

# How to approve a Graduate Study Plan

University of Idaho

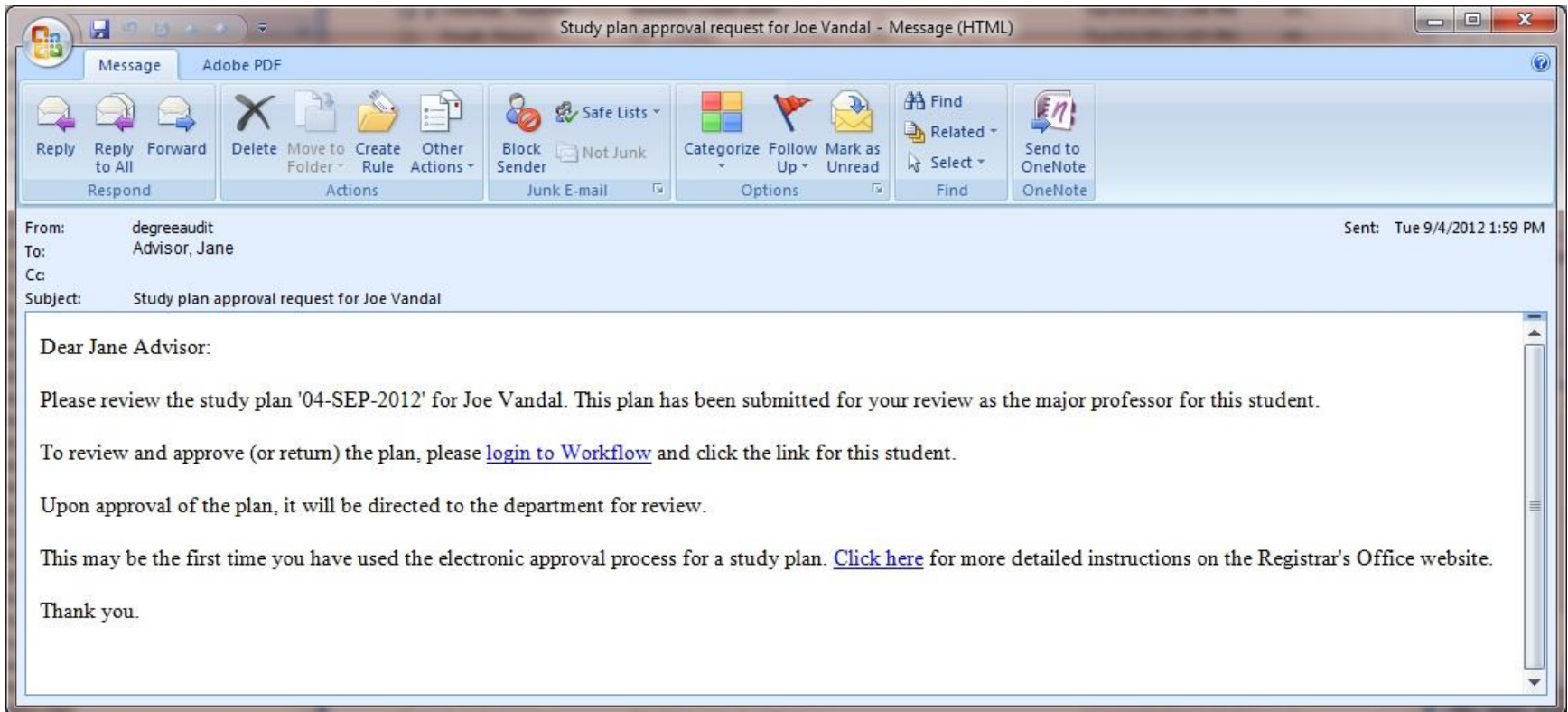


# Develop a Plan with your Advisee

- 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 Plan 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

Banner Workflow


Username

Password

Remember my Username

Submit

Reset



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# 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

The screenshot shows the ellucian Worklist View interface. At the top is a blue header with the ellucian logo and navigation links for Logoff and Help. Below the header is a grey bar with the word 'Worklist' and an 'Advanced Search' link. A search box on the right contains the text 'Workflow Specifics'. The main content area features a table with one row of data. Below the table is a 'Show Reserved Items' link and a pagination control showing '1 - 1 of 1' with navigation buttons for First, Previous, Next, and Last, and a 'Go to page: 1' dropdown.

Status	Organization	Workflow	Activity	Priority	Created	View Details
	UIWorkflow.Student	<a href="#">Study Plan Approval for V00000000 Joe Vandal</a> Ready	MajorProfApproval	Normal	14-Jan-2020 02:48:11 PM	

[Show Reserved Items](#)

1 - 1 of 1 First Previous Next Last Go to page: 1



# Study Plan Approval Form

Study Plan Approval Form

Please approve or return the study plan listed below.

Description:  ✓ Complete Save & Close ✕ Cancel

Requested by:

Student Name:

Student ID:

Degree:

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: My Test Plan  
Level: GR  
Degree: M.S.  
Last Modified: 14-JAN-20  
by: Christopher Hyde

Courses:

201920: BCB 509: 3, Evolbio Bridge  
201920: BIOL 522: 3, Molecular Evolution  
201920: CS 515: 3, Computatnl Biol:Sequence Analy

202010: BCB 510: 3, Compsci Bridge  
202010: BIOL 526: 3, Systems Biology  
202010: MATH 563: 3, Mathematical Genetics  
Total Credits: 18

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'.





# 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 in your worklist as a *Reserved Item* 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 in your worklist as a *Reserved Item* 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

## Worklist

[Advanced Search](#)

Workflow Specifics Name

Status	Organization	Workflow	Activity	Priority	Created	View Details
	UIWorkflow.Student	<a href="#">Study Plan Approval for V00000000 Joe Vandal</a> Performing	MajorProfApproval	Normal	14-Jan-2020 02:48:11 PM	

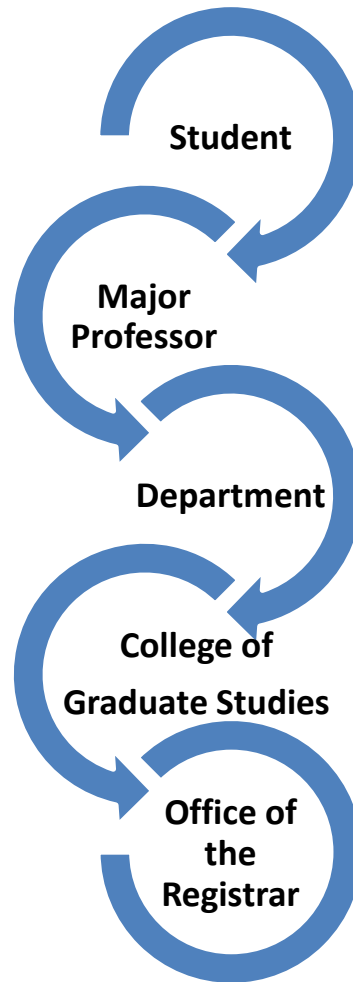
[Show Reserved Items](#)

1 - 1 of 1 [First](#) [Previous](#) [Next](#) [Last](#) [Go to page:](#)

University of Idaho



# 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 and a detailed study plan with the following courses and requirements:

Course	Credits	Still Needed
Foundations of Ed Research	3 Credits	3 Credits in ED 570*
Special Topics	1 Credit	1 Credit in EDCI 504*
Plan & Admin Curriculum	3 Credits	3 Credits in EDCI 511*
Hist of Educ Thought	3 Credits	3 Credits in EDCI 513*
Models of Teaching	3 Credits	3 Credits in EDCI 524*
Wrtg Inst: NW Wrtg Proj	6 Credits	6 Credits in EDCI 558*
Literacy Meth/Cont Lrn	3 Credits	3 Credits in EDCI 563*
Linguistic/Literacy/Brain Func	3 Credits	3 Credits in EDCI 565*
Measurement/Evaluation	3 Credits	3 Credits in EDCI 572*
Non-thesis Master's Research	3 Credits	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 V number, and Submit
- Click on the Plans tab to review the study plan
- You may need to select the appropriate degree if the student is working on several credentials



# Plans tab “Audit” view

VandalWeb
Transcript
Print
Log Out

V Number	Name	Degree	Major	Level	Class Standing	Last Audit
V00024133	Hyde, Christopher Gene	MS	Bioinformatics & Comptrl	GR	Graduate	Today

Audit
Plans
GPA Calc

Student Planner for Hyde, Christopher Gene View: [Audit](#) [View Plan List](#) [New Plan](#)

**Planner Audit** WA1599er as of 01/14/2020 at 15:43

Student	Hyde, Christopher Gene
Level	Graduate
ID	V00024133
Degree	M.S.
Class Standing	Graduate
College	Science
Advisor	Hyde, Christopher Gene
Major	Bioinformatics & Comptrl Biol
Institutional GPA	0.00
Minor	

**Master of Science** Catalog Year: Academic Year 2019-2020 Credits Required: 30  
(MS) Credits Applied: 0  
30 credits are required. You currently have 0, you still need 30 more.

**Unmet conditions for this set of requirements:** A minimum of 18 credits in 500-level courses are required. You have taken 0 but need 18 more credits.

**3.0 GPA Requirement**  
Still Needed: A 3.00 GPA is required for graduation.

**Major Requirements**  
Still Needed: See Major in Bioinformatics & Comp Biol (MS) section

**Major in Bioinformatics & Comp Biol (MS)**  
 Study Plan  
 Study Plan Detail

**Major in Bioinformatics & Comp Biol (MS)** Catalog Year: Academic Year 2019-2020  
Unmet conditions for this set of requirements: A minimum of 10 credits in BCB 500 are required. You have taken 0 but need 10 more credits.

**Study Plan**  
 Blocks included in this block  
 Study Plan

**Study Plan** Catalog Year: Academic Year 2019-2020  
3.00 Study Plan GPA Still Needed: Minimum GPA unsatisfied

**Study Plan**  
 Blocks included in this block  
 Study Plan Detail

**Study Plan Detail** Catalog Year: Academic Year 2019-2020

**Legend**

<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Nearly complete	<input checked="" type="checkbox"/> NA In Progress Class
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Any course number	<input type="checkbox"/> Course has a prerequisite

**Disclaimer**  
 This degree audit is an advising tool only. You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This plan is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree plan, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

**Academic Year 2018-2019**

<b>Spring 2019. Total Credits:</b>	12.0
--- CS 500	4.0
--- CS 502	4.0
--- CS 501	4.0

**Test 8 - 10-9-19 - Revised - 2** Active: Yes  
 Degree: M.S. Status: APPROVED  
 Level: Graduate Tracking Status: ---

Last updated by: Hyde, Christopher Gene on 15-Oct-2019

Refresh Audit Audit Print Save



# 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

