DegreeWorks helps students clearly see their progress towards graduation and can also help them as they contemplate changing majors or adding additional degrees. DegreeWorks is, however, only a tool and not a replacement for the student’s advisor. In an ideal situation, the student and advisor would meet to discuss the student’s future, using DegreeWorks for assistance. *DegreeWorks only contains information for currently enrolled students who are using the 2009-10 undergraduate catalog or later. It is not an academic transcript and should not be treated as such.*

1. Open BengalWeb and click on the ISU DegreeWorks icon (upper right).

2. **Advisors:** Use the top line to find a student from the list of your advisees, either with the **Find** button (far left) or the drop down list under **Name**. (Note: the Student ID here is NOT the student’s ISU ID/Bengal Card #.)

   **Students:** Your name will appear on the top line.

3. Three main tools are under the Worksheet tab: **Worksheets, What If, and Look Ahead.** (Instructions for What If and Look Ahead are found in a different handout.) Also notice the two additional tabs: **Notes** and **GPA Calc** (calculator). The student and his/her advisors can see all notes entered under the Notes tab.

4. The **Student View** section contains student information, including the student’s ISU ID (BengalCard #).

5. The next section shows the degree the student is seeking (or has earned) with an icon indicating its status. Under the heading are the larger segments required for the degree, with icons indicating their status. The **Legend** on the screen’s left explains these icons.

6. Each of the larger segments listed (i.e. General Education, Business Admission, etc.) has its own heading further down the screen, with lists of the specific classes required to complete that section.

7. Courses that do not fill any Gen Ed or major requirements are found at the bottom under the **Elective Courses** heading or, if you have fulfilled your elective requirements, under the **Courses Not Counted Toward Degree** heading. If you have failed or repeated any courses, further down you will find them listed in the **Insufficient Courses** section. And finally, there is the **In-progress Courses** section.

8. Current or completed classes appear under the section whose requirement it fulfills, along with the credits and grade earned for the class. Grades prefaced by a T indicate transferred grades, which are not included in the Overall GPA calculation listed at the top. IP indicates the student is currently enrolled in the class (In-Progress).

Any questions about the information in DegreeWorks should be discussed with your Advisor or with Central Academic Advising (x3277).