Degree Works Notes

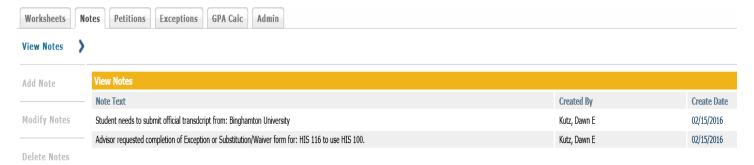
The ability to view, add, modify, and delete notes is based your Degree Works role and what permissions have been given to that role. Everyone will be able to view notes but not everyone will be able to add, modify, or delete a note. There are several pre-defined notes that could be used along with the ability to add additional information.

To View Note

Notes can be viewed at the end of the audit just before the Disclaimer

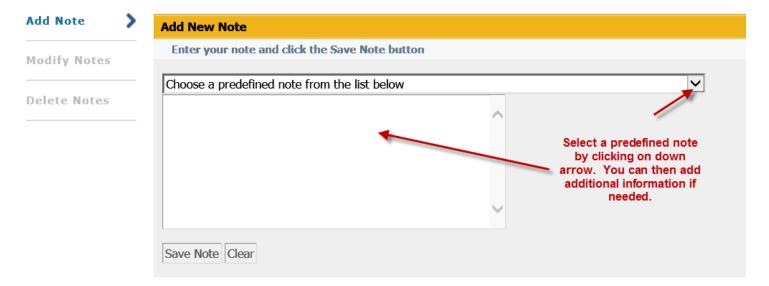


You can also use the Note tab at the top of the audit. Once you click on the note tab you can use the menu options on the left.

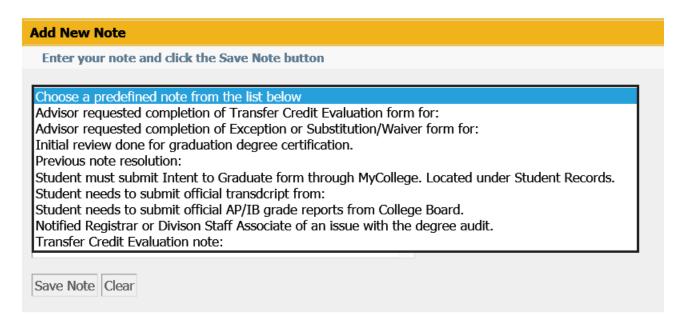


To Add a Note

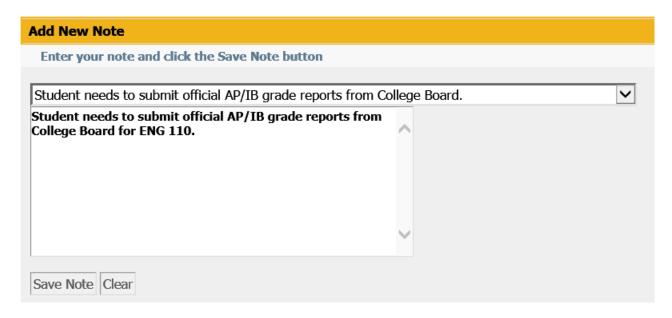
Select Add Note on the left menu.



Click on the drop down arrow to get a list of predefined notes



Select the note you want and it will put it in the white box. You can then add additional information if needed. When finished press Save Note. If you want to start over press the Clear.



You will then get a confirmation note that it was successfully added. If you want to view on Degree Audit press the Run New Audit button.

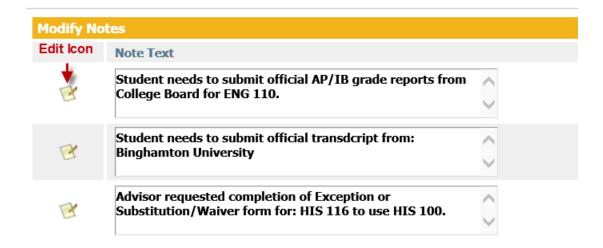
Your note was added successfully.

You may run a new audit to get your note changes incorporated into the latest audit for the student.

Run New Audit

To Modify a Note

Select the Modify Notes from the left menu. Make the change you want. Press the Edit Icon.



You will then receive the following confirmation note. If you want to review the Degree Audit press the Run New Audit button:

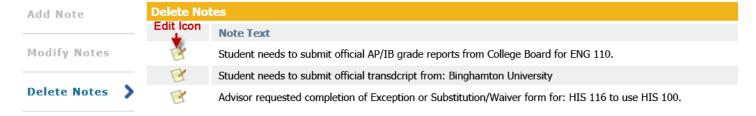
Your note was updated successfully.

You may run a new audit to get your note changes incorporated into the latest audit for the student.

Run New Audit

To Delete a Note

Select the Delete Notes from the left menu. Deleting a note is the same as modifying a note except when you press on the edit icon it will delete the note.



You will then receive the following confirmation note. If you want to view the Degree Audit to make sure it is deleted press the Run New Audit button:

Your note was deleted successfully.

You may run a new audit to get your note changes incorporated into the latest audit for the student.

Run New Audit