How to use DegreeWorks Educational Planner
Click Process New
Click Planner
There are two main screens: the screen on the left contains the information found on the **Planner Worksheet** page (the degree audit).
The screen on the right is the **Educational Planner** screen. Here courses can be planned for future semesters so students know:

- The courses they will take,
- The order in which they will take the courses
- The number of courses they plan to take per semester
First, give the plan a descriptive title
Use the scroll bar on the right side of the Educational Planner until you see **Active Plan** and **Locked**. Make certain that both the boxes are clicked so that no one else has the power to alter your plan.
Then click the **Select Term** box and use the drop down menu to select the term you are planning for.
You can either type in the course or you can drag a course over from the Worksheet screen on the left.
After you add the course work for the semester, you can also add advising notes.
Then click **Save Plan.**
Another way of viewing is to switch from **Notes** mode to **Calendar** mode or **Planned vs Taken** mode. To do this click the dropdown menu here.
Click **View**, then **Load**
When the screen changes, scroll down on the right and you will see the courses selected in **Calendar mode** view.
This is **Calendar** mode view. As students take courses each semester, the courses will populate the calendar, allowing advisors to see what students are taking.
The **Planned vs Taken** mode allows advisors to compare the classes which the student planned to take with the classes the student actually took.
When done using the planner, remember to **Log Out**.