayed properly or blank areas of the window usually indicate an unsupported Internet browser.

Solution: Make sure you are using one of the suggested browsers listed below. If you are not and do not have a compatible browser installed on your computer, a common solution is you can install Firefox. This generally works well for Windows or Mac. Firefox can be downloaded at http://www.mozilla.org/en-US/firefox/new/

Suggested Browsers
- Internet Explorer 9 (IE9) for Windows
- Mozilla Firefox 21 for Windows or Mac
- Safari 6.0.3 for iPad or Mac (Need to accept Certificate)
- Iceweasel for Linux (Debian's version of FireFox)

Browsers with Known Issues
- Internet Explorer 10 (IE 10)
- Konqueror
- Epiphany

If you are experiencing other issues, please contact Don Weaver at dweaver2@iit.edu.