

# Graduate Student Study Plan Creation and Submission

1

To Enter a Study Plan: Log into VandalWeb and open your Student Profile. Select Degree Audit from the left hand menu to open your degree audit.

2

From the Degree Audit, Click "PLANS" from the options at the top left of your audit.

University of Idaho

AUDITS EXCEPTIONS **PLANS** ADMIN

## Audits-test

Data refreshed 07/11/2022 4:43 AM

Student ID   Name

Level Graduate Class Standing Graduate Major Adult/Org Learning  
College Education, Health & Human Sci Advisor(s) Sydney Freeman, Jr

Academic What-If Athletic Eligibility

3

Click "NEW PLAN"

M.S.

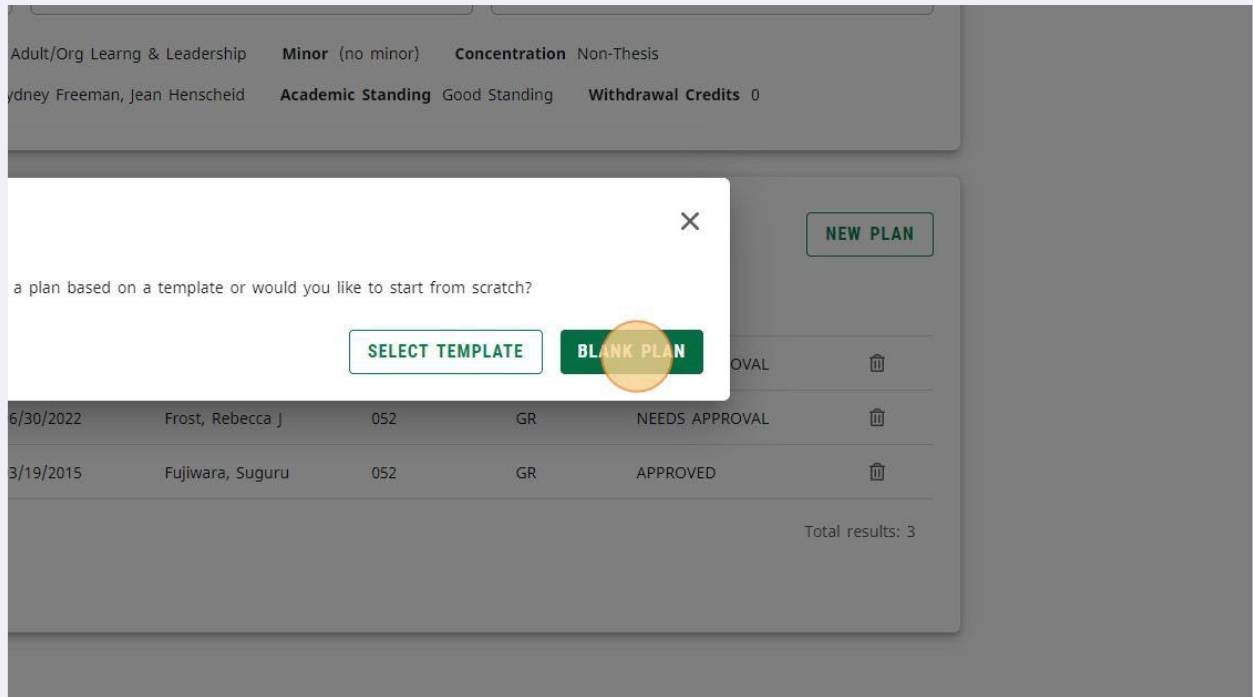
Concentration Non-Thesis

Standing Good Standing Withdrawal Credits 0

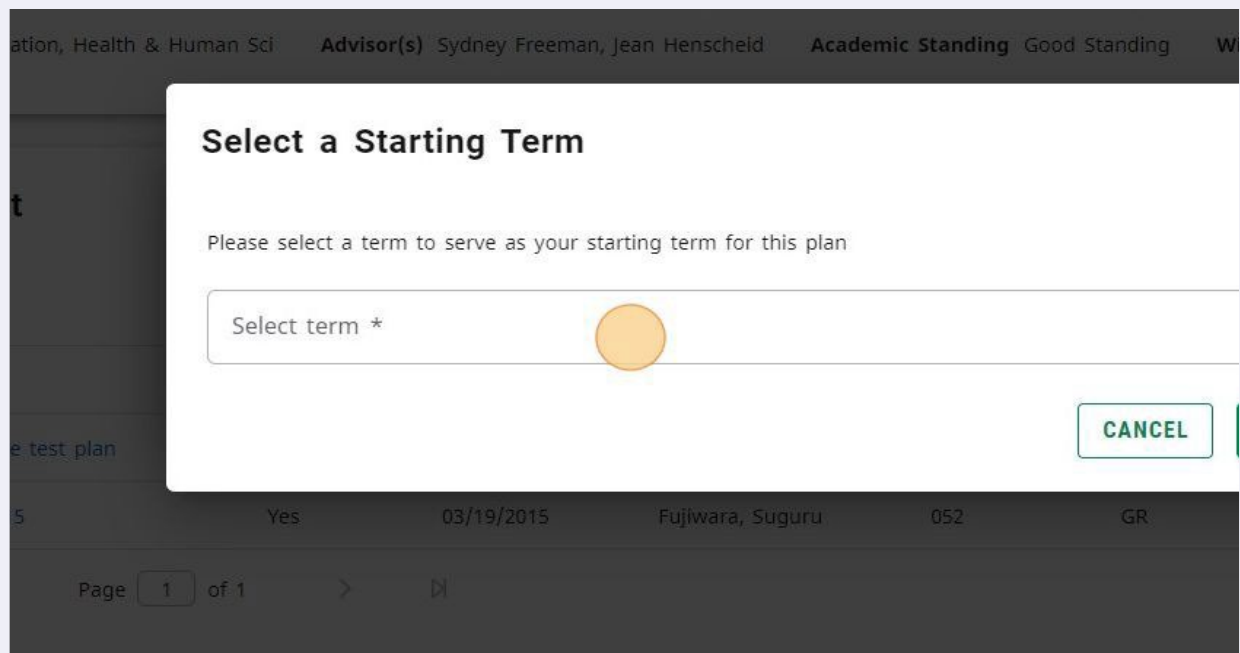
**NEW PLAN**

Degree	Level	Status
52	GR	NEEDS APPROVAL <input type="button" value="Delete"/>
52	GR	NEEDS APPROVAL <input type="button" value="Delete"/>
52	GR	APPROVED <input type="button" value="Delete"/>

**4** Click "BLANK PLAN"

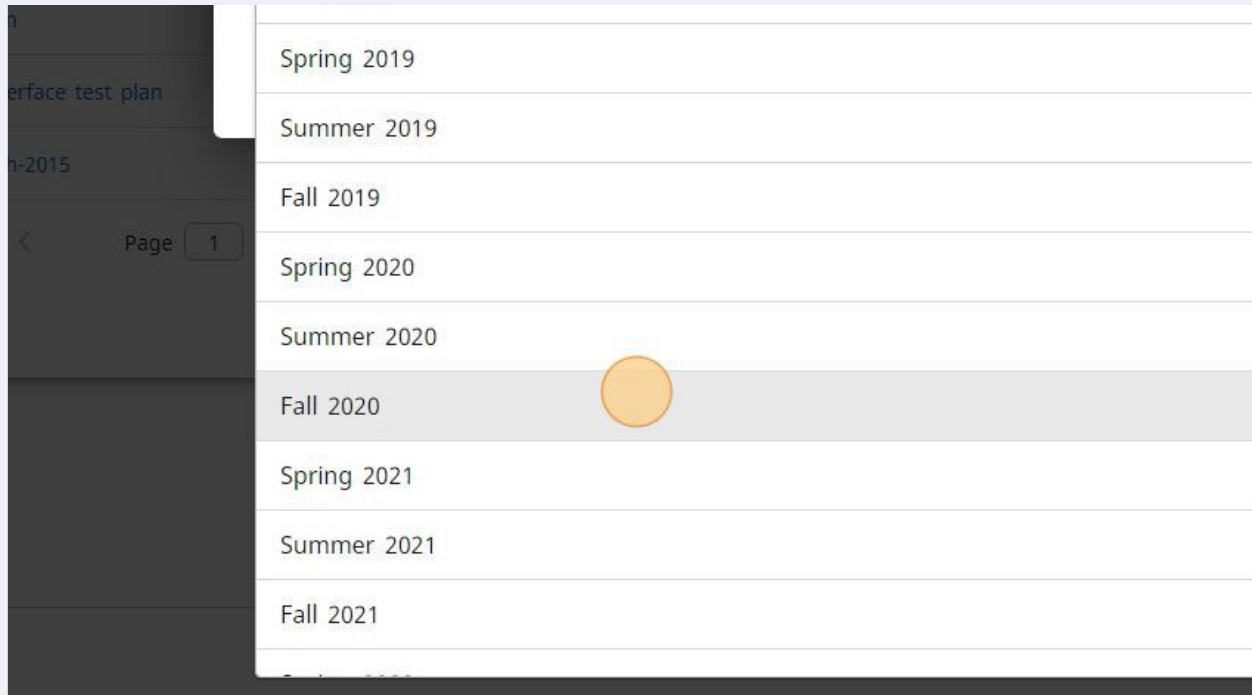


**5** Click in the "Select term" box.



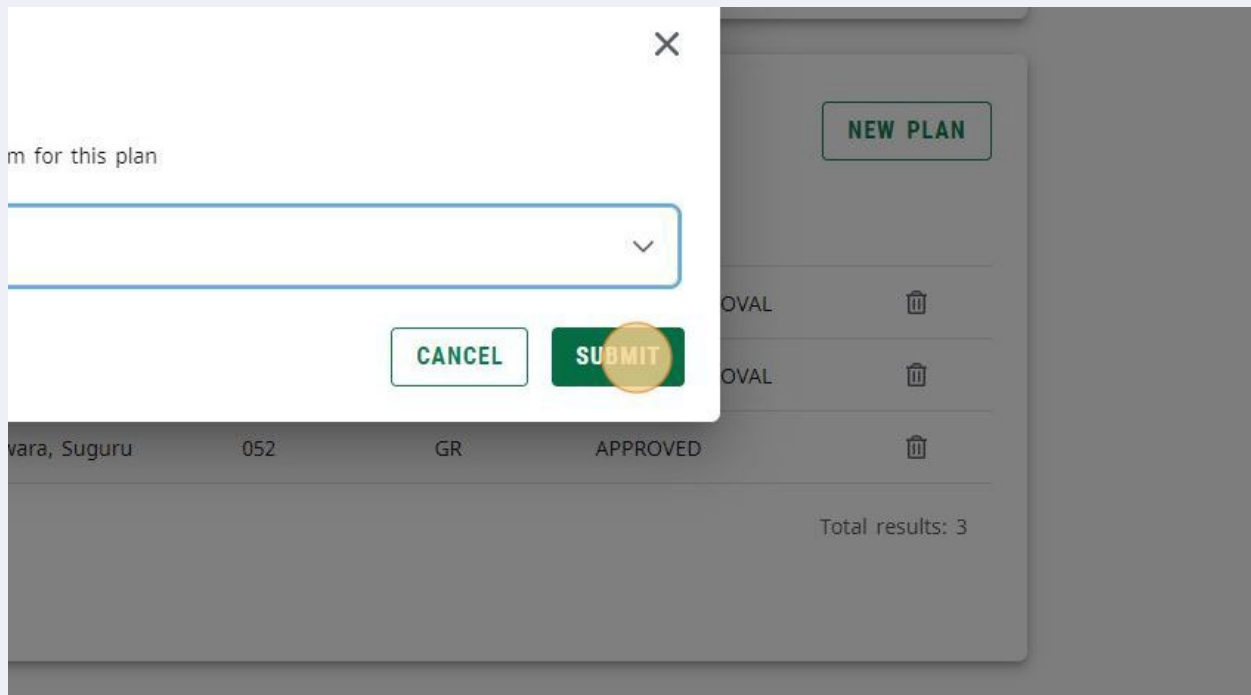
6

Select a Starting term in the pop-up box. This will be the first term in which you took courses that you will be entering for your plan.

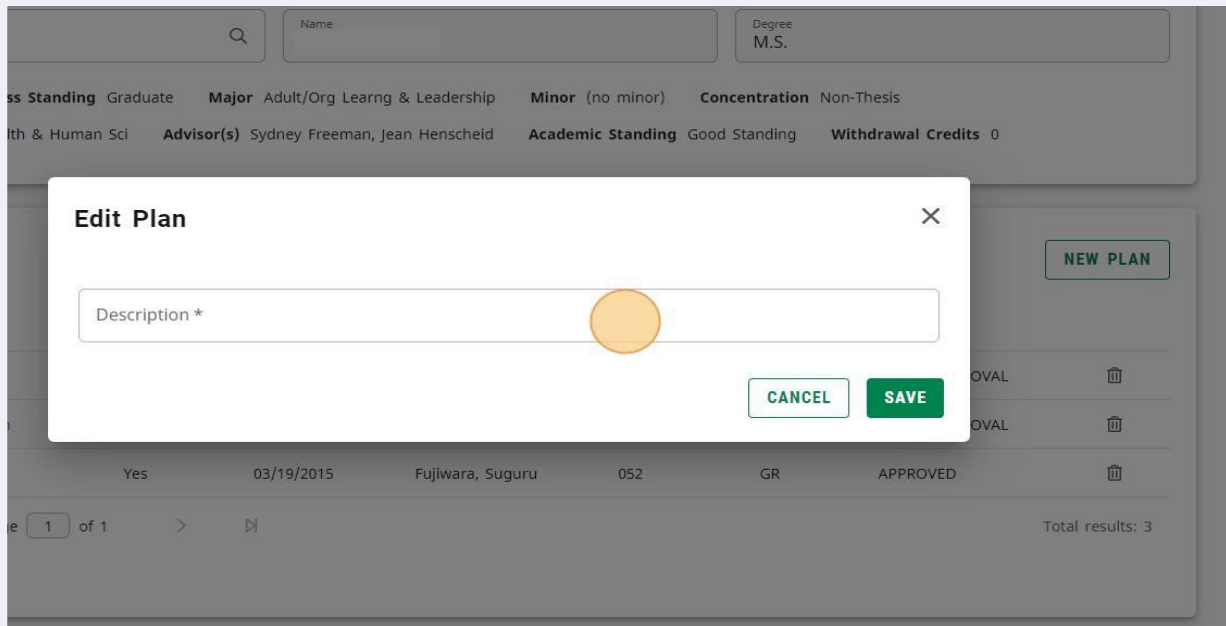


7

Click "SUBMIT"

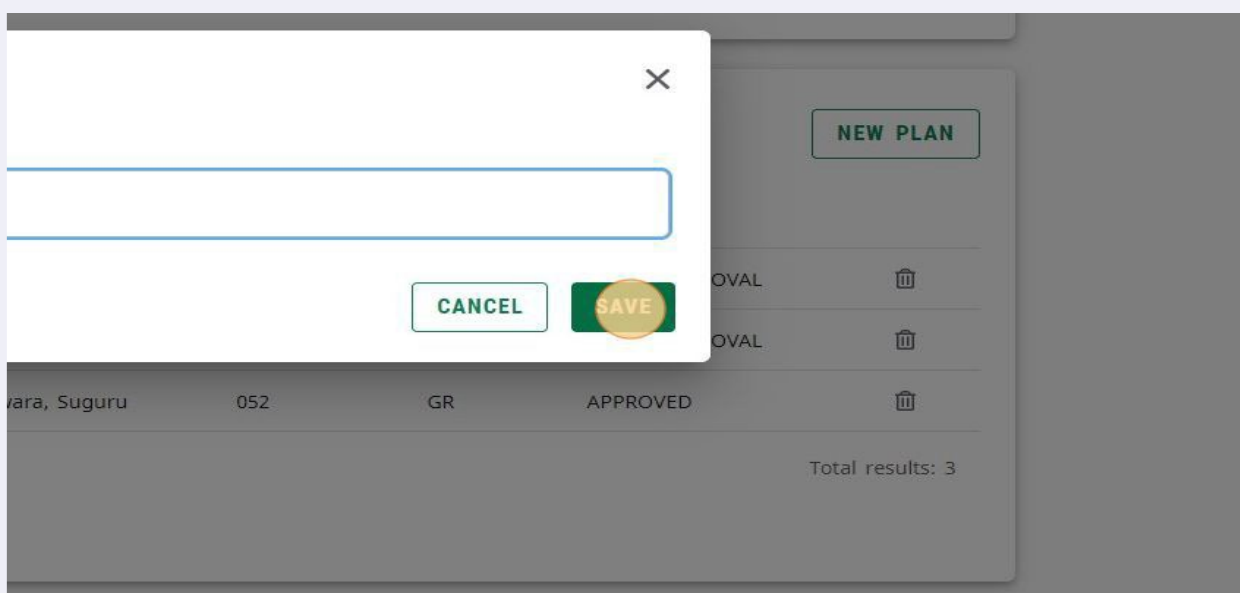


8 Click the "Description" field.

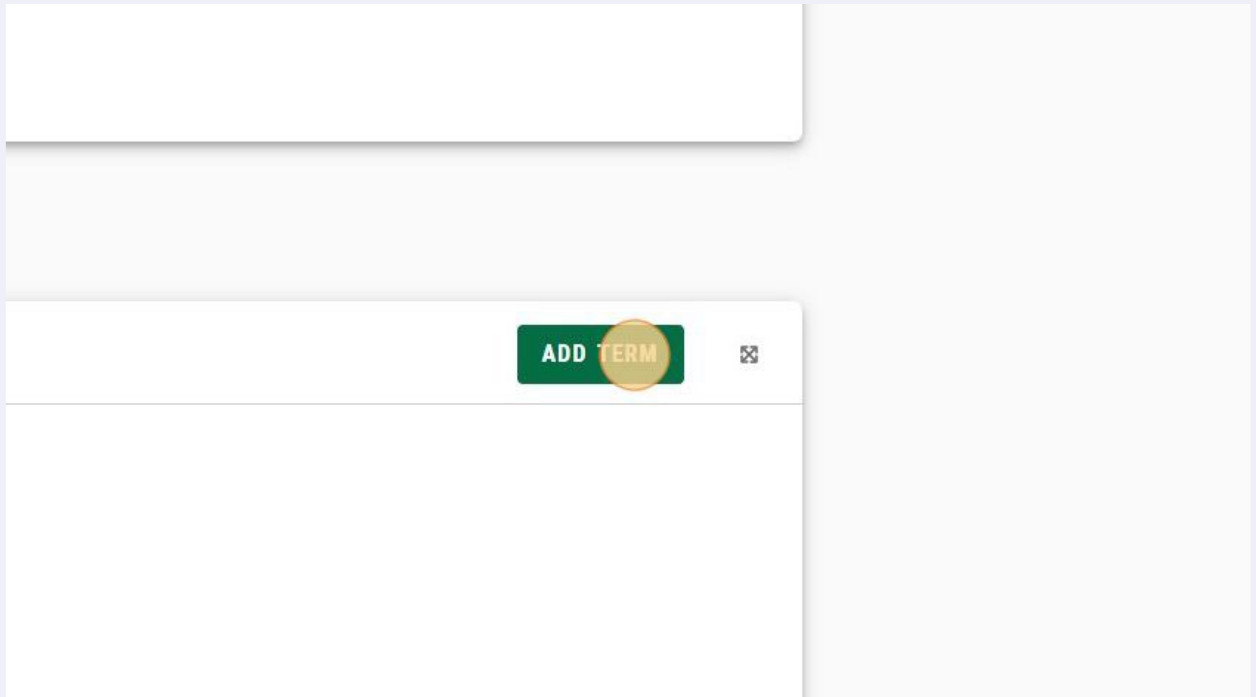


9 Enter a Plan title in the Description. This will be how you keep track of your plans moving forward.

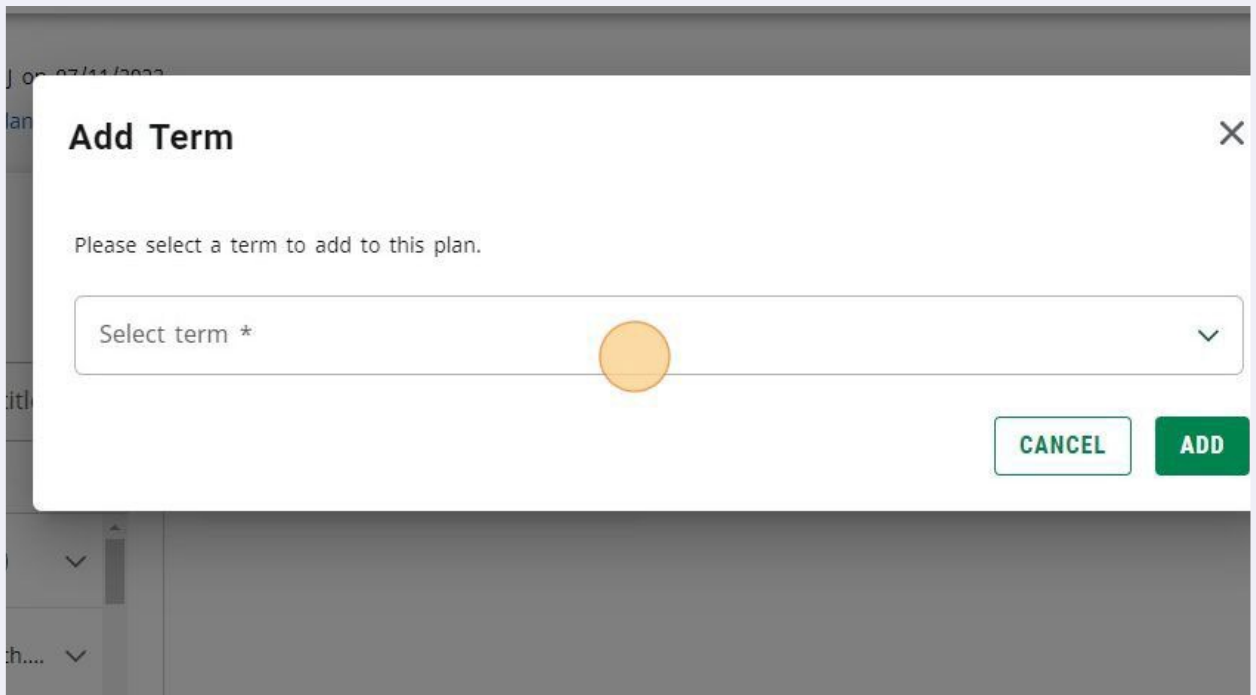
10 Click "SAVE"



**11** Click "ADD TERM"

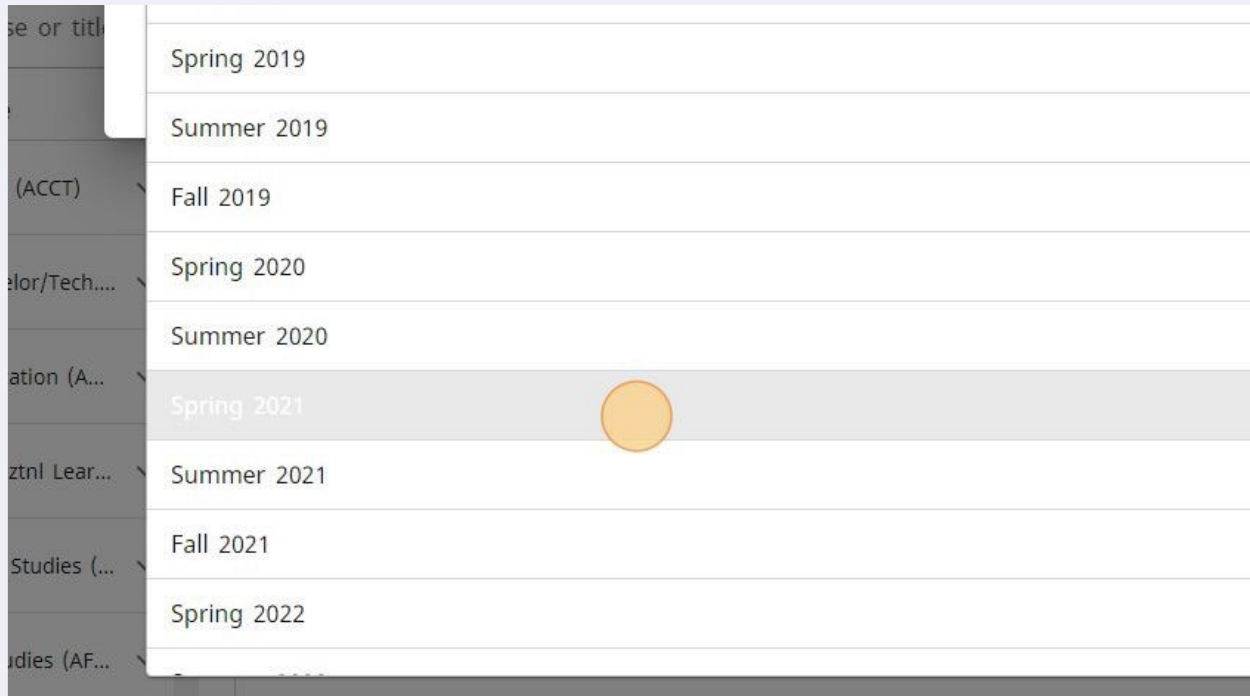


**12** Click the "Select Term" drop-down.



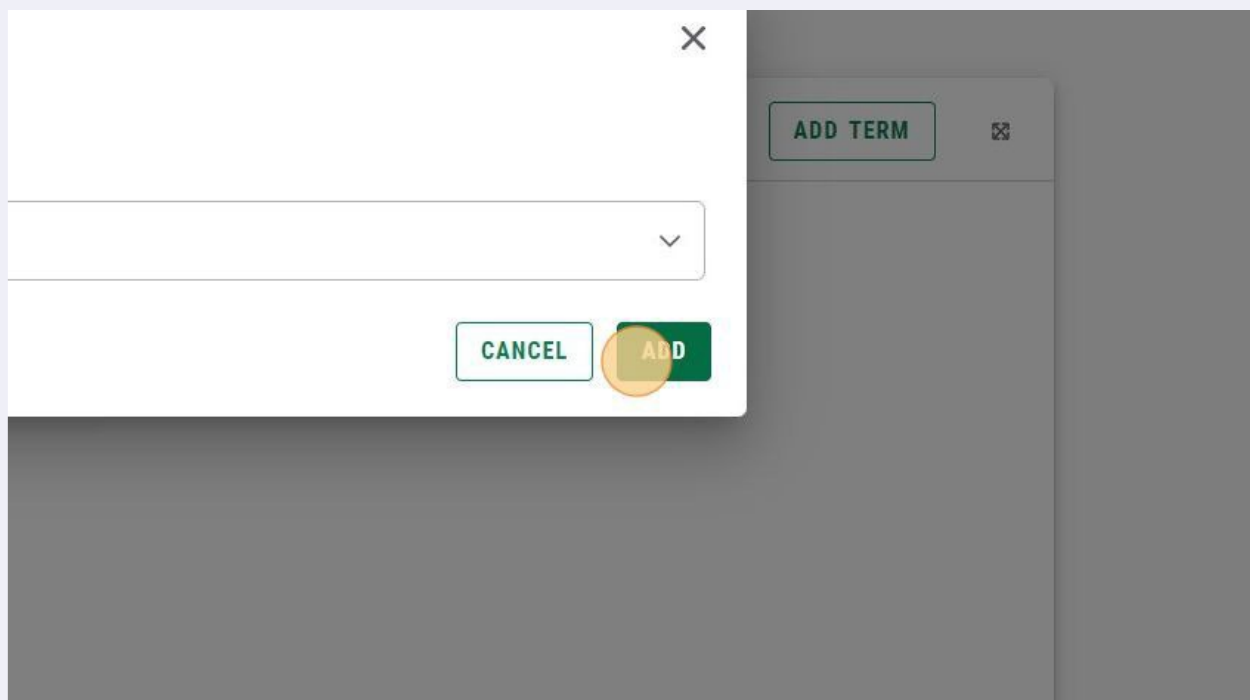
13

Select the appropriate terms using the drop-down menu and click the **Add** button (Step 14). Repeat this process until you have built out all the blank terms or parts that you need. *\*Plan parts can be found at the bottom of the add term drop-down list.\**



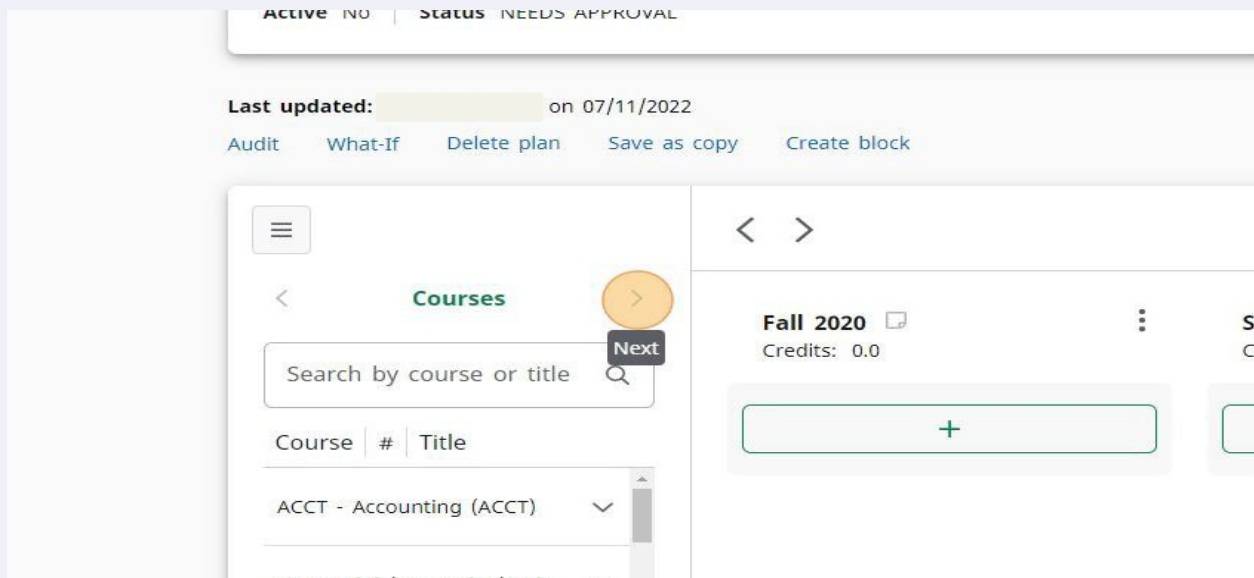
14

Click "ADD"

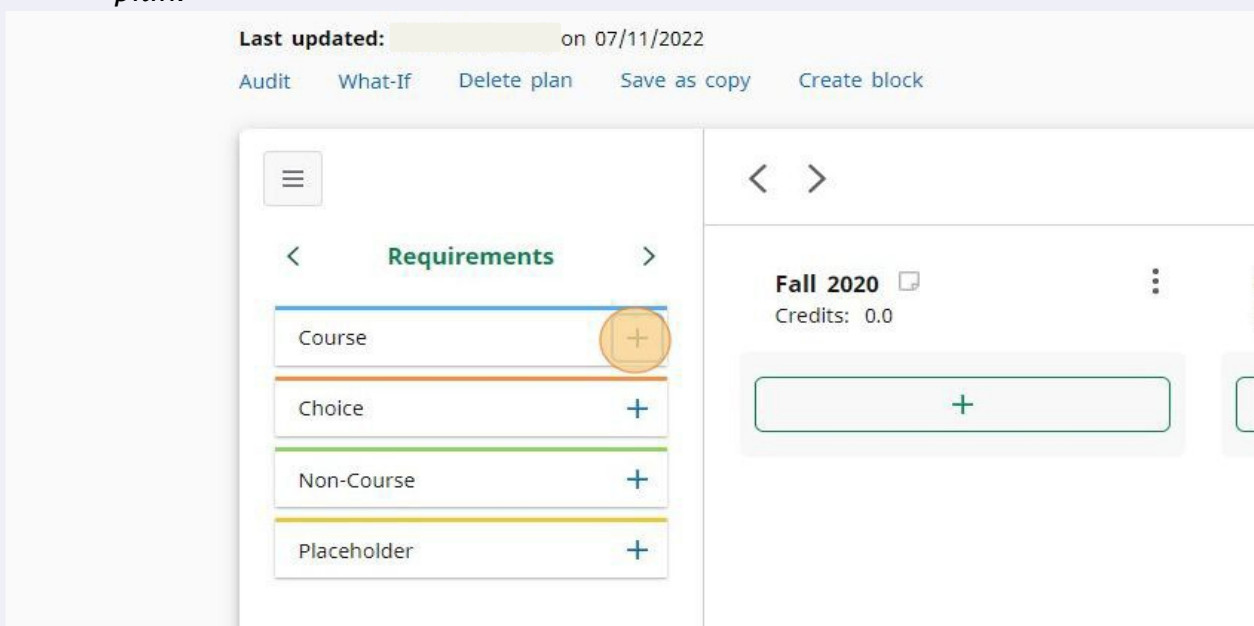


- 15 Add all terms or plan parts you need for your study plan using this process. You should add all terms in which courses have been taken, or are planned to be taken in. Once all terms have been created they will be listed from left to right. You can use the top arrows to see terms outside of the main view.

- 16 Click the right arrow next to the Courses menu to navigate to the Requirements menu.

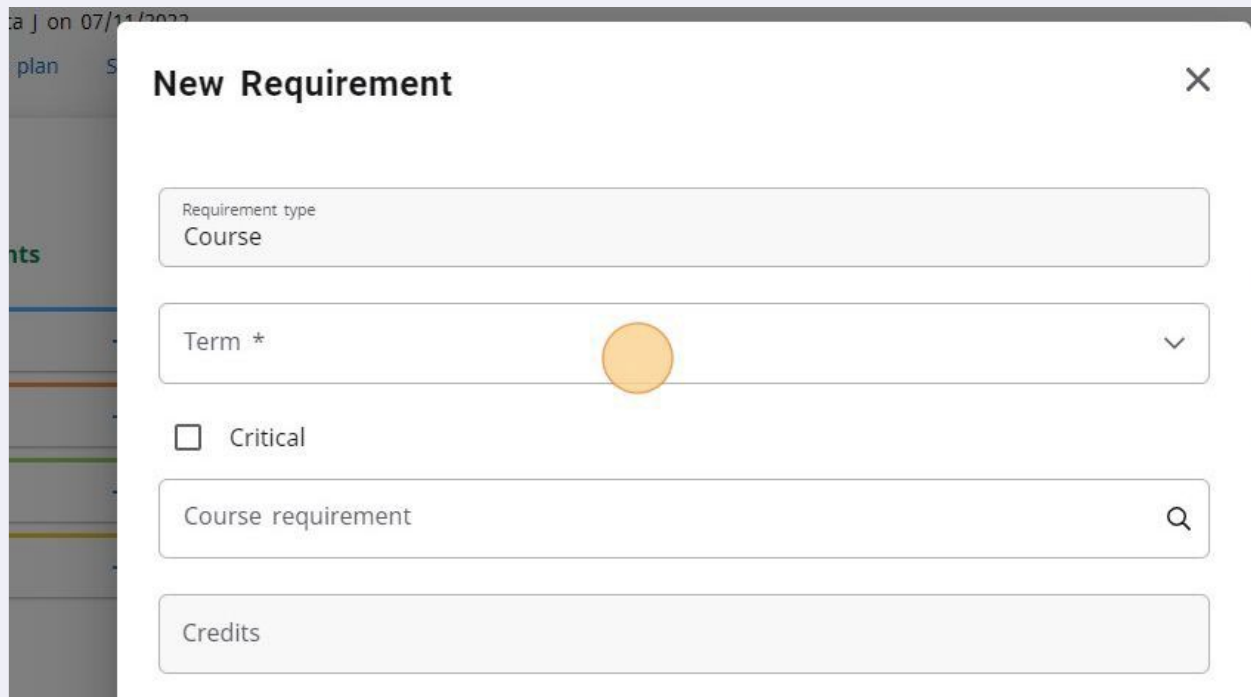


- 17 Click on the + next to **Course**. This will open a new window to add a course requirement to a term. For Graduate study plans you can only use the course requirement. *No other requirements can be used in a study plan.*



18

Click on “Term” to select the term in which the course will be taken. Only the terms you have created will be available in the drop-down.

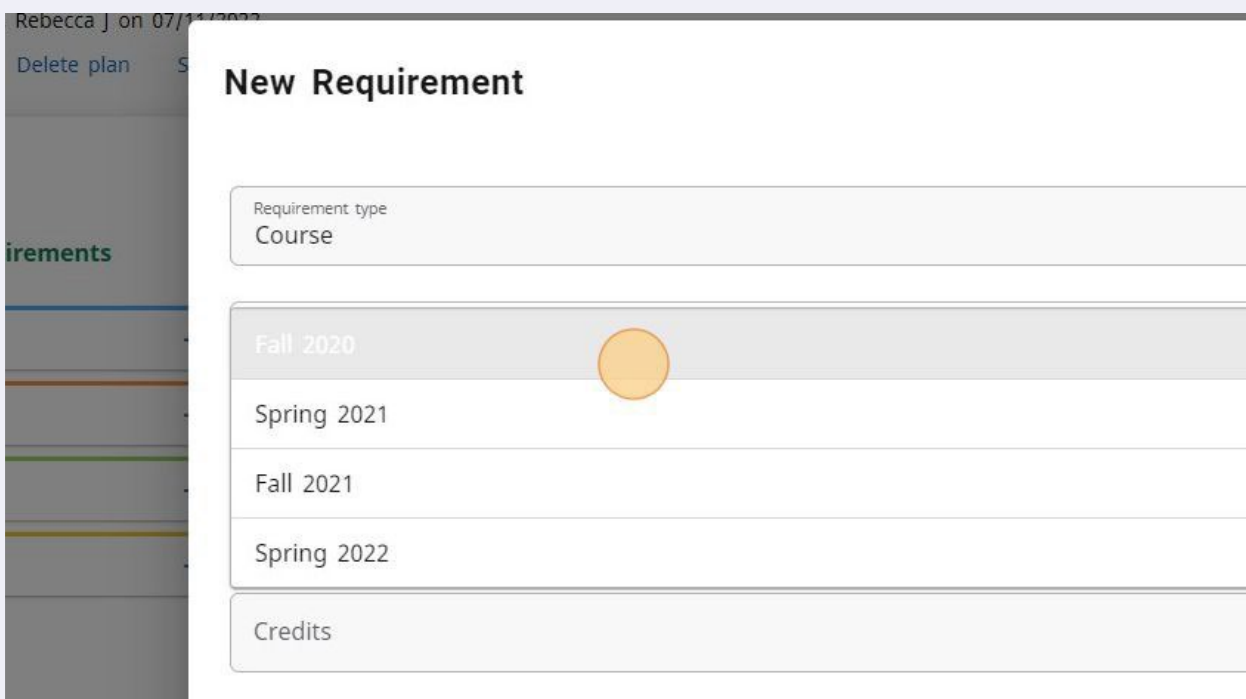


The screenshot shows a 'New Requirement' form with the following fields:

- Requirement type: Course
- Term \*: A dropdown menu with a downward arrow, highlighted by an orange circle.
- Critical
- Course requirement: A search field with a magnifying glass icon.
- Credits: A text input field.

19

Click on the term the course was taken or will be taken in.



The screenshot shows the 'New Requirement' form with the 'Term' dropdown menu open. The dropdown menu lists the following terms:

- Fall 2020 (highlighted with an orange circle)
- Spring 2021
- Fall 2021
- Spring 2022

The other fields in the form are:

- Requirement type: Course
- Critical
- Course requirement: A search field with a magnifying glass icon.
- Credits: A text input field.



20

Click in the “**Course Requirements**” box and enter in the course Subject code and number you are looking for into the search field. **Do not hit enter.**

The screenshot shows a mobile application interface for adding course requirements. On the left is a sidebar menu with the title "Requirements" and several options: "course", "choice", "Non-Course", and "Placeholder". The main content area contains a form with the following fields: "Requirement type" (set to "Course"), "Term \*" (set to "Fall 2020"), a checkbox for "Critical", a search field labeled "Course requirements" which is highlighted with an orange circle, a "Credits" field, and a "Minimum grade" field. A "CANCEL" button is located in the bottom right corner.

21

The *Course requirements* is a search field. After you enter the subject code and number, wait for the course to appear below the search box. This takes a moment after you have typed this into the field.

22

When the course you have searched for appears in the light gray box below your search entry, click on the course in light gray to add it to your plan.

This screenshot shows the same form as in step 20, but with search results displayed. The "Course requirements" field now contains the text "AOLL 597". Below it, a light gray box highlights the search result "AOLL 597 Practicum", which is also highlighted with an orange circle. The "Credits" field is visible below the search result. The "CANCEL" button remains in the bottom right corner.

23

Credits load automatically. Variable credit courses default to their maximum credit amount. Click in “Credits” to adjust the credit amount.

Fall 2020

Critical

AOLL 597

You searched for: AOLL 597

Credits  
16.00

Minimum grade

Course

Choice

Non-Course

Placeholder

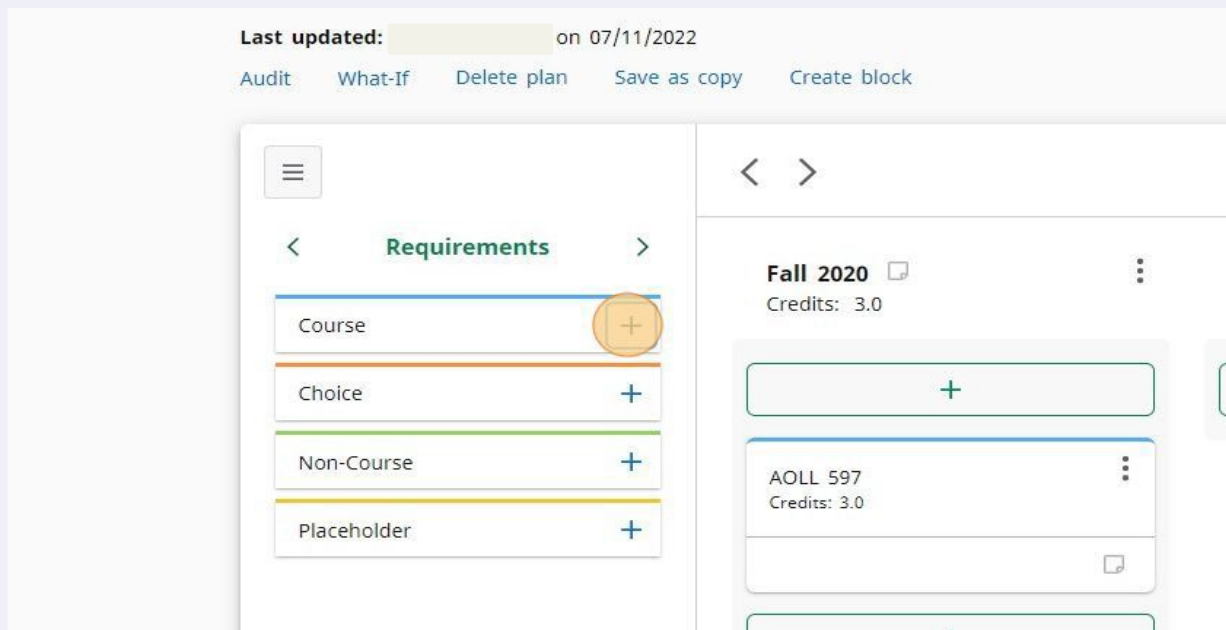
24

Click "SAVE"

CANCEL SAVE

25

The added course now appears in the term column you chose. To add another course repeat the process.

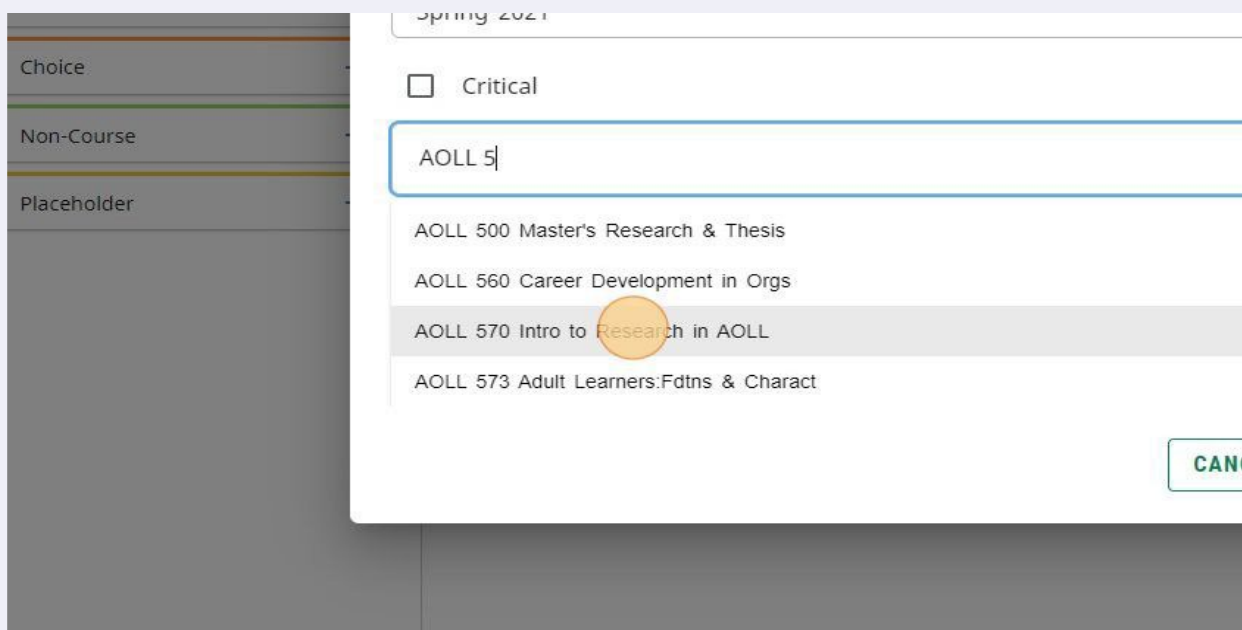


26

To search multiple courses within a subject using this method, you can type in the subject and the first number of the course number to pull up all courses within that level. ex. "AOLL 5"

27

When the listing of courses is displayed click on the course you wish to add.



28

Terms are shown from left to right after they have been created. To navigate to terms that are not immediately visible use the left and right arrows above the terms. To rearrange or change the terms use the 3-dot menu.

The screenshot shows a course planning interface. At the top, it displays 'Level Graduate' and 'Active No | Status NEEDS APPROVAL'. Below this, it says 'Last updated: [redacted] on 07/11/2022' and provides navigation options: 'Audit', 'What-If', 'Delete plan', 'Save as copy', and 'Create block'. The main area is divided into two sections. On the left, a 'Requirements' sidebar lists 'Course', 'Choice', and 'Non-Course' with green plus icons. On the right, two terms are visible: 'Fall 2020' (Credits: 3.0) and 'Spring 2021' (Credits: 3.0). A yellow circle with a right arrow and the word 'Next' is positioned above the 'Fall 2020' term. Below the term headers, there are input boxes with plus signs for adding courses. The 'Fall 2020' box contains 'AOLL 597' with a 3-dot menu icon. The 'Spring 2021' box contains 'AOLL 570' with a 3-dot menu icon.

29

To add courses using the green + boxes within the terms follow these steps. This allows you to add multiple courses at once within the same subject area.

This screenshot illustrates the 'Add requirements' process. On the left, a sidebar shows 'Course', 'Non-Course', and 'Prerequisite' with green plus icons. The main area shows two term boxes. The 'Fall 2020' box (Credits: 3.0) has a green plus icon at the top and a green bar at the bottom with a yellow circle containing a plus sign and the text 'Add requirements'. The 'Spring 2021' box (Credits: 3.0) also has a green plus icon at the top and a green bar at the bottom with a plus sign. The 'Fall 2020' box contains 'AOLL 597' with a 3-dot menu icon. The 'Spring 2021' box contains 'AOLL 570' with a 3-dot menu icon.



30

Click on the "Subjects" drop-down arrow to see a list of subjects. This list includes dormant subjects, so be certain you are choosing the right code.

## Add requirements to Fall 2020

### Subjects

**Courses** Still needed

Subjects  Search by title 

### ACCT - Accounting (ACCT)

- |                          |                 |                |
|--------------------------|-----------------|----------------|
| <input type="checkbox"/> | Course ACCT 000 | Title Elective |
| <input type="checkbox"/> | Course ACCT 005 | Title Elective |

31

Click on the subject for the course you wish to add.

<input type="checkbox"/> AGLS - Agriculture & Life Sci	Title Intro Managerial Ac
<input type="checkbox"/> AIST - American Indian Studies	Title Workshop
<input type="checkbox"/> AMST - American Studies	Title Special Topics
<input type="checkbox"/> ANSC - Animal Science	Title Directed Study
<input type="checkbox"/> ANTH - Anthropology	Title Accounting Informa
<input type="checkbox"/> AOLL - Adult/Org & Ldrshp	Title Intermediate Finan
<input type="checkbox"/> ARBC - Modern Standard Arabic	
<input type="checkbox"/> ARCH - Architecture	

32

Navigate the pages of course listings using the arrows at the bottom of each page.

<input type="checkbox"/>	<b>Course</b> AOLL 403	<b>Title</b> Workshop
<input type="checkbox"/>	<b>Course</b> AOLL 404	<b>Title</b> Special Topics
<input type="checkbox"/>	<b>Course</b> AOLL 405	<b>Title</b> Professional Develo
<input type="checkbox"/>	<b>Course</b> AOLL 499	<b>Title</b> Directed Study
<input type="checkbox"/>	<b>Course</b> AOLL 500	<b>Title</b> Master's Research

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33

Click the checkbox next to a course to select it.

<input type="checkbox"/>	<b>Course</b> AOLL 507	<b>Title</b> Future of Educator
<input type="checkbox"/>	<b>Course</b> AOLL 510	<b>Title</b> Fndtns Human Res
<input type="checkbox"/>	<b>Course</b> AOLL 526	<b>Title</b> Instrctnl Design/Cu
<input type="checkbox"/>	<b>Course</b> AOLL 528	<b>Title</b> Program Planning/I
<input checked="" type="checkbox"/>	<b>Course</b> AOLL 560	<b>Title</b> Career Developmer

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34

To choose more than one course click on the checkboxes of all the courses you wish to add. These will be added to the term in which you clicked the +.

<input type="checkbox"/>	Course <a href="#">AOLL 504</a>	Title Special Topics
<input type="checkbox"/>	Course <a href="#">AOLL 505</a>	Title Professional Develo
<input type="checkbox"/>	Course <a href="#">AOLL 507</a>	Title Future of Educatior
<input type="checkbox"/>	Course <a href="#">AOLL 510</a>	Title Fndtns Human Res
<input checked="" type="checkbox"/>	Course <a href="#">AOLL 526</a>	Title Instrctnl Design/Cu
<input type="checkbox"/>	Course <a href="#">AOLL 528</a>	Title Program Planning/I
<input checked="" type="checkbox"/>	Course <a href="#">AOLL 560</a>	Title Career Developmer

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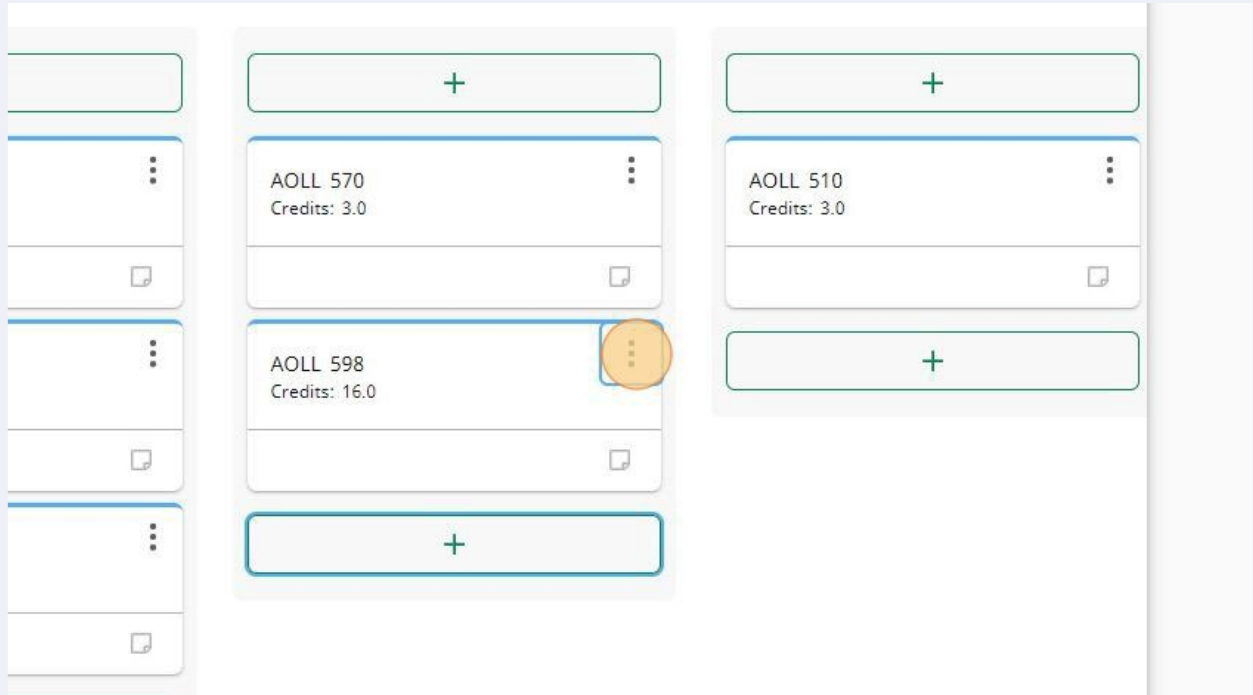
35

Click "ADD TO PLAN"

	Credits 3.0
	Credits 3.0
	Credits 3.0
	Credits 3.0
Total results: 32	
<input type="button" value="CANCEL"/> <input checked="" type="button" value="ADD TO PLAN"/>	

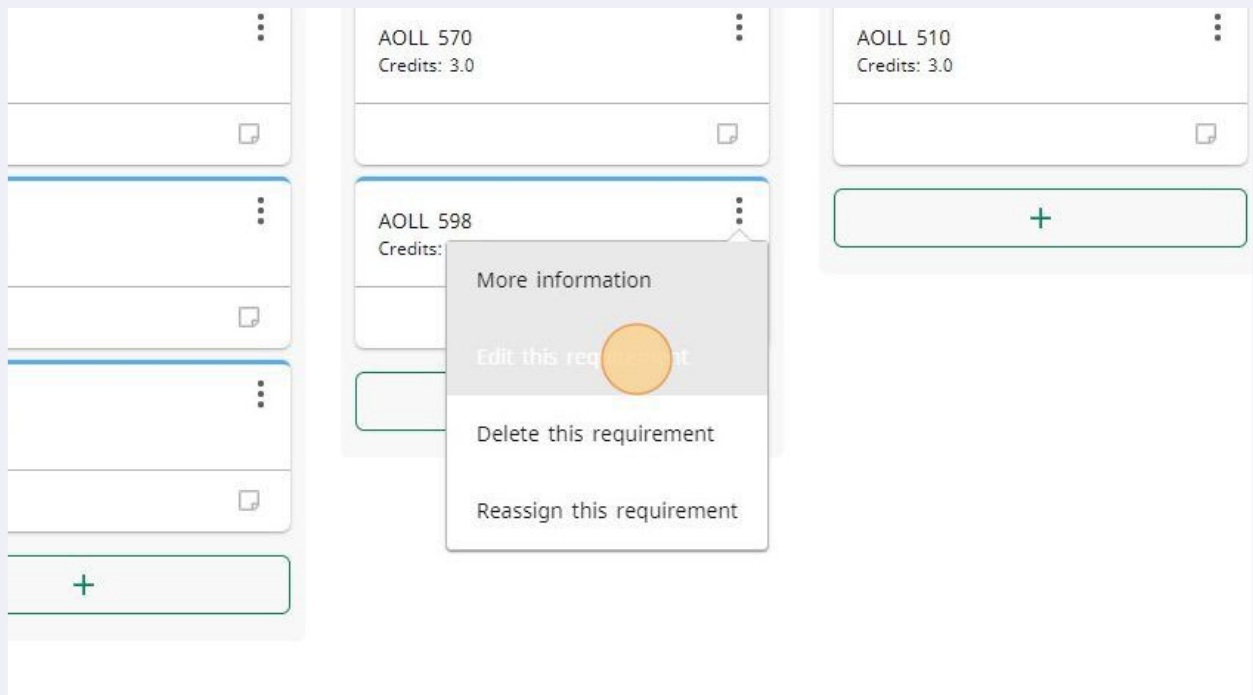
36

If the course you selected using this method is a variable credit, it will default to the maximum credit amount. To edit this to the correct credit total, click on the 3-dot menu for the course you wish to edit.



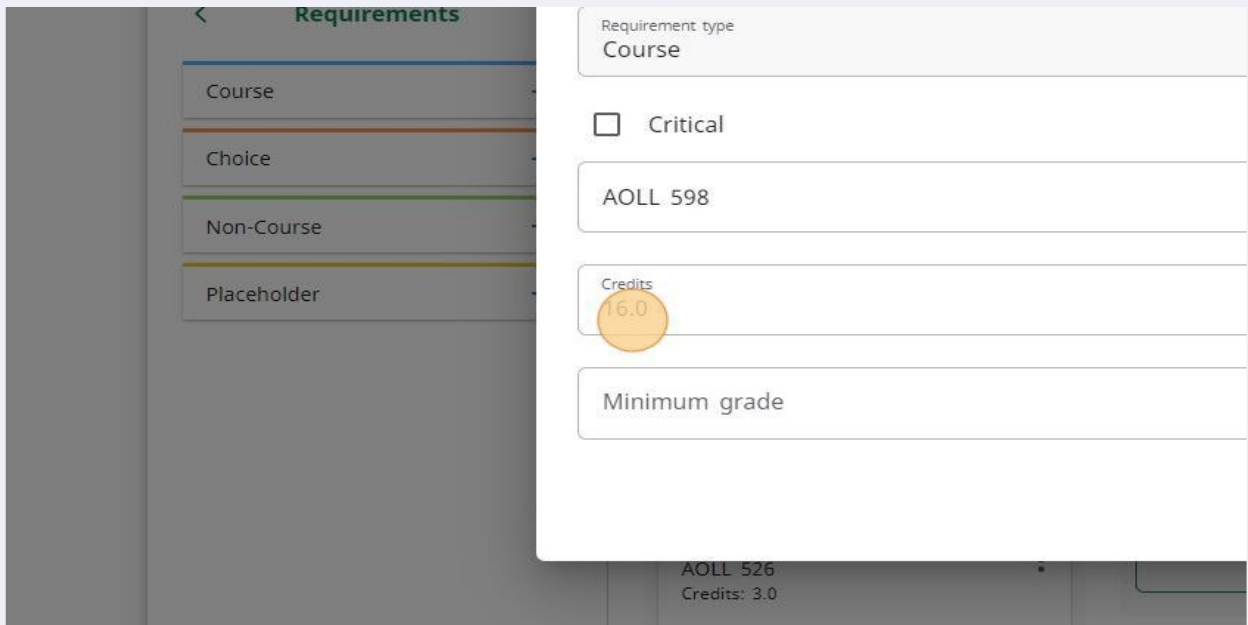
37

Click "Edit this requirement"



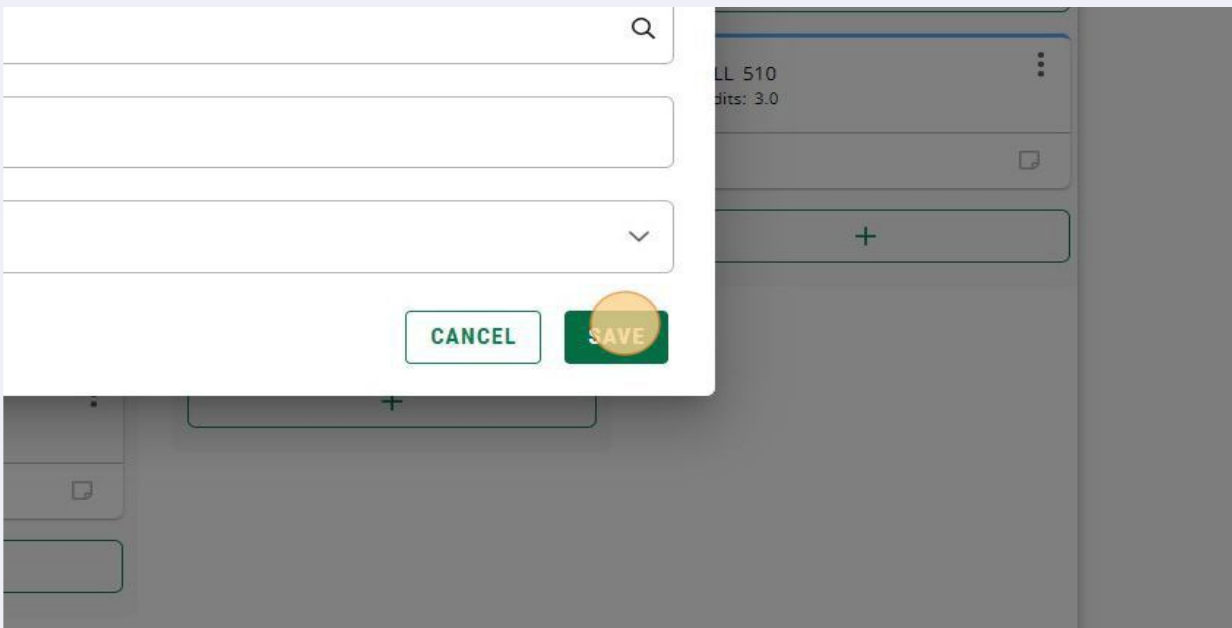


**38** Click the "Credits" field.



**39** Type in the number of credits you need for the course.

**40** Click "SAVE"



**41** If you need to move courses that have been added to your plan to other terms simply drag and drop the course in the desired term.

**42** When you have completed your plan click the "**Submit For Approval**" button. If you are not ready to submit your plan, click on the "**Plan List**" button to see all plans that have been created. Your plan automatically saves as you are working and you can return to an unsubmitted plan at any time.

