Login to MyDegree and find your student by either their student number or name. Click on the ‘Run Audit’ to run a new updated audit. By selecting the ‘Plans’ tab in MyDegree, Advisors (and in the future) students, can develop academic plans. The ‘Plans’ tab has two options, ‘My Plans’ and ‘Create a New Plan’. To view an existing plan, select the Plan Name link under ‘Edit Plan’ column or use the dropdown selector under the ‘Action Column’.

‘My Plans’ is the default and shows a list of previous run plans. Multiple plans can be created, but only one Preferred plan is allowed. The Preferred Plan is marked with a star and can be selected on this page. The preferred plan can be approved by an Advisor and if approved, this is the plan the student follows.

1. ‘Create a New Plan’ by selecting the ‘Create a New Plan’ link, to start the plan creation process. If the student has an academic plan in MyView, then that plan will be defaulted, with an option to manually select other plans.
2. The default option for plan creation is from the Audit. On the left side of your screen, you will see the student’s audit for the program and on the right side is the term-by-term plan that you will create. Using the main requirements in the audit on the left, drag and drop future courses to the right side of the plan into the terms that will best help the student.

As you move courses over to the terms in the plan, you will see the course display either a **green** color (course is or is typically offered this term) or **red** (course is Not taught this term or typically not offered this term). If you have red courses, you can click on them to find when they are typically offered and move this course to a typically offered term. Grades are display as ‘PLN’ (Planned) and can be changed in edit mode if needed.
3. An alternative to planning from the audit is to plan from a Roadmap. Roadmaps are based on the 4 year academic maps found in the Bulletin and is considered the best option for incoming freshmen or students with little college credit. On the left side of your screen above the audit, if you see a ‘...Roadmaps available for this program’ message like the below, click on the link to plan from the roadmap.

In planning from a Roadmap, the left side of your screen will display the 4 year plan and just like planning from the audit, if the student has already completed a course or has any courses in-progress, the plan will list the course with zero hours.

In addition to ‘drag and drop’ of each individual course to the plan side, you also have the option to use the ‘Play’ button located above the Roadmap. The ‘Play’ button will move over all single listed courses and if courses are in a list with a blue preferred flag, like ENGL 1100 above, those courses will move over to the plan for the respected term. It’s possible that you might have to still move courses around to best benefit the student (see below).
On the plan side (right), each term's total plan hours are listed within the term heading. Notice on the above, Fall 2018 is collapsed with 10 hours listed and Spring 2019 is expanded with a red “Do Not Enter” sign indicating an issue with this term (Math 1020 is listed as not offered for Spring 2019 and might have to be moved).

In addition to drag and drop of courses over to the plan side, you can manually ‘Add Course’ items to any term. This is the best option for selecting electives or if a requirement has a long list of classes or a range of course number values like the Explore section in General Education.

In addition to manually adding courses, Advisors can also assign notes to certain terms to help guild the student for milestone activities. Below is a current list of term messages and more can be added upon request.
As an Advisor, you have additional options to approve the whole preferred plan or just selected terms. Whole preferred plans can be locked/unlocked by using the icon in the program menu bar that looks like an open padlock (unlock) or the closed padlock (lock). Each term also has the open & close padlock icon that will allow you to unlock or lock each individual term (see below).

When preferred plans are approved (locked), they are no longer editable and will show the below approval status.