Accessing the Degree Progress Report

Logging Into The Advising Tool via the Portal

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.

Set up KU Online ID
Change your password
Authorized Applications
Help

Enter your KU Online ID, and password below. Help

Online ID: mpoickarel
Password: ********

Submit Reset

Forget your password?

Access to electronic resources at the University of Kansas is restricted to employees, students, or other individuals authorized by the University or its affiliates. Use of this system is subject to all policies and procedures set forth by the University located at information.ku.edu. Unauthorized use is prohibited and may result in administrative or legal action.

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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”.

Accept the FERPA policy (once per day).

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

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

**Plan:** Usually a major or field of study. Can also be a minor or co-major.

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

**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.
**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.

**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).

**Running Degree Progress Reports**

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

**Current Field(s) Of Study**: Just 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.
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 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 and plan.

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 | Print | Add to Archived Reports | Help | Close/Logout

   a) **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.

   b) **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.*
c) **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.

![Image of Degree Progress Report]

- **Info**
- **Academics**
- **Courses**
- **Progress**

Create a new degree progress report
- C...for your current field(s) of study
- C...for a What-if new field of study

Generate Report

**Stored Progress Reports**

- **07/27/2010** JOURU/Strategic Communication BSJ/Fall 2008
  - What if

**Archived Progress Reports**

- **07/27/2010** ARTSU/Fine Arts/ArtBA/Fall 2009
  - CLASU/Physics BS/Fall 2009

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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).

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Term</th>
<th>Hrs</th>
<th>Grade</th>
<th>Cus/Wa</th>
<th>U/P/L/M</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATMO 105</td>
<td>Introductory Meteorology, Honor</td>
<td>Fall 2009</td>
<td>5</td>
<td>A</td>
<td>KULC</td>
<td>Lower</td>
<td>Graded</td>
</tr>
<tr>
<td>ATMO 220</td>
<td>Unusual Weather</td>
<td>Fall 2008</td>
<td>3</td>
<td>A</td>
<td>KULC</td>
<td>Lower</td>
<td>Graded</td>
</tr>
<tr>
<td>ATMO 521</td>
<td>Micrometeorology</td>
<td>Spring 2010</td>
<td>3</td>
<td>B</td>
<td>KULC</td>
<td>Upper</td>
<td>Graded</td>
</tr>
<tr>
<td>COMS 131</td>
<td>Speaker-Audience Communicatin,</td>
<td>Spring 2009</td>
<td>3</td>
<td>A</td>
<td>KULC</td>
<td>Lower</td>
<td>Graded</td>
</tr>
<tr>
<td>COMS 330</td>
<td>Effective Business Communica</td>
<td>Spring 2010</td>
<td>3</td>
<td>A</td>
<td>KULC</td>
<td>Upper</td>
<td>Graded</td>
</tr>
<tr>
<td>BENG 138</td>
<td>Introduction to Computing</td>
<td>Spring 2010</td>
<td>3</td>
<td>A</td>
<td>KULC</td>
<td>Lower</td>
<td>Graded</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>Critical Reading and Writing</td>
<td>Fall 2008</td>
<td>3</td>
<td>A</td>
<td>KULC</td>
<td>Lower</td>
<td>Graded</td>
</tr>
<tr>
<td>ENGL 205</td>
<td>Freshman-Sophomore Honors P</td>
<td>Spring 2009</td>
<td>3</td>
<td>A</td>
<td>KULC</td>
<td>Lower</td>
<td>Graded</td>
</tr>
<tr>
<td>HNRS 150</td>
<td>Freshman Honors Tutorial</td>
<td>Fall 2008</td>
<td>1</td>
<td>A</td>
<td>KULC</td>
<td>Lower</td>
<td>Graded</td>
</tr>
</tbody>
</table>
The Course Grid

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.
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 MATH N).
“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. 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.

To exit out of the Degree Progress Report, click “Logout” or simply close the window. It is recommended that you logout and close your browser after you are finished with the Advising Tool.