Accessing the Degree Progress Report, Checklist, & Advising Report

Logging Into The Advising Tool via the Portal

Keep in mind that as a user of these tools, you should be aware of KU data policies, all of which can be found at http://www政策.ku.edu. Some specific policies and their respective web addresses are mentioned throughout this document.

At the www.ku.edu website, click on the “KYou” link to access the Portal.

Login to the KYou Portal. Keep in mind that after 30 minutes of inactivity, you will have to login again.
Go to the top and select the “Advising” Tab, and click on “KU Student Information”. If you wish to browse the Schedule of Classes in addition to looking up student information, you can just click “Advising”.

Read the FERPA policy. Please do so once per day, or as necessary, until you are familiar with it. You will have to accept the FERPA policy (once per day) in order to use the Advising Tool. For additional information on acceptable use of electronic information resources, please go to the following website: https://documents.ku.edu/policies/Information_Services/AcceptableUse.htm

Find a student by typing their emplid (student ID number) or name into the search box and click on “Search”. If it is an older student, you may have to toggle the “Active” drop box to “All Students”.

Finding the Progress Tab
After locating your student, find the “Progress” Tab in the upper right-hand corner of the student information window.
Glossary

**Active/Inactive:** The status of a student’s program/plan(s). If a student has discontinued or completed all of their program/plan(s), they are considered “inactive” when creating a Degree Progress Report.

**Advising Report:** This is a report that contains a term-by-term course and school history for the student, as well as academic information (test scores, program/plan information, and appropriate holds).

**Checklist:** This is a report that is a condensed version of the Degree Progress Report. However, for those requirements that have been met, no long description will print on this document. It is designed to get smaller as the student progresses in his/her degree program.

**DPR (Degree Progress Report):** This interactive report shows academic requirements for the student’s degree program, and how courses the student has taken “plug into” those requirements.
Plan: Usually a major or field of study. Can also be a minor or co-major.

Program: Usually a school/college combined with undergraduate or graduate status, i.e. “CLASG” is Liberal Arts & Sciences Graduate.

Requirement: Usually a criterion or set of criteria needed to complete a particular part of a major/degree. These are always arranged within a Requirement Group. There can also be calculation or informational requirements that do not factor into major/degree requirements.

Requirement Group: Usually a set of major/degree requirements. There can be overall calculation or informational requirement groups (i.e. “Test Phase”, “No Transfer D’s Allowed”) that do not factor into major/degree requirements.

Sub-Plan: Usually a concentration, track or emphasis within a given plan.

Running Degree Progress Reports (DPRs)

ACTIVE STUDENT: You will have the option of running a Degree Progress Report (DPR) for the student’s current field of study or a “What-If” scenario with a different field of study.

INACTIVE STUDENT (if you had to click “All Students” to find him/her): You will have to choose to do a “What-If” field of study.

Current Field(s) Of Study: Click on “Generate Report” button (pictured below) to create a new Degree Progress Report, and the screen will refresh showing the new report (with today’s date) in the list.
Create a new DPR for an active student

Click the link to an existing DPR to open it

Choose a “What-if” field of study for an active or inactive student

Note the new report link showing now below “Stored Progress Reports” (see below). This Degree Progress Report link will display in the list of the last 25 reports generated under the “Stored Progress Reports” header. If over 25 reports are generated after it, the oldest one will drop off the list. (To permanently store a

Revised: 05/22/2012
report as “Archived”, use the “Add To Archived Reports” link in the Degree Progress Report at the top and it will appear in the list of Archived Reports the next time you access the “Progress” tab for this student. The information shown in the link is:

1) **Date Degree Progress Report was generated**
2) **Program(s)/Plan(s)/Sub-Plan(s) for which the report was generated**
3) **The term the requirements are valid for (commonly known as the student’s first term at KU or the first term in their current professional school).**
4) **The “Checklist” button, which allows you to download a printable PDF copy of the Degree Progress Report.**

**WHAT-IF:** If you wish to simulate a program/plan, click on the radio button that selects “for a What-If new field of study” and select the new career, program, plan, sub-plan (if any), and the term you wish to start the degree requirements (click on the “What Term To Use?” link if you aren’t sure what to use here). Once your new What-If options are selected, click on “Generate Report” to create the new Degree Progress Report. The screen will refresh, showing a link to the new Degree Progress Report generated.
INACTIVE STUDENT: If the student has no active programs/plans, the What-if selection drop boxes will automatically show, prompting you to select a career, program, plan, and term.

Note the new report link showing now below “Stored Progress Reports”. The information shown in the link is:

1) Date Degree Progress Report was generated  
2) Program/Plan(s) for which the report was generated  
3) The term the requirements are valid for (commonly known as the student’s first term at KU).  
4) The phrase “What If”.
Click on the “View DPR” link next to the Degree Progress Report information to open it in a new window/tab. It may take up to a minute to generate the report, and you may see a “Processing” screen until it loads.
The Degree Progress Report—Top Section:

1) **Name/ID.** This is the student’s name and student ID.

2) **Date & Time the Degree Progress Report was generated.**

3) **Programs.** These tabs refer to each program/school for which the student has degree progress information. The white tab with the grey outline indicates the information that is currently showing. Click on the grey tab(s) to access the information for any other programs/schools. In the example above, the Degree Progress information currently showing is for the “CLASU” program, and you can click on the “ARTSU” tab to access the information available for the “ARTSU” program.

4) **GPA Calculator/Print/Add To Archived Reports/ Help/Close/Logout.** Each option is described below:

   - **GPA Calculator.** This link will take you to the GPA Calculator link: [http://www.artsform.ku.edu/gpa/](http://www.artsform.ku.edu/gpa/) Click the browser “back” button to return.

   - **Print.** This link will print the Degree Progress Report. **NOTE:** The Degree Progress Report is confidential information, and saving it on a local drive, storing it in a non-secure location, or distributing it in a non-secure manner is against FERPA policy. As with any confidential document, store and dispose of it in a manner consistent with FERPA policy agreed upon by you when you accessed the Advising Tool.

   - **Add To Archived Reports (Staff Access Only).** This link will save the current Degree Progress Report to the “Archived Progress Reports” list, which permanently stores it in the student’s record (see example below). Consult your supervisor for guidance regarding archiving these reports.
d) Help. This link takes you to the Help website, where you can download this tutorial and other Advising help documents.

e) Close/Logout. You can use this to close the Degree Progress Report window.

5) Show All/Hide All. These links expand and collapse all requirement groups and requirements in the Degree Progress Report.

The Degree Progress Report—Degree Requirements Section

The lower section of the Degree Progress Report contains the degree requirements appropriate to the program tab that is selected in the upper section. It is set up in a tree-type structure, with unsatisfied requirement groups (red empty box or blue partially filled box) expanded and satisfied requirement groups (green checkbox or circle icon) collapsed. When viewing this for the first time or viewing a student with many unsatisfied requirements, it is highly recommended that you click on the “Hide All” link at the top of the page to collapse all of the requirement groups.

Some of the requirement groups may contain informational messages (“TEST Phase”), Similar Courses, Repeats, or about Transfer D’s. Many of them are set up for processing purposes only.

As you look down the report, you will see requirement groups like “KU Hours & GPA Calcs (CLASU)”, and General Education /Degree requirements. You can click on the “Show” icons next to these groups to expand them (see below).
When the “Show” link is clicked, the requirement group will expand to show the requirements within that have their own “Show” and “Hide” links (see below).

- **KU Hours & GPA Calcs (CLASU)** (Hide)
  - KU Hours, JRSR Hours, JUCO Hours, KU & Xre GPA, Professional School
  - **Calculated KU GPA**: 3.49 GPA (2.00 Required) **(Hide)**
  - KU + Transfer GPA: 3.61 GPA (2.00 Required) **(Hide)**
  - **KU Overall Hours (A-F)**: 80 Hrs (36 Required) **(Hide)**

- **JR/SR Hours**
  - Hours of Upperlevel Credit to be Evaluated by Academic Unit Granting Degree - 45.0 (45 minimum hours)

For example, the “Calculated KU GPA” requirement can be expanded to show the description, the required GPA (2.00 in this example), and the current GPA (see below).

If you wish to click on the “Show” link below the status of the requirement, you can see the courses that are being used in the requirement. As with all “Show” links, the link becomes a “Hide” link that you can use to hide the course detail again if you wish.
The course grid shows all of the courses that are being calculated into this student’s KU GPA, for example (see above). The columns are defined as follows:

1) **Course.** This column contains the subject and the catalog number of the course. If the course is a transfer course, it contains the KU equivalent subject and course number.

2) **Title.** This column contains the title of the course. If it is a transfer course, the external title is printed here.

3) **Term.** This column contains the term in which the course was taken, or in the case of transfer courses, the term in which the course was posted to KU. If you want to know the actual term the course was taken, refer to the **Courses tab** in the Advising Tool.

4) **Hrs.** This column contains the credit hours of the course.

5) **Grade.** This column contains the official grade of the course, as assigned by KU.

6) **Campus/Xfer.** This column contains either the enrolled location of the course, i.e. “LAWRENCE” or “EDWARDS”, or the type of school the course was transferred from, i.e. “2YR” for a community college or “4YR” for a four-year school.

7) **JR/SR.** This column contains whether the course is a Junior-Senior course (300+).

8) **Status.** This column contains the status of the course, which is either “Graded”, meaning the course has been completed and assigned a grade, or “In Progress”, meaning the course has not been completed or assigned a completed grade yet.

You can click on each column to sort the grid ascending or descending by that column.
Student Exceptions

Student exceptions, like waivers or course substitutions are often used to satisfy requirements. If an exception has been used to satisfy a requirement, a brief description will show with information about the exception (see below example for a humanities exception).

**“Error?” Links**

If a particular requirement appears to be showing incorrect information, you can click on the “Error?” links out to the right of the requirement in question and a dialog will pop up prompting you for a description of the problem, as shown below. *(Staff Access Only. Students do not see this link.)* Click “Cancel” to close out of the dialog without sending.
Once the dialog appears, simply type in a description of the problem and click on “Send Error Report”. An email with detailed information about the requirement in question and your name will be sent to a person in the school corresponding to the requirements you are viewing. They will determine if there is a problem with the set up in the DPR, and if so, will forward the Error Report to SIS for correction.
To exit out of the Degree Progress Report, click the “Close/Logout” link or simply close the window. (It is recommended that you logout and close your browser after you are finished with the Advising Tool.)

**The Checklist**

To run a Checklist for a student, follow the same steps you would take to run a DPR, but instead of clicking on the link to the DPR, click the “Checklist” button as shown below.
Create a New Degree Progress Report (DPR)
Need Help?
- ...for your current field(s) of study
- ...for a What-If new field of study

Generate Report

Stored Progress Reports

View DPR BUSG / Business
- 05 / 22 / AdministrationMBA / Dual
2012 degree with JD / Fall 2012
What If

Archived Progress Reports

Click here to open Checklist
After clicking the Checklist button, a pop-up window may appear, as shown below.

Click “Ok” to open the document.

Please keep in mind, “pop-ups” must be allowed in your browser in order for you to be able to be presented with the window to open the Checklist or the Advising Report, both of which will open in a separate window.

- If you are using Mozilla Firefox, go to Tools > Options > Content and UNCHECK “Block pop-up windows.”
- If you are using Internet Explorer, it may be necessary for you to hold down the ctrl key while clicking the Checklist button, and remain holding it while clicking the “Okay” button as shown below. Also, check the bottom of your window for any messages asking you if you want to open or save the document from students.ku.edu. **We strongly suggest you opt to OPEN the document, rather than save it, as it contains Level 1 confidential student information.** Please refer to the following website for more information on handling confidential student data: https://documents.ku.edu/policies/Information_Services/DataClassificationandHandlingPolicy.htm

![Click OK to open Checklist](image.png)
If it is the first time you are looking at a Checklist or Advising Report for the day, you will get another pop-up window, as shown below. It serves as a reminder that you are downloading confidential student information. Please read the notice so that you understand the implications of opening the document.

**IMPORTANT NOTICE – PLEASE READ AND ACKNOWLEDGE:**

Advising Reports and Degree Progress Reports contains private information from education records and is protected under the Family Education Rights and Privacy Act (FERPA). To help protect the privacy and security of these records, we are alerting you that under certain circumstances, when you download a report, the data it contains may be stored on your computer’s hard drive.

When using some browsers (especially from non-KU computers) the browser may store temporary internet files containing information from the page you are about to view. Most KU computers are configured to delete this data on logout, but this may not occur when accessing data from a public computer, a shared KU-computer or a personal computer. Therefore, additional steps must be taken to clear the browser’s cache of this data. Once the cache is cleared, others with access to the computer cannot look at the files you’ve accessed. Taking these extra steps will help maintain the privacy of the data contained in the reports.

KU personnel accessing Advising Reports and Degree Requirement Checklists are required to take these steps when accessing them from any non-KU computer, and students viewing Advising Reports or Degree Requirements Checklists are strongly advised to do so. Additionally, we recommended use of either Firefox or Safari as the browsers for accessing this information.

For instructions on how to clear your browser’s temporary internet files (also known as “cache”), please consult the link below or contact the IT Customer Service Center at 785-864-8080:

http://www.privacy.ku.edu/best-practices/clear-cache.shtml

Click OK in order to view the Checklist. If you click Cancel, the document will not open.

Helpful information about clearing your cache and keeping confidential information safe.
Below is the top portion of a Checklist. It is formatted in two columns.

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**GPA & HOURS Calculations (CLASU)**

- **KU Cumulative Graduation GPA**: 3.03 GPA (2.00 Required) (140 Hrs)

**Hours Towards CLAS Degree(s)**

- **Summary includes**: Hours toward College of Liberal Arts and Sciences degree completed at KU and other institutions.
- **Hours Toward CLAS Degree(s)** (58 Hrs) (120 Hrs required)
  - Satisfied by: a minimum of 120 hours completed at KU and other institutions with exclusions noted below.
  - Additional hours will be required if any requirement remains unsatisfied after completion of minimum hours. Some of the exclusions categories may contain the same courses.
  - Hours Beyond Limit of 64 Community Colleges (D’s Not Included) (0 Hrs)
  - Hours Beyond Limit of 20 Outside of CLAS and SOTA (4 Hrs)
  - Hours Beyond Limit of 4 from Physical Education (0 Hrs)
  - Hours Beyond Limit of 6 from Music Performance Groups (0 Hrs)
  - Repeat/Similar Courses Not Counting (3 Hrs)

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**In-Progress Courses (UGDL)**

Any hours taken in which the student is either currently enrolled or awaiting a grade.

- All courses currently in progress (UGDL)
  - MGMT 468 SU12

**CLAS Bachelor of Arts (BA) General Education**

General Education offers opportunities for the development of core skills and critical inquiry, an understanding of the human condition, the natural world, and society, and the exploration of one’s own and diverse cultures, all leading to greater civic engagement. (Eff. Fall 2011)

- **Written Communication - Core Skill and Critical Inquiry**
  - Composition Exemption (ACT)
  - English 101 ACT Exemption True
  - Critical Reading and Writing
  - ENGL 105 A FA08
  - Sophomore Reading and Writing
  - ENGL 205 A SF09

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Total KU Points (Undergraduate): 500
1 – The top part of the Checklist contains the date and time the Checklist was run, and any “What – if” information, if applicable. Below that are the name and emplid of the student (blacked out here for privacy purposes). Also, any probation information that applies to the student shows in this area.

2 – The gray text boxes represent the heading for **Requirement Groups**, which contain Requirements and Requirement Lines.

3 – The next indented area under the gray box represents the heading for **Requirements**, which contain Requirement Lines. If an entire Requirement is satisfied, the long description will disappear, rendering the document shorter.

4 – The indented area under the Requirements represents **Requirement Lines** (what the Requirement consists of).

5 – Underneath the Requirement Lines, and indented, is the Requirement Line Detail, indicating how the student satisfied the requirement. Usually, this is any course the student has taken that “plugs into” that requirement line. In this case, the student shows an ACT Exemption satisfying the Composition requirement.

Please refer to the legend, as shown below, to decipher the icons. It appears at the bottom of each page of the Checklist.

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Please note this document opens in a separate window. When you are ready to close the document, simply close the window. HOWEVER, be aware some internet browsers temporarily store data, and may store some or all of the data from the checklist. Therefore, it’s very important to be familiar with your browser’s settings in order to insure the privacy and confidentiality of student data. Utilize the “best practice” and be sure your cache is cleared when you are finished using your computer for the day. **Please go to the following website for instructions on how to do this:** [http://www.privacy.ku.edu/best-practices/clear-cache.shtml](http://www.privacy.ku.edu/best-practices/clear-cache.shtml)
The Advising Report
To run an Advising Report for a student, follow the same steps you would take to run a DPR, but instead of clicking on the link to the DPR, click the “Print Advising Report” button as shown below.
After clicking the Print Advising Report button, a pop-up window may appear, as shown below.

Click “Ok” to open the document.

Again, please keep in mind, “pop-ups” must be allowed in your browser in order for you to be able to be presented with the window to open the Advising Report or the Checklist.

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Click OK in order to view the Checklist. If you click Cancel, the document will not open.
1 – Name, address, phone number, and email of student.

2 - Academic Summary, including current and graduated program and plan information, and initial term at KU. Also includes Leave of absence information for graduate students.

3 – Hold/Alert information, if applicable.

4 – Milestones, if applicable.

5 – Admissions information as available. Can include high school GPA and/or previous degrees.

6 – Entrance exams, which can include ACT, SAT, GRE, TOEFL, PRAXIS, PPST. Up to 8 sets of scores may appear here. Please note how the bottom of column 1 continues at the top of column 2.

7 – Current semester enrollment, including time, location, instructor, and total hours information.

8 – Previous semesters information. Header includes term, career, program, and level. Section shows courses, hours, grades, course type, JR/SR hours, and repeat codes, when applicable. Footer shows career hours, term GPA for career, and cumulative career GPA.
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