

What-If Audits

What-If audits allow you to process speculative degree audits using your current class history. From a What-If Audit screen, you can audit the requirements for a different major, minor, degree, catalog year or any other selectable item.

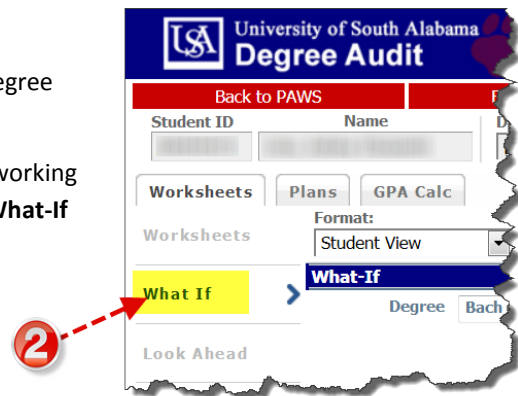
It is important to remember that What-If audits are not stored in the database. After they are run, the results can be printed, but after leaving the What-If screen, the audit cannot be accessed again unless you save the output as a PDF. It is possible to run another What-If audit with the same parameters.

So, there are two different paths to follow to “process” the What-If after specifying the criteria for evaluation:

- **Process What-If** and decide later whether to save or print the output after reviewing the results on the screen. These steps are described in Method 1, or
- **Print/Save PDF** combines the Process the What-If and print or save the output to PDF for future reference as one command described below in Method 2.
- To access the What-If screen, click. Follow these steps to run a What-If Audit.

Method 1: Process What-If

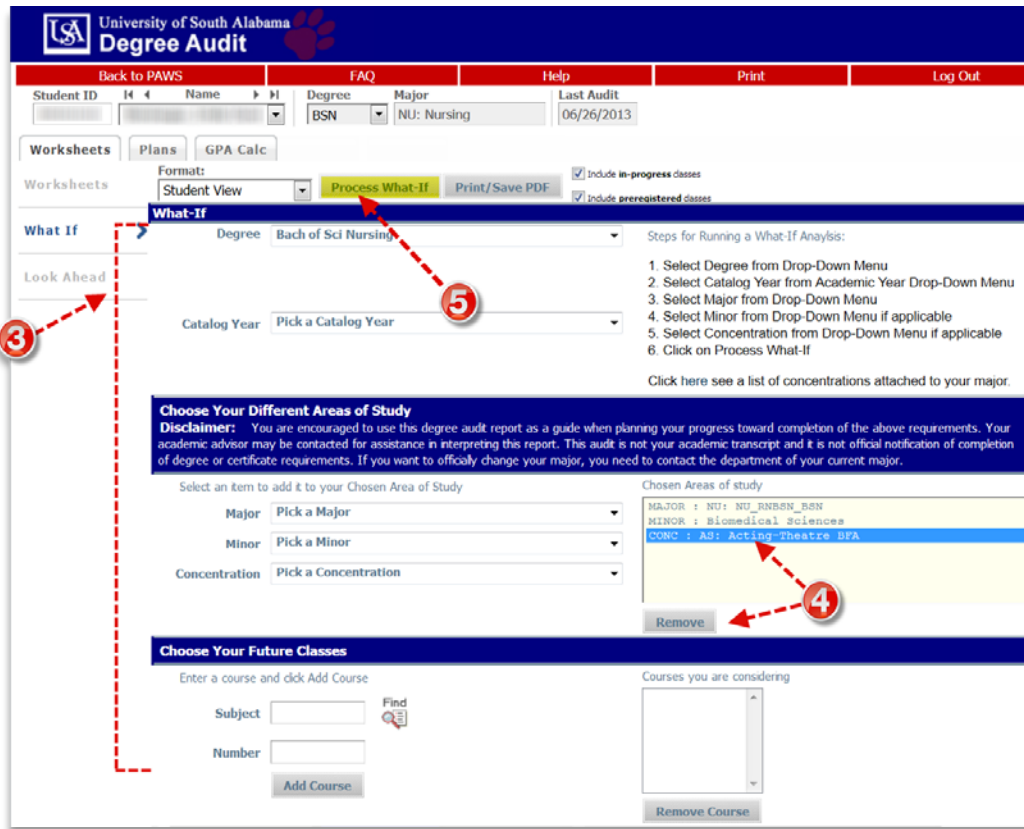
1. Login to DegreeWorks and you will automatically see your degree audit screen in the **Worksheets** tab.
2. Click **What If** in the left navigation panel. (If you have been working elsewhere in your audit record, it is important to note that **What-If** is located on the **Worksheets** tab.)
3. To generate a What-If degree audit, select the requirements against which you wish to audit – Degree, Catalog Year, Major, Minor if applicable, and Concentration if applicable. In addition, you may also add classes planned for the future. The selected items will be moved to windows on the right for **Chosen Areas of study** and **Courses you are considering**.



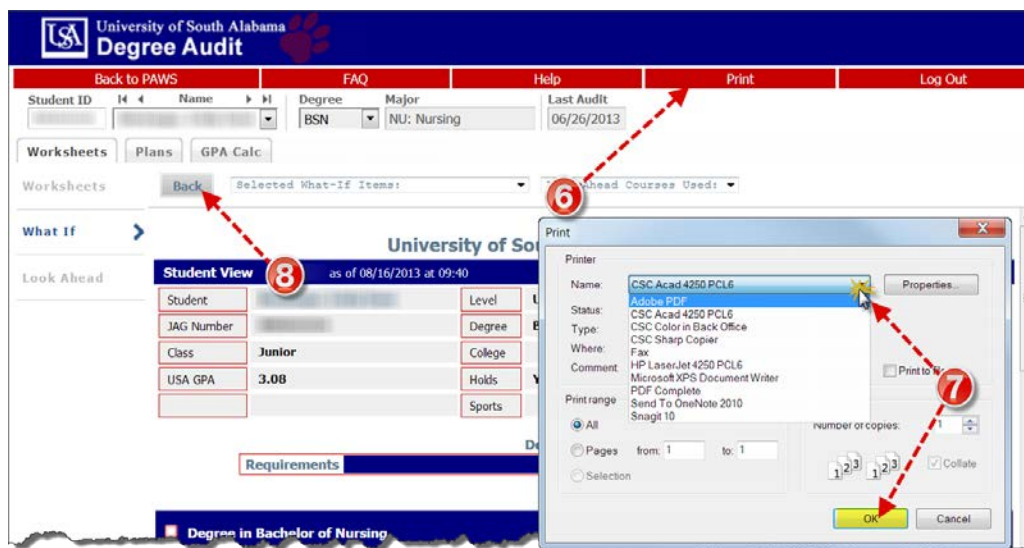
TIPS FOR ENTERING CRITERIA FOR THE WHAT-IF SCENARIO:

- **DEGREE DEFAULTS TO YOUR CURRENT DECLARED DEGREE. SELECT A DIFFERENT DEGREE IF APPLICABLE.**
- **CATALOG YEAR IS A REQUIRED FIELD.**
- **WHILE DEGREE MAY NOT CHANGE, YOU MAY WISH TO CHANGE THE MAJOR, MINOR AND/OR CONCENTRATIONS.**
- **WHAT-IF SCENARIO CAN BE PROCESSED WITHOUT ADDING COURSES TO EVALUATE YOUR CURRENT STATUS AGAINST A PLANNED CHANGE IN COURSE OF STUDY.**
- **YOU MAY WISH TO ADD A LIST OF FUTURE CLASSES TO SEE HOW THEY WILL BE CONSIDERED IN YOUR PLANNED COURSE OF STUDY.**
- **USE ANY OF THE OPTIONS IN AREAS OF STUDY OR FUTURE CLASSES TO RUN AN APPROPRIATE WHAT-IF SCENARIO.**

- To deselect an item from the window, highlight the item then click the **Remove** button located below the appropriate window.
- Now to check for results. **Process What-If** to preview the output in full screen view.



- To print the output or save it to PDF for future reference, you can do so from the Degree Audit results screen. Click **Print** on the Red Menu Bar at the top of the Degree Works window.



- The output will be directed to the default printer or you may choose to redirect to a different printer or to PDF by selecting it from the list of available printers in the dialog box. If you choose to send output to a

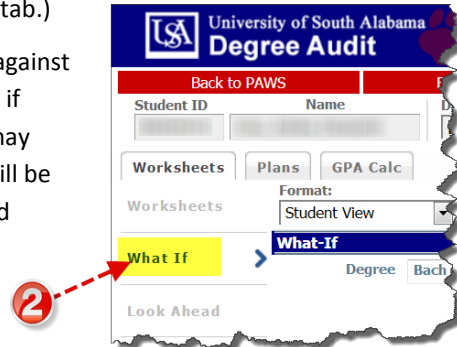
PDF, you will need to name the file and direct it to an appropriate folder on your PC so that you can easily locate the file later for reference. Follow prompts to complete the printing/saving PDF process.

- To return to the What-If screen to run different criteria, click **Back** and **repeat steps 3-7** outlined above.

Method 2: Print/Save PDF

- Login to DegreeWorks and you will automatically see your degree audit screen in the **Worksheets** tab.
- Click **What If** in the left navigation panel. (If you have been working elsewhere in your audit record, it is important to note that **What-If** is located on the **Worksheets** tab.)
- To generate a What-If degree audit, select the requirements against which you wish to audit – Degree, Catalog Year, Major, Minor if applicable, and Concentration if applicable. In addition, you may also add classes planned for the future. The selected items will be moved to windows on the right for **Chosen Areas of study** and **Courses you are considering**.

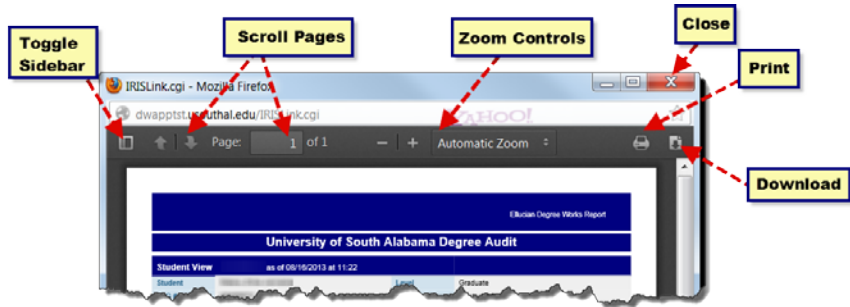
(Please review Tips for entering criteria for the What-If scenario outlined in Method 1 on page 7.



- To deselect an item from **Chosen areas of study** or **Courses you are considering**, click to highlight the item then click **Remove** located below the appropriate window.

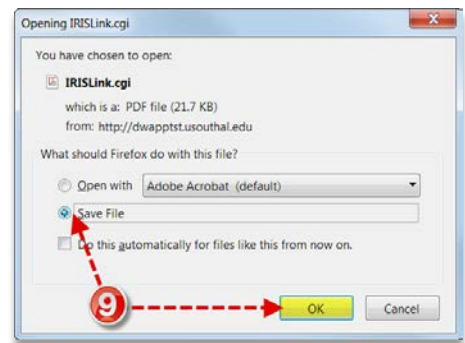
- Now to check for results. Click **Print/Save PDF** to view output in browser window.

- From this display you can use browser tools at the top of the window to navigate, print or download the document. Choose the appropriate tool(s).



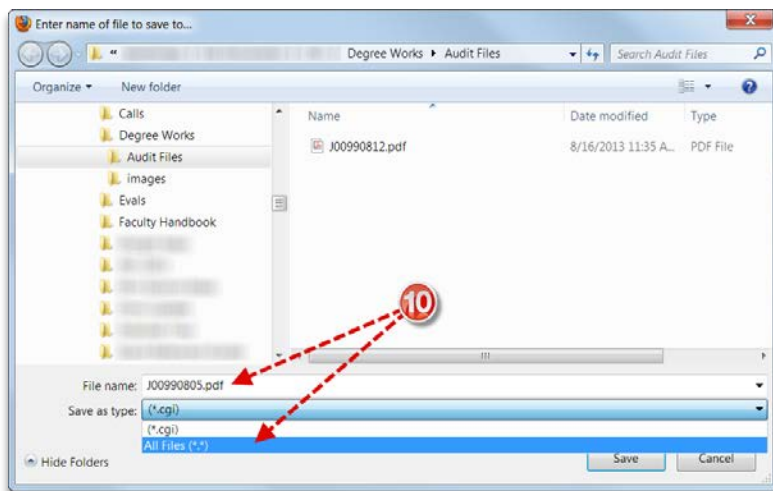
- Print the document by clicking the **Printer Icon**. The output will be directed to the default printer or you may choose to redirect to a different printer or to PDF by selecting it from the list of available printers in the dialogue box. If you choose to send output to a PDF, you will need to name the file and direct it to an appropriate folder on your PC so that you can easily locate the file later for reference.

- You may also wish to use the **Download** function. You may choose between opening the file with Adobe Acrobat or Acrobat Reader. Check the appropriate box in the dialogue box displayed.



- To save the What-If for later reference, select **Save File** and click OK.

- When saving the PDF, you should be certain to **browse to an appropriate folder** on your PC, name the file logically (perhaps using the date the What-If is created). Be sure to add **.pdf** as the file extension and change the file type to **All Files (*.*)** and click **Save**.



To review previously saved **What-If Audits**, browse where you saved your PDF file in step 7 or step 10.