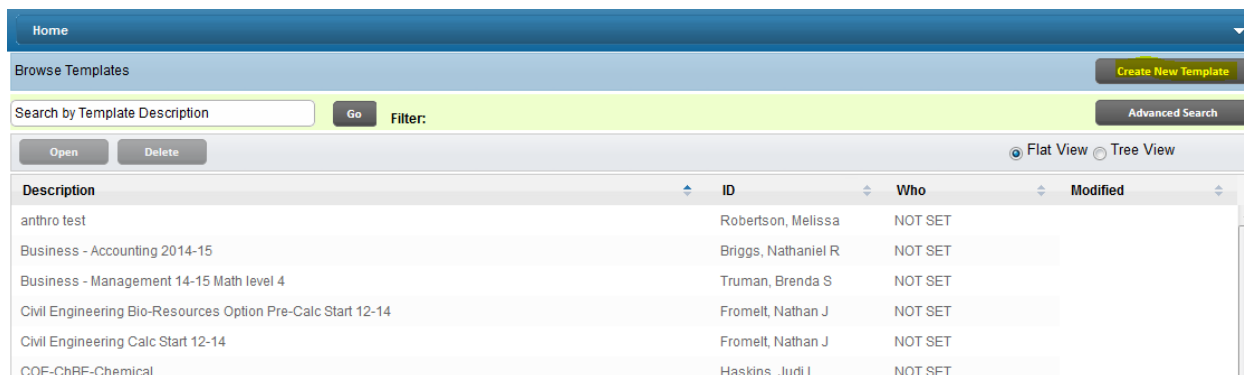


In order to create a template, you must first go into Template Management. Along the top of the page, under the stock images, will be tabs that you have access to. On the right, next to the “Exit” button, will be the Template Management tab. Refer to this screenshot:

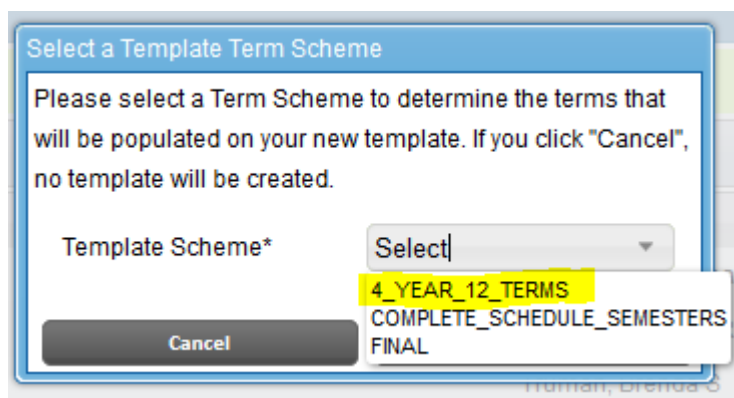


Upon entering the Template Management page, you may encounter an error. Please disregard this for the moment unless it interferes with your activities within the page.

Once you are in the Template Management page, you will see a variety of options. You can search for, open, create, and delete templates. For now, we just want to create a template. In the top right corner will be a button labeled “Create New Template.” Refer to this screenshot:



You will be prompted with a pop-up box to select a Template Scheme. The scheme you should choose is the 4_YEAR_12_TERMS option.



After this, you are finally ready to begin creating the template. The first field is the Description field. This will be the name of your template. The naming convention for now is “<Major> <Catalog Year Created> <Optional Math Placement Score>” without the angle brackets.

After this are the Optional Template Tags. These tags are not required, but we **strongly** recommend filling out the College, Degree, and Major fields at the very least. Catalog year would also be a good idea, for future searches.

From here on, the Template Creation process is much like creating a plan. Courses populate in the sidebar and can be dragged into the terms in which you wish for the student to take the class. Some of the old rubric names are still populating in this area, such as the MKTG courses. These do not prevent the current courses from appearing, so if you do not intend to use old courses, just ignore them.

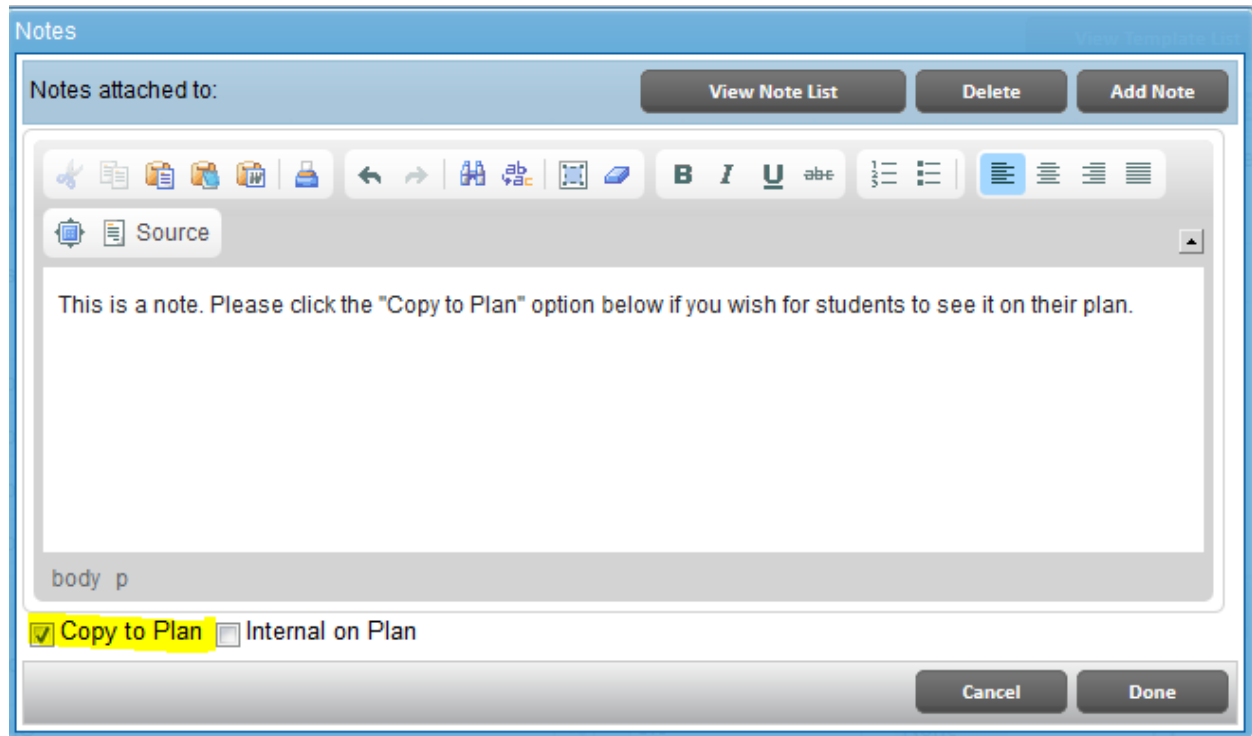
In this next screenshot, there is an example of what should be in the “Description” field. In addition to this, it highlights the Note feature provided by DegreeWorks templates.

The screenshot shows the 'Template Management' window. At the top, there's a 'View Template List' button. Below it, the 'Template ID' field is empty. The 'Description*' field contains 'Business - Marketing 2014-15'. To the right of the description is an 'Active?' checkbox. Below the description is the 'Term Scheme: 4_YEAR_12_TERMS'. Underneath, there are sections for 'Required Template Tags' and 'Optional Template Tags'. The 'Optional Template Tags' section includes dropdown menus for Catalog Year, Concentration, Level, Minor, College, Degree, Major, and Program, all currently set to 'None'. Below these are four term sections: 'Fall Term 1', 'Spring Term 1', 'Summer Term 1', and 'Fall Term 2', each with a 'Total Credits: 0.0' label. The 'Fall Term 1' section is expanded, showing a table with columns: 'Critical', 'Course Requirement', 'Credits', 'Minimum Grade', and 'Notes'. The table has one row with 'AGBE 210IS' in the 'Course Requirement' column, '3.0' in the 'Credits' column, and 'None' in the 'Minimum Grade' column. There are icons for adding, deleting, and viewing notes for each term and course.

These notes can be for the entire template (the one in the upper right corner), on the term itself, or even on the course. Once you click on the note icon, it will bring up a window to create the note. Once you are in this window, you will want to click the “Add Note” button.

The screenshot shows the 'Notes' window. At the top, there's a 'Notes attached to:' label. Below it are three buttons: 'Edit Selected Note', 'Delete', and 'Add Note'. The main area is a table with columns: 'Note', 'Author', 'Copy to Plan', 'Internal on Plan', and 'Modified'. The table is currently empty. At the bottom right, there are 'Cancel' and 'Done' buttons.

Once you click the “Add Note” button, you will be able to create your note. The text box has standard editing features, and is fairly straightforward. Once you are finished with your note, you need to decide whether or not you want the note to be shown to students who use the template for a plan. If you want the student to see the note, click the “Copy to Plan” checkbox.



Notes

Notes attached to:

View Note List Delete Add Note

undo redo bold italic underline list creation icons

Source

This is a note. Please click the "Copy to Plan" option below if you wish for students to see it on their plan.

body p

☒ Copy to Plan ☐ Internal on Plan

Cancel Done

When you are finished editing your note, click “Done.” This will bring you back to your template. Where you clicked the note icon before should now be yellow, indicating that a note has been created.

At any point, you can save your template at the bottom right. This will **not** make the template available to students to use as their plan. In order to make the template go live, you will need to click the **“Active?”** checkbox and then click save. Refer to the screenshot below:

Template Management View Template List New Template Change Term Scheme

Template ID: Description* Business - Marketing 2014-15 Active?

Term Scheme: 4_YEAR_12_TERMS

Required Template Tags

Optional Template Tags

Catalog Year: None College: None

Concentration: None Degree: None

Level: None Major: None

Minor: None Program: None

▼ Fall Term 1 Total Credits: 0.0

Critical	Course Requirement	Credits	Minimum Grade	Notes
<input type="checkbox"/>	AGBE 210IS	3.0	None	

► Spring Term 1 Total Credits: 0.0

► Summer Term 1 Total Credits: 0.0

► Fall Term 2 Total Credits: 0.0

Courses

Collapse All

Course	#	Title
Accounting (ACTG)		
Accounting (ACCT)		
Activities: General (ACT)		
Activities: Varsity (ACTV)		
Agricultural Business and Econ (AGBE)		
AGBE 210IS		Economics of Ag Bus
AGBE 290R		Undergraduate Rese
AGBE 291		Special Topics
AGBE 291Z		Sepecial Topics
AGBE 292		Independent Seminar
AGBE 315		Ag in a Global Context
AGBE 321		Economics of Ag Marl
AGBE 337		Agricultural Law
AGBE 341		Farm and Ranch Man
AGBE 345		Ag Finance and Credi
AGBE 394		Seminar
AGBE 421		Advanced Ag Marketin
AGBE 445		Agribusiness Manage
AGBE 451RS		Economics of Ag Poli
AGBE 467		Quantitative Method ir
AGBE 490R		Undergraduate Rese
AGBE 491		Special Topics

Delete Save As... Save

In order to make a copy of your template to use as a starting point for another template, simply change the “Description” field and then click “Save As...”

Template Management View Template List New Template Change Term Scheme

Template ID: Description* Business - Accounting 2014-15 Active?

Term Scheme: 4_YEAR_12_TERMS

Required Template Tags

Optional Template Tags

Catalog Year: None College: None

Concentration: None Degree: None

Level: None Major: None

Minor: None Program: None

▼ Fall Term 1 Total Credits: 0.0

Critical	Course Requirement	Credits	Minimum Grade	Notes
<input type="checkbox"/>	AGBE 210IS	3.0	None	

► Spring Term 1 Total Credits: 0.0

► Summer Term 1 Total Credits: 0.0

► Fall Term 2 Total Credits: 0.0

Courses

Collapse All

Course	#	Title
Accounting (ACTG)		
Accounting (ACCT)		
Activities: General (ACT)		
Activities: Varsity (ACTV)		
Agricultural Business and Econ (AGBE)		
AGBE 210IS		Economics of Ag Bus
AGBE 290R		Undergraduate Rese
AGBE 291		Special Topics
AGBE 291Z		Sepecial Topics
AGBE 292		Independent Seminar
AGBE 315		Ag in a Global Context
AGBE 321		Economics of Ag Marl
AGBE 337		Agricultural Law
AGBE 341		Farm and Ranch Man
AGBE 345		Ag Finance and Credi
AGBE 394		Seminar
AGBE 421		Advanced Ag Marketin
AGBE 445		Agribusiness Manage
AGBE 451RS		Economics of Ag Poli
AGBE 467		Quantitative Method ir
AGBE 490R		Undergraduate Rese
AGBE 491		Special Topics

Delete Save As... Save

When your template is created, saved, and active, it is ready for students to use in their plans tab on DegreeWorks!

If you have any questions, please contact the Registrar’s Office.