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Log-in

Click on the Admin Login Screen button and enter your login and password information.
Student Search: Student ID option

Type in Student OU ID (do not include dashes) and press **Load** button.

You will be directed to the DN Audit-Student Degree page for access to the Graduation Report.

Student Search: Search Students option

Type in student information in any of the search boxes. This is helpful if you only know student first, last name, or ID.

A list of students will appear. Students eligible to enroll will have an email listed. Select the correct student by clicking on the blue cross icon.

You will be directed to the **DN Audit-Student Degree** page. This is the main page that lists the student’s majors, minors and programs. It will give you access to the Graduation Report.

You can choose the number of student results you’d like to see per page.
Advising Session Resources: Graduation Report and Legend

How to Get to the Graduation Report:
Method #1
Click on the (+) sign next to Degrees, majors, minors then click on the degree program code you advise.

Method #2
Click on the icon next to the student program you advise.

Don't worry about these DTR codes.

Advisor Note: If you get lost on any screen, just click the Degrees, majors, minors button (far left column) to return to the main Audit screen.

The Graduation Report will indicate the student degree program, curriculum year, and ID number at the top of the report.

This will look similar to the graduation report in the original DN version.
Legend

Course Legend
✓ Indicates course has been fulfilled
● Indicates course is current
□ Indicates course is in the course plan

Requirement Legend
✓ Indicates requirement has been fulfilled
✗ Indicates requirement has not been fulfilled
✓ Indicates requirement will be fulfilled with successful completion of in-progress or planned courses

Advisor Note:
If a student has met the content of a requirement, but has not met the minimum hour requirements, the Graduation Report will indicate that:
- the hours requirement has not been fulfilled. (to the left of the requirement)
- the content requirement has been fulfilled (to the right of the requirement)

Example (see below):
✗ and at least 3 credits from Second Semester: {MATH2423 ✓}

(Note: the requirement has not been fulfilled; the content requirement has been fulfilled)

Screenshot:

- Student is missing 1 hour of MATH2423.
- Student only earned 2 hours of MATH2423 credit in summer 2008.
Advising Session Resources: Course Record

From any screen, click on **Course Record** to view history of ALL completed/current courses (OU and transfer) from the student.

The Course Record will include OU and transfer courses that are current and completed. Semesters are listed in chronological order.

The **Special Codes** column lists the original course title (helpful when reviewing transfer courses).

The **Course** column lists the equated OU course number. Courses ending with 1999, 3999, and 5999 are unequated to a specific OU course.

**Advisor Note:** If you would like to allow a student to use a transfer course to meet an OU major requirement, please indicate the transfer course semester and original title in your notes.
Advising Session Resources: Course Plan

**Advisor Note:**
The DN6 system does NOT verify prerequisites. The student is able to add courses to his/her Course Plan regardless of whether or not he/she has met the prerequisites or the class is offered in the semester selected.

From any screen, Click on **Course Plan** to view the student’s proposed list of courses.

The **Course Plan** will list the courses that the student is planning on taking. This is for planning purposes only. No prerequisites or verification of semester availability are confirmed.

These are the courses that were listed in the **Selected Courses** box on the old version of Degree Navigator (see example).
Advisor Notes: Manage Notes

From any screen, Click on Manage Notes to enter advising related notes.

The Manage Notes page allows you to enter your advising related notes. Enter notes as you normally would. Notes are viewable by the students by default. If you do NOT want students to view notes, click on the box marked “private.” Advisors can still view the notes.

Click on the Save button when you are finished. You will automatically be directed to your My Notes page.

Under the note entry section, you can view all notes for the student in chronological order. It lists the full name of the person that made the note, the subject, the FULL body of the note, and the date the note was written.

Advisor Note: Once you SAVE your note, it is permanent. Even YOU cannot update it. Students can request to view ALL notes in DN.
Advisor Notes: My Notes

The **My Notes** page keeps a record of all of YOUR notes that you have written. They are in chronological order.

When you save your student advising notes in the **Manage Notes** page, you are automatically directed to this page.

From any screen, Click on **Home**, then **My Notes**. You are also automatically directed to the My Notes page after saving advising notes.

Select **Outbox**
To view ALL notes that you have written.