

JAGTRAX: ADVISOR/FACULTY INSTRUCTIONS FOR PLANS



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

TABLE OF CONTENTS

INTRODUCTION.....	2
TIPS & NEED TO KNOW INFORMATION.....	2
INSTRUCTIONS	2
Create a New Plan.....	3
Edit Plan.....	6
Editing Courses Within a Plan	9
More Information	10
Edit Requirement	10
Delete Requirement.....	11
Reassign Requirement	11
Audit.....	11
What-If.....	12
CONTACT.....	13

INTRODUCTION

Plans allows creation of a long-term plan for degree completion and verifies that courses used will fulfill degree requirements. If a student changes their major and/or concentration, their plan will be deleted and a new plan will need to be created.

TIPS & NEED TO KNOW INFORMATION

- Student cannot make changes to their plan, only review plans built by their advisor.
- Make sure the Active and Locked boxes are checked before saving a student's plan.
 - Active Plan: Activates plan for student to review.
 - Lock Plan: Edits can only be done by the advisor.

Edit Plan ×

Description *
Fall 2022

Degree
Bachelor of Arts ▼

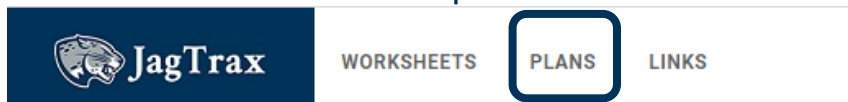
Active Locked

CANCEL SAVE

- Terms should be added to the plan as the student matriculates. Do not create multiple plans unless the student changes degree or major.
- You can add unlimited terms and unlimited requirements.
- A minimum grade can be entered for each requirement.
- Requirements can be marked as Critical to be tracked for the student

INSTRUCTIONS

1. Select Plans for the top header menu.



2. The Plan List will display a list of all plans available for the student.

JAGTRAX: ADVISOR/FACULTY INSTRUCTIONS FOR PLANS



3. If a student does not have any plans listed, create a new plan. If a student has a plan listed for their current major or degree, you will need to edit the plan.

CREATE A NEW PLAN

1. Click New Plan in the Plan List to create a new plan.

Plan List



Description	Active	Modified ↓	Who	Degree	Level	Status	
TEST	Yes			BSED	US	Not locked	
TEST	No			BSED	US	Not locked	

Page 1 of 1

Total results: 2

2. Select the term to start the plan. Click the drop-down arrow to select the term and click submit.

Select a Starting Term



Please select a term to serve as your starting term for this plan

CANCEL

SUBMIT

3. If a student has more than one degree, a drop-down menu will allow you to select the appropriate degree for the plan.

Edit Plan



Bachelor of Arts

Certificate of Less Than One Year

CANCEL

SAVE

4. Add a description for the plan, then select Submit. A new plan will be created and is ready for editing.

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Edit Plan



Description*
Description

Active Locked

CANCEL

SAVE

5. Click the “+” button under the term to begin adding courses.

The screenshot shows the 'Edit Plan' interface. On the left is a sidebar with a 'Still Needed' tab selected. The main area shows a term 'Fall 2022' with 'Credits: 0.0'. A blue box highlights a '+' button located below the term name. In the top right corner of the main area, there is an 'ADD TERM' button.

6. Outstanding requirements can be added by utilizing Still Needed tab (opens by default) or the Course tab.

a. Still Needed: Provides a clickable list of all outstanding requirements.

Add requirements to Fall 2022

Subjects

The screenshot shows the 'Still needed' tab. At the top, there are two tabs: 'Courses' and 'Still needed'. Below the tabs, the following text is displayed: 'Core Curriculum A - E', 'AREA A: ESSENTIAL SKILLS', and 'College Algebra or Intro to Math Modeling - 1 Class in'. Below this is a table with three rows of course information.

<input type="checkbox"/>	Course	MATH 1101	Title	Intro to Mathematical Modeling	Credits	3
<input type="checkbox"/>	Course	MATH 1111	Title	College Algebra	Credits	3
<input type="checkbox"/>	Course	MATH 1113	Title	Precalculus Mathematics	Credits	3

b. Courses: Provides a clickable list of all courses offered at AU alphabetically by subject code.

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Add requirements to Fall 2022

Subjects

Courses Still needed

Subjects Search by title


	Course	Title	Credits
<input type="checkbox"/>	ACCT 2101	Prin of Acct I	3.0
<input type="checkbox"/>	ACCT 2102	Prin of Acct II	3.0
<input type="checkbox"/>	ACCT 3311	Intermediate Accounting I	3.0
<input type="checkbox"/>	ACCT 3312	Intermediate Accounting II	3.0

- In addition to the Still Needed and Course listing, you can search to add the course(s) and check the box to select.
- Once the course(s) are selected click Add to Plan. The course(s) will be updated on the term listing in the Plans view.

The screenshot shows the JAGTRAX interface. On the left, there is a sidebar with a menu icon and a 'Still Needed' section containing 'Major in Integrated Studies, BA' and 'AREA F: Core Curriculum R...'. The main area shows a plan for 'Fall 2022' with 'Credits: 3.0'. A blue box highlights the plan details, including a '+' button at the top, a list of requirements (currently showing 'MATH 1101 Credits: 3.0'), and another '+' button at the bottom. On the right, there is an 'ADD TERM' button and a dark grey notification box that says 'Requirement added'.

- Once the plan is complete, it will need to be activated for the student to view. To activate the plan, click the pencil icon at the top right of the plan and click the "Active" checkbox and click Save.

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Test  PLAN LIST NEW PLAN

Degree Bachelor of Arts
Level Undergraduate Semester
Active No | **Status** Not locked | **Tracking Status** NOT DISPLAYED, PLAN IS NOT ACTIVE

Last updated: ████████████████████

[Audit](#) [What-If](#) [Delete plan](#) [Save as copy](#) [Create block](#)

☰ < > ADD TERM ⌵

Still Needed

Major in Integrated Studies, BA

AREA F: Core Curriculum R... >

Fall 2022 ☐ ⋮
Credits: 3.0

+

MATH 1101
Credits: 3.0 ⋮

+

Edit Plan



Description*
Test

Degree
Bachelor of Arts ⌵

Active Locked


CANCEL SAVE

10. The plan is now available for student review.

EDIT PLAN

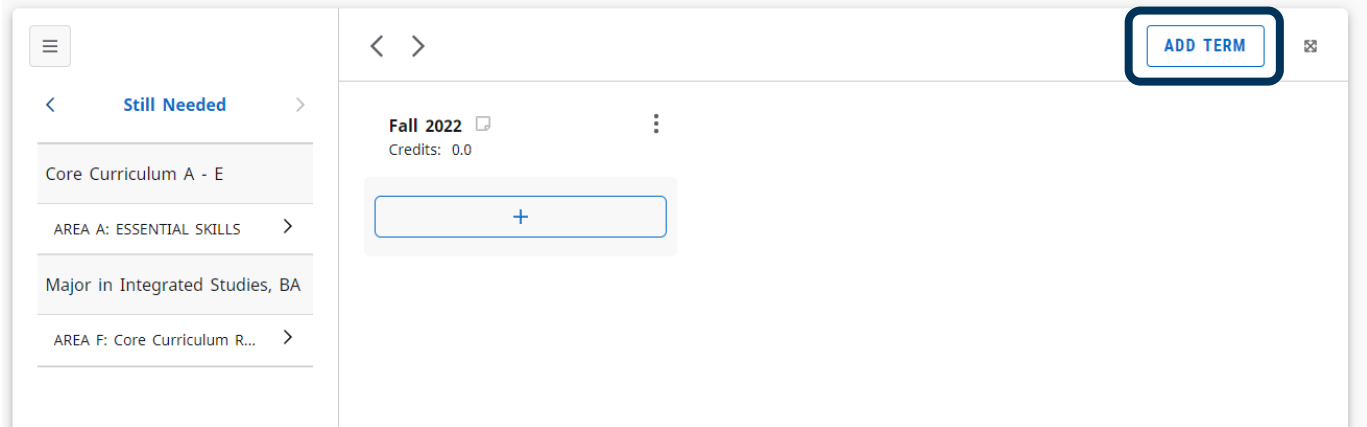
1. Click the description of the plan you would like to edit.

Plan List NEW PLAN

Description	Active	Modified ↓	Who	Degree	Level	Status	
Test	Yes	████████████████████		BA	US	Not locked	

2. If a new term is needed, select Add Term. Click the drop-down arrow to select the term and click Add.

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Add Term

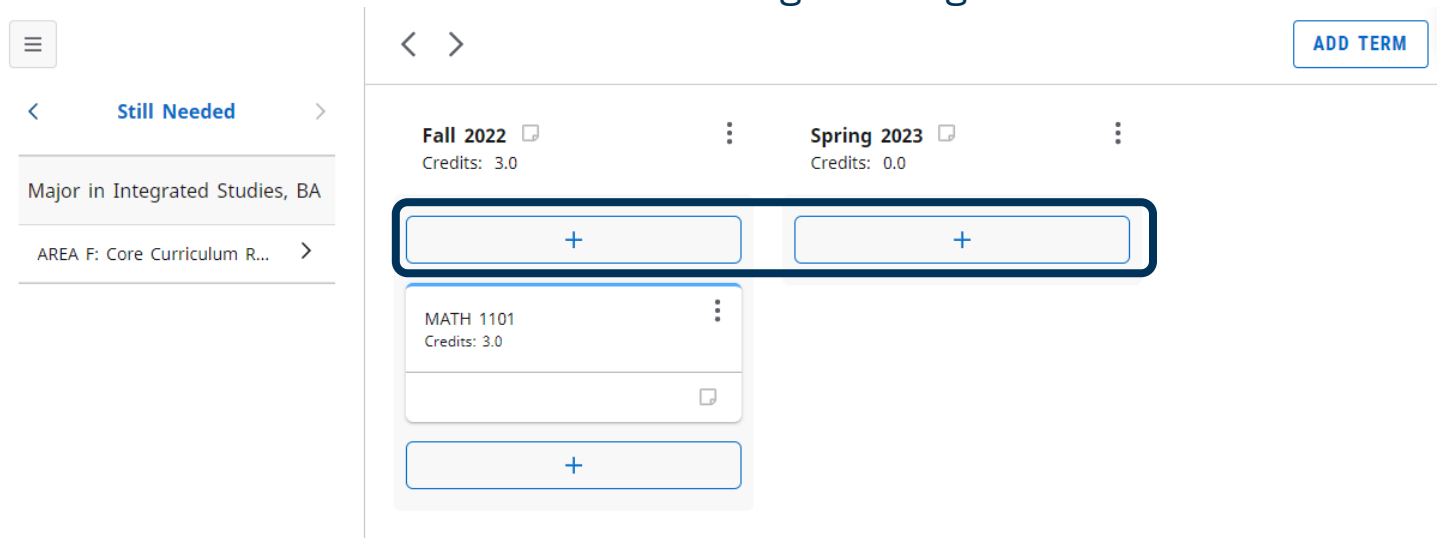


Please select a term to add to this plan.

CANCEL

ADD

3. Click the “+” button under the term to begin adding courses.



4. Outstanding requirements can be added by utilizing Still Needed tab (opens by default) or the Course tab.

- Still Needed: Provides a clickable list of all outstanding requirements.

JAGTRAX: ADVISOR/FACULTY INSTRUCTIONS FOR PLANS

Add requirements to Fall 2022

Subjects

Courses Still needed

Core Curriculum A - E

AREA A: ESSENTIAL SKILLS

College Algebra or Intro to Math Modeling - 1 Class in

<input type="checkbox"/>	Course	MATH 1101	Title	Intro to Mathematical Modeling	Credits	3
<input type="checkbox"/>	Course	MATH 1111	Title	College Algebra	Credits	3
<input type="checkbox"/>	Course	MATH 1113	Title	Precalculus Mathematics	Credits	3

b. Courses: Provides a clickable list of all courses offered at AU alphabetically by subject code.

Add requirements to Fall 2022

Subjects

Courses Still needed

Subjects

Accounting (ACCT)

<input type="checkbox"/>	Course	ACCT 2101	Title	Prin of Acct I	Credits	3.0
<input type="checkbox"/>	Course	ACCT 2102	Title	Prin of Acct II	Credits	3.0
<input type="checkbox"/>	Course	ACCT 3311	Title	Intermediate Accounting I	Credits	3.0
<input type="checkbox"/>	Course	ACCT 3312	Title	Intermediate Accounting II	Credits	3.0

5. In addition to the Still Needed and Course listing, you can search to add the course(s) and check the box to select.

6. Once the course(s) are selected click Add to Plan. The course(s) will be updated on the term listing in the Plans view.

The screenshot shows the JAGTRAX interface. On the left, a sidebar lists 'Still Needed' requirements: 'Major in Integrated Studies, BA' and 'AREA F: Core Curriculum R...'. The main area displays a plan for 'Fall 2022' with 'Credits: 3.0'. A modal window is open, showing a list of courses to add to the plan. The course 'MATH 1101' with 'Credits: 3.0' is selected, and a checkbox is checked. A blue 'ADD TERM' button is visible. A dark grey notification box in the top right corner says 'Requirement added'.

7. Once the plan is complete, it will need to be activated for the student to view. To activate the plan, click the pencil icon at the top right of the plan and click the "Active" checkbox and click Save.

JAGTRAX: ADVISOR/FACULTY INSTRUCTIONS FOR PLANS

The screenshot shows a plan titled "Test" with the following details: Degree: Bachelor of Arts, Level: Undergraduate Semester, Active: No, Status: Not locked, and Tracking Status: NOT DISPLAYED, PLAN IS NOT ACTIVE. The interface includes buttons for "PLAN LIST" and "NEW PLAN". Below the plan details, there are options for "Last updated:", "Audit", "What-If", "Delete plan", "Save as copy", and "Create block". A sidebar on the left shows a navigation menu with "Still Needed" and "Major in Integrated Studies, BA". The main content area displays a list of courses for "Fall 2022" with "Credits: 3.0", including "MATH 1101" with "Credits: 3.0".

Edit Plan



The "Edit Plan" form contains the following fields and options: "Description*" with the value "Test"; "Degree" with a dropdown menu showing "Bachelor of Arts"; and two checked checkboxes for "Active" and "Locked".

CANCEL

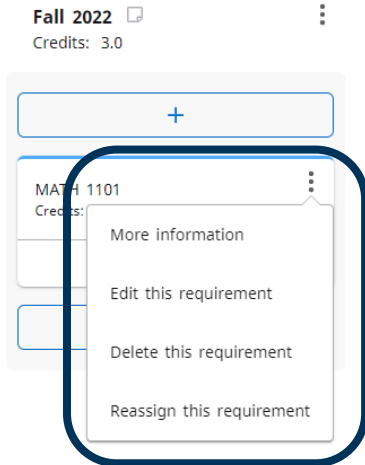
SAVE

8. The plan is now available for student review.

EDITING COURSES WITHIN A PLAN

1. Courses already listed within a plan can be edited by selecting the ellipse on the course that requires updating.

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More Information

Clicking More Information, provides a look at the course information.

Course Information



MATH 1113 - 3 Credits - Precalculus Mathematics

A rigorous study of polynomial, exponential, logarithmic, and trigonometric functions, primarily intended to prepare science and mathematics majors for calculus. STEM GPA Eligible Course

Prerequisites:

(MAT 107 with a minimum grade of C or MATH 1111 with a minimum grade of C)

Edit Requirement

Clicking Edit this Requirement, allows you to update the required course and minimum grade.

Edit Requirement



Requirement type
Course

Critical

MATH 1101

Credits
3.0

Minimum grade

CANCEL

SAVE

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Delete Requirement

Clicking Delete this Requirement allows you to remove the requirement from the planned semester.

Delete Requirement



Are you sure you want to permanently delete this requirement?

CANCEL

DELETE REQUIREMENT

Reassign Requirement

Clicking Reassign the Requirement allows you to move the course from one planned semester to another active semester.

Reassign Requirement



Reassign to which term?

Select term *



CANCEL

REASSIGN

AUDIT

Selecting Audit from the Plans menu will open a new window that allows you to view the planned courses within the degree audit window.

1. Select Audit from the Plans menu.

The screenshot shows the JAGTRAX interface. At the top, there is a navigation bar with the following options: Audit, What-If, Delete plan, Save as copy, and Create block. The 'Audit' option is highlighted with a red box. Below the navigation bar, the main content area displays a degree audit window. The window title is 'Major in Integrated Studies, BA'. The 'Still Needed' section is active. Underneath, there is a list of courses. The first course is 'MATH 1101' with 'Credits: 3.0'. The 'Fall 2022' term is selected, and the total credits for that term are 'Credits: 3.0'. There are plus signs (+) and a minus sign (-) next to the course list, indicating that courses can be added or removed from the audit.

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- The Planner Audit will display the degree requirements for the current curriculum, including completed courses, in-progress course, and planned courses as assigned in the plan list.

Planner Audit



Student name Student, Test

Plan description Test

Degree progress



Overall GPA
2.40

Requirements

	Course	Title	Grade	Credits	Term
ⓘ	AREA A: ESSENTIAL SKILLS				
✔	English Composition I	ENGL 1101	College Composition I	3	Spring 2018
✔	English Composition II	ENGL 1102	College Composition II	3	Spring 2019
ⓘ	College Algebra or Intro to Math Modeling	MATH 1101	Intro to Mathematical Modeling	PLAN (3)	Fall 2022

WHAT-IF

Selecting What-If from the Plans menu will open a new window that allows you to view the planned courses within the degree audit window and complete a What-If scenario.

- Select What-If from the Plans menu.

Last updated: [redacted]

Audit **What-If** Delete plan Save as copy Create block

Still Needed

Major in Integrated Studies, BA

AREA F: Core Curriculum R...

Fall 2022 Credits: 3.0

MATH 1101 Credits: 3.0

ADD TERM

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2. The Planner What-If will display the degree requirements for the selected curriculum, including completed courses, in-progress course, and planned courses as assigned in the plan list.

Planner What-If Analysis



Program

Catalog year *
Academic Year 201...

Degree *
Bachelor of Arts

Areas of study

Major *

Concentration

Minor

Additional areas of study

RESET

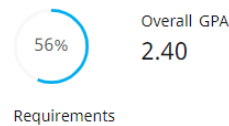
PROCESS

Planner What-If Analysis



Student name Student, Test
Plan description Test

Degree progress



	Course	Title	Grade	Credits	Term
①	AREA A: ESSENTIAL SKILLS				
✓	English Composition I	ENGL 1101	College Composition I	3	Spring 2018
✓	English Composition II	ENGL 1102	College Composition II	3	Spring 2019
Ⓢ	College Algebra or Intro to Math Modeling	MATH 1101	Intro to Mathematical Modeling	PLAN (3)	Fall 2022

CONTACT

If you have any additional questions, please contact our office at jagtrax.augusta.edu.