

# How to approve a Graduate Study Plan

University of Idaho

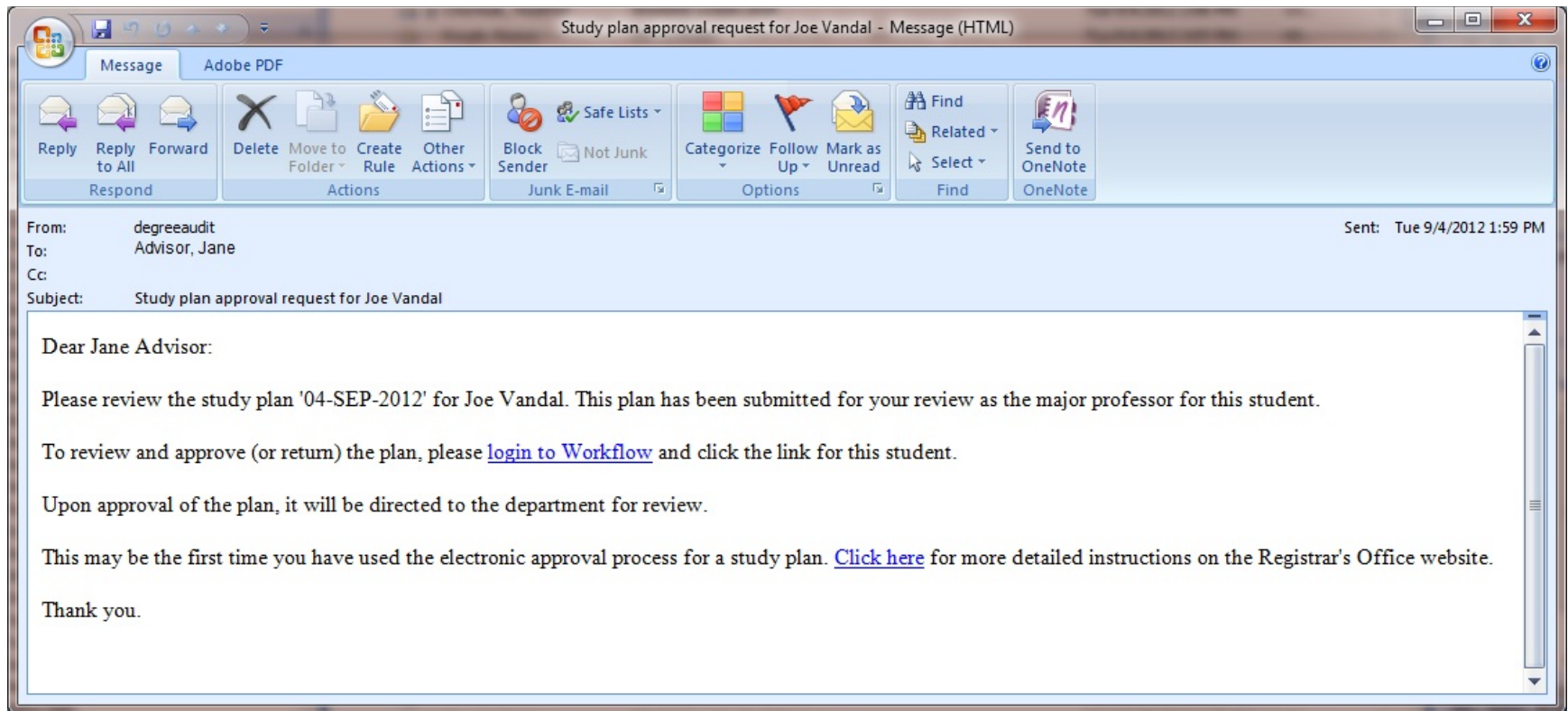


# Develop a Plan with your Advisee

- The student and the major professor should meet to discuss the student's plan of study toward their degree within the student's first year of study.
- The student fills out the Degree Audit Planner through VandalWeb indicating the courses they will complete.
- Once the student submits the plan for approval the major professor will receive an email notification.



# Email Notification



# How to log into Workflow

- A link to Workflow will be included in your notification.
- If you do not have your email notice handy go to <https://bannerwf.uidaho.edu:7787/wfprod/logon.jsp>
- You will be prompted to enter your University of Idaho credentials (Username and password).
- Remember to keep your username and password secure.
- Never click *Remember my Username*.



# Workflow Login Page

https://bannerwf.uidaho.edu:7787/wfprod/logon.jsp

**BANNER WORKFLOW**

ellucian™

Username:

Password:

Remember my Username



# Worklist

- Once logged into Workflow you will see your worklist - a list of study plans waiting for your approval.
- Each worklist item will be identified by the student name so you will know which student's plan you will approve or return.
- If you open a worklist item you will be presented with a study plan approval form.



# Worklist View

Home

- Worklist
- Workflow Status Search
- Workflow Alerts

User Profile

- My Processes
- User Information
- Change Password

Workflow 4.4.1 (wfpprd) - h...

Organization	Workflow	Activity	Priority	Created
UIWorkFlow	<b>Study Plan Approval for Joe Vandal V00000000</b> Ready	MajorProfApproval	Normal	04-Sep-2012 01:59:25 PM

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# Study Plan Approval Form

Worklist  
**Study Plan Approval Form** Hide Menu Logoff Help

Please approve or return the study plan listed below.

Description: 04-SEP-2012  
Requested by: Vandal, Joe  
Student Name: Joe Vandal  
Student ID: V00000000  
Degree: M.S.  
If the plan is returned, notification will be sent to the student for further review and resubmission.

\* Do you approve this plan?  
 Approve  
 Return for Revision (add comments to student below)

Comments:

Plan Contents: **Description:** 04-SEP-2012  
Level: GR  
Degree: M.S.  
Catalog: 2012  
Last Modified: 04-SEP-12  
by: Joe Vandal

**Courses:**  
Fall 2012: GEOG 385 3 GIS Primer  
Fall 2012: GEOG 390 3 Geographic Visualization  
Fall 2012: GEOG 420 3 Land/Resources/Environment  
**Total Credits: 9**

**Notes:**  
**Fall 2012:** Here is a test note.

Click 'Complete' to submit your decision.  
Click 'Save & Close' to save your work and come back later.  
Click 'Cancel' to exit without submitting or saving.  
Your decision will NOT be submitted and the plan will NOT move out of your worklist until you click 'Complete'.

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# Approve the Study Plan

- Review the study plan information presented on the approval form to ensure the student has incorporated the courses discussed.
- If you wish to work on the item later click the **Save & Close** button. The item remains on your worklist to be completed at a later date.
- To approve the study plan and send to the department for approval click **Approve** and the **Complete** button. You must click **Complete** to move the study plan to the next approval.



# Return the study plan to the Student

- After review of the study plan you may choose to send the study plan back to the student to make changes before approving.
- Add notes in the Comment box indicating the changes you are looking for. The notes will be included in a message the student receives indicating why the study plan was returned to them.
- If you wish to return to the item later click the **Save & Close** button and it remains on your worklist to be completed at a later date.
- To return the study plan to the student click **Return** on the approval form and click the **Complete** button. You must click **Complete** to send the study plan back to the student.



# Worklist if you Save & Close

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Worklist

Logoff Help

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UIWorkflow	<b>Study Plan Approval for Joe Vandal V00000000</b> Performing	MajorProfApproval	Normal	04-Sep-2012 01:59:25 PM

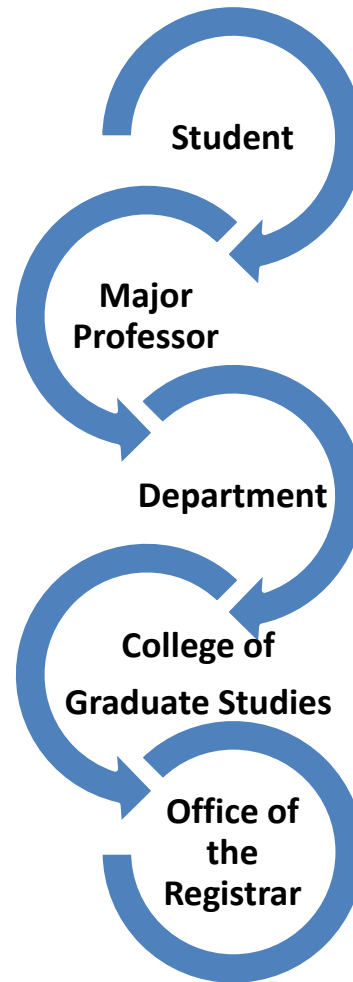
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# Approval Flow



University of Idaho



# Approved Study Plan Displayed in the Degree Audit

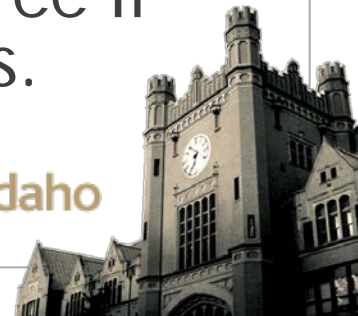
The screenshot shows the DegreeWorks interface for a student named Sam. The audit is for a Master of Education (MEd) degree. The student has 0 credits applied towards the 30 required credits. The audit lists several unmet conditions, including a 3.0 GPA requirement and major requirements. A study plan detail is provided, listing 12 courses with their respective credit requirements and the number of credits still needed for each.

Block	Requirement	Still Needed
Master of Education (MEd)	30 credits are required. You currently have 0, you still need 30 more.	30
	A minimum of 18 credits in 500-level courses are required. You have taken 0 but need 18 more credits.	18
Unmet conditions for this set of requirements:	3.0 GPA Requirement	Still Needed: A 3.00 GPA is required for graduation.
	Major Requirements	Still Needed: See Major in Curriculum & Instruction (MEd) section
Major in Curriculum & Instruction (MEd)	Study Plan	Still Needed: See Study Plan Detail section
	Study Plan Detail	
Study Plan Detail	Foundations of Ed Research - 3 Credits	Still Needed: 3 Credits in ED 570*
	Special Topics - 1 Credit	Still Needed: 1 Credit in EDCI 504*
	Plan & Admin Curriculum - 3 Credits	Still Needed: 3 Credits in EDCI 511*
	Hist of Educ Thought - 3 Credits	Still Needed: 3 Credits in EDCI 513*
	Models of Teaching - 3 Credits	Still Needed: 3 Credits in EDCI 524*
	Wrtg Inst:NW Wrtg Proj - 6 Credits	Still Needed: 6 Credits in EDCI 558*
	Literacy Meth/Cont Lrn - 3 Credits	Still Needed: 3 Credits in EDCI 563*
	Linguistic/Literacy/Brain Func - 3 Credits	Still Needed: 3 Credits in EDCI 565*
	Measurement/Evaluation - 3 Credits	Still Needed: 3 Credits in EDCI 572*
	Non-thesis Master's Research - 3 Credits	Still Needed: 3 Credits in EDCI 599*



# Degree Audit

- You may review the Study Plan within Degree Audit as well.
- Log into VandalWeb.
- Click on Faculty & Advisors Menu.
- Click on Student Menu.
- Click on Degree Audit.
- Select a term, type in the Student ID number, and Submit.
- Click on the Planner tab to review the study plan.
- You may need to select the appropriate degree if the student is working on several credentials.





# When you've completed your work for the day or are leaving the office

- When you have finished working on your worklist or are leaving your office remember to Logoff Workflow.
- Also, remember to Exit VandalWeb.
- It is always a good idea to lock your computer as well.
  
- Don't hesitate to contact the Office of the Registrar with any questions you may have.

