

Module:	Degree Tracker
Business Process Name:	Degree Tracker Testing
Created By:	Kathy Godwin
Creation Date:	December 12 th , 2011

Table of Contents

1. Navigation to Testing Environment 2

2. Testing Notes 2

3. Student Id’s to test..... 2

4. Special Student Cases 2

5. Business Analyst Contact Information 2

6. Prep for Testing a Student Case 3

7. Analyzing a Student Case 4

8. Checklist Description 10

Testing-In order to make the Degree Tracker function work properly the material needs to be tested. This document will walk you through procedure on how to test the Degree Tracker sequences.

1. **Navigating to the Testing Environment:**
 - a. Testing Environment- Testing is done in a testing environment in UAccess called Config (CFG). Changes that are completed here are not reflected in the live environment.
 - b. sa.mosaic.arizona.edu/config
 - c. Log in with your NetID and password

2. **Testing Notes:**
 - a. Please be aware that for testing, Second Language sequencing is not available at this time. When it becomes available, we will ask for feedback and testing from advisors.

3. **Student IDs to test:** To acquire a list of student Ids to use for your major please see “Query for Running SIDs” that was also sent in the testing email.


4. **Special Student Cases:** Degree Tracker is built starting in Requirement Term 2011. This means that only students in catalog year 2011-2012 will be in the test. It is recommended that additional students, in earlier catalog years are considered, to ensure the predictions are correct for multiple scenarios.
 - i. Students who have recently left the university, for graduation or other reasons, would also be good cases to use. For access to special testing cases, please contact the Business Analyst for your college.

5. **Business Analyst Contact Information:** When you contact the Business Analyst, please send the EMPLID for the student(s) you are requesting.

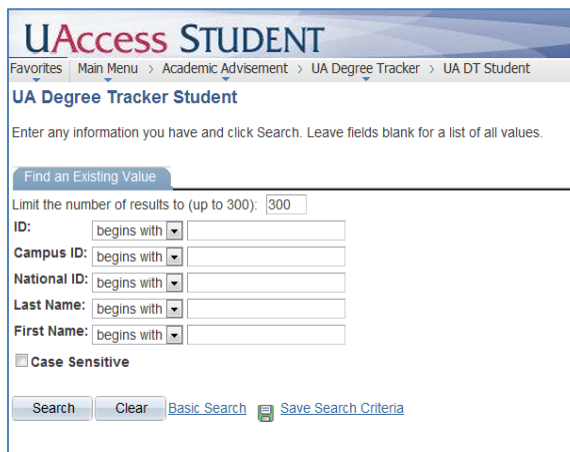
Science Engineering Fine Arts Business Public Health	Kathy Godwin kgodwin@email.arizona.edu 520-621-5757
CES Humanities CALS SBS Medicine Education Nursing Architecture Pharmacy	Heather Jepsen jepsenh@email.arizona.edu 520-621-7466

6. **Prep for Testing a Student Case:**

- a. Run reports-Before running a test on a student, to ensure their information is correct, run an ADVIP for the student to compare while reviewing your Degree Tracker results. In addition, you should also run a Degree Tracker report. To run a Degree Tracker report, go to **Academic Advisement>Student Advisement>Request Advisement Report>Add a New Value**. Type in DTSR in the Report Type window.



- i. You can complete both the ADVIP and DTSR using the same Navigation.
 - ii. Please use this to review your ADVIP report and compare the information to ensure correct information is being displayed for the advisor and the student.
- b. Run Degree Tracker- To navigate to this area go to **Academic Advisement>UA Degree Tracker>UA DT Student**, then enter the ID or Name of the student you want to test. Then click search.



- c. The Degree Tracker Testing Screens will appear after search. If they do not, please review any messages on the screen and ensure a valid EMPLID (Student ID) was entered.

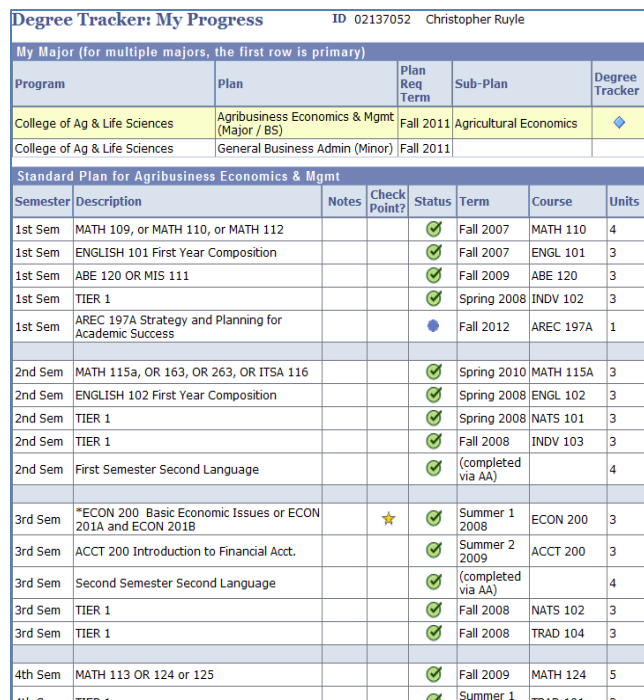
7. **Analyzing a Student Case:** The screen will begin on the first of FOUR tabs. All four tabs should be visible across the top along with the student’s name, EMPLID, major(s) and minor(s).



The screenshot shows the UAccess Student interface. At the top, there are navigation tabs: Favorites, Main Menu, Academic Advisement, UA Degree Tracker, and UA DT Student. Below these are sub-tabs: My Progress (selected), My Preferences, My Plan, and Advisor View. The main heading is "Degree Tracker: My Progress" with the student ID 02137052 and name Christopher Ruyle. Below this is a table titled "My Major (for multiple majors, the first row is primary)".

Program	Plan	Plan Req Term	Sub-Plan	Degree Tracker
College of Ag & Life Sciences	Agribusiness Economics & Mgmt (Major / BS)	Fall 2011	Agricultural Economics	◆
College of Ag & Life Sciences	General Business Admin (Minor)	Fall 2011		

- a. The ◆ icon shows the plan which is currently available in Degree Tracker. Currently only CALS and the Pre-Business majors are available in the pilot.
- b. **My Progress Tab:** After confirming the initial information regarding the student’s name, major(s), minor(s) and EMPLID, the My Progress Tab will provide a snapshot of the Academic Plan as initially provided along with the student’s current progress.




This screenshot shows a detailed view of the "Standard Plan for Agribusiness Economics & Mgmt". It includes a table with columns for Semester, Description, Notes, Check Point?, Status, Term, Course, and Units. The plan is broken down by semester, showing various courses and their completion status.

Semester	Description	Notes	Check Point?	Status	Term	Course	Units
1st Sem	MATH 109, or MATH 110, or MATH 112			✓	Fall 2007	MATH 110	4
1st Sem	ENGLISH 101 First Year Composition			✓	Fall 2007	ENGL 101	3
1st Sem	ABE 120 OR MIS 111			✓	Fall 2009	ABE 120	3
1st Sem	TIER 1			✓	Spring 2008	INDV 102	3
1st Sem	AREC 197A Strategy and Planning for Academic Success			●	Fall 2012	AREC 197A	1
2nd Sem	MATH 115a, OR 163, OR 263, OR ITSA 116			✓	Spring 2010	MATH 115A	3
2nd Sem	ENGLISH 102 First Year Composition			✓	Spring 2008	ENGL 102	3
2nd Sem	TIER 1			✓	Spring 2008	NATS 101	3
2nd Sem	TIER 1			✓	Fall 2008	INDV 103	3
2nd Sem	First Semester Second Language			✓	(completed via AA)		4
3rd Sem	*ECON 200 Basic Economic Issues or ECON 201A and ECON 201B		★	✓	Summer 1 2008	ECON 200	3
3rd Sem	ACCT 200 Introduction to Financial Acct.			✓	Summer 2 2009	ACCT 200	3
3rd Sem	Second Semester Second Language			✓	(completed via AA)		4
3rd Sem	TIER 1			✓	Fall 2008	NATS 102	3
3rd Sem	TIER 1			✓	Fall 2008	TRAD 104	3
4th Sem	MATH 113 OR 124 or 125			✓	Fall 2009	MATH 124	5
4th Sem	TIER 1			✓	Summer 1	TRAD 101	2

(Please note the example continues on to an 8 semester plan).

Explanation of My Progress Table:




- Semester Column- course arrangement as designated by each department.


- Description Column- courses suggested by department for each semester.
 - When testing, read through the complete academic plan as displayed to ensure all courses needed to graduate are listed.
 - It is important to check whether a student would graduate with the plan as given. Please keep in mind the total units along with total upper division units needed to graduate.
 - If upon review, a student would not graduate if they came in with deficiencies because they tested lower in math or language other than the assumed ideal plan, make note of it. We need to ensure the system is working for as many students as possible.
- Notes Column: The notes column is to display the notes on the four year sequences, provided by advisors. Not all sequences will contain notes. If a note exists, this icon  will appear. An advisor may review the notes either by mousing over the icon or clicking the icon. If the icon is selected, a pop up window will appear with the same information.

- Pop Up Window:



- Mouse Over:

5th Sem	AREC 315 Agri Business Econ+Managmt.*			Summer 1 2009	AREC 315	3	
5th Sem	AREC 339 Economic Statistics*		*AREC 315 AND AREC 339 ARE REQUIRED AND ONLY OFFERED IN THE FALL.				3
5th Sem	TIER 2					3	

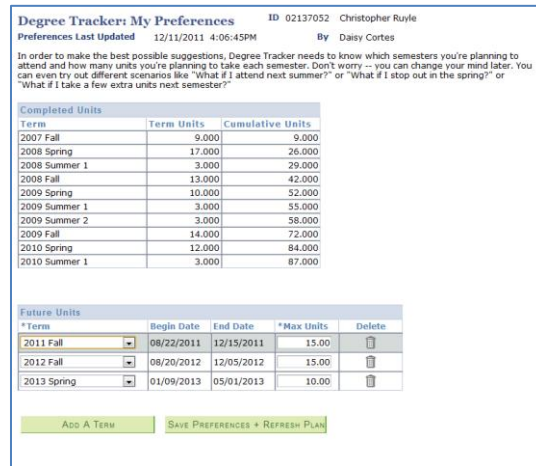
- Checkpoint Column: Each major may have a certain number of checkpoint courses which are either essential for progress in the major or predictors for success towards a degree. A course which is designated as a checkpoint will have a  icon.
 - If checkpoints need to be added, please consider adding between two and six with eight being the maximum recommended amount of Checkpoints in a plan.

- Status Column: Shows the current progress for a specific line in the academic sequence. There are 3 icons:
 - ✓ The Requirement has been completed or satisfied (this may be due to an exception)
 - The Requirement is planned but not satisfied.
 - The Requirement has not been planned nor satisfied.
- Term Column: The Term will show either a) the term in which the course was satisfied or b) the term it will be recommended.

✓	Fall 2009
✓	Summer 1 2010
✓	Spring 2009
■	Fall 2012
■	Fall 2012

- If you see (completed via AA) for any requirement please check to see that is was indeed completed on the Academic Advisement Report.
- Course Column: Contain one of the following:
 - The course that was used to complete the requirement. This course will have the term (past term) and a grade.
 - If the requirement only has one course as an option to be used, that course will be displayed and the term (future term) with no grade.
 - The column will be blank if the requirement has a course list with multiple courses that can be used to complete it.
 - The column will be blank if (completed via AA) is displayed in the Term field.
- Units Column: Lists the units specified by the department in the academic plan.

c. **My Preferences Tab:** To view My Preferences, choose the second tab.



Degree Tracker: My Preferences ID 02137052 Christopher Ruyle
 Preferences Last Updated 12/11/2011 4:06:45PM By Daisy Cortes

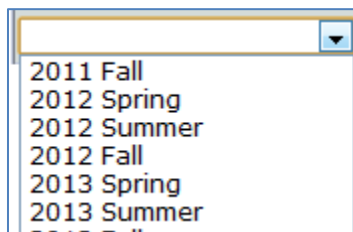
In order to make the best possible suggestions, Degree Tracker needs to know which semesters you're planning to attend and how many units you're planning to take each semester. Don't worry -- you can change your mind later. You can even try out different scenarios like "What if I attend next summer?" or "What if I stop out in the spring?" or "What if I take a few extra units next semester?"


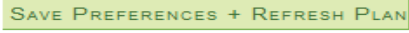
Completed Units		
Term	Term Units	Cumulative Units
2007 Fall	9.000	9.000
2008 Spring	17.000	26.000
2008 Summer 1	3.000	29.000
2008 Fall	13.000	42.000
2009 Spring	10.000	52.000
2009 Summer 1	3.000	55.000
2009 Summer 2	3.000	58.000
2009 Fall	14.000	72.000
2010 Spring	12.000	84.000
2010 Summer 1	3.000	87.000

Future Units				
*Term	Begin Date	End Date	*Max Units	Delete
2011 Fall	08/22/2011	12/15/2011	15.00	
2012 Fall	08/20/2012	12/05/2012	15.00	
2013 Spring	01/09/2013	05/01/2013	10.00	

Buttons: Add A Term, Save Preferences + Refresh Plan

- Initially, Degree Tracker will plan out the remaining semesters required to complete the degree. However, you may choose to add or take away terms on this screen along with increasing or decreasing units for each semester.
 - If you would like to add a term, click “Add A Term” and then use the drop down to select the term you would like to add.



- The Begin Date and End Date should pre-populate with the dates for the corresponding semester.
 - The column marked “*Max Units” allows you to specify the maximum units for the corresponding semester.
 - To delete a term, use the  icon.
 - Once the selections are made, choose 
 - If no changes are made to the plan, move to the next tab without choosing the save preferences.
- The top of the screen shows the previous enrollment pattern for the student which may assist in advising. Please check these to make sure the units are correct.

d. **My Plan Tab:** This will reflect the preferences set on the My Preferences Tab in addition to the sequences and information given by departments.

Unassigned				Unassigned Units	3.00
Description	Notes	Check Point?	Units		
UPPER DIVISION ELECTIVE			3		
Spring 2012				Term Units	15.00
				Max Units	15.00
Description	Notes	Check Point?	Units		
TIER 2			3		
TIER 2			3		
TIER 2			3		
COMMUNICATION ELECTIVE**			3		
AREC 304 Intermd. Product Consumption Analysis*			3		
Fall 2012				Term Units	13.00
				Max Units	15.00
Description	Notes	Check Point?	Units		
AREC 197A Strategy and Planning for Academic Success			1		
AREC 339 Economic Statistics*			3		
COMMUNICATION ELECTIVE**			3		
AREC 464 Economics of Policy Analysis*			3		
AREC CONCENTRATION ELECTIVE**			3		
Spring 2013				Term Units	9.00
				Max Units	10.00
Description	Notes	Check Point?	Units		
UPPER DIVISION ELECTIVE			3		
AREC 403 Market and Price Analysis*			3		
AREC CONCENTRATION ELECTIVE**			3		

- In the case shown above, Degree Tracker has planned the remaining courses for the student based on the terms/units chosen on the My Preferences tab.
 - However, the preferences set did not give enough units and/or time to complete the degree. Therefore, the student has a class which is “Unassigned” since the plan is not complete without the course.

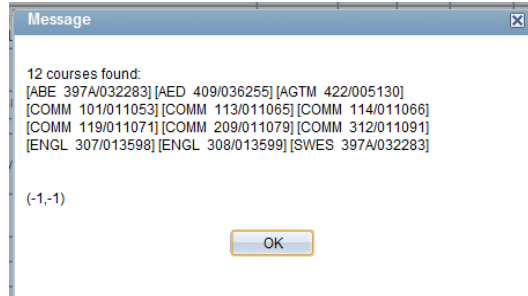
- e. **Advisor View Tab:** THIS WILL ONLY BE USED FOR TESTING AND TO CHECK FOR ERRORS. If errors are found or the DT team needs an understanding of how Degree Tracker is planning the sequence, this screen contains more of the logic and references for the Business Analysts to assist in building and correcting the plans.

UA Degree Tracker Tester Page 02137052 Christopher Ruyje											
Active Majors (for multiple majors, first row is primary)											
Acad Prog	Desor	Acad Plan	Desor	Degree	Plan Type	Plan Req Trm	Sub-Plan	Desor	Plan Student Group	Desor	
1	UAGSC	College of Ag & Life Sciences	ABEMBS	Agribusiness Economics & Mgmt	BS	MAJ	2114	ABEMECON	Agricultural Economics		
2	UAGSC	College of Ag & Life Sciences	GBUSMINU	General Business Admin		MIN	2114				

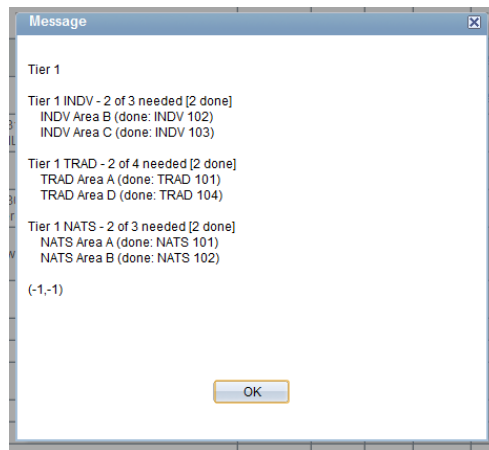
Degree Tracker Requirements													
Semester	Priority	Requirement	Line	Description	Notes	Status	Source	Chkpt?	Courses	Details	Units	Term	Message
1st Sem	1	000008303	0010	MATH 109, or MATH 110, or MATH	N/A	Completed	DTSR	N			3.00		[2074] completed MATH 110
1st Sem	2	000008303	0020	ENGLISH 101 First Year Composi	N/A	Completed	DTSR	N			3.00		[2074] completed ENGL 101
1st Sem	3	000008303	0030	ABE 120 OR MIS 111	N/A	Completed	DTSR	N			3.00		[2094] completed ABE 120
1st Sem	4	000008303	0040	Tier I General Education	N/A	Completed	DTSR	N		Details	3.00		[2081] completed INDV 102
2nd Sem	1	000008303	0070	MATH 115a, OR 163, OR 263, OR	N/A	Completed	DTSR	N			3.00		[2101] completed MATH 115A
2nd Sem	2	000008303	0060	ENGLISH 102 First Year Composi	N/A	Completed	DTSR	N			3.00		[2081] completed ENGL 102
2nd Sem	3	000008303	0080	Tier I General Education	N/A	Completed	DTSR	N		Details	3.00		[2081] completed NATS 101
2nd Sem	4	000008303	0090	Tier I General Education	N/A	Completed	DTSR	N		Details	3.00		[2084] completed INDV 103
2nd Sem	5	000008303	0100	First Semester Second Language	N/A	Completed	DTSR	N			4.00		
3rd Sem	1	000008303	0120	*ECON 200 Basic Economic Issu	N/A	Completed	DTSR	Y			3.00		[2082] completed ECON 200
3rd Sem	2	000008303	0110	ACCT 200 Introduction to Finan	N/A	Completed	DTSR	N			3.00		[2093] completed ACCT 200
3rd Sem	3	000008303	0150	Second Semester Second Languag	N/A	Completed	DTSR	N			4.00		
3rd Sem	4	000008303	0130	Tier I General Education	N/A	Completed	DTSR	N		Details	3.00		[2084] completed NATS 102
3rd Sem	5	000008303	0140	Tier I General Education	N/A	Completed	DTSR	N		Details	3.00		[2084] completed TRAD 104
4th Sem	1	000008303	0160	MATH 113 OR 124 or 125	N/A	Completed	DTSR	N			3.00		[2094] completed MATH 124
4th Sem	2	000008303	0170	Tier I General Education	N/A	Completed	DTSR	N		Details	3.00		[2102] completed TRAD 101
4th Sem	3	000008303	0180	Tier II General Education	N/A	Completed	DTSR	N		Details	3.00		[2091] completed ASTR 206
5th Sem	1	000008303	0210	AREC 315 Agri Business Econ+Ma	*AREC 315 AND AREC 339 ARE REQUIRED AND ONLY OFFERED IN THE FALL	Completed	DTSR	N			3.00		[2092] completed AREC 315
5th Sem	5	000008303	0240	UPPER DIVISION ELECTIVE	N/A	Completed	DTSR	N			3.00		[2094] completed BNAD 303
6th Sem	2	000008303	0270	AREC 360 Poverty and Developme	*AREC 304 and AREC 360 are required and only offered in the Spring.	Completed	DTSR	N			3.00		[2101] completed AREC 360
6th Sem	3	000008303	0290	AREC CONCENTRATION ELECTIVE**	**Review Advisement Report for Options	Completed	DTSR	N			3.00		[2101] completed AREC 479
6th Sem	5	000008303	0300	UPPER DIVISION ELECTIVE	N/A	Completed	DTSR	N			3.00		[2101] completed ECON 330
7th Sem	4	000008303	0340	ELECTIVE	N/A	Completed	DTSR	N			3.00		[2074] completed MATH 111
7th Sem	5	000008303	0350	ELECTIVE	N/A	Completed	DTSR	N			3.00		[2081] completed SPAN 101
8th Sem	3	000008303	0380	UPPER DIVISION ELECTIVE	N/A	Needed		N	Courses		3.00		[2124] skipped: max units would be exceeded [2131] skipped: max units would be exceeded
8th Sem	4	000008303	0390	ELECTIVE	N/A	Completed	DTSR	N			3.00		[2081] completed SPAN 102
8th Sem	5	000008303	0400	ELECTIVE	N/A	Completed	DTSR	N			3.00		[2084] completed SPAN 201
4th Sem	4	000008303	0190	Tier II General Education	N/A	Needed		N	Courses	Details	3.00	2121	[2121] SUGGESTED
4th Sem	5	000008303	0200	Tier II General Education	N/A	Needed		N	Courses	Details	3.00	2121	[2121] SUGGESTED
5th Sem	3	000008303	0250	Tier II General Education	N/A	Needed		N	Courses	Details	3.00	2121	[2121] SUGGESTED
5th Sem	4	000008303	0230	COMMUNICATION ELECTIVE**	**Review Advisement Report for Options	Needed		N	Courses		3.00	2121	[2121] SUGGESTED
6th Sem	1	000008303	0260	AREC 304 Intermd. Product Cons	*AREC 304 and AREC 360 are required and only offered in the Spring.	Needed		N	Courses		3.00	2121	[2121] SUGGESTED

Explanation of My Progress Table:

- The information for the Semester, Description, Notes, Status, Checkpoint, and Units columns are similar to the information on previous tabs.
- The Priority column is the preferred sequence for each semester as the department has specified.
- The Requirement and Line columns list information on how to internal determine errors. This information is used by the Business Analysts on the Degree Tracker team. If you find errors in this report, please note the Requirement and Line number on your testing checklist.
- The Source column is used to determine how the requirement is satisfied. If the line says "DTSR" then it is from what the Degree Tracker team built. If it says "REF", then it is referring to the ADVIP to satisfy the requirement.
- The Courses column has information when there are multiple course options (Tier 1, Tier 2, Major Electives, etc.). When choosing the link in the corresponding description line, a pop up window will appear containing more information:



- The Details column will provide further information for Tier 1 and Tier 2 status. This window will show which courses are completed and how many are needed to be complete the requirement. When choosing the “Details” hyperlink, a pop up window should appear:



- The Term column is populated for future terms in order to review which future semesters will need scheduling. The data will be in the coded in the format of 2121 for Spring 2012, 2124 for Fall 2012, etc.
 - The final column, Message, shows the following:
 - The course and term as requirements are satisfied.
 - The semester a course is suggested.
 - Reasons why a course is skipped in the sequence for a particular semester.
 - No SOC – course is not on the upcoming Schedule of Classes (SOC)
 - Max units will be exceeded
 - Pre-requirement needed
 - Co-requirement needed
8. Checklist: A checklist is provided to assist in testing. Please use the checklist to review as you test to ensure multiple functions of the program are working properly. **It is very important that you take notes and fill in each column.** If other errors are found outside of the checklist, please add the information in the Notes area of the checklist. Please email the checklist back to your College designated Business Analyst with notes.