SBVC DEGREE PLANNER OVERVIEW
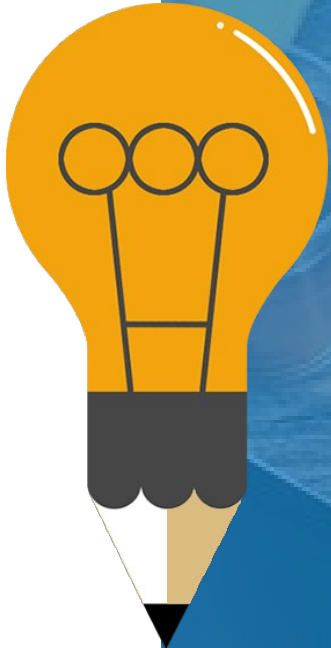
Topics

Degree Planner

Degree Planning and scheduling – tools to help students map out a multi-year plan of their goal

- Integrates Student Ed Plans (SEP's) –with MIS reporting
- Students will have 24/7 electronic access to their plan.
- Improved approval of plan and courses with counselors.
- Built-in degree audit
- Greater communication between students, faculty, staff and Counselors
- Scheduling and enrollment management components
- Registering directly from the education plan. (Planned)

Overview

Starfish Degree Planner provides counselors with a method for creating and managing students' degree plans to help monitor their progress toward completion and facilitate more effective advising meetings.

There are **two** ways to access the degree planning tool:

1 If you know the student whose plan you want to view or manage, open the student's folder, and click on the Degree Planner tab on the left-hand side of that student's folder.

2 Counselors can **filter your student lists to find students with plans** and to filter according to plan status and progress.

From this location, you can:

✓ **Manage Degree Plans** that students have built

✓ **Approve or Return Degree Plans** with notes

✓ **Print Degree Plans** for record-keeping and reference

✓ **Build Degree Plans** on behalf of students

Degree plans

Help students create customized, editable electronic education plans based on past course completion, schedule preferences, and careers of interest. By planning, students reduce unproductive credits, so they are more likely to graduate on time and at a lower cost.

Easy interface

Intuitive, drag and drop functionality makes it simple for students to adjust courses, schedules, and goals. Counselors benefit from clear visibility into the student's academic plan.

Academic and Career Planning

Students are most successful when they can see their entire path to completion. Help students build a roadmap to the future with customized academic plans based upon past course completion, schedule preferences, and careers of interest.

Approve or Return Degree Plans

Plans for which a student has requested approval will be marked as "Approval Requested" in the list of plans in the Student Folder. A plan notice will also display to highlight the request. Depending on the counselors relationship to the student, they may also receive an email notification of the request.

To approve a plan, click on Approve from any view, and you will be navigated to a screen where counselors provide detailed feedback for the student while approving the plan.

If the term menu is available, you must select a term through which the approval is being granted. Select the final term of the plan to approve a plan completely, select another term on the list to partially approve the plan through that term only. Partial approval will expire when that term ends, and the plan will need to be re-approved (or a different plan approved) at that time.

If no term menu is available, the approval will remain in effect unless it is later returned.

To complete the plan approval process, the counselor simply enter notes for the student and click Send to complete the approval process.

If the counselor does not approve of the plan, they can return it to the student by clicking on the More menu and selecting the Return Plan option. The counselor will then be navigated to a screen where they can provide feedback for the student about why they are returning the plan and what actions the student should take to work toward an approved plan. Simply enter your notes for the student and click Send to return the plan.

Courses View

A Courses are displayed with a solid border.

B Requirement placeholders are displayed with a broken border.

C Warnings indicate issues with the plan that need attention, such as if the plan is missing prerequisites.

D Some courses may be listed in your plan as "not yet scheduled" and are also referred to as unscheduled course sections. As the future course schedules are added at your institution, the courses will be updated with scheduled sections. If a course section is added but marked as already full, or if you see a schedule conflict message , you may need to update your plan and search for other sections.

Find Students Based on Plans

When working with a particular student, you can view that student's plan at any time by searching for the student in Starfish and viewing the plan on that student's folder.

Starfish also provides tools for filtering your student lists within the My Students and Tracking subtabs to identify students based on their plan status. This is especially helpful for generating a list of students awaiting plan approval or identifying students who have not yet built any plans.

Filtering students will allow you to narrow your focus and identify students based on plan status so that you can take other actions in Starfish. The actions you can take may vary according to your institution's configuration, but some options include:

➡ Raising tracking items such as Flags to indicate concern or To-Dos to assign tasks to students.

➡ Sending messages to a group of students to suggest they schedule a meeting with you to review their plans.

To find students with degree plans:

Navigate to the Students area in Starfish.

Select the either My Students or Tracking subtab to view a list of your students.

Select Additional Filters on the right to filter the lists for students with or without degree plans. Visit the Find and Work with Student Information section of Starfish Help for more information about finding students in Starfish and filtering student lists.

From within the Additional Filters window, select the Degree Plans option on the left, check the box to "Filter students using Degree Plans," and then choose the criteria by which you wish to filter your students.

Manage Degree Plans

Existing degree plans can be viewed by accessing the Degree Planner tab from the Starfish Home Page Degree Planner tab in a student's folder.

View a List of All Plans

Active plans display at the top of the list. Any additional plans display in the order they were last updated, with the most recently updated plan displayed at the top of the list. (For more info see Activating Plans.) The list of plans display the Plan Status and information about the progress of the plan.
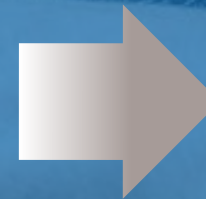
Review and Manage Individual Plans

Clicking on a plan will display plan details in one of three views (Courses, Schedule, and Requirements). If any Plan Notices are available, they will display at the top of the plan.
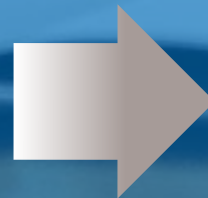
Click the "back to plan(s)" link instead of the back button in your browser when navigating through your plan details.

For more information about reviewing and managing plans, see the following articles:

- Plan Notices
- Plan Views
- Plan and Requirement History
- Approve or Return Plans
- Request Approval for a Plan
- Print Plans

Plan and Requirement History

Within any plan view, click More to access the following options for viewing additional details about the plan.

Plan History

Displays the activity and comments on the plan made by you the student and any approvers.

Transfer Information

Provides a tool that can be used to determine how courses from other institutions would transfer into the plan.

Student Records

Displays all courses and test results that contribute to the plan progress.

Student Records

Displays all of the student records that contribute to a student's plan. Course records and test results (or other non-course records) can be added manually by clicking the corresponding buttons for either action.

Plan Notices

When applicable, important notices will display at the top of the any plan view above
the plan name, providing information about plan approval and unmet plan requirements.

Notice	This displays when
Your This Plan has been approved	The plan has been approved. The most recently approved plan is also the active plan and should be the plan referenced when registering for courses and for checking progress toward completion.
Your plan doesn't meet the requirements for the program you've selected	The plan needs to be adjusted in some way in order to meet the requirements for completion. Click the View unmet requirements link beside this message to review the specific requirements that are missing.
Your This plan has been returned	The plan has been returned without approval. Click the View Comments link to see more information about why the plan was returned. View the Plan History under More options to see notes about why the plan was returned.
Your request for approval has been sent Student has requested Approval of this plan	A request for approval has been made. Click Approve or Return to take action on the request. An updated notice will be displayed when the plan is approved or returned.

Status Icons

View existing degree plans at any time by clicking on the Degree Planner tab within Starfish. A list of all plans displays, and icons indicate each plan's status as Approved, Approved Through (a term), Approval Requested, Approval Expired, Returned or In Progress.

The most recently approved plan is the active plan, and only one plan may be active at a time.

Approved	Approved Through Fall 2016	Approval Requested	Approval Expired	Returned	In Progress

➡ Other Status Indicators

Each plan displays the date the plan was last updated, a progress bar, and the number of credits completed.

➡ Updated Date

This shows the date and time the plan was last updated in the system.

➡ Progress Bar

This provides a visual representation of how much of the plan has already been completed. A progress bar displays for each program in your plan. The number of credits displayed above the progress bar indicates the number of completed credits and the number of total required credits.

Requirements View

The Requirements view indicates which requirements have been met and which remain outstanding so that they can be identified easily and addressed. Requirements are considered met when they have been planned or completed with a grade that meets or exceeds the program requirement for that course. If the plan contains multiple programs then the program order displays in the same order that the programs are added on the Create New Plan page.

Completed Requirements

Requirements that have been completed will be indicated with a check mark ✓ and will be counted toward the overall program progress.

Completed courses will indicate the grade earned and when the course was taken.

If your institution is part of a district with multiple schools, courses for which an equivalent at another school was selected will list the school at which the course was offered and will be represented with an equivalent course ⇄ icon for reference.

Requirements View

Manage Unmet Requirements

Add Course: allows selection of an applicable course to any placeholder based on the term in which the placeholder exist on the Course tab.

To choose a course that fulfills the placeholder requirement from the Requirements view, complete the following steps:

- Click Add Course to choose a course to fulfill the requirement.

- From the course list, select the course you want to add by clicking the plus sign to the right of the course information.

- Student has met this requirement? Mark as met: takes you to a link with you can mark the requirement as met and provide comments while doing so.

- If the student requests approval to have a requirement marked as met, a link will display to Approve or Deny the request and allow you to include comments when doing so.

- Already met this requirement? Let us know: provides a link to request approval for meeting the requirement and a space to add comments about how and why the requirement has been met. The requirement will be marked as Pending Approval until the request is approved or denied.

- Change met requirement allows for selection of a different course to meet a requirement.

Questions