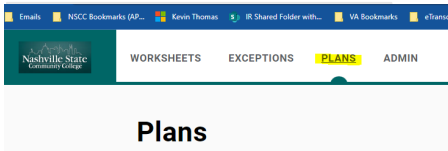


# How to Create & Edit Plans in Degree Works (Rev 1.23.23)

## How to Access Plans

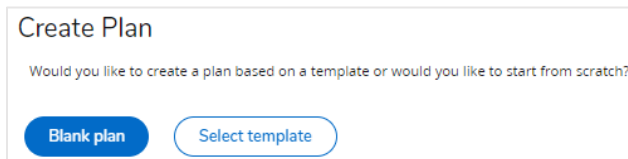
Log into My NSCC and click on the Degree Works app. Enter student A# or search by name.

Click on the Plans link in the top toolbar.



If no plan exists, you can select a pre-made Template or create a Blank plan from scratch.

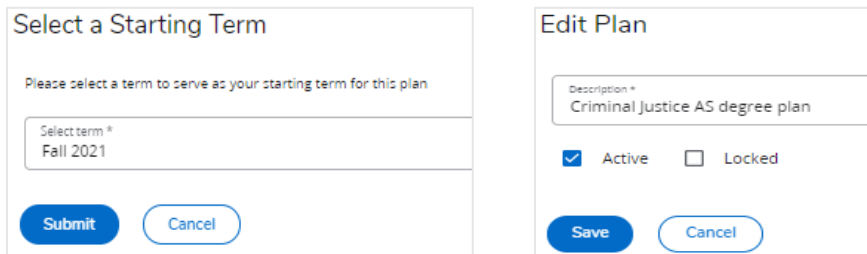
To edit an existing plan, click on the Description in the Plan List. You can delete a plan from the Plan List using the trashcan icon.

A screenshot of the 'Create Plan' dialog box. It contains the text 'Would you like to create a plan based on a template or would you like to start from scratch?' and two buttons: 'Blank plan' and 'Select template'.

## Creating a Blank Plan

Select a term to serve as your starting term on this plan and click Submit. Type the program description and check the Active box and click Save.

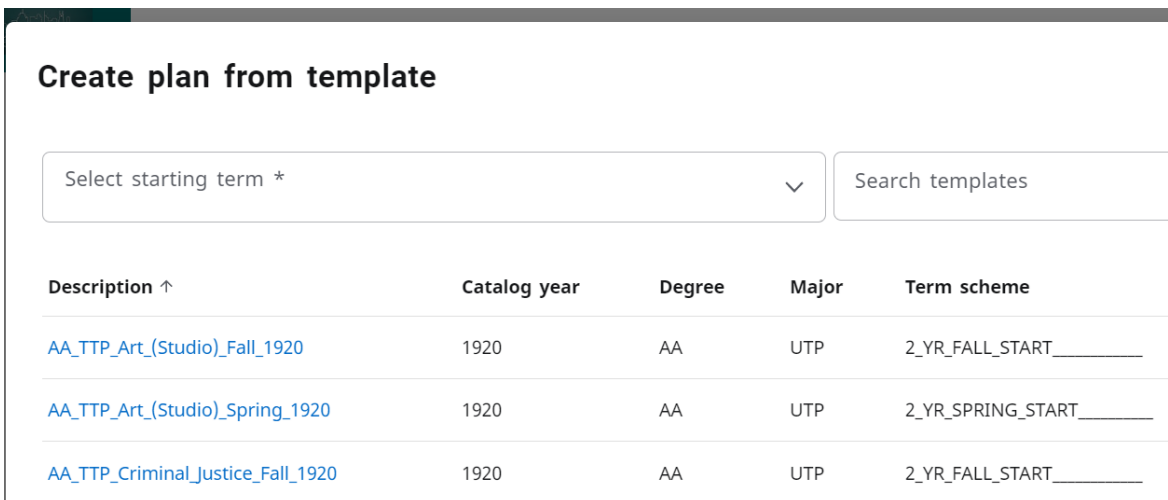
(A Plan must be made Active and be locked to connect to Schedule Planner.)

Two screenshots of dialog boxes. The left one is titled 'Select a Starting Term' and contains a text input field with 'Fall 2021' and 'Submit' and 'Cancel' buttons. The right one is titled 'Edit Plan' and contains a text input field with 'Criminal Justice AS degree plan', a checked 'Active' checkbox, an unchecked 'Locked' checkbox, and 'Save' and 'Cancel' buttons.

## Creating a Plan from a Template \*Due to the one-size fits all nature of templates, blank plans are recommended.

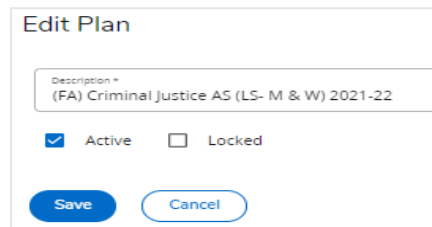
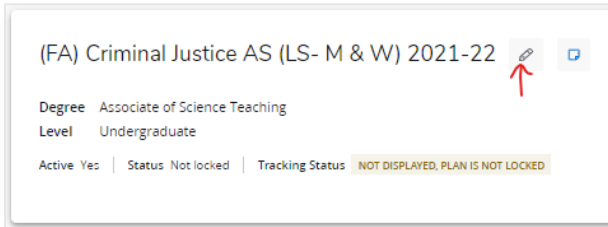
Select the starting term for your template. Search by program name.

Choose the template based upon learning support or college level placement in Reading, Writing (English), and Math. Click the Description to load a template.

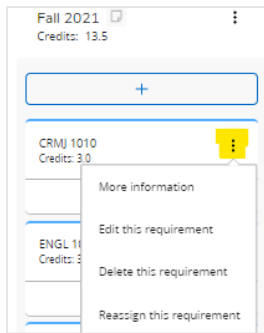
A screenshot of the 'Create plan from template' dialog box. It features a dropdown menu for 'Select starting term \*' and a search input field for 'Search templates'. Below these is a table with columns: 'Description ↑', 'Catalog year', 'Degree', 'Major', and 'Term scheme'.

Description ↑	Catalog year	Degree	Major	Term scheme
<a href="#">AA_TTP_Art_(Studio)_Fall_1920</a>	1920	AA	UTP	2_YR_FALL_START_____
<a href="#">AA_TTP_Art_(Studio)_Spring_1920</a>	1920	AA	UTP	2_YR_SPRING_START_____
<a href="#">AA_TTP_Criminal_Justice_Fall_1920</a>	1920	AA	UTP	2_YR_FALL_START_____

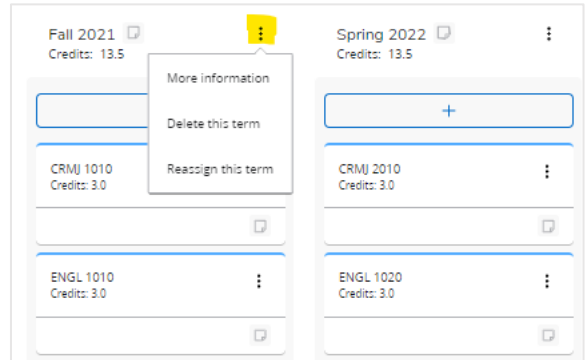
Click the **Edit** pencil icon next to the **Description**. Check the **Active** box and click **Save**. Leave the plan **unlocked**.  
 (A Plan must be made Active to connect to Schedule Planner. The locking feature is not currently activated.)



The **3 vertical dots** menu on each requirement gives the option to **Edit, Delete, or Reassign** the requirement to a different term on the template. You can also drag and drop requirements to reassign them to new terms.



The **3 vertical dots** menu on each term gives the option to **Delete or Reassign** the whole term and its contents to a new term.

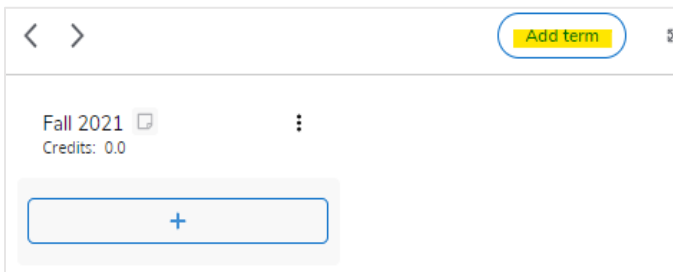


Best practice is to delete any previously completed requirements and for the plan to only include remaining requirements.

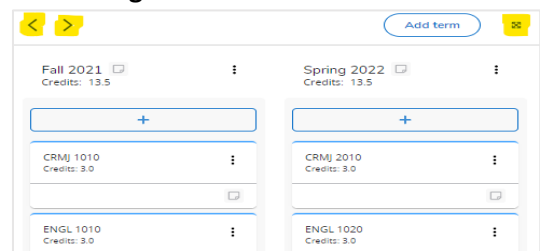
## Editing Options

### Term Options

Add more terms to a plan with the **Add Term** button.

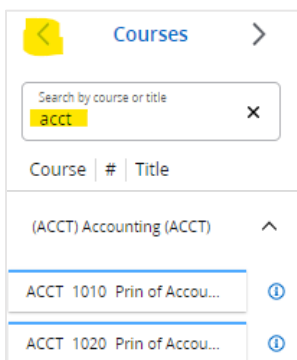


Toggle between terms or use the **maximize** button to enable scrolling across all terms.

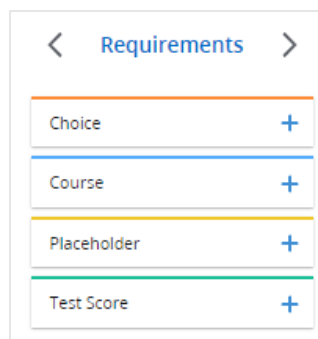


### Sidebar Menu Options

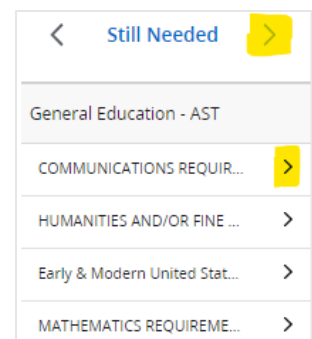
The **left menu** lists all courses by Subject. Drag and drop into the plan.



The **center menu** lists requirement types. Click the + to add a requirement.

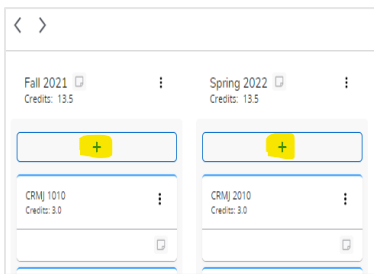


The **right menu** lists courses still needed for the current declared major. Drag and drop into the plan.

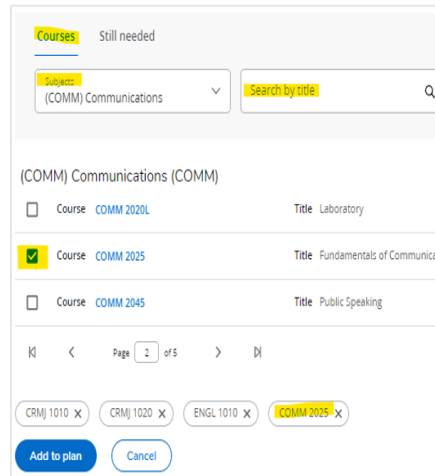


## Add Course Drawer Options

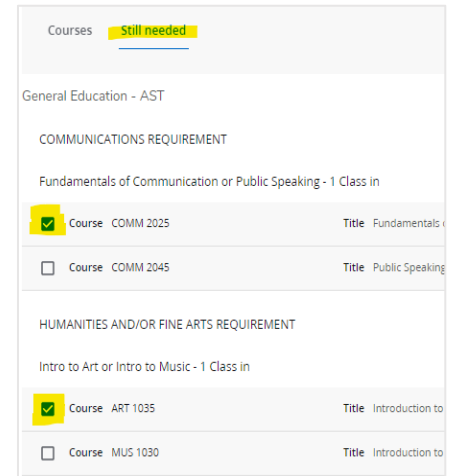
Each term has a course drawer [+] button that allows you to add multiple courses to a term at once.



Use the Course drawer Courses search by Subject or Title.



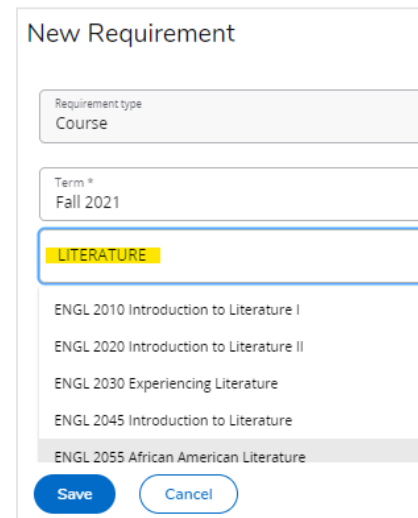
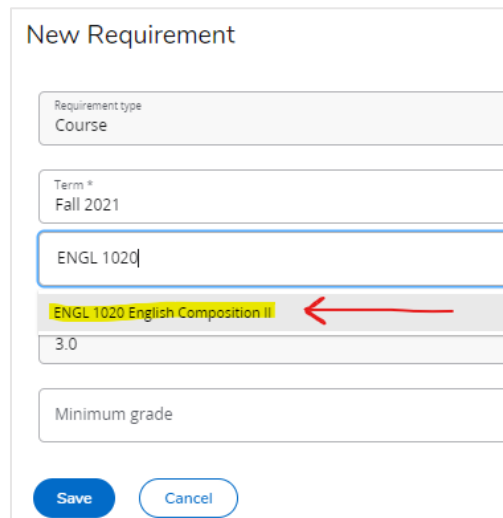
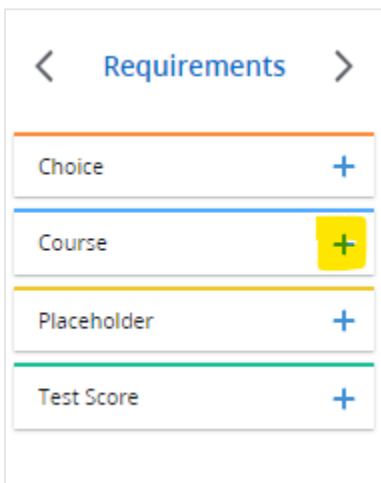
Or search the Still Needed course categories.



## Add Course Requirement from Sidebar Menu

Select the term for the course. Type the exact course requirement (ex. ENGL 1020) and **wait** for the course validation to display below the text box. Click on the validated course to add the requirement. Credits will automatically populate.

Or, type part of the title and click on a course from the validated search list.



## Other Requirements and Options

**Only the blue Course requirements automatically load from the plan to Schedule Planner.** Orange Choice and yellow Placeholder requirements do not connect to Schedule Planner but can be used as planning aids.

**A blue Note icon indicates a Note is present. Click the icon to read the note for guidance.**

