

[HOW TO APPROVE EFORMS & REVIEW DEGREE WORKS AUDITS]

Instructions on how to navigate the eForms approval process and Degree Works

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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

Degree Program Advising Overview

Graduate advising is required for all graduate degree programs. **A graduate student will seek advising as follows:**

- **Co-terminal student** in the first semester of graduate co-terminal enrollment
- **Traditional masters student** at 9 earned or enrolled credits
- **Doctoral student** at 18 earned or enrolled credits

Important Facts

- **Specialization (concentration) and/or thesis/project options must be declared and approved before the Graduate Degree Works audit will reflect the correct program rules.** These options must be submitted by the student and approved by the academic adviser for consideration and subsequent approval by the academic unit and Graduate Academic Affairs.
- **Course substitutions must be approved prior to a student's registration for any course that does not explicitly meet the degree requirements as shown in the Graduate Degree Works Worksheet.** Course(s) that do not directly conform to the published program rules in the Bulletin, must be approved as a course substitution(s) in order to apply to the student's degree. **This requires the filing of a course substitution request to be submitted by the student through eForms. If not approved, these courses will appear in Degree Works under Fallthrough and may be denied for use by the academic adviser.**
- **Degree Works displays an unofficial audit** of the student's progress. This includes the Graduate Non-Course Requirements block which displays the status of:
 - a. Masters comprehensive examination, thesis committee and thesis defense and final documents
 - b. Doctoral qualifying and comprehensive examination, dissertation committee and dissertation oral defense and final documents

eForms is used to obtain approval for the following:

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

- Declare or change project option
- Declare or change thesis option

eForms 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 request becomes official or before it may supersede an existing approved request
- b. eForms approval status is tracked from the eForms tab until the final decision is made by Graduate Academic Affairs. Statuses are:
 - i. "Approved", "Rejected" or "Pending"
 - ii. "Not Submitted" indicates the student has only saved the request and never submitted it for approval. This can be changed by returning to the eForm request and submitting it for approval.

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

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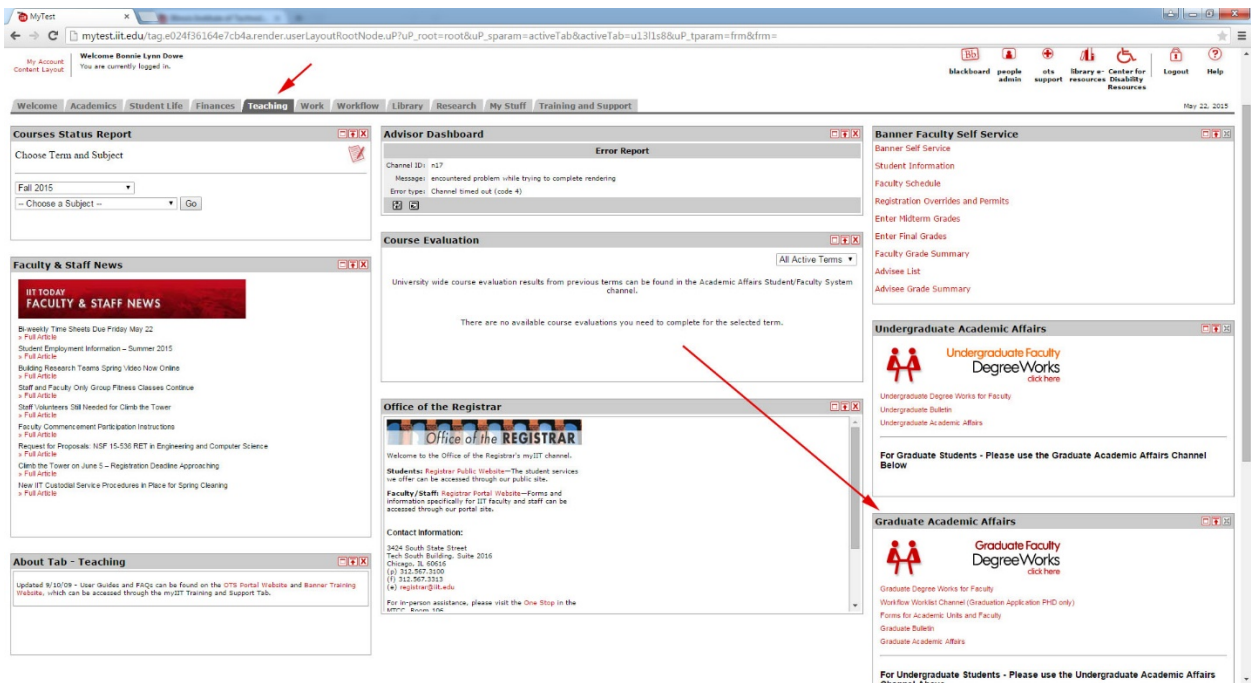
MyIIT Portal Login

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.

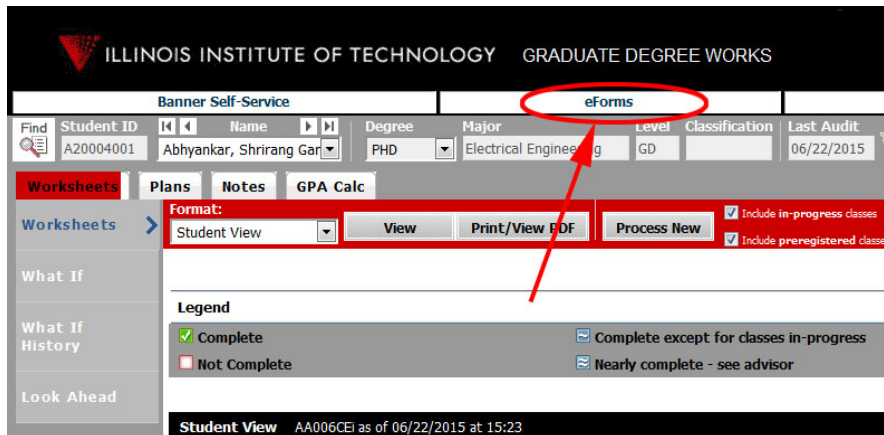


2. Degree Works should now launch without having to login again. You should not be prompted to login again unless it times out. A time out will occur if the webpage is not active for more than 15 minutes.

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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 be prompted to select your User Type. Depending on your role in your department, you may have multiple roles in eForms:
 - a. Academic Adviser – View/Approve only students you advise
 - b. Department Approver – View/Approve any student in your department
 - c. Power Approver – View/Approve any student within a designated academic unit
 - d. Power Viewer – View any student within a designated academic unit
 - e. Student Proxy – Allows you to edit a student’s submission or enter one on their behalf

EFORMS FOR DEGREE WORKS

Instructions:

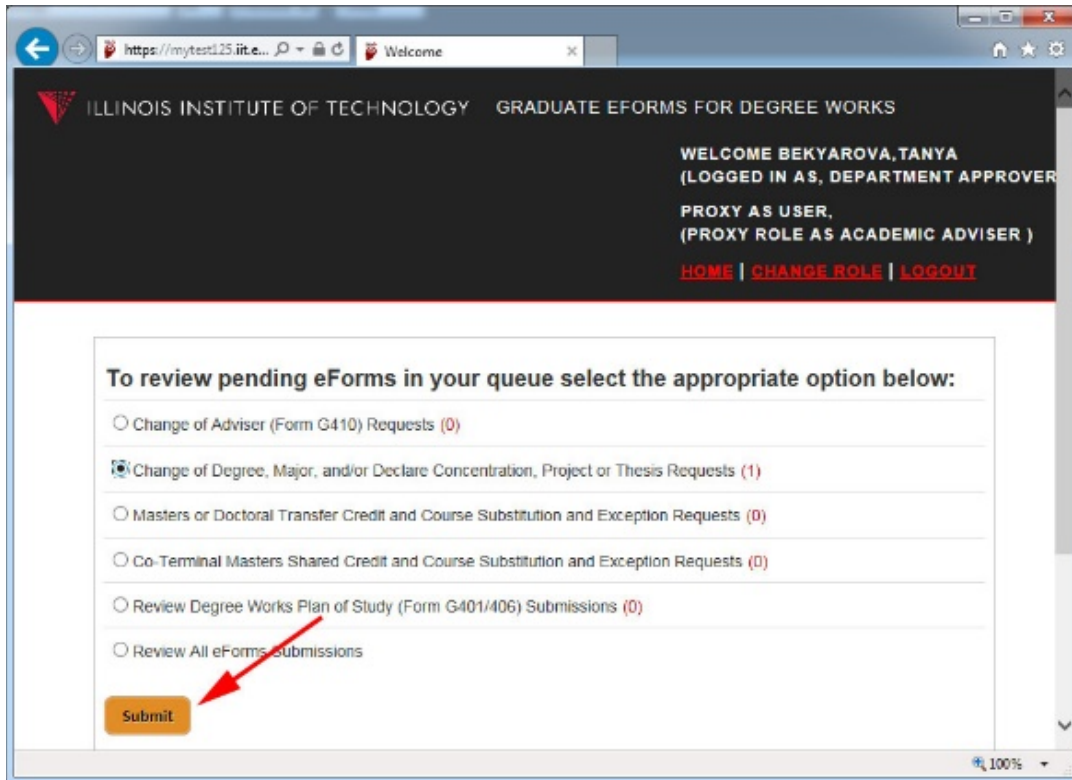
Based upon your privileges in eForms you may select from the following role(s).

- | | |
|-------------------------|--|
| 1. Academic Adviser: | Primary major/co-terminal adviser from Banner makes a decision after the student submission. |
| 2. Department Approver: | Designated department approver from eForms makes a decision after the adviser decision. |
| 3. Power Approver: | Views and/or approves the submission, for any user, within the designated academic unit. |
| 4. Power Viewer: | Views (only) the submission and decision status, for any user, within the designated academic unit. |
| 5. Student Proxy: | Enters or edits a student submission and follows the approval path of a student (Enhancement Pending). |

Select User Type

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3. After selecting your role, a list of form types with the number of pending requests will be displayed. Select a form and click submit to view a list of submissions for a particular form.



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4. A list of submissions needing a decision is shown. Click the Approve/Reject option to see the details of the specific request and make a decision.

Change of Degree, Major, and/or Declare Concentration, Project or Thesis Option (Program options only)

Below are the pending requests in your queue.

Search

CWID: Last Name: First Name:

From submitted date:

Student ID	Student Name	Student Current Program	Student New Program	Academic Adviser	Submitted Date	Action
A20319771	Shalini, FNU	MS-BIOL-2	MS-MBB-2	Xiang, Jialing	05/29/2015 11:03:50	Approve/Reject

Page: 1

TotalRecords: 1

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- Review the details of the request and either Approve or Reject the request. eForms decisions may require a review of the Degree Works audit prior to approval.
- Rejections require a comment. Click *Save* to save the current decision and comments for future processing. Click *Save and Submit* to initiate the additional required approvals.

Change of Degree, Major, and/or Declare Concentration, Project or Thesis Option (Program options only)

This request is pending your decision.

Student Basic Information

ID:	A20319771	Name:	Shalini, FNU
Department:	Biology	Academic Adviser:	Xiang, Jialing

Change of Major/Degree/Concentration/Program Details

	Degree	Major	Concentration	Thesis	
Current	Master of Science	Biology	None	None	MS-BIOL-2
New	Master of Science	Molecular Bchm and Biophysics	None	Masters Thesis	MS-MBB-2

Approval Status: Submitted by student. Request is in academic adviser's queue.

Comments

Name	User Type	Date	Remarks/Comments
Shalini, FNU	Student	05/29/2015 11:03:50 CDT	I wish to change my major

Action: Approve Reject

Approver Comments(*) :

- You will be returned to the list of pending requests. A confirmation of your decision will be displayed at the top of the page.

You have successfully approved the change of major request for Sindham, Vivek (A20333097). The student will be notified of your decision via email

Change of Degree, Major, and/or Declare Concentration, Project or Thesis Option (Program options only)

Below are the pending request(s) in your queue.

Search

CWID	<input type="text" value="eg: A12345678"/>	Last Name	<input type="text" value="eg: Smith"/>
From submitted date	<input type="text" value="MM-DD-YYYY"/>	Department	<input type="text" value="--Select--"/>

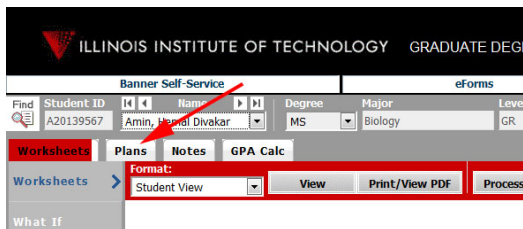
Student ID	Student Name	Student Current Program	Student New Program	Academic Adviser
A20325184	Idrovo, Santiago Javier	MS-ARC1	MAR-ALA2	Mimica, Vedran

Page: 1
TotalRecords: 1

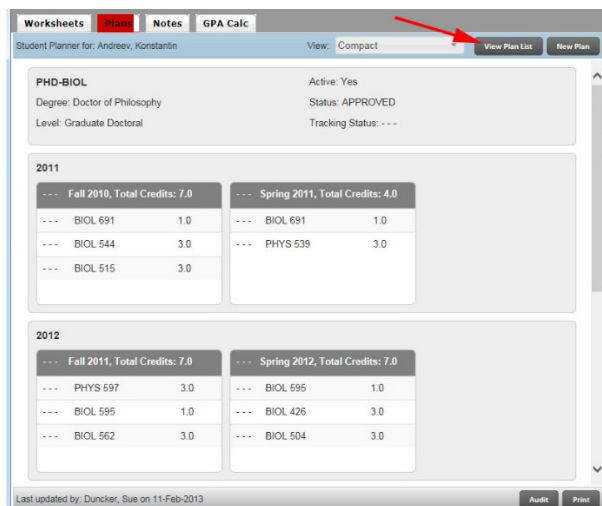
Viewing a Students Legacy Plan

Students may have a legacy Plan of Study but this is no longer a graduate requirement. Follow the instructions below to view the plan.

1. Navigate to Graduate Degree Works from the Teaching Tab in the MyIIT portal.
2. To view a student's legacy Plan of Study, **enter the Student ID that you wish to view** or locate the student from the drop-down list of student names.
3. The degree audit for that student will be displayed. Click on the Plans tab.

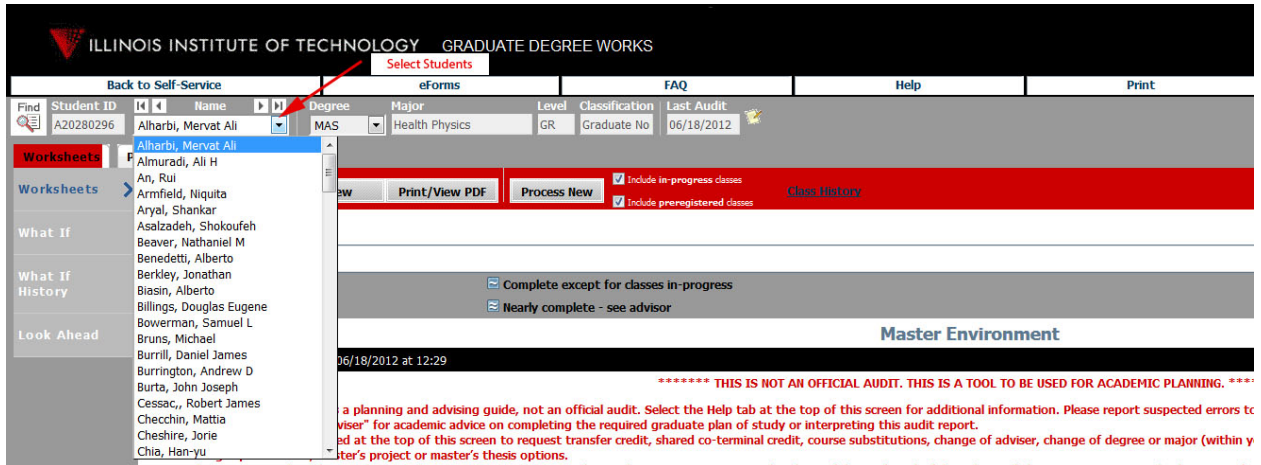


4. The Compact View of the last legacy **approved Plan** will be displayed if one exists. Click on View Plan List button at the upper-right corner of the page to see the list of plans.



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 main four 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. View Plans – This is the student's legacy Plan (aka Program of Study), which is no longer a graduate requirement.
 - c. Notes – This is where an adviser must include notes about the advising session that he has conducted with the advisee. 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: v52

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.

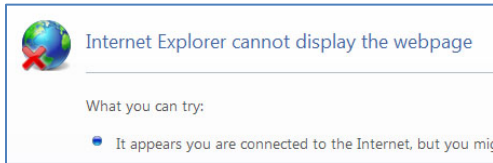
Safari: 5.1.7

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.

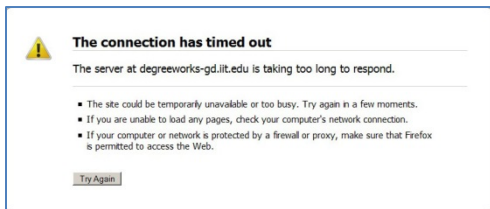
Chrome: v67

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..."
2. A Clear browsing data pop-up window will appear.
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

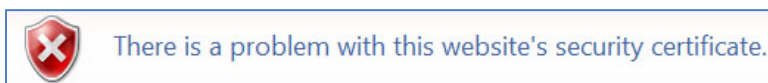


Reason: Either you do not have an Internet connection or you are attempting to connect to Degree Works from off campus.

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 Surendar Mani at smani5@iit.edu.