

STUDENT PLANNING: Staff Quick Guide

1. Getting Started
 - a. Sign in to myWidener. Using the search bar at the top, search for Advising. Select the task, “Advising”. This will open Student Planning. Here you can search by student ID or name.
2. **Course Plan** (Plan & Schedule—Schedule)
 - a. Displays individual semesters in a list or calendar view
 - b. List view it is shown whether a course is approved/denied or protected/unprotected
3. **Timeline** (Plan & Schedule—Timeline)
 - a. View of multiple semesters at a time (past, current, and planned courses)
4. **Progress** (My Progress)
 - a. If the student has multiple programs, use the arrows (under “**Course Plan**”) to toggle between the programs
 - b. “View a New Program” is a what-if scenario for students looking to change their major
 - i. *Note: This is not an official change of major, and this is not saved.*
 - c. *Note: We do not use “Load Sample Course Plan”*
 - d. At A Glance: Shows GPA, Degree, Major, Catalog Year, Credits
 - e. Requirements: This lists the program requirements. It is the same as the Program Evaluation in Colleague, as well as the Degree Audit. It should also be the same as the Academic Catalog.
 - f. Currently completed requirements are collapsed; select “Show Details” to view more information for that requirement/sub-requirement/group
 - g. Selecting a course on the **Progress** tab takes you to that course in the **Course Catalog** tab
 - h. Courses taken that do not fulfill program requirements can be found at the bottom of the **Progress** tab in “Other Courses”
5. **Course Catalog**
 - a. Lists all active courses and any active sections
 - b. On the left side there are a variety of filters including: Availability, Term, and Course Type
6. **Notes** (Plan & Schedule—Advising)
 - a. Anyone (including the student) can view these notes
 - b. These notes are displayed in the **Plan Archive**
 - c. Notes are person and time/date stamped
 - d. Notes are not removed, nor are they projected externally (Colleague or emails)
7. **Plan Archive** (Not Available for Students)
 - a. When a review is completed and archived using the “Review Complete” button, a snap-shot is saved to the **Plan Archive** tab
 - b. This Review is downloadable as a PDF and can be saved externally
 - c. The review includes: the date/time it was completed; all the past, present, and planned courses; who planned them; if they are approved, denied, protected, or unprotected; and also includes notes
8. **Test Scores** (Test Summary)
 - a. Displays SATs, Placement Tests, and Writing Samples
9. **Grades** (Not Available for Students)
 - a. Displays grades by semester