

A Faculty and Staff's Introduction to

Buffalo State College's



Degree Navigator 5

Questions or Comments? Please email:
audit@buffalostate.edu

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INTRODUCTION TO DEGREE NAVIGATOR:

Degree Navigator is Buffalo State's Advanced Degree audit system:
It provides

- Easy, web-enhanced access to audit data
- Simple audit display and program review
- Extension of audit services to all Buffalo State students

Degree Navigator was chosen to provide a seamless interface with Buffalo State's other developing web-based information systems.

This introduction will acquaint you with the basics of Degree Navigator including the display of course information, departmental degree information and student audit sheets.

HOW TO ACCESS DEGREE NAVIGATOR:

Degree Navigator is designed to use on the web. Rather than typing commands, you can "point and click" your way through Degree Navigator.

<http://www.buffalostate.edu/registrar/dn4facstaff.xml>

After loading the above address, click on "LOGON".

LOGGING ON:

Windows XP/ Vista Users

1. bsclogon\username where is says Username
2. NT password where it says Password



Windows 98 and MAC users:

1. Username where it says Username
2. NT password where it says Password
3. BSCLOGON where it says Domain

You will then be presented with the Degree Navigator logon window.



The screenshot shows the Buffalo State Degree Navigator login interface. At the top left is the Buffalo State logo with the text "Buffalo State State University of New York". To the right of the logo is the title "DEGREE NAVIGATOR" in large orange letters. Below the title is a navigation bar with links for "General Education", "Help", and "Home". On the left side, there is a "Please Login" section with a "User Name" input field, a "Password" input field, and a "Login" button.

For general access to Degree Navigator:

Your USERNAME is staff

Your PASSWORD is staff

Each Department has an Audit Administrator with enhanced capabilities in Degree Navigator. If your department does not yet have one assigned, please email audit@buffalostate.edu.



A close-up view of the login form, showing the "Please Login" header, the "User Name" input field, the "Password" input field, and the "Login" button.

LOGGING ON:

Faculty and Staff:

1. staff where it says Username
2. staff where it says Password

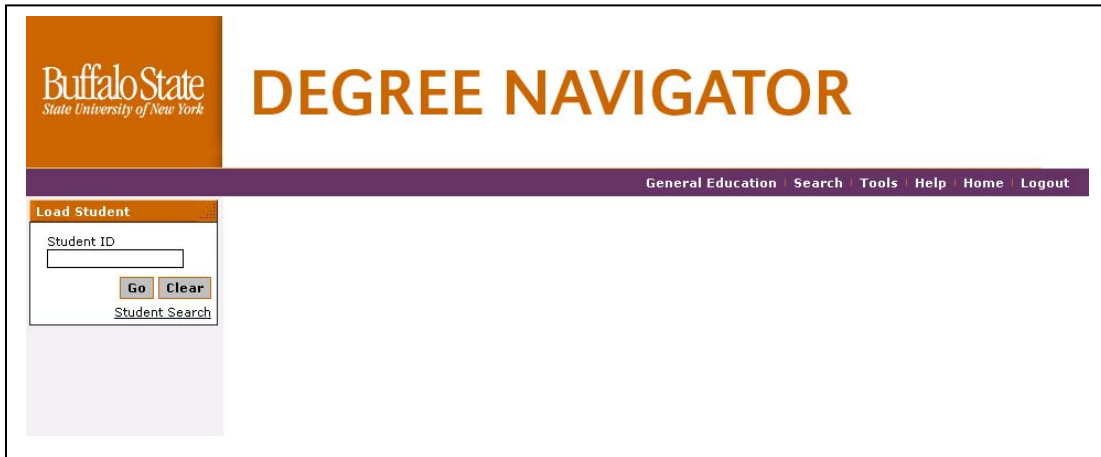
Audit Admins:

1. NT username where it says User Name
2. Personal Degree Navigator Password, where it says Password.

INTRODUCTION TO DEGREE NAVIGATOR'S DISPLAY:

Degree Navigator's opening display shows a mostly empty screen with four drop down menus.

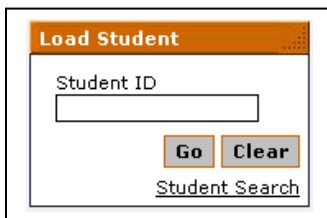
Pointing your mouse over General Education, Search, Tools and Help will reveal commands or hyperlinks that you can click on to execute.



INTRODUCTION TO STUDENT DISPLAY:

You can access a student's audit from any screen in Degree Navigator. If you know the student's username, put it in the Student ID box and hit "GO".

STUDENT SEARCH FEATURE:



If you do not know the student's NT Username, click on the Student Search button underneath the Student ID field in the upper left hand corner of the screen.

You are then brought to the screen where you enter your search criteria:

Student Search

First Name	<input type="text"/>		
Last Name	<input type="text"/>		
Middle Name	<input type="text"/>		
Degree Code	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="New Search"/>
Results per page:	All <input type="button" value="v"/>		

You have the ability to search for a student based on a variety of criteria.

The more criteria you provide, the more specific the search results will be. If all you fill in is a first name of Ernie, you will have returned all the Ernies that attend Buffalo State College.

If you want to see all the students that are enrolled in a major code, enter the four digit code in the degree code field.

A couple of sample students you can explore:

1. Ernie Education (username: educe93) and he is enrolled in Pre-Elementary Education (0201).
2. Conrad Communication (username: commc11) and he is enrolled in a B.A. in Communication (0706)

HELPFUL TIP: You can use the asterisk symbol * to fill in the rest of the search information for you if you are unsure how to spell their last name, but know how it begins. An example would be: Education

LAST NAME: Edu*

The search results will return the student(s) username in the form of a hyperlink. When you click on the hyperlink, that student's information will be loaded into display.

My Account

Education, Ernie
(educe93)

[Student Transcript](#)
[Notes](#)

My Program of Study

Degree: Pre-Elementary Education (0201); (BSED10IF; 0201; BSEEDGEIF)

Degree: Pre-Elementary Education (0201); Minor in Music (1114); (BSED11IF; 0201; 1114; BSEEDGEIF)

Notice how Ernie Education is currently enrolled in the Degree: Pre-Elementary Education (0201).

Ernie is also Enrolled in a Minor in Music (1114) and enrolled in the Intellectual Foundations General Education Requirement (GEIF). If the student was also enrolled in a concentration or second major, those choices would show as well.

Click on the degree in which you wish to judge their progress.

By default the Buffalo State College Full Audit Report has been selected for you; this is the most comprehensive report.

You have the option in the drop down menu to select another report of your choice.



You will then see their audit displayed.

The screenshot shows the Buffalo State Degree Navigator interface. The header includes the Buffalo State logo and the title "DEGREE NAVIGATOR". A navigation bar contains links for "General Education", "Search", "Tools", "Help", "Home", and "Logout".

The main content area is divided into several sections:

- Load Student:** A form with a "Student ID" input field, "Go" and "Clear" buttons, and a "Student Search" button.
- My Account:** Displays the user's name "Education, Ernie (educe93)" and links for "Student Transcript" and "Notes".
- My Program of Study:** Lists the degree: "Degree: Pre-Elementary Education (0201); (BSED101F; 0201; BSEDGEIF)" and "Degree: Pre-Elementary Education (0201); Minor in Music (1114); (BSED111F; 0201; 1114; BSEDGEIF)".
- Degree Description:**
 - Audit Admins:** A section for selecting an audit report. It shows "Audit - Full Report" selected and "Version: 20063".
 - Version:** A dropdown menu set to "20063" with an "Apply" button.
 - Credits:** Displays "120".
 - Education, Ernie:** Shows "Student ID: educe93".
 - Report for degree:** "Degree: Pre-Elementary Education (0201); Minor in Music (1114); (BSED111F;0201;1114;BSEDGEIF) (120 cred (20063))".
 - Completed Credits (Including Present Registrations):** 30 of 120. **Completed Requirements:** 6 of 20.
 - Total Earned Credits (Including Present Registrations):** 30.
 - Non Visual Requirements:** A table with columns: Requirement, Minimum, Maximum, Applied, Status.

This is the audit report of the visual and non visual requirements needed to complete this degree. The non visual requirements box consists of Overall GPA, Major GPA, Campus Residency, Major Residency, and Upper Division Calculations.

PRINTING REPORT:

Follow the directions for your browser for printing. For example, Internet Explorer users go to File, Print.

COURSE INFORMATION:

To reveal course information, you click on the course when it is displayed on the audit.

The screenshot shows a "Course Description" window. It contains a table with the following data:

Code	Credits	Session
GES102	3	

Below the table, the course title "HISTORICAL GEOLOGY" is displayed, followed by the course code "GES102" and the full name "HISTORICAL GEOLOGY". The course is described as "3, 4/0; CM" and provides a detailed introduction to the history of the earth from its formation 4.5 billion years ago, covering topics like continental drift, seafloor spreading, plate tectonics, and the evolution of life.

A "Close" button is located at the bottom of the window.

OTHER FUNCTIONS

- Planned Courses
- Student Transcript
- My Websites
- What If Audit
- GPA Calculator
- GPA Calculator Tutorial
- Audit Tutorial
- Student Email Question and Concerns form to Audit.

PLANNED COURSES:

The feature Planned Courses in Degree Navigator allows you to work with your advisee on plotting their coursework. To use this feature, click on **Select** when viewing the course description, **OR** go to **Search**, **OR** go to **Planned Courses** link that resides in the left hand pane.

Course Search

Keyword: Session:

Search in course description Results per page:

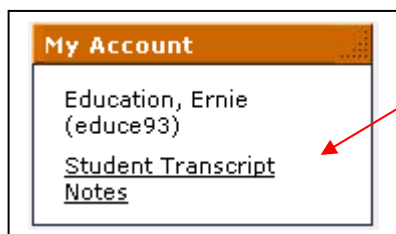
Your search returned 1 record.

<u>Code</u>	<u>Credits</u>	<u>Name</u>
<u>ANT101</u>	3	UNDERSTANDING CULTURE

You then are allowed to pick a term in the future for this course. This course will then appear on your student's audit sheet along with the rest of their completed coursework. Please make sure when you are done using this feature that you remove these courses, as they can cause conflicts with their current registrations and their placement on the audit. To see the Planned Courses at anytime, you can click on the Planned Courses link in the student display.

STUDENT TRANSCRIPT:

This contains all of the coursework that exists in the Degree Navigator database for the student.



Click on your Student Transcript to view a complete list of the coursework

This is not an official student transcript. For the student to obtain an official transcript they need to contact the Transcript Office in Moot Hall 210 or call 878-4002.

This opens a listing that can be printed in Internet Explorer by going to “File, Print”.

The Special Codes field area is there to indicate transfer courses with the TR, TFR indicator, the institution code (Such as DAEM) and the catalog number of the original course.

For Example: MTH104 from Daemen transferred into Buffalo State College as MAT311.

My Course List				
Education, Ernie				
Student Id: educe93				
Completed Courses				
Session	Course	Credits	Grade	Special Codes
20073				
	EDU312	6	current	
	GES101	3	current	
	MAT121	3	current	
	MAT311	3	A-	TR, TFR_DAEM_MTH104
	PSC340	3	A-	TR, TFR_DAEM_GVT247X
	REL321	3	A	TR, TFR_DAEM_REL221X
20071				
	EDU311W	6	A	WI
	GEG206	3	A	
	GES101	3	W	
	SWK319	3	B+	
20063				
	EDU310W	3	C+	WI
	HIS115	3	C-	
	HIS322	3	A-	

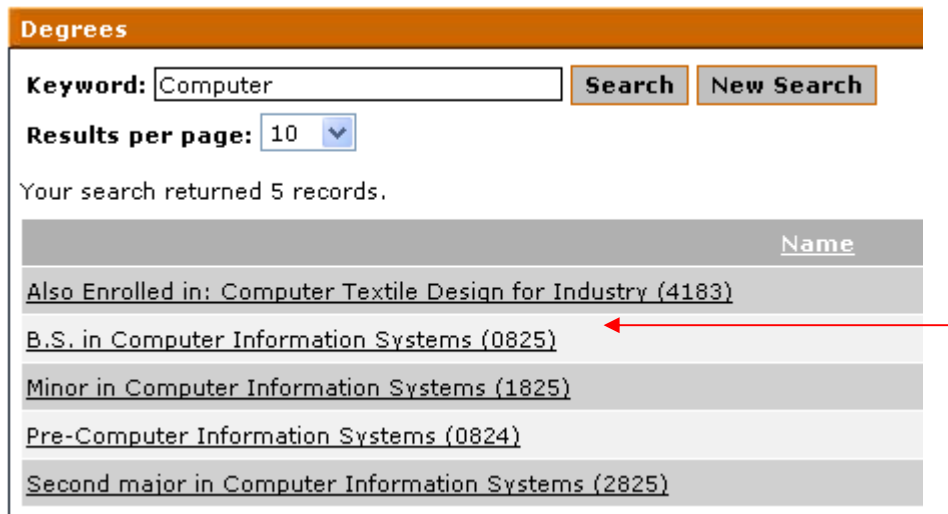
MY WEBSITES:

Another feature within Degree Navigator 5 is MY WEBSITES which links the student to their department of study as well as the online version of the General Education Requirements in which they are following.

WHAT IF AUDIT:

It is possible in Degree Navigator to do a “What If” audit, if your advisee is considering changing majors.

To do a “What If” go to Search, Degrees... This will open the Degree Search page. Here you can enter a keyword such as Math, French or in this case, Computer.



The screenshot shows the 'Degrees' search interface. At the top, there is a search bar with the keyword 'Computer' entered, and buttons for 'Search' and 'New Search'. Below the search bar, there is a dropdown menu for 'Results per page' set to '10'. A message states 'Your search returned 5 records.' Below this is a table of results with a 'Name' column. The results are:

Name
Also Enrolled in: Computer Textile Design for Industry (4183)
B.S. in Computer Information Systems (0825)
Minor in Computer Information Systems (1825)
Pre-Computer Information Systems (0824)
Second major in Computer Information Systems (2825)

A red arrow points to the 'B.S. in Computer Information Systems (0825)' result.

Click on the desired degree.

You are then launched into the Full Report of the requirements for a B.S. in Computer Information Systems and can see how their coursework would apply to that degree. You are notified in the Disclaimer which version you need to choose to bring up your student’s correct General Education Requirements as well. This is very important. To return to the student’s actual program, click on their degree again in the left hand pane.

GPA CALCULATOR:

Go to HELP, GPA Calculator and follow the instructions. By properly using the GPA Calculator, you and your advisee can see how their anticipated grades from their present registrations will impact their overall GPA.

TUTORIALS:

There are some tutorials available for using Degree Navigator. One of the tutorials is geared toward Advisors and the other is specifically geared to the transfer student coming into Buffalo State College. There is also a tutorial on using the GPA Calculator.

STUDENT DISPLAY INFORMATION ... WHAT THEY SEE:

The students upon login are directed immediately to the Notes section of their audit. This is another way for the advisor to communicate with the advisee.

Notes		
Date	Title	Text
November 07 2007	Advising Session 11/07/2007:	Jonesjj: Advised Ernie to take EXE100

You may add, edit or delete a note for a student at anytime. You can also choose to make the note *visible* or *not visible* to the student depending on how your department chooses to use this feature.

If you ever want to add, edit, delete or view the notes related to the student at any point in time, click on Notes that appears under the student's name in the student display. Please remember to include your username when you are typing the text of your note.

These notes DO NOT appear anywhere on the student's full report or mini report and are to be used as an advising tracking tool only.

PLACING A NOTE ON THEIR AUDIT SHEET:

The notes that appear at the bottom of the student's audit report may only be placed by the assigned Audit Administrator within the Department. The Audit Administrator has been trained in placing these notes and moving coursework around in the student's Major area, if there is an exception that needs to be made. If you do not know who your department's audit administrator is, please email audit@buffalostate.edu.

HOW YOUR STUDENTS CAN GET HELP:

Under the Student's HELP menu they have a link to email the Degree Navigator staff If they have any questions or concerns related to their audit sheet. This is called the User Questions and Concerns form to Audit. They can also login to their own email account and send something to audit@buffalostate.edu.

Students with questions regarding course placement in their Major will be directed to their department of study first.

Questions concerning course translations from other institutions will be directed to the Admissions Department.

The students also have the menu linking them to the tutorials as well as the GPA Calculator.

LOGGING OUT OF DEGREE NAVIGATOR:

To log out, simply click on the log out button and close your internet browser.

