**Degree Works Responsive Dashboard – Student Audit Guide Brief Explanation**

This is what a viewer sees on the Dashboard – top to bottom, left to right:

1. ***Header.*** Access a Student Audit or Student Plans (formerly Plans tab)
2. ***User Profile, Navigation Menu***
3. ***Date last refreshed.*** If it has been a few days and you feel like there should be more data showing, you can force refresh by clicking on the refresh icon.
4. ***Print, Email student + GPA Calculator, Class History, Petitions, Notes*** via kebab menu/3-dot vertical menu
5. ***Student info block.*** To search for a student, input the Student ID and press enter. To search for a student by name or with certain criteria, use Advanced Search.

If a student has multiple pursuits (e.g. pre-health, certificate), you can access each through the Degree field drop-down list at the right of this block.

1. More tools (left-to-right): ***What-If, different view formats, degree progress snapshot*** (requirements percentage shown is based on completed checkboxes, not necessarily actual degree completion)***, UM GPA, in-progress & preregistered checkboxes*** (helpful when a student is thinking about changing something in their registration and wants to know how that would affect specific requirements)***, historic audits***
2. ***Save audit function.*** Use this to save an audit as a snapshot in time.
3. ***Collapse/Expand All function.*** When blocks are collapsed, you'll see block headers (e.g. Degree in XX), level of completeness (e.g. Incomplete), & catalog year.
4. ***Degree Requirements block.*** See legend at bottom of Audit to understand how icons displayed in the blocks indicate level of requirement's completeness, or place mouse over icon for helper text.
5. ***General Education Requirements block***
6. ***Major Requirements block***
7. ***Minor Requirements block***
8. ***General Electives block.*** Shows courses that do not meet specific requirements in other blocks (e.g GenEd, major), which count towards degree credit total.
9. ***In-Progress block.*** Shows courses underway in current term.
10. ***Preregistered block.*** Shows courses for which a student is registered in an upcoming term.
11. ***Excluded block.*** Shows courses that are excluded from meeting degree requirements because they were failed, withdrawn, incomplete, or repeated.
12. ***Exceptions block.*** Shows exceptions made to requirements. Example: Course approved by Dept. Chair & Registrar's Office as appropriate substitute.
13. ***Notes block.*** Shows any petitions & general notes.
14. ***Legend, Disclaimer***