

How to use the “Planner” with “What if Audit”

If you don't have an audit, you can do a planner with a “what if” audit. These are the steps:

- A. Check the box to the left of term & enter a term in the first planner box, (arrow 1)
- B. Enter at least one course in the box under the term, (arrow 2)
- C. On the lower left hand side, click on “use what if scenario” (arrow 3)
- D. Click on the box to the left of “use what if scenario” (arrow 4)
- E. Pick the criteria for the “what if” (degree, academic year & program of audit you want)
- F. On the bottom right, click on “process new” (arrow 5)
- G. The “what if” audit will show up on the left hand side (you will have to “hide what if options” to show the full screen of the “what if” audit)
- H. Once you have all the classes filled into the planner (on the right),
- I. Be sure to title your plan (recommend date, program & initials.... 20130123 ACCT LMR) (arrow 6),
- J. Click on “save plan”,
- K. Click on “process new” again and it will fill in the audit on the left with the classes you have “planned”.

The screenshot shows the Student Course Planner interface. At the top, there are dropdown menus for 'Planner' (set to 20120823) and 'Notes Mode', along with 'Show completed classes' and 'Load' buttons. The main area is split into two panes. The left pane, titled 'Planner Worksheet', shows student information (Student ID, Degree: ASSOCIATE IN ARTS W/MACRAO, Program: Transfer, Other-007 AA, Cum. GPA: 4.000) and a 'Degree Progress' section. Under 'Degree Progress', there are several requirement categories: 'DEGREE=AA with MACRAO' (highlighted in yellow), 'General Education/MACRAO Requirements', 'Communication Skills Requirements', 'Humanities Requirements', and 'Social Sciences Requirements'. A blue arrow labeled '3' points to the 'Use What If Scenario' checkbox. A blue arrow labeled '4' points to the 'Show What If Options' button. The right pane, titled 'Student Course Planner', shows the '2012 Fall' term selected. Below the term, there are course selection boxes for 'ARA 101' and 'PS 110'. A blue arrow labeled '1' points to the '2012 Fall' term selection, and a blue arrow labeled '2' points to the course selection boxes. At the bottom of the right pane, there are buttons for 'Save Plan', 'Reload Form', 'Save As...', 'Delete Plan', 'Process New', 'Check All Terms', and 'Uncheck All'. A blue arrow labeled '5' points to the 'Process New' button. A blue arrow labeled '6' points to the 'Plan Title' field, which contains '20120823'. The bottom of the left pane has a yellow bar with the text 'What-If' and a blue arrow labeled '4' pointing to it.