

NOTE: This is a DRAFT Quick Start Guide for the user acceptance testing phase. A final document will be posted when the application goes live.

## Adviser Quick Start Guide

Graduation Planner is a planning tool for University of Minnesota students on all campuses. Students use Graduation Planner to explore majors and minors, plan for the courses they need to take to graduate, and work with their advisers to plan for their degrees.

As an adviser, you can view and comment on the plans your students create; you can also create plans for yourself.

You'll see a list of your advisees. If you can search by EMPL ID in APAS, you'll also see a search box.

TIP:

Click "Create My Plan" on your adviser home page to make your own graduation plan.

Students marked with a green check have created plans. Click on a student's name to view his or her plan.

Log in. Then you should

see this page:

**Graduation Planner** 

8855331

8234567 Ross, Reese 9638527 📅

Crimson, Casey 8527419

Petterson, Pat 7123456

LaDuke, Jean

Riley, Rowan

Adviser's Homepage

4 You'll see the same home page that the student sees.

## TIP:

You can see everything the student has created (with the exception of notes a student marks as "private"). But only the student can create or modify plans.



Notice which plan is the "favorite." This should be the plan the student wants you to view.

Click on the name of the plan to view it.



In the plan view, you can see in progress and completed courses, as well as courses a student has added to his or her plan.

> Click on "APAS Report" to see what requirements are accounted for in the plan.

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You can run an APAS report against any program in their "My Choices" list. You can also "include planned courses" in the APAS report.

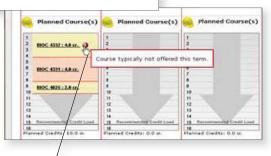


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Requirements that are accounted for with planned courses are marked with a special icon. Planned-for courses are marked as "PL" in the Graduation Planner APAS report.

Return to the plan view to see if students have planned courses in the appropriate terms, and in the right order.

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TIP:
Red alert
buttons may indicate
when a student should
move a course to a
different term.

Click on "add comment" to give students advice related to their plan. When you post a comment, an e-mail is generated to the student with a link back to the plan. A student can respond to your comment; when they do, you'll receive a similar e-mail.



Click on the name of a course to learn more about it. elete course] [close window] GEO 4501 Title: Structural Geology Description: Fundamental concepts related to deformation of Earth's crust. Processes associated with deformation, faulting, folding, fabric development. Lab/recitation include solving problems, conducting physical/numerical experiments. Field trips. Prereq: 2201, 2302 LibEd: Terms Offered: fall, every year Credits: 3 Campus: Twin Cities Last Updated in Plan: 09/25/2006 When Should I Take This Course? Geophysics B.S.Geop. Soph. GEO 4501 Key: Recommended term for timely graduation 🔀 Best possible term Plan For : \*Term: Fall \*Year: 2008 Plan Itl

## TIP:

Use the "Print"
function to create a
printable view of your
student's plan that includes
adviser comments. You can
save this printed plan for
your records.

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