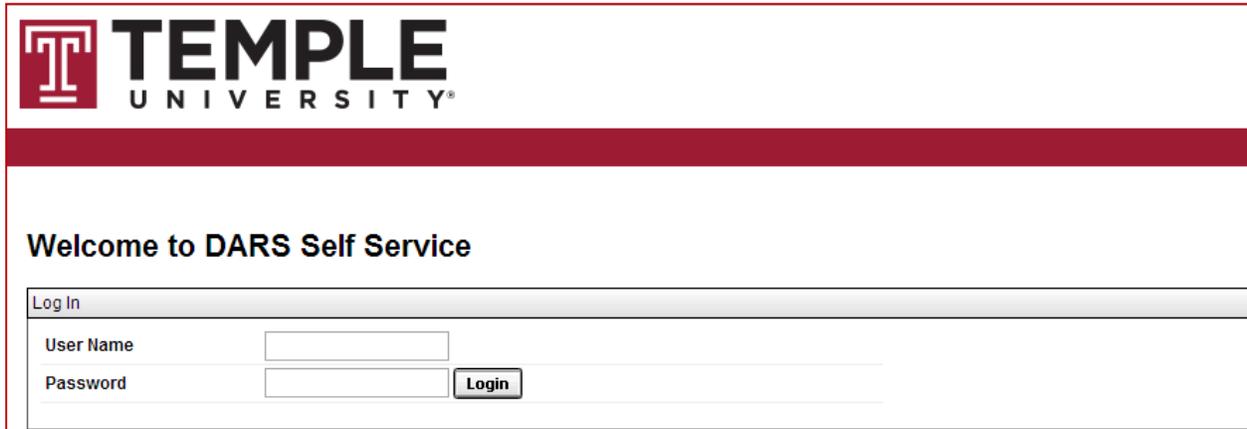


Roadmap and Student Plan Creation

DARS u.achieve 4.1



The screenshot shows the Temple University DARS Self Service login interface. At the top left is the Temple University logo, consisting of a red 'T' in a square followed by the word 'TEMPLE' in large bold letters and 'UNIVERSITY' in smaller letters below it. Below the logo is a dark red horizontal bar. Underneath the bar, the text 'Welcome to DARS Self Service' is displayed. Below this is a 'Log In' section with a header bar. The login form contains two input fields: 'User Name' and 'Password'. To the right of the 'Password' field is a 'Login' button.

Steps

Follow these steps to build a roadmap for an academic program.

1. Log In to the Self Service application using your AccessNet credentials.
2. Click on the **Roadmaps** icon from the Home page.



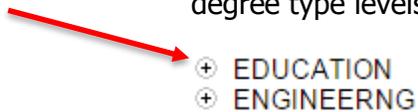
Roadmaps

3. If you see the Manage Roadmaps page when you log in, proceed to the next step.

If you do not appear on the Manage Roadmaps page when you log in, select the drop-down arrow to the right of **Roadmaps** on the top bar. Select **Manage** from the drop-down.



4. **Locate the school/college** that the degree you desire to create the Roadmap for is part of from the list of colleges and degree programs. **Click the plus icon** to the left of the college. **Continue by expanding pluses** through major and degree type levels until the degree program you are looking for is reached.



5. Once you have drilled down to the degree program, **click the degree program's name**.



Note: This page also has the **Roadmap Tips**. They explain how to change to other Programs in addition to providing an on-page refresher as to how to make a new Roadmap.

Roadmap Tips

To create a Roadmap:
Give the roadmap a name, effective Year, and Term then click the "Add Roadmap" button

To change to a different Program:
Click the program name and choose a new one from the provided list

6. Type the name you want to give your roadmap in the **Roadmap Name** box.

Enter Roadmap Information Here:

Chosen program: [Click to choose another program](#)

Roadmap Name:

7. Choose the term you wish the roadmap to apply for from the **Effective Term drop-down menu**. Ensure that the **Effective Year** and **Years to Graduation** also match up with the program you are making the roadmap for.

Effective Term:

Effective Year: *Note: Effective Year is the Calendar Year.*

Years To Graduation:

8. Click on the **Add Roadmap** button.

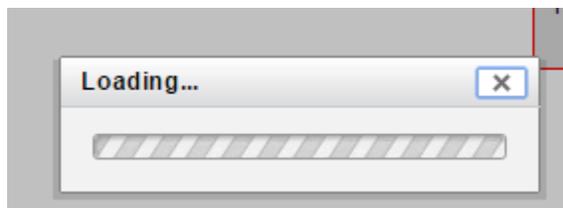
9. The new Roadmap will be added to the **Available Roadmaps** section at the bottom of the Manage Roadmaps page. **Click on the roadmap's name** to begin editing its contents.

Available Roadmaps:

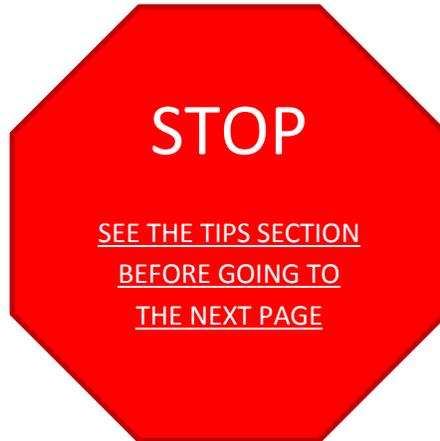
* Denotes Editable Fields

| Name | Years * | Start Year Term | End Year Term | | Status * | Action | PDF | Created Date | Updated Date | Updated By |
|---|---------|-----------------|---------------|--------|----------|---------------------|-----|--------------|--------------|------------|
| | | | Year * | Term * | | | | | | |
| Secondary Education: Social Studies Focus Roadmap | 4 Years | Fall 2015 | | | In P | Select an Action... | | Feb 3, 2015 | Feb 3, 2015 | tug11408 |

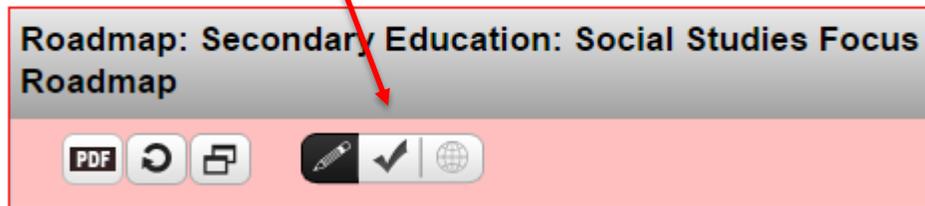
Note: When the Roadmap is entered, it will take a moment to load. This is because it has to build the degree audit for that major. The Roadmap will automatically be entered when the Loading Bar popup finishes and closes itself.



10. Create the Roadmap by dragging courses from the left-hand Audit section of the page to the semesters on the right-hand section of the page. As each degree program will involve different courses and considerations, instead of a step-by-step explanation of this, a set of Tips will be provided. These Tips will contain information on how to perform all actions needed to construct your Roadmap, as well as warnings about how to avoid common problems in Roadmap creation. **See the Tips Section**, which starts on page 6, for this information now, and return to this step-by-step instruction list when done.

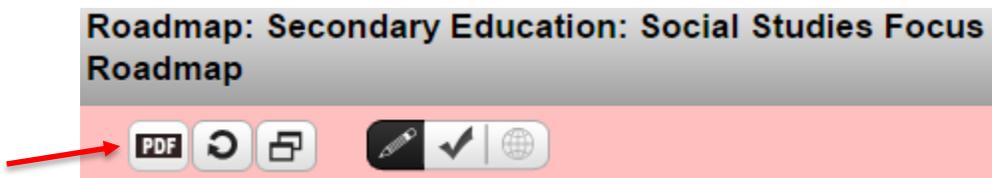


11. To verify that your completed Roadmap meets all requirements that the DARS (Degree Audit Reporting System) thinks are required for your degree, **select the check-mark icon** to verify the Roadmap.



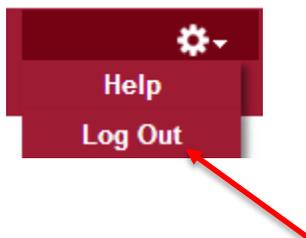
12. The system will highlight any items that are not linked to Requirements on the Audit in red on the right-hand Roadmap side and expand any items it believes should have been added that were not on the left-hand Audit side. Use your judgment to determine if these items are truly unneeded/missing. In the case of items not linked to requirements, attach them to requirements as appropriate. Once you have made any necessary corrections, your Roadmap is ready for review as a PDF.

13. To see how your Roadmap looks as a PDF, **click the PDF Button**. This will show you a sample PDF of the Roadmap that can be printed or saved.



14. Once you have looked over the PDF, **close the tab** that the PDF is in to return to the Roadmap Creation page. If you think changes need to be made to the Roadmap, you can make them now. Otherwise, you have completed making the roadmap.

15. Log out when done. To do this, click the **gear icon** in the upper right, and then select **Log Out** from the drop-down menu.



Tips Section

Contents:

- **Roadmap Page Basics** (Page 7)
- **Adding Non-GenEd Courses** (Page 9)
- **Deleting Courses and Requirements** (Page 12)
- **Moving Requirements Between Semesters** (Page 12)
- **Adding GenEd Courses and Other Lists** (Page 13)
- **Variable Or'ed Groups** (Page 14)
- **Adding Free Electives** (Page 16)
- **Adding Course Ranges** (Page 18)
- **Editing List Names/Credits** (Page 23)
- **Style Preferences** (Page 25)
- **Required Courses and Status Indicators** (Page 26)
- **Special Course Groupings From The Audit** (Page 28)
- **Changing Requirement/Course Display Order** (Page 29)
- **GenEd-45 Roadmap Creation** (Page 31)
- **Common Issues: Missing Edit/Delete Buttons** (Page 38)
- **Common Issues: Changing Hours Displayed** (Page 38)
- **Common Issues: A Requirement Has Come Delinked** (Page 39)
- **Copying a Complete Roadmap** (Page 41)
- **Switching To Student (Plan Creation) View** (Page 43)
- **Student View: Creating a New Plan** (Page 45)
- **Student View: The Move Preferred Button** (Page 47)
- **Student View: Adding Courses** (Page 48)
- **Student View: Adding Wildcard Courses** (Page 49)
- **Student View: Adding Course Ranges (And Manually Choosing Courses)** (Page 50)
- **Student View: Moving Courses On The Plan** (Page 52)
- **Student View: Deleting Courses** (Page 53)
- **Student View: Adding And Removing Semesters** (Page 54)
- **Student View: Checking With An Audit** (Page 55)
- **Student View: Preferred Plans** (Page 55)
- **Icons For Roadmap Creation Page** (Page 56)
- **Icons For Plan Creation Page** (Page 60)

It is strongly suggested that an individual making a Roadmap reads all portions of the Tips Section relevant to that Roadmap before beginning to construct the Roadmap.

Roadmap Page Basics

- The Roadmap Creation Page is divided into two columns. The left-hand column, which contains the **Audit Section**, is where you will be finding courses to add to the Roadmap you are creating. The right-hand column, which contains the **Roadmap Section**, is where you will be building the Roadmap out of those courses.

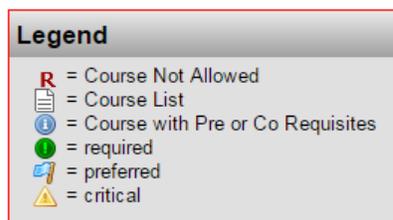
Audit and Roadmap View



- The Audit Section in the left-hand column tracks requirements that the system recognizes as necessary for completing the chosen degree program. These include both taking specific courses (or courses from specific sub-groups) and taking a certain number of hours of courses overall. The number of hours that need to still be added to a particular requirement or sub-requirement are written to the right-hand side of that requirement or sub-requirement's name.

| | |
|---|------------------|
| ▶ GENED | 18 Hours |
| ▼ MAJOR | 59 Hours |
| ▶ ~ED-PROF -- PROFESSIONAL EDUCATION COURSE SEQUENCE | 21 Hours |
| ▶ ~EDMATH -- MATH REQUIREMENT | 3 Hours |
| ▶ ~EDUAPP -- CREDITS REQUIRED FOR PA DEPARTMENT OF EDUCATION CERTIFICATION | 12 Hours |
| ▶ ~SECEDSOC -- SECONDARY EDUCATION/ADDITIONAL REQUIREMENTS | 17 Hours |
| ▶ ~SECO-TCH -- STUDENT TEACHING & SENIOR SEMINAR COURSES MUST BE TAKEN IN THE SAME SEMESTER | 6 Hours |
| ▶ Total Hours | 122 Hours |

- Take note of the **Legend** on the page, which indicates important icons used in Roadmap creation.



| Legend | |
|---|------------------------------------|
|  | = Course Not Allowed |
|  | = Course List |
|  | = Course with Pre or Co Requisites |
|  | = required |
|  | = preferred |
|  | = critical |

- To view the sub-requirements of a requirement or the courses that can apply towards a requirement or sub-requirement, **click the arrow to its left**. Similarly, if a requirement or sub-requirement is already expanded, the arrow can be clicked to stop showing its contents. The **Expand All** and **Collapse All** buttons can also be used.

▼ **~EDMATH -- MATH REQUIREMENT** **3 Hours**
 ▼ ADDITIONAL MATH COURSE - 3 Hours

2 Courses - Choose One

EDUC 1017 (4 Hours)
Algebra for Educators

MATH 1021 (4 Hours)
College Algebra

EDMATH-1 (3 Hours)
No description.

- Note that when all sub-requirements of something are met, it will automatically close itself, meaning you will have to re-open it if you want to select other things that are in it as alternate options.
- Requirements, Courses, Semesters, and Years on the Right-Hand Roadmap side can be collapsed and expanded just like Requirements, Sub-Requirements, and Courses on the left-hand Audit side. Simply **click the arrow to the left** to expand or collapse one.

▼ Year 1
 ▶ Year 1-Term 1

Adding Non-GenEd Courses

- To add a course listed under one of the requirements from the Audit Section, **drag the course's name** over on top of the term you want the course added to and release the mouse. This will add the course as its own requirement in that term.

The screenshot shows a hierarchical list of requirements. At the top is a requirement for 'SOCIO-CULTURAL FOUNDATION OF EDUCATION COURSE - 3 Hours'. Below it are two sub-requirements: 'EDUC 2103 (3 Hours) No description.' and 'ED-PROF-1 (3 Hours) No description.'. A red arrow points from 'EDUC 2103' to a dropdown menu. The dropdown menu is open, showing 'Year 1' expanded into 'Year 1-Term 1' and 'Year 1-Term 2'. A red arrow points from 'Year 1-Term 2' to a larger, highlighted box below. This box contains 'Year 1-Term 2 3 Hours' and 'SOCIO-CULTURAL FOUNDATION OF EDUCATION COURSE - 3 Hours' with 'EDUC 2103 (3 Hours) No description.' listed underneath. Blue curved arrows indicate the drag-and-drop action.

- An item will become checked-off on the left-hand side when all of its sub-requirements have been added to the right-hand side. The number of hours next to it will also become zero.

The screenshot shows a requirement for '~ED-PROF -- PROFESSIONAL EDUCATION COURSE SEQUENCE 18 Hours'. Below it is a sub-requirement for 'SOCIO-CULTURAL FOUNDATION OF EDUCATION COURSE - 0 Hours'. The sub-requirement is preceded by a checked checkbox. Below the sub-requirement is 'EDUC 2103 (3 Hours) No description.' followed by another checked checkbox. Red boxes highlight the checked checkboxes and the '0 Hours' value.

- To add all of the courses in a requirement from the Audit Section to the same semester, **drag the requirement's name** over on top of the term you want all of those courses added to and release the mouse. This will add all of the courses to the same requirement in that term.

The screenshot illustrates the process of moving a requirement between terms. It shows three stages:

- Initial State:** A requirement box for '~EDMATH -- MATH REQUIREMENT' (3 Hours) is shown. Below it is an 'ADDITIONAL MATH COURSE -' (3 Hours) requirement, which contains a '2 Courses - Choose One' selection: EDUC 1017 (4 Hours) Algebra for Educators and MATH 1021 (4 Hours) College Algebra. Below this is the 'EDMATH-1 (3 Hours) No description.' course.
- Dragging:** A red arrow indicates the requirement box is being moved. A blue curved arrow shows the movement from the top requirement box towards the 'Year 1-Term 2' header.
- Final State:** The requirement box is now attached to the 'Year 1-Term 2' header. The requirement is now listed as 'Year 1-Term 2' (6 Hours). Below it are the 'SOCIO-CULTURAL FOUNDATION OF EDUCATION COURSE -' (3 Hours) and 'EDUC 2103 (3 Hours) No description.' courses. The 'ADDITIONAL MATH COURSE -' (3 Hours) requirement and its '2 Courses - Choose One' selection are also added to this term. The total hours for this term are 6 Hours.

- To check if a course you are looking to add to the Roadmap side exists on the Audit side, click then **Expand All** button on the audit side. Once this is done, press **ctrl+f** on the keyboard. This will bring up the Find Box. **Type the name or number of the course** you are looking for in the Find Box. This will take you to the course name if it exists on the page and highlight it. The arrows in the Find Box allow you to search upwards and downwards for other places where the words you have typed into it are located. When done with the Find Box, click the x on the right side of the Find Box to close it. You can then click Collapse All on the Audit Column to close all of the open requirements if you desire.

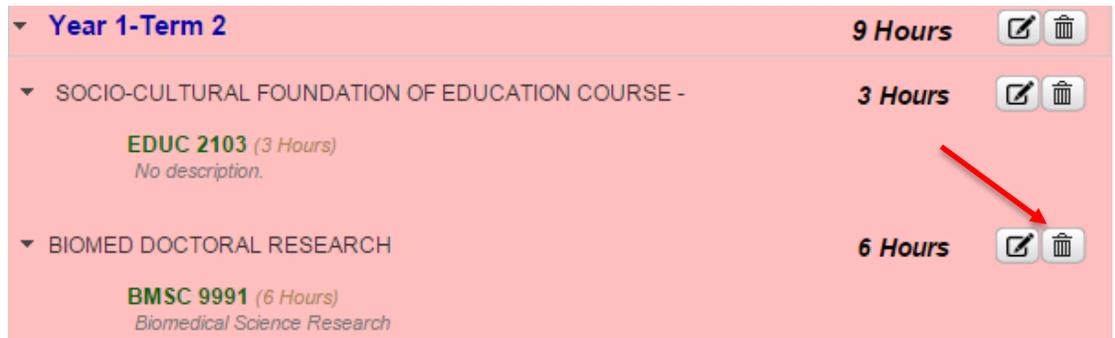


▼ ADOLESCENT DEVELOPMENT COURSE -3 Hours

- **EDUC 2109** (3 Hours)
Adolescent Dev for Educ
- ED-PROF-2** (3 Hours)
No description.

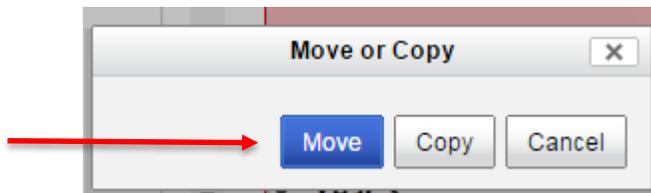
Deleting Courses and Requirements

- To delete a course or requirement that was added accidentally, **click the Trash Can Icon** to the right of the course or requirement's name. Then **click 'Yes'** to confirm the deletion. If deleting a course leaves you with an empty requirement that you do not want, repeat the process to delete the requirement.



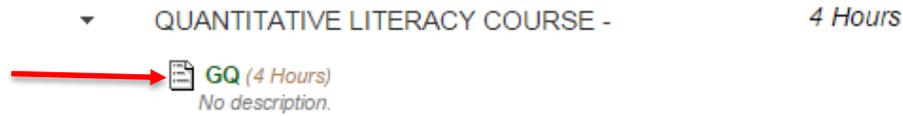
Moving Requirements Between Semesters

- To move a requirement from one semester to another, **drag the requirement's name** from its current position on the right-hand side so that it is over the name of the semester you wish for it to be changed to, then release the mouse. Then click **'Move'**. This removes the requirement from the old semester and places it into the new one.

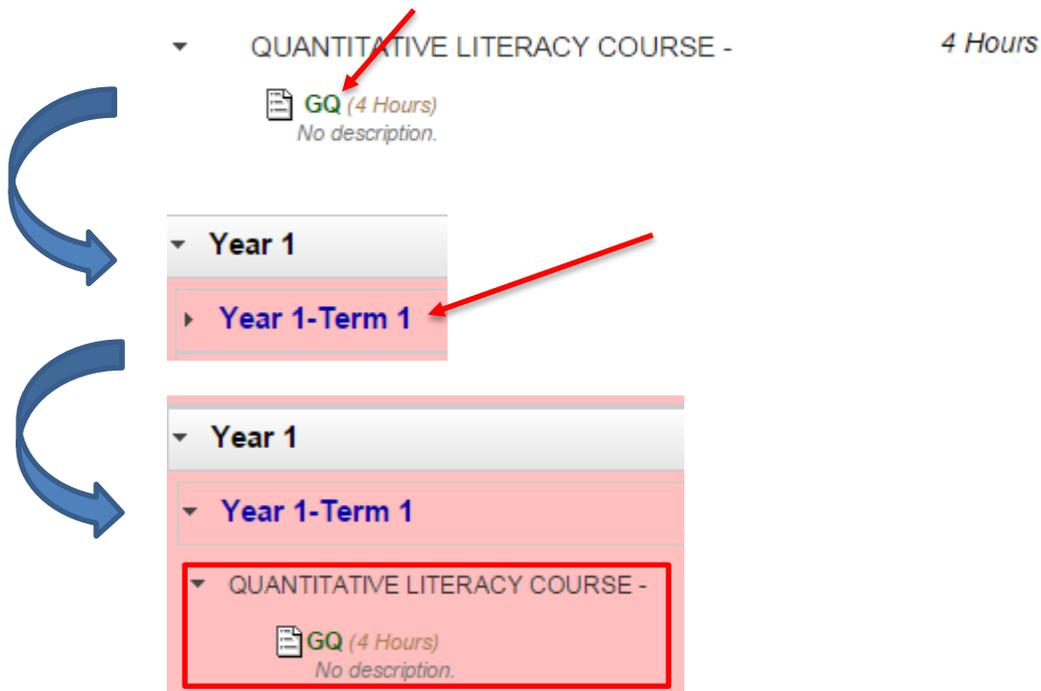


Adding GenEd Courses and Other Lists

- When adding a GenEd item to your roadmap, you will see that, in addition to individual courses, **Lists** are present on the Audit side. These Lists contain information about all of the courses that are included in the GenEd requirement they are for. The rectangular page-symbol shown in the image below denotes something as a List.



- When adding a GenEd requirement with a list, only the list itself needs to be dragged over. The various courses that count as part of it do not need to be added individually. To add the list, simply select its name, and drag it over into the target semester as though it were a course.



- Do not select the heading above the list instead of the list itself. If the heading is moved into the Roadmap instead of the list, all of the courses will be added individually in addition to being added as part of the list. If this occurs, select the **trash can icon** to remove the category so that the list itself can then be added.



Variable Or'ed Groups

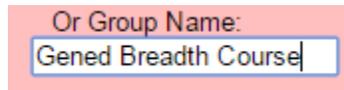
- OR groups can be used to create relationships between Requirements where a student only has to take one option from a number of possible options across different Requirements in the same semester.
- **Click the Edit button** to the right of the Requirement you want to OR.



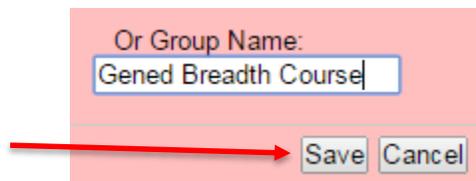
- **Check the box** next to 'Or'ed?'.
If you have previously added a different group of Or'ed courses (such as a different GenEd Breadth option), select a new number from the Or'ed drop-down.



- **Type the name** that you want all of the Or'ed options to appear under category-wise into the Or Group Name Box.



- Click the **Save Button**.



- **Repeat this process** for each other Requirement that fits into the group. Make sure that all of the Lists in the group have the **same Or'ed group number**.

The screenshot shows a form titled "Requirement Details" for a "SCIENCE & TECHNOLOGY COURSE" with a duration of "3 Hours". The form includes the following fields:

- Name:** SCIENCE & TECHNOLOGY COL (input field)
- Hours:** 3 (input field)
- SubReq:** SCIENCE & TECHNOLOGY CC (dropdown menu)
- Status:** (indicated by three icons: a warning triangle, a speech bubble, and an information icon)
- Or'ed?:** 0 (dropdown menu with a red arrow pointing to it)
- Or Group Name:** Gened Breadth Course (input field)

At the bottom right of the form are "Save" and "Cancel" buttons.

- When this process is complete, the Requirements involved will appear within blocks beneath a heading with the Group Name at the top and the word 'Or' between each of them, as shown below.

The screenshot shows a requirement block titled "Gened Breadth Course". It contains two alternative requirements separated by the word "Or":

- ARTS COURSE -** (2 Hours)
 - GA (2 Hours) - No description.
- SCIENCE & TECHNOLOGY COURSE -** (3 Hours)
 - GS (3 Hours) - No description.

Each requirement block includes a document icon, the course code and hours, a description, and edit/delete icons.

- **Note:** If you want different Or'ed groups in the same semester, give each group a different Or'ed group number. This will give the different groups different boxes to sit in. When doing this, make sure that the Requirements in each group are next to each other, moving their order within the semester if need be.
- **Note:** If the courses you want to OR are in the same Requirement, OR groups cannot be used. Instead, set the Hours for the Requirement to a number that will check off once a single valid option from the Requirement is added and rename the Requirement to indicate that a student should choose one (or some other specific number) of courses.
- **Note:** Courses cannot be Or'ed across different semesters using the Roadmap Builder.

Adding Free Electives

- Free Electives, where a student can take any course they desire under the elective umbrella that do not possess a specific List to choose from, must be added to the Roadmap in a manner different from GenEds and mandatory courses. To begin, **locate the Free Elective category** for the degree program on the left-hand Audit Side. **Expand it**, so that the ********* can be seen.

Electives **99 Hours**

FREE ELECTIVES FOR LARC MAJORS * COURSES NOT USED TO SATISFY GENED, FSBM LOWER DIVISION, FSBM UPPER DIVISION, MAJOR, ETC. * PLEASE SEE AN ADVISOR FOR A CONFIRMATION ON WHAT COURSES ARE CLASSIFIED AS 'FREE ELECTIVES'. **99 Hours**

FREE ELECTIVE COURSES - **99 Hours**

***** (3 Hours)
No description.

- Drag the ******* over to the desired Term other side as though it were a normal course.

Electives **99 Hours**

FREE ELECTIVES FOR LARC MAJORS * COURSES NOT USED TO SATISFY GENED, FSBM LOWER DIVISION, FSBM UPPER DIVISION, MAJOR, ETC. * PLEASE SEE AN ADVISOR FOR A CONFIRMATION ON WHAT COURSES ARE CLASSIFIED AS 'FREE ELECTIVES'. **99 Hours**

FREE ELECTIVE COURSES - **99 Hours**

***** (3 Hours)
No description.

Year 4-Term 1 **0 Hours** [edit] [trash]

Year 4-Term 1 **3 Hours** [edit] [trash]

FREE ELECTIVE COURSES - **3 Hours** [edit] [trash]

***** (3 Hours)
No description.

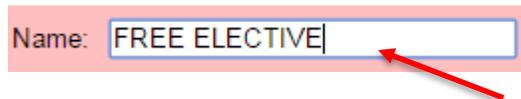
- Click the **edit button** next to the newly-added requirement.



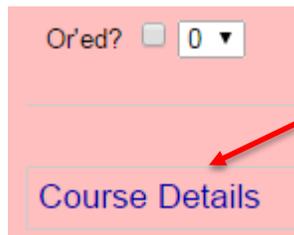
- **Enter the number of hours** for the course. Do not click save yet.



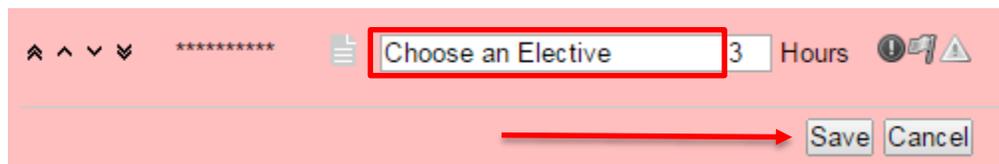
- **Change the name** of the item if needed. Do not click save yet.



- Click **Course Details**.



- **Change the course's description** to show that it is an elective course. Click **Save**.



- The process is complete. The elective has been added to the Roadmap.



- If additional Free Electives are needed in the same semester, take them from other Requirements within the Electives category. If a program needs multiple electives in one semester but does not have multiple elective Requirements in the Electives category, then set the hours of the *-line you added to the total number of credits needed across the various electives.

Adding Course Ranges

- Some Requirements, instead of requiring specific individual courses or courses from lists, require courses from ranges within degree programs. Some course ranges are identified by yellow boxes on the Audit Side of the Roadmap Creation Page. (Some ranges are identified differently, see the Note at the end of this section for handling those.)

▼ HORTICULTURE/LANDSCAPE ARCHITECTURE/BOTANY
ELECTIVES - 3 Hours

Courses ranging between

LARC 1000 (3 Hours)
No description.

LARC 4999 (3 Hours)
No description.

- Drag the entire yellow Course-Range Box** over to the desired term.

▼ HORTICULTURE/LANDSCAPE ARCHITECTURE/BOTANY
ELECTIVES - 3 Hours

▼ **Year 1-Term 1** 15 Hours  

▼ **Year 1-Term 2** 18 Hours  

- ▶  LANDSCAPE ARCHITECTURE COURSE - 3 Hours  
- ▶  LANDSCAPE ARCHITECTURE COURSES - 6 Hours  
- ▶  BOTANY COURSE - 3 Hours  
- ▶ MOSAIC COURSE - 3 Hours  
- ▶ HORTICULTURE/LANDSCAPE ARCHITECTURE/BOTANY
ELECTIVES - 3 Hours  

Courses ranging between

LARC 1000 (3 Hours)
No description.

LARC 4999 (3 Hours)
No description.

- Click the **Edit Button** next to the Requirement that the yellow box is now in on the Roadmap Side.

HORTICULTURE/LANDSCAPE ARCHITECTURE/BOTANY
 ELECTIVES - 3 Hours  

Courses ranging between

LARC 1000 (3 Hours)
 No description.

LARC 4999 (3 Hours)
 No description.

- Click **Course Details** within the Requirement.

HORTICULTURE/LANDSCAPE ARCHITECTURE/BOTANY 3 Hours
 ELECTIVES -

Requirement Details

Name: Hours

SubReq: Status:   

Or'd? Or Group Name:

[Course Details](#)

- Tick each **Check Box** within the yellow box.

Course Details

| Courses ranging between | | | |
|---|---|--|--|
|     | LARC 1000  | <input type="text" value="No description."/> | <input type="text" value="3"/> Hours <input checked="" type="checkbox"/> |
|     | LARC 4999  | <input type="text" value="No description."/> | <input type="text" value="3"/> Hours <input checked="" type="checkbox"/> |

- Press the **Delete Button**.

The screenshot shows a 'Course Details' form with a table of courses. The table has a yellow header row 'Courses ranging between' and two data rows. The first data row is for 'LARC 1000' with 'No description.' and '3 Hours'. The second data row is for 'LARC 4999' with 'No description.' and '3 Hours'. Both rows have a checkmark in the rightmost column. Above the table are buttons for 'Add Course' and 'Add Course List'. To the right of the table is a 'Delete All' button, which is highlighted by a red arrow. Below the table are 'Save' and 'Cancel' buttons.

- Notice that while all of the courses have been removed from the Requirement, that the yellow box remains in it as a header. This allows the link to the Degree Audit's Requirement to be maintained by the Roadmap's Requirement without students having the ability to incorrectly drag over the nonexistent courses that often begin and end course ranges. Click **save**.

This screenshot shows the 'Course Details' form after the courses have been removed. The table area now only contains the yellow header box 'Courses ranging between'. The 'Delete All' button is still present. A red arrow points to the 'Save' button, which is located below the table area.

- Click the **Edit Button** next to the requirement again.

The screenshot shows a requirement card for 'HORTICULTURE/LANDSCAPE ARCHITECTURE/BOTANY ELECTIVES -'. The card displays '0 Hours' and has an edit icon (pencil) and a trash icon. A red arrow points to the edit icon. Below the requirement name is a yellow header box 'Courses ranging between'.

- Removing the courses from the yellow box removed the hours from the Requirement, automatically setting its hours to zero. **Enter the hours value** desired in the Hours box.



HORTICULTURE/LANDSCAPE ARCHITECTURE/BOTANY
ELECTIVES - **0 Hours**

Requirement Details

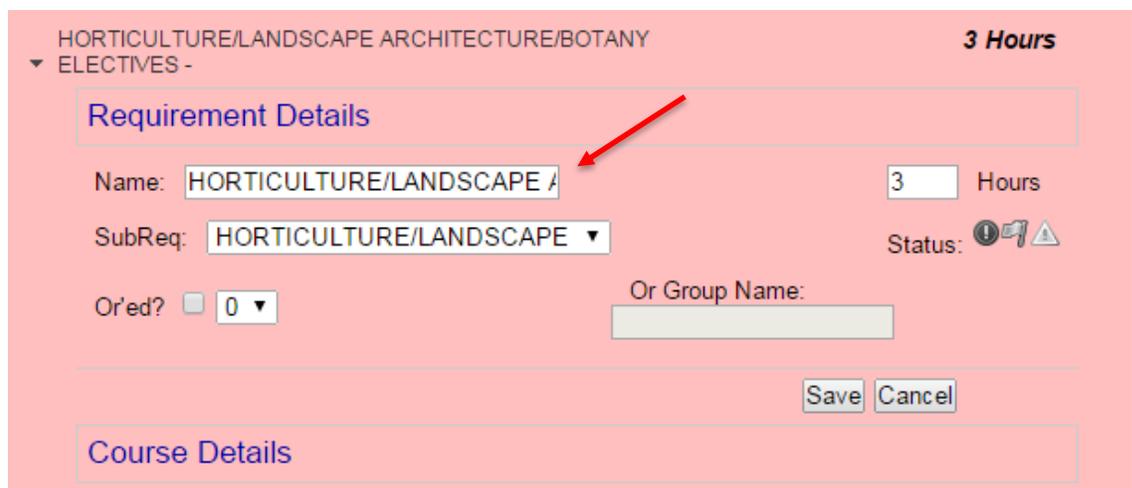
Name: Hours

SubReq: ▾ Status:   

Or'ed? ▾ Or Group Name:

Course Details

- **Change the name of your Requirement** to indicate what courses can be taken within the range.



HORTICULTURE/LANDSCAPE ARCHITECTURE/BOTANY
ELECTIVES - **3 Hours**

Requirement Details

Name: Hours

SubReq: ▾ Status:   

Or'ed? ▾ Or Group Name:

Course Details

- Click **Save**.

HORTICULTURE/LANDSCAPE ARCHITECTURE/BOTANY 3 Hours
 ▾ ELECTIVES -

Requirement Details

Name: Hours

SubReq: Status:   

Or'ed? ▾ Or Group Name:



Course Details

- The course range has successfully been added to your Roadmap.

HORTICULTURE/LANDSCAPE ARCHITECTURE/BOTANY 3 Hours  
 ELECTIVE: SELECT ONE COURSE FROM HORT 1000-4999 OR
 ▾ LARC 1000-4999 OR BOT 1000-4999 NOT TAKEN IN MAJOR -

Courses ranging between

- **Note:** If a Requirement includes multiple course ranges, only one needs to be dragged over to the Roadmap. The single box will anchor the Requirement on the Roadmap to the Requirement on the Audit, meaning that it will check off if met by any course combination that satisfies the Requirement on the Audit, regardless of whether or not that course combination is directly on the Roadmap.
- **Note:** Some Ranges are present using partially *'d out course values, for example HIST 2*** and HIST 3***. These can be directly added to the Roadmap as if they were fully *'d courses (like the Free Elective). When a student adds one to a Plan, it will allow them to type in any valid course that meets the partially *'d Requirement.

Editing List Names/Credits

- Some courses, particularly GenEd courses, will appear with the estimated number of credits for encoding purposes. It is best to edit the courses credit and name that you want to show up as a category name on PDF printouts of the Roadmap. These lists will expand into their component courses when viewed by a student online, but they will only display as-shown on the Roadmap PDF.

 GA (2 Hours)
No description.

- To edit one of these lists' credits and description, click the edit button to the right of the Requirement that the List is in. (The same process would apply if you wanted to edit the credits and description for an individual course).

▼ ARTS COURSE - 2 Hours  

 GA (2 Hours)
No description.

- If the number of hours for the course has to be updated, edit the Hours field. Do not click save yet. Doing so at this stage will end the editing process, and the hours field will still not display correctly on the PDF.

▼ ARTS COURSE - 2 Hours

Requirement Details

Name: Hours

SubReq: Status:   

Or'ed? Or Group Name:

Course Details

- Click Course Details.

ARTS COURSE - 2 Hours

Requirement Details

Name: ARTS COURSE - 3 Hours

SubReq: ARTS COURSE - Status:

Or'ed? 0 Or Group Name: Gened Breadth Course

Course Details

- Type the Course Description and Hours you want to display on the PDF version of the Roadmap into their respective fields.

GA Gened Arts Course 3 Hours

- Click Save to finalize the changes.

Gened Arts Course 3 Hours

- The Course Description and Hours will now display correctly in the PDF.

- ARTS COURSE - (3.0 Hours)
 - GA (3.0 Hours) Gened Arts Course

- The similar process can also be used to fix other errors in PDF display text, such as an ampersand (&) in a Course Description or Requirement name displaying as an '&';, in which case it should be replaced with the word 'and'. The edit in such a case would occur in the Requirement's name before 'Course Details' was clicked.

Style Preferences

- It is considered standard policy for Requirement names to be in ALLCAPS and for individual course names to be in A Mix of Capital Letters and Lowercase. This allows for ideal format-matching between user-entered Requirement and course names and system-generated ones.

▼ BOTANY COURSE - 4 Hours  
BOT 1111 (4 Hours)
General Botany

- While courses from Lists can be added individually, the default stylistic preference is to add lists of courses as Lists. If a List is added, students will be able to view all courses currently in the list when using the roadmap. Lists have the additional benefit of automatically updating as courses are added to or removed from the List over time.

▼ ARTS COURSE - 2 Hours  
 GA (2 Hours)
No description.

- It is standard policy for GenEd courses to be added in specific locations instead of being Or'ed in large groups, but to include the additional text '(OR OTHER GENED FROM A CATEGORY NOT YET TAKEN)' in their Requirement name. This reminds students that they may take their GenEds in an order they desire while keeping the Roadmap from becoming cluttered or checking off as complete if the student selects too many GenEds from the same category.

ARTS COURSE (OR OTHER GENED FROM A CATEGORY NOT YET TAKEN) - 3 Hours  
▶ HUMAN BEHAVIOR COURSE (OR OTHER GENED FROM A CATEGORY NOT YET TAKEN) - 3 Hours  
▶ U.S. SOCIETY COURSE (OR OTHER GENED FROM A CATEGORY NOT YET TAKEN) - 3 Hours  

- It is standard policy for Requirements to be marked as Required if the student does not have a choice in what to take to meet those Requirements.

Requirement Details

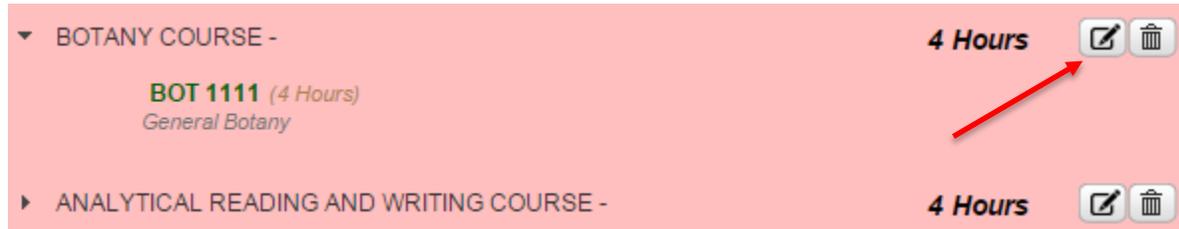
Name: Hours

SubReq: Status:  

Or'ed? Or Group Name:

Required Courses and Status Indicators

- When a student does not have a choice between multiple different courses and has to take a particular course or group of courses, those courses should be marked as Required. To do so, **click the Edit Button** next to the Requirement that contains the Course(s) or List that is to be marked as preferred.

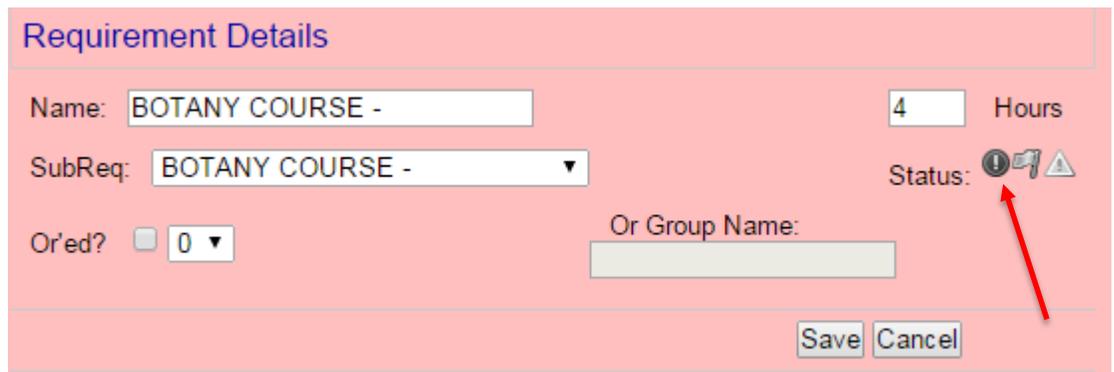


▼ BOTANY COURSE - 4 Hours  

BOT 1111 (4 Hours)
General Botany

▶ ANALYTICAL READING AND WRITING COURSE - 4 Hours  

- If you wish to mark an entire Requirement as required, **click the Required Icon** (which looks like an exclamation point).



Requirement Details

Name: 4 Hours

SubReq: Status:   

Or'ed? 0 Or Group Name:

- If you clicked the Required Icon, click **Save**.



Requirement Details

Name: 4 Hours

SubReq: Status:   

Or'ed? 0 Or Group Name:



- If, however, you want to mark a specific Course or List as Required, **click Course Details.**

Requirement Details

Name: Hours

SubReq: Status:   

Or'ed? Or Group Name:

[Course Details](#)

- Then **click the Required Icon** (which looks like an exclamation point) next to the preferred Course or List.

⌵ ⌶ ⌷ ⌸ BOT 1111 Hours   

- Then **click Save.**

Hours   

- This process will have left the desired Requirement, Course, or List marked as preferred. This Preferred status will show up both on the Roadmap itself and on PDF copies of the Roadmap.
- Below is a key showing what the various symbols associated with Roadmaps indicate. Courses, Lists, and Requirements can be marked as Preferred or Required in the same manner that they can be marked as Required if schools or departments desire to do such. Doing this allows for easier adding to Plans by students through use of the Add Preferred Button.

| Legend | |
|---|------------------------------------|
| R | = Course Not Allowed |
|  | = Course List |
|  | = Course with Pre or Co Requisites |
|  | = required |
|  | = preferred |
|  | = critical |

Special Course Groupings From The Audit

- Some courses exist on the Audit with special conditions attached to them through encoding. This section explains how to identify those types. Note that ALL of these types of courses can be pulled individually from their boxes to be added to the Roadmap as standard courses. It is only if the whole box or requirement is pulled over that the courses retain their special encoding.
- An Already-OR'd Choose-# Group comes in a **green** box. These pre-encoded OR conditionals are the only way to represent an OR relationship between courses within the same Requirement within the system; courses within the same Requirement that do not possess such a box will need a note added to their Requirement on the Roadmap along the lines of 'CHOOSE ONE' to show that the student only needs to take a certain number of the courses within the Requirement.

2 Courses - Choose One

CIS 0823 (4 Hours)
Math for a Digital World

MATH 0823 (4 Hours)
Math for a Digital World

- A Take These Courses Group comes in a **brown** box. It works similarly to any other course save for the unusual-looking format on the audit. Drag it out of its box when transferring it so that the box does not appear on the final Roadmap since the brown boxes are not a preferred format for Roadmap items.

2 Courses - Take Both

AS 2101 (3 Hours)
Actuarial Prob & Stat

STAT 2512 (3 Hours)
Intermediate Statistics

- A Course Number Range comes in a yellow box. It contains the courses located both at the beginning and end of the numeric range. If these courses are not real courses, the system will fill in 'No description' as the course description for them.

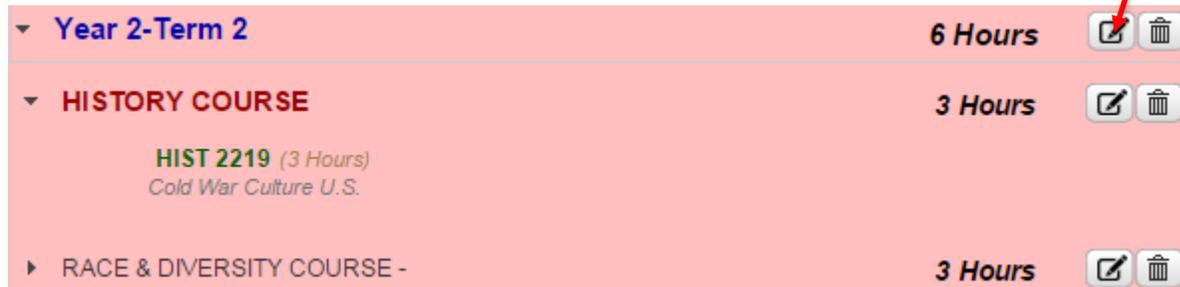
Courses ranging between

AAS 0700 (3 Hours)
No description.

AAS 0799 (3 Hours)
No description.

Changing Requirement/Course Display Order

- To change the order in which Requirements display, **click the Edit Button** next to the Term they are in.



| | | |
|--|---------|---|
| ▼ Year 2-Term 2 | 6 Hours |   |
| ▼ HISTORY COURSE | 3 Hours |   |
| HIST 2219 (3 Hours) Cold War Culture U.S. | | |
| ▶ RACE & DIVERSITY COURSE - | 3 Hours |   |

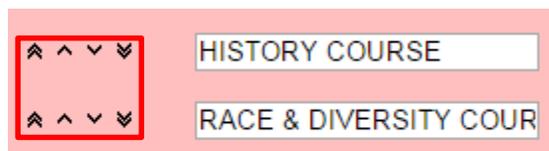
- The buttons to the left of the Requirement name change their order.

The leftmost button, with two arrows pointing up, moves the Requirement to the top of the list.

The second button from the left, with one arrow pointing up, moves the Requirement up the list a single spot.

The second button from the right, with one arrow pointing down, moves the Requirement down the list a single spot.

The rightmost button, with two arrows pointing down, moves the Requirement to the bottom of the list.



| | |
|---|-----------------------|
|     | HISTORY COURSE |
|     | RACE & DIVERSITY COUR |

- Once you have the Requirements in the desired order, click **Save**.

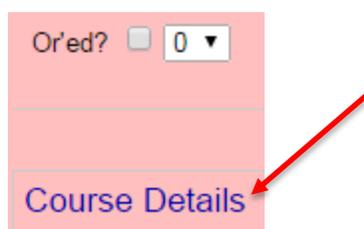


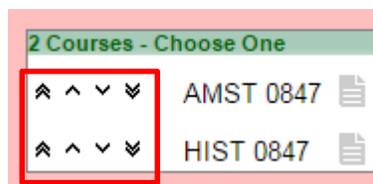
- If you want to change the order of Courses and/or Lists within a Requirement, **click the Edit Button** next to the requirement that contains those Courses or Lists.



- Then click **Course Details**.



- The buttons shown to the left of the Courses and/or Lists work the same as the buttons to the left of the requirements.



- When done changing the order of the Courses and/or Lists, click Save.



GenEd-45 Roadmap Creation

- **NOTE:** Some steps of this process may need to be skipped or modified if your Program provides a waiver for one or more GenEd Courses. Do not add waived GenEd courses to your Roadmap that would not otherwise be on there due to this guide's instructions.
- Begin by **copying an existing Roadmap**. **Edit the name** to include the GenEd-45 designation (using abbreviations such as 'G-45' if the full designation does not fit). Make sure to **set the proper Effective Term**.

Degree Audit and Roadmap Editor

Roadmap Name:

Effective Term:

Effective Year: *Note: Effective Year is the Calendar Year.*

Years To Graduation:



Edit
Roadmap

- **Edit the copied Roadmap**. **Open the Requirement** holding the GenEd Analytical Reading and Writing course. **Change the SubReq drop-down** to its bottom entry (as the GenEd-45 options, when unselected, will appear the bottom of the list). **Save** this change.

▼ ANALYTICAL READING AND WRITING COURSE - 4 Hours

Requirement Details

Name: Hours

SubReq: Status:

Or'ed? Or Group Name:

- **Repeat** this process for Mosaic I and II, Quantitative Literacy, and Race and Diversity.

▼ MOSAIC I (GY) COURSE - **3 Hours**

Requirement Details

Name: Hours

SubReq: Status:

Or'ed? Or Group Name:

Course Details

- **Repeat** this process for Arts, Human Behavior, and U.S. Society. **Move these courses** so that they are all in the same semester at the bottom of that semester's list. Use the semester occupied by the first of the three to appear on the Roadmap.

| ▼ Year 1-Term 1 | 22 Hours | |
|--|-----------------|--|
| ▶ QUANTITATIVE METHODS FOR BUSINESS COURSE - | 3 Hours | |
| ▶ MACROECONOMICS PRINCIPLES COURSE - | 3 Hours | |
| ▶ HUMAN RESOURCE MANAGEMENT COURSE - | 3 Hours | |
| ▶ ANALYTICAL READING AND WRITING COURSE - | 4 Hours | |
| ▶ ARTS COURSE (OR OTHER GENED FROM A CATEGORY NOT YET TAKEN) - | 3 Hours | |
| ▶ HUMAN BEHAVIOR COURSE (OR OTHER GENED FROM A CATEGORY NOT YET TAKEN) - | 3 Hours | |
| ▶ U.S. SOCIETY COURSE (OR OTHER GENED FROM A CATEGORY NOT YET TAKEN) - | 3 Hours | |

- **Edit** the GenEd Arts course. **Place it in an OR'd group** with a name such as 'Choose A GenEd-45 Option'. **Save** this change.

ARTS COURSE (OR OTHER GENED FROM A CATEGORY NOT YET TAKEN) - **3 Hours**

Requirement Details

Name: ARTS COURSE (OR OTHER GE 3 Hours

SubReq: ARTS (GA) COURSE - Status:  

Or'ed? 0 Or Group Name: Choose A GenEd 45 Opti

Course Details

- Place Human Behavior and U.S. Society in the **same OR Group**.

Choose A GenEd 45 Option

ARTS COURSE (OR OTHER GENED FROM A CATEGORY NOT YET TAKEN) - **3 Hours**  

 **GA (3 Hours)**
GenEd Arts Course

Or

HUMAN BEHAVIOR COURSE (OR OTHER GENED FROM A CATEGORY NOT YET TAKEN) - **3 Hours**  

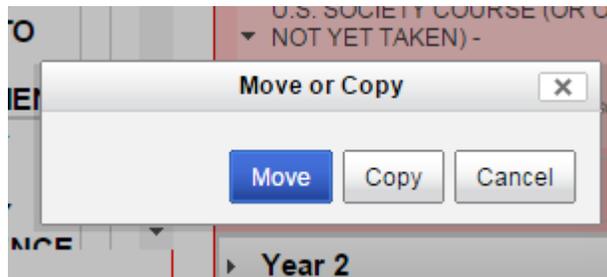
 **GB (3 Hours)**
GenEd Human Behavior Course

Or

U.S. SOCIETY COURSE (OR OTHER GENED FROM A CATEGORY NOT YET TAKEN) - **3 Hours**  

 **GU (3 Hours)**
GenEd US Society Course

- **Copy these three courses** into another semester. Use one of the ones vacated by one of the trio of courses. If all three were originally in the same semester, select the semester that contains the second GenEd Science. If that course is also in the same semester as the other three, select whatever other semester has the lowest total number of hours.



- **Return** to the original three courses. Note that their hours were reduced to 0 due to being copied. Edit them and **restore their hour values of 3**.

Choose A GenEd 45 Option

ARTS COURSE (OR OTHER GENED FROM A CATEGORY NOT YET TAKEN) - 0 Hours

[Requirement Details](#)

Name: ARTS COURSE (OR OTHER GE 3 Hours

SubReq: ARTS (GA) COURSE - Status:

Or'ed? 0 Or Group Name: Choose A GenEd 45 Opti

[Save](#) [Cancel](#)

[Course Details](#)

- **Go to the semester** with the copied versions of the three courses. **Edit the OR group name** there to be something like 'Choose A GenEd Option From Category Not Selected Previously'.

Choose A GenEd 45 Option From Category Not Selected Previously

ARTS COURSE (OR OTHER GENED FROM A CATEGORY NOT YET TAKEN) - 3 Hours

GA (3 Hours)
GenEd Arts Course

Or

HUMAN BEHAVIOR COURSE (OR OTHER GENED FROM A CATEGORY NOT YET TAKEN) - 3 Hours

Or

U.S. SOCIETY COURSE (OR OTHER GENED FROM A CATEGORY NOT YET TAKEN) - 3 Hours

- Next up is the GenEd Science and Technology course. **Locate the first GenEd Science** and **change its SubReq** to the bottom item on the drop-down.

SCIENCE AND TECHNOLOGY COURSE (OR OTHER GENED FROM A CATEGORY NOT YET TAKEN) - **3 Hours**

Requirement Details

Name: SCIENCE AND TECHNOLOGY C 3 Hours

SubReq: SCIENCE & TECHNOLOGY CC Status:   

Or'ed? 0 Or Group Name:

Course Details

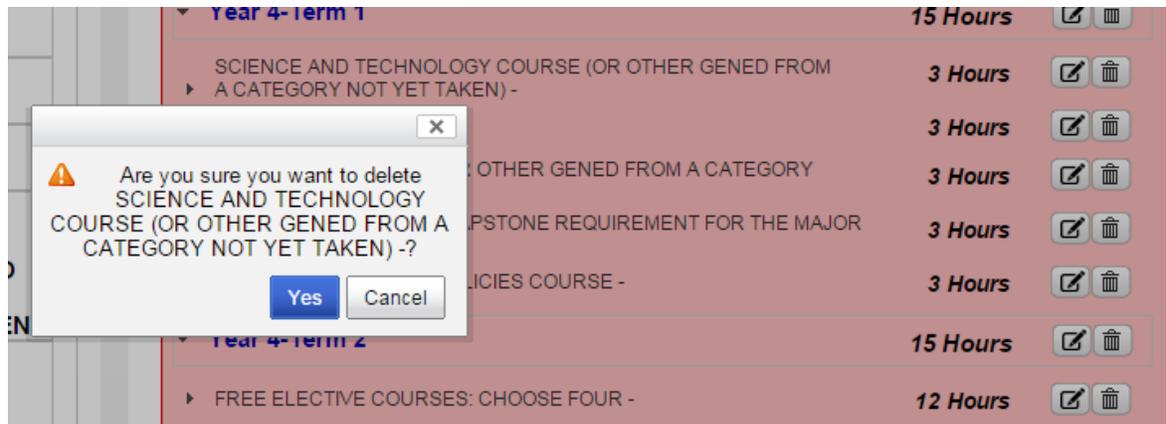
- If it is not the bottom course in its term, choose to **edit the term** it is in and use the **double-down-arrow** next to it to move it to the bottom. **Save** this change.

▶  INTRODUCTION TO HEALTH SERVICES SYSTEMS COURSE - **3 Hours**

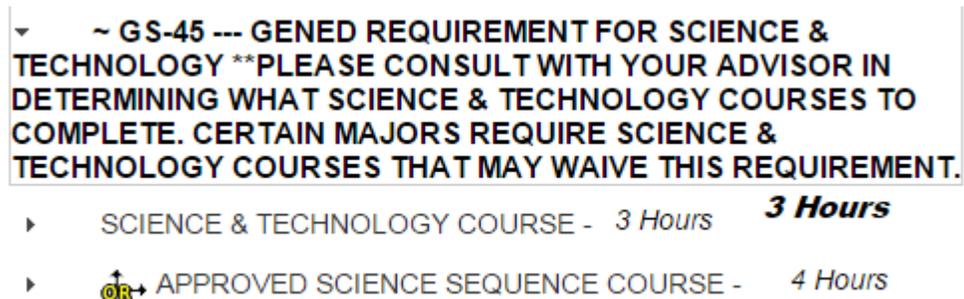
▼ Year 3-Term 2 **15 Hours**

| | | | | | |
|---------|------------------------|---------|---|---|--------------------------|
| ⤴ ⤴ ⤴ ⤴ | INTEGRATIVE BUSINESS , | 3 Hours |    |  | <input type="checkbox"/> |
| ⤴ ⤴ ⤴ ⤴ | SCIENCE AND TECHNOLC | 3 Hours |    |  | <input type="checkbox"/> |
| ⤴ ⤴ ⤴ ⤴ | BUSINESS, SOCIETY AND | 3 Hours |    |  | <input type="checkbox"/> |
| ⤴ ⤴ ⤴ ⤴ | INTERNATIONAL RISK MA | 3 Hours |    |  | <input type="checkbox"/> |
| ⤴ ⤴ ⤴ ⤴ | HEALTHCARE FINANCING | 3 Hours |    |  | <input type="checkbox"/> |

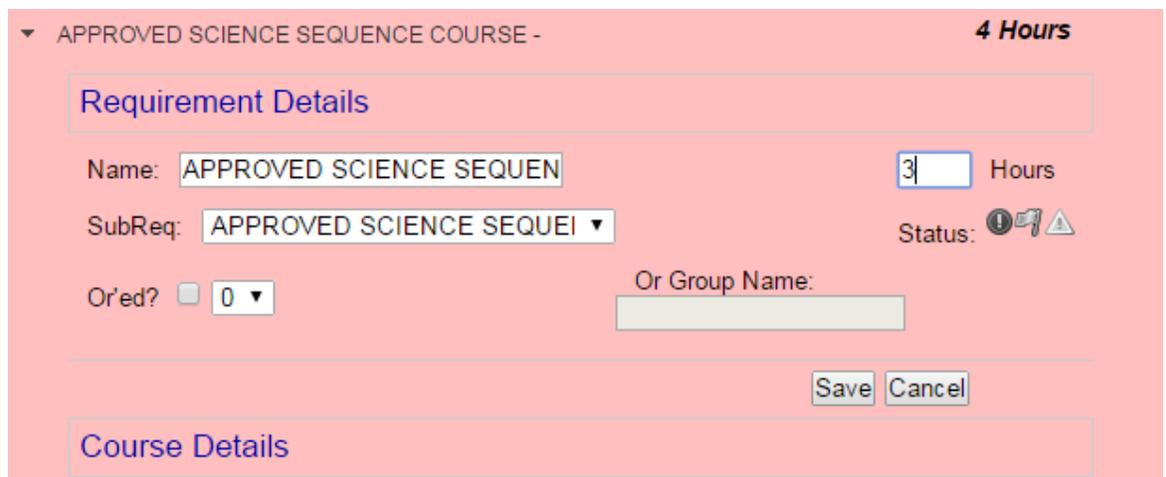
- **Locate the second GenEd Science** course. **Delete** it.



- On the Audit Side, **locate the ~GS-45 Requirement**. **Expand it** to see the two sub-requirements. **Drag 'APPROVED SCIENCE SEQUENCE COURSE'** into the semester that the GenEd Science is currently at the bottom of.



- **Edit** the sequence course's **hours to 3**.



- Place the preexisting GenEd Science and new Science Sequence Course into an **OR'd group** named something like 'Choose A GenEd Science (Or Other GenEd From A Category Not Yet Taken)'

| Choose A GenEd Science (Or Other GenEd From A Category Not Yet Taken) | | |
|--|---------|---|
| ▶ SCIENCE AND TECHNOLOGY COURSE (OR OTHER GENED FROM A CATEGORY NOT YET TAKEN) - | 3 Hours |   |
| Or | | |
| ▶ APPROVED SCIENCE SEQUENCE COURSE - | 3 Hours |   |

- The edits to convert the Roadmap to a GenEd-45 version are complete. It can now be published.

| Roadmap: RMI: Healthcare Risk Management Track GenEd-45 Roadmap | | 118 Hours |
|---|---|--|
|       | Program: RISK MGT AND INS - B.B.A. Effective: Fall 2015 Expand All / Collapse All |  |

Common Issues: Missing Edit/Delete Buttons

- Note that if you have clicked the Edit button for one Course or Requirement and are in the middle of editing it, the Edit and Delete buttons for other courses and requirements will not appear. To use these buttons, you must first **click 'Save' or 'Cancel'** to close the ongoing edit.

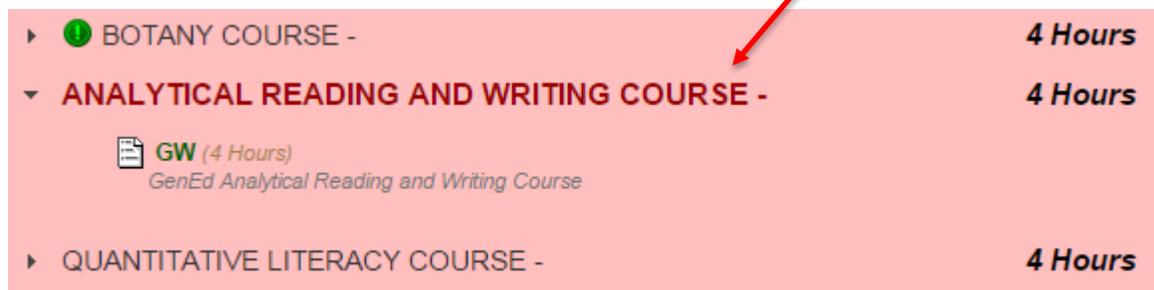
The screenshot shows a user interface for managing courses. At the top, there is a section for 'HISTORY COURSE' with a '0 Hours' total. Below this, there are two tabs: 'Requirement Details' and 'Course Details'. The 'Course Details' tab is active, showing a list of courses. The first course is 'HIST 2219 Cold War Culture U.S.' with 3 hours. The 'Save' and 'Cancel' buttons are highlighted with a red box. Below the course list, there is a section for 'RACE & DIVERSITY COURSE -' with a '2 Hours' total. A 'GD (2 Hours)' requirement is listed with 'No description.'

Common Issues: System Won't Accept Credit Range

- The Roadmap system does not accommodate ranges of credits for a course. If a course option could have multiple credit values, the **lowest** possible value must be placed in the Roadmap.

Common Issues: A Requirement Has Come Delinked

- Sometimes, Requirements on Roadmaps can become detached from their corresponding Requirements on Audits. These can be detected through their **large, red names** on the Roadmap side of the page.



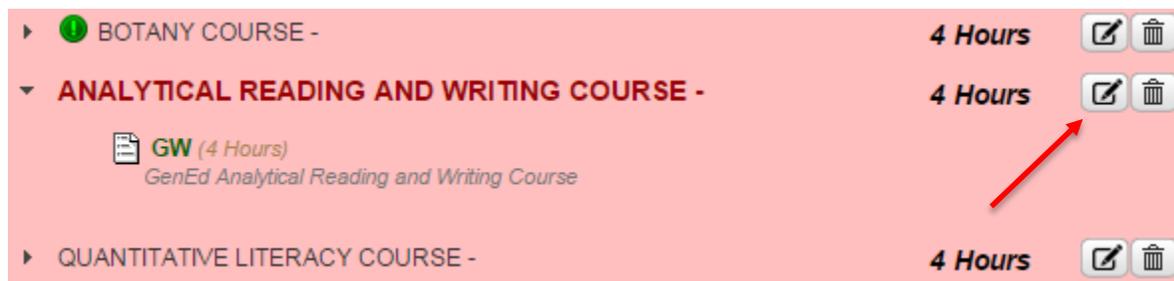
A screenshot of a Roadmap interface. The title is "Roadmap: Landscape Architecture Course Ranges 2". Below the title is a toolbar with icons for PDF, refresh, print, edit (pencil), checkmark, and globe. The main content area shows a list of requirements. The first requirement is "BOTANY COURSE -" with a green status icon and "4 Hours". The second requirement is "ANALYTICAL READING AND WRITING COURSE -" with a red status icon and "4 Hours". Below it is a sub-requirement "GW (4 Hours) GenEd Analytical Reading and Writing Course". The third requirement is "QUANTITATIVE LITERACY COURSE -" with "4 Hours". A red arrow points to the red name of the second requirement.

- If the Roadmap in question is Published, it will need to be placed back into Edit Mode before the delinked Requirement can be fixed. To do this, **click the Edit button**.



A screenshot of a Roadmap interface. The title is "Roadmap: Landscape Architecture Course Ranges 2". Below the title is a toolbar with icons for PDF, refresh, print, edit (pencil), checkmark, and globe. The main content area shows the program name "LANDSCAPE ARCHITECTURE - B.S.", effective date "Fall 2015", and a "PUBLISHED Read only" status with a globe icon. There are links for "Expand All" and "Collapse All". A red arrow points to the edit (pencil) icon in the toolbar.

- With the Roadmap placed into Edit Mode, **click the Edit Button** next to the Requirement that has become delinked.



A screenshot of a Roadmap interface. The title is "Roadmap: Landscape Architecture Course Ranges 2". Below the title is a toolbar with icons for PDF, refresh, print, edit (pencil), checkmark, and globe. The main content area shows a list of requirements. The first requirement is "BOTANY COURSE -" with a green status icon and "4 Hours". The second requirement is "ANALYTICAL READING AND WRITING COURSE -" with a red status icon and "4 Hours". Below it is a sub-requirement "GW (4 Hours) GenEd Analytical Reading and Writing Course". The third requirement is "QUANTITATIVE LITERACY COURSE -" with "4 Hours". To the right of each requirement is an edit (pencil) icon and a trash icon. A red arrow points to the edit icon next to the red requirement name.

- Then **select the Requirement from the Audit** that you want the Requirement on the Roadmap to be connected to from the SubReq drop-down menu.

▼ ANALYTICAL READING AND WRITING COURSE - 4 Hours

Requirement Details

Name: ANALYTICAL READING AND WI 4 Hours

SubReq: No audit sub-requirement match Status: [Warning] [Info] [Alert]

Or'ed? 0 Or Group Name: [Text Field]

[Save] [Cancel]

Course Details

- Then **click Save**.

▶ [Info] BOTANY COURSE - 4 Hours

▼ ANALYTICAL READING AND WRITING COURSE - 4 Hours

Requirement Details

Name: ANALYTICAL READING AND WI 4 Hours

SubReq: ANALYTICAL READING & WRI Status: [Warning] [Info] [Alert]

Or'ed? 0 Or Group Name: [Text Field]

[Save] [Cancel]

Course Details

▶ QUANTITATIVE LITERACY COURSE - 4 Hours

- The Requirement will successfully be re-linked to the Audit.

▶ [Info] BOTANY COURSE - 4 Hours [Edit] [Delete]

▼ ANALYTICAL READING AND WRITING COURSE - 4 Hours [Edit] [Delete]

📄 GW (4 Hours)
GenEd Analytical Reading and Writing Course

▶ QUANTITATIVE LITERACY COURSE - 4 Hours [Edit] [Delete]

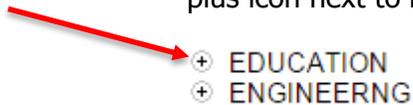
- If you unpublished the Roadmap to perform this fix, re-publish the Roadmap.

Copying a Complete Roadmap

- If you have completed a Roadmap and want to copy it, **go to the Manage Roadmaps page.**



- **Locate the degree program** you desire to copy the Roadmap for from the list of degree programs. If your degree program is within a category with a plus icon next to it, **click the plus icon.**



- Once you have located the desired degree program, **click the degree program's name.**



- **Select Copy** from the Select an Action drop-down on the line for the Roadmap that you want to copy.



- **Edit the Roadmap Name, Effective Term, Effective Year, and Years to Graduation** to reflect what you want the new copy of the Roadmap to possess. Fields that you wish to leave the same as for the original Roadmap do not need to be edited.

Degree Audit and Roadmap Editor

| | |
|----------------------|---|
| Roadmap Name: | <input type="text" value="Secondary Education: Social Stud"/> |
| Effective Term: | <input type="text" value="Fall (36)"/> |
| Effective Year: | <input type="text" value="2016"/> <i>Note: Effective Year is the Calendar Year.</i> |
| Years To Graduation: | <input type="text" value="4"/> |



Edit
Roadmap

- **Press the Edit Roadmap button.** This will take you to the Roadmap Creation Page for the newly-copied Roadmap. Note that this button must be pressed to complete copying the roadmap, even if you do not intend to edit its contents.

Degree Audit and Roadmap Editor

| | |
|----------------------|---|
| Roadmap Name: | <input type="text" value="Secondary Education: Social Stud"/> |
| Effective Term: | <input type="text" value="Fall (36)"/> |
| Effective Year: | <input type="text" value="2016"/> <i>Note: Effective Year is the Calendar Year.</i> |
| Years To Graduation: | <input type="text" value="4"/> |



Edit
Roadmap

Switching To Student (Plan Creation) View

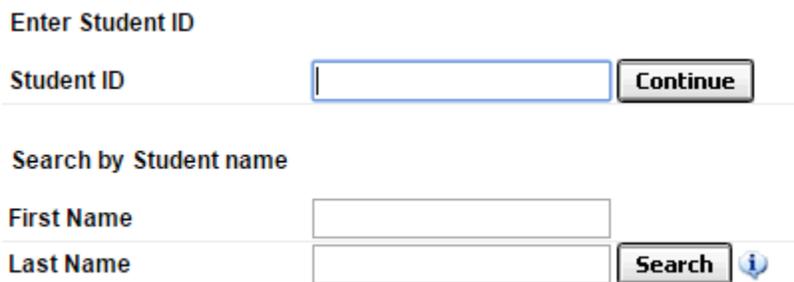
- Once your Roadmap is created and Published, it is generally a good idea to verify how it appears in Student View to make sure it will be useful to students making a Plan from it.
- To enter Student View, first **select Search** from the Students dropdown in the top menu bar.



- If the system asks you to log in, simply re-enter your User Name and Password. Then **click the Login button**. You do not require a student account to log on here.

A 'Log In' form with a title bar. It contains two input fields: 'User Name' and 'Password'. To the right of the 'Password' field is a 'Login' button.

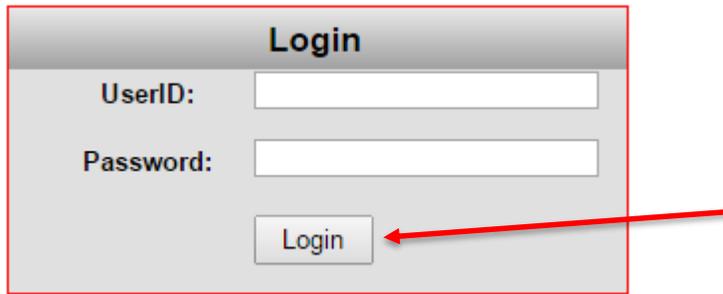
- To proceed with Plan creation and further testing, you will need to **select a student** to use as the tester. Either enter the student's ID or, if you do not have the ID of a student to use for testing purposes, enter the first and/or last name of the student and select them from the search results.

A form for selecting a student. It has two sections. The first section is titled 'Enter Student ID' and has a 'Student ID' input field and a 'Continue' button. The second section is titled 'Search by Student name' and has 'First Name' and 'Last Name' input fields, a 'Search' button, and an information icon.

- When a student has been selected, **choose Plans** from the lower portion of the Menu Bar.



- If the system asks you to log in, simply re-enter your User Name and Password. Then **click the Login button**. You do not require a student account to log on here.



The image shows a login form with a grey header containing the word "Login". Below the header, there are two input fields: "UserID:" followed by a white text box, and "Password:" followed by a white text box. Below the password field is a button labeled "Login". A red arrow points from the right side of the form towards the "Login" button.

- If the error message "Sorry, there was an error processing your request." appears, that means that the student you chose has settings on its account in the system that make it unable to create Plans from Roadmaps at the current time, and a different student will need to be chosen for testing.

Sorry, there was an error processing your request.
[Home](#)

Student View: Creating a New Plan

- Once you are on the Plans page, **choose the 'Create a new Plan' button.**

Manage Elizabeth J. Young's Plans

Create a new Plan 

- **Choose your major** from the drill-down list nested within its college, department, and program. Nested under your major are the available Roadmaps for that major. **Choose the Roadmap you want to plan from.**

Choose a Degree Program Below

[Expand All](#) / [Collapse All](#)

- ⊖ Temple University
 - ⊖ ENV DESIGN
 - ⊖ LANDS ARCH
 - ⊖ B.S.
 - ⊖ LANDSCAPE ARCHITECTURE - B.S.
 -  [LARC Roadmap Test Clone, for 4 Years](#) 

- Enter the **Plan Name**, **Term**, **Year**, and **Years To Graduation** for the Plan being created, then **click the Add Plan button.**

Enter Plan Information Here:

Chosen roadmap: *LARC Roadmap Test Clone*
effective: Spring 2015, for 4 Years

Plan Name:

Term: ▼

Year:

Years To Graduation: ▼



- Your Plan has been created. To access and edit it, click its name in the list of your Plans. Pre-existing Plans can also be opened from this list.

| Preferred | Name | Action | Updated | User | PDF |
|----------------------------------|-----------------------------------|-----------------------|--------------|----------|---------------------|
| <input type="radio"/> | Copied Test Plan | Select an Action... ▼ | Jun 17, 2015 | tug11408 | PDF |
| <input type="radio"/> | LARC Example Plan | Select an Action... ▼ | Jun 23, 2015 | tug11408 | PDF |
| <input type="radio"/> | New Plan Test | Select an Action... ▼ | Jun 22, 2015 | tug11408 | PDF |
| <input type="radio"/> | New Test | Select an Action... ▼ | Jun 22, 2015 | tug11408 | PDF |
| <input checked="" type="radio"/> | Test Plan | Select an Action... ▼ | Jun 17, 2015 | tug11408 | PDF |

- The Plan Creation Page consists of two main sections. The Roadmap Side is on the left and displays the Roadmap you are planning from. It will come pre-constructed with a suggested load-out of courses for your degree program. The Plan Side is on the right. It is where you add courses to your own personal, customized Plan.

Roadmap: LARC Roadmap Test Clone **6 Hours**

Program: LANDSCAPE ARCHITECTURE - B.S.
Effective: Spring 2015
[Expand All](#) / [Collapse All](#)

- ▼ Year 1 3 Hours
- ▼ Year 1-Term 1 3 Hours
- ▶ ANALYTICAL READING AND WRITING COURSE - 0 Hours
- ▶ **Test of OR Functionality**
- ▶ ARTS COURSE - 3 Hours
- Or
- ▶ U.S. SOCIETY COURSE - 2 Hours
- ▶ Year 1-Term 2 0 Hours
- ▼ Year 2 3 Hours
- ▶ Year 2-Term 1 0 Hours
- ▼ Year 2-Term 2 3 Hours
- ▶ HORTICULTURE COURSES (I) - 0 Hours
- ▶ ELECTIVE - 3 Hours
- ▶ Year 3 0 Hours
- ▶ Year 4 0 Hours

Plan: LARC Example Plan **4 Hours**

[PDF](#) [8](#) [List](#) [Chat](#) [Check](#) [-](#) [+](#)

[Expand All](#) / [Collapse All](#)

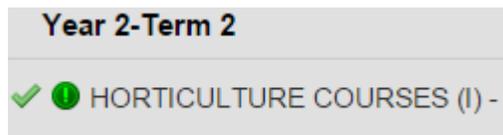
- ▼ Fall 2016 4 Hours [✎](#) [🗑](#)
- +
- ▶ **ENG 0802** (4 Hours)
Analytical Reading & Writing
- ▶ Spring 2017 0 Hours [🗑](#)
- ▶ Fall 2017 0 Hours [🗑](#)
- ▶ Spring 2018 0 Hours [🗑](#)
- ▶ Fall 2018 0 Hours [🗑](#)
- ▶ Spring 2019 0 Hours [🗑](#)
- ▶ Fall 2019 0 Hours [🗑](#)
- ▶ Spring 2020 0 Hours [🗑](#)

Student View: The Move Preferred Button

- The Move Preferred Button is present on the Roadmap Side of the Plan Creation Page. Clicking it will move every course that is marked as Required, Preferred, or Critical from the Roadmap to your Plan. See the Icons section for an overview of icons like Required, Preferred, and Critical. **Clicking it is recommended** (but is not required if you want to customize your Plan's course-positioning).



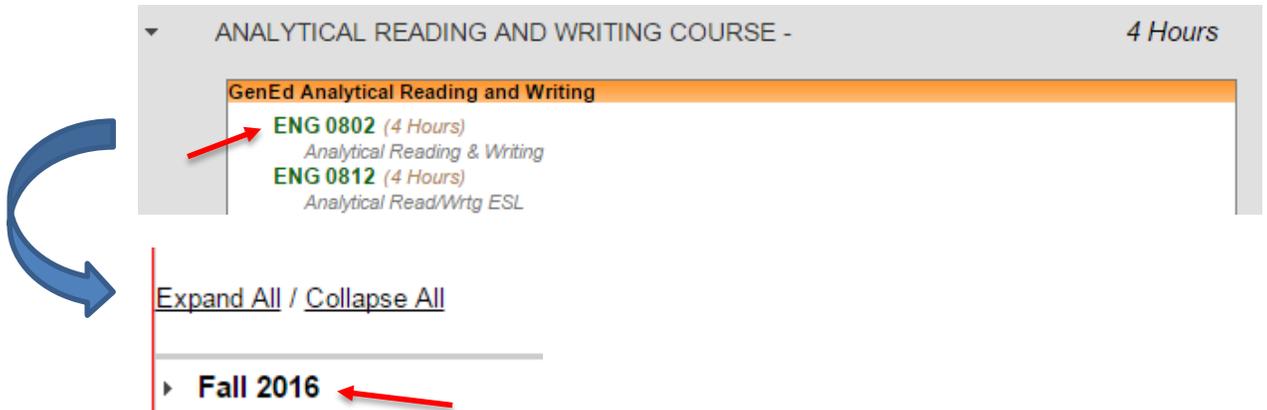
- Items will check off when added to the Plan.



Note: The Move Preferred Button can only be used when there are no courses present on your Plan.

Student View: Adding Courses

- Adding courses to your Plan is simple. **Click and drag** the name of the course on the Roadmap that you want to add. Position it **directly over the name** of the target semester, which will highlight itself in blue. Then **release**.

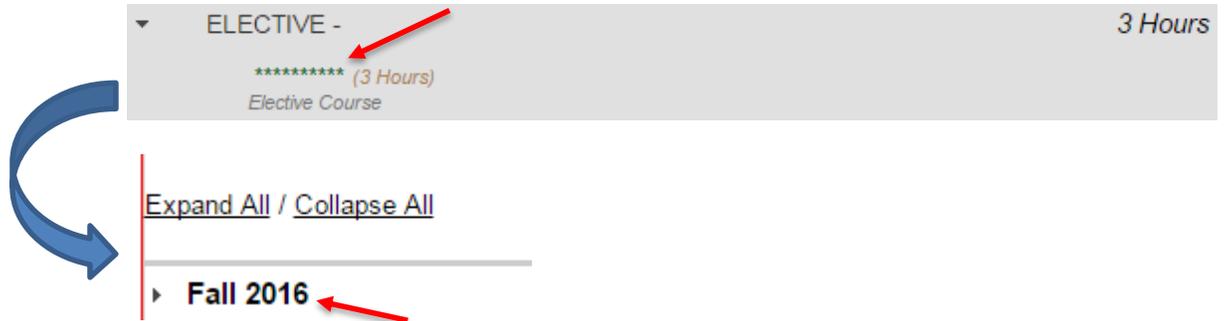


- The course is successfully added to the Roadmap.

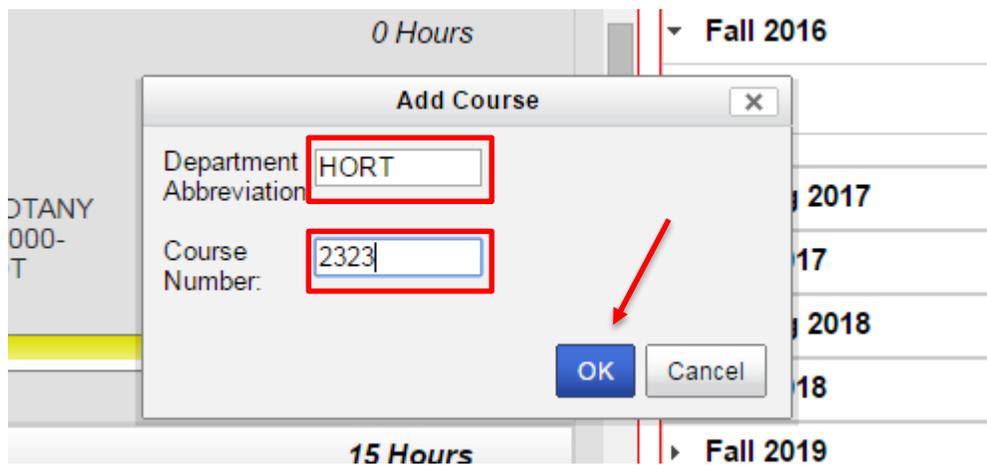


Student View: Adding Wildcard Courses

- Some courses, like Free Electives, are represented by a string of wildcard characters rather than an individual course name. To add one of them to your Plan, simply **drag the wildcard string** over like any other course.



- Then, when the popup appears asking what course you want to add, enter the **Department Abbreviation and Course Number** for the desired course, and then **click OK**.

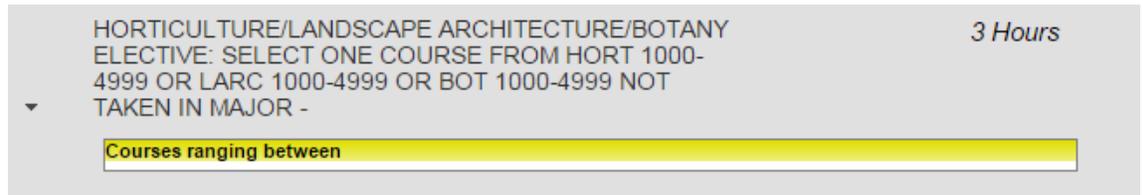


- The course will be added to the selected semester on the Plan



Student View: Adding Course Ranges (And Manually Choosing Courses)

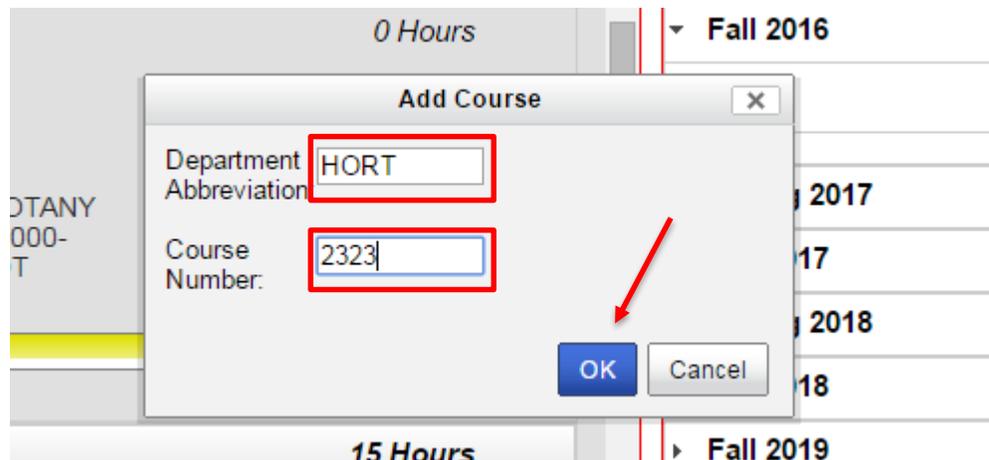
- Course ranges cannot be dragged over like individual courses or wildcards. A yellow box will be displayed, indicating that a course in the range listed in the requirement name has to be taken, but said course has to be added manually.



- **Click the plus sign** inside the term on the Plan that the course within the range is to be added to.



- Enter the **Department Abbreviation and Course Number** for the desired course, and then **click OK**. This step is the same as when adding a wildcard course.



- The course will be added to the selected semester on the Plan.

▼ **Fall 2016** **3 Hours**  

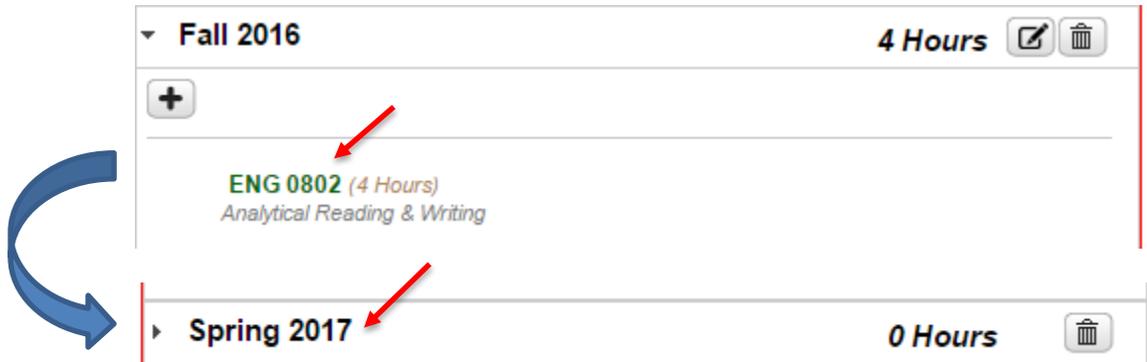


HORT 2323 (3 Hours)
Greenhouse Management

- Note: The page **must be refreshed** before the course is checked off on the Roadmap Side of the page.
- Note: The same process can be used to add a course that you want to take that isn't on the Roadmap to your Plan. Bear in mind that manually-added courses that aren't on Roadmaps often won't correspond to items on your Audit that are required for graduation.

Student View: Moving Courses On The Plan

- If you want to move a course to a different semester, **click its name and drag it**. Position it **directly over the name** of the target semester, which will highlight itself in blue. Then **release**.



The screenshot shows a course plan interface with two semesters: Fall 2016 and Spring 2017. The Fall 2016 semester is currently selected and highlighted in blue, showing a course named "ENG 0802 (4 Hours) Analytical Reading & Writing". A red arrow points to the course name, and another red arrow points to the Spring 2017 semester name. A large blue curved arrow on the left indicates the direction of the drag operation.

- The course will be moved to the target semester.



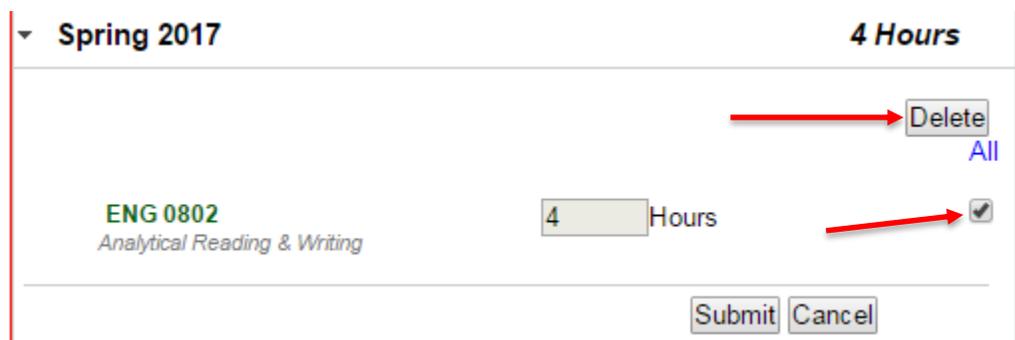
The screenshot shows the course plan interface after the course has been moved. The Spring 2017 semester is now selected and highlighted in blue, and the course "ENG 0802 (4 Hours) Analytical Reading & Writing" is listed under it. The Fall 2016 semester now shows 0 Hours.

Student View: Deleting Courses

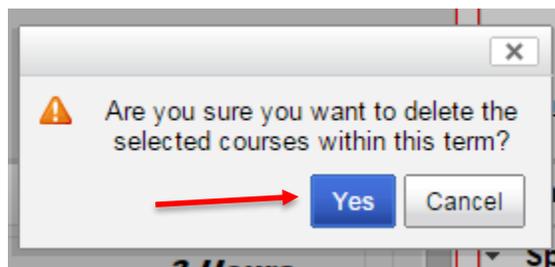
- If you want to delete a course, **select the Edit Button** next to the semester it is in.



- **Click the check mark** next to the course you want deleted. Then **select Delete**.



- **Select Yes** on the pop-up.



- The course will be deleted.

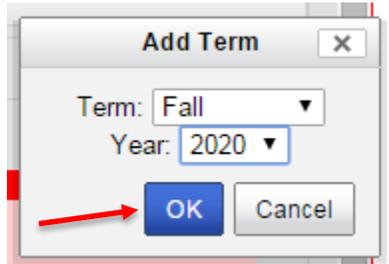


Student View: Adding And Removing Semesters

- To add a semester, **click the Plus Sign Icon** at the top of the Plan.



- Select the year and term** to add from the drop-down menus. **Click ok.**



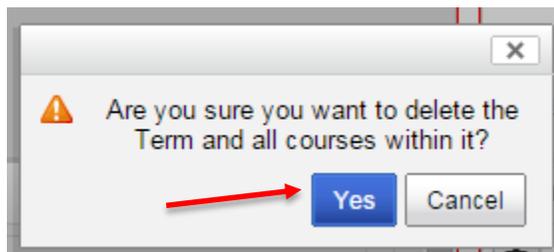
- The semester will be added to your Plan.



- To delete a semester, **click the Trash Can Icon** to its right.



- Select Yes** on the pop-up.



- The semester will be deleted.

Student View: Checking With An Audit

- Once a Plan is complete, the Plan should be verified by running an Audit. The Audit Button can be found on the Plan side of the Plan Creation Page; it looks like a pie-chart. Click this button to run an Audit.



Student View: Preferred Plans

- When you have one or more plans, a single one of those plans is considered your Preferred Plan. An individual's Preferred Plan is marked with a radio button to its left. Which plan is currently considered Preferred can be changed by clicking one of the other radio buttons in the list.

| | | | | | |
|----------------------------------|---|-----------------------|--------------|----------|-----|
| <input type="radio"/> | Landscape Architecture Alternate Plan | Select an Action... ▼ | May 22, 2015 | tug11408 | PDF |
| <input checked="" type="radio"/> | Landscape Architecture Plan | Select an Action... ▼ | May 22, 2015 | tug11408 | PDF |

Icons

Roadmap Creation Page

- The **View Audit PDF Button** is found on the Audit Side of the Roadmap Creation Page. Clicking it will open a PDF version of the Audit being viewed in a new tab.



- The **Sync Audit Button** is found on the Audit Side of the Roadmap Creation Page. Clicking it will open a new tab that compares Audit requirements (including ones normally hidden during Roadmap creation) with what is present in the Roadmap.



- The **View Roadmap PDF Button** is found on the Roadmap Side of the Roadmap Creation Page. Clicking it will open a PDF version of the Roadmap being viewed in a new tab.



- The **Refresh Button** is found on the Roadmap Side of the Roadmap Creation Page. It refreshes the page, which can be useful for making sure the Roadmap and Audit are fully synchronized.



- The **Clone Roadmap Button** is found on the Roadmap Side of the Roadmap Creation Page. It takes the clicker onto a page that begins the process of creating a copy of the Roadmap.



- The **In Progress Button** is found on the Roadmap Side of the Roadmap Creation Page. It is clickable if the Roadmap is not already in In Progress Mode. Clicking it changes the Roadmap to In Progress Mode, in which the Roadmap can be edited, and in which the Roadmap is not being checked for completeness against the Audit. Clicking it can take a Published Roadmap out of Published Mode and allow it to be edited again.



- The **Mark As Complete Button** is found on the Roadmap Side of the Roadmap Creation Page. It is clickable if the Roadmap is in In Progress Mode (but not Published Mode). Clicking it changes the Roadmap to Complete Mode and checks it for completeness against the Audit. Items on the Roadmap that are not noted as needed on the Audit Side are marked with red names. This check will be performed each time the Roadmap is opened while in Complete Mode or the page is refreshed while the Roadmap is in Complete Mode.



- The **Publish Button** is found on the Roadmap Side of the Roadmap Creation Page. It is clickable if the Roadmap is in Complete Mode (but not In Progress Mode). Clicking it changes the Roadmap to Published Mode. A Roadmap in Published Mode is viewable by students (and usable by them during Plan Creation), and it cannot be edited. A Roadmap can be unpublished by clicking the In Progress Button and returning it to In Progress Mode.



- The **Edit Button** is found on the Roadmap Side of the Roadmap Creation Page. It is located next to Terms and next to Requirements. It is only visible if no Term or Requirement is currently being edited. Clicking it opens the Term or Requirement it is attached to, allowing its details to be edited.



- The **Delete Button** is found on the Roadmap Side of the Roadmap Creation Page. It is located next to Requirements. Clicking it will open a pop-up that allows the deletion of the Requirement it is attached to.



- The **List Icon** is found both on the Audit Side and Roadmap Side of the Roadmap Creation Page. On the Audit Side, it indicates that an item is a List. Lists automatically display all courses they contain to students when viewed by a student during Plan Creation. They also automatically update themselves as new courses are added or removed from their categories within the system. On the Roadmap Side, if next to an item that is not open for editing, it similarly denotes that the item is a List. When a Requirement is open for editing and the Course Details are open, the icon appears next to each item within the set of courses within that requirement. If it is grayed out, it indicates that the item is not a List. If white, it indicates that the item is a List. Clicking it changes the status of the item from non-List to List or List to non-List.



- The **Prerequisite Or Corequisite Icon** is found on both the Audit Side and Roadmap Side of the Roadmap Creation Page. Temple's system is set up so that it only identifies Corequisites (with Prerequisites being checked during an Audit of a Plan). Seeing it next to a course means that course has at least one Corequisite.



- The **Required Icon** is found on the Roadmap Side of the Roadmap Creation Page. It can be found next to each course or List in the Course Details section of a Requirement while that Requirement is being edited. If it is grayed out, that course or List is not marked as Required. If it is green, that course or List is marked as Required. Clicking it toggles between the two states. When a course or List is marked as Required, the icon also appears in non-clickable form next to the course or List's name on the Roadmap. Items marked as Required are moved from the Roadmap to a student's Plan if that student clicks the Move Preferred Button during Plan Creation.



- The **Preferred Icon** is found on the Roadmap Side of the Roadmap Creation Page. It can be found next to each course or List in the Course Details section of a Requirement while that Requirement is being edited. If it is grayed out, that course or List is not marked as Preferred. If it is blue and brown, that course or List is marked as Preferred. Clicking it toggles between the two states. When a course or List is marked as Preferred, the icon also appears in non-clickable form next to the course or List's name on the Roadmap. Items marked as Preferred are moved from the Roadmap to a student's Plan if that student clicks the Move Preferred Button during Plan Creation.



- The **Critical Icon** is found on the Roadmap Side of the Roadmap Creation Page. It can be found next to each course or List in the Course Details section of a Requirement while that Requirement is being edited. If it is grayed out, that course or List is not marked as Critical. If it is yellow, that course or List is marked as Critical. Clicking it toggles between the two states. When a course or List is marked as Critical, the icon also appears in non-clickable form next to the course or List's name on the Roadmap. Items marked as Critical are moved from the Roadmap to a student's Plan if that student clicks the Move Preferred Button during Plan Creation.



- The **Course Not Allowed Icon** is found in the Legend of the Roadmap Creation Page. It is currently not used by Temple.



- The **Check Mark Icon** is found on the Audit Side of the Roadmap Creation Page. It indicates that the Requirement or Subrequirement it is next to is met if it is next to a Requirement or Subrequirement. It indicates that the course or List it is next to is included in the Roadmap if it is next to a course or List.



- The **Tooltip Icon** is found near the top of the Roadmap Creation Page. Hovering over it gives a basic description of how to add courses to a Roadmap.



Plan Creation Page

- The **Roadmap/Audit PDF Button** is found on the Roadmap/Audit Side of the Plan Creation Page. Clicking it will open a PDF version of the Roadmap or Audit being viewed in a new tab.



- The **View Audit Button** is found on the Plan Side of the Plan Creation Page. Clicking it displays an Audit of the Plan in its current state.



- The **Plan PDF Button** is found on the Plan Side of the Plan Creation Page. Clicking it will open a PDF version of the Plan being created in a new page.



- The **See Completed Courses Button** is found on the Plan Side of the Plan Creation Page. Clicking it will show which courses the student building the plan has already completed so that the other parts of the plan can be filled out.



- The **Validate Plan Button** performs a review of the student's current Plan, comparing it to the Degree Audit. It will highlight unnecessary courses, show the status of courses as complete/missed or failed/etc., and determine if the current Plan meets the requirements of the Degree Audit.



- The **Move All Button** is found on the Roadmap/Audit Side of the Plan Creation Page, but it is only present when a Roadmap is attached to the Plan being created. Clicking it moves EVERY course from the Roadmap to the Plan. This includes every single option in lists and all courses listed as alternate options by requirements.



- The **Move Preferred Button** is found on the Roadmap/Audit Side of the Plan Creation Page, but it is only present when a Roadmap is attached to the Plan being created. Clicking it moves all Preferred, Required, and Critical Courses (designated as such on the Roadmap during Roadmap creation).



- The **Remove All Courses Button** is found on the Plan Side of the Plan Creation Page, but it is only present when a Roadmap is attached to the Plan being created. Clicking it removes EVERY course from the Plan, leaving all semesters on the Plan empty. Its most common use is undoing an accidental use of the Move All Button instead of the Move Preferred Button.



- The **Add Term Button** is found on the Plan Side of the Plan Creation Page, but it is only present when a Roadmap is attached to the Plan being created. Clicking it allows the student to add an additional term to the Plan being created.



- The **Edit Button** is found on the Plan Side of the Plan Creation Page, appearing next to semesters that contain requirements. Clicking it allows the student to edit details about the semester (including removing courses from that semester).



- The **Delete Button** is found on the Plan Side of the Plan Creation Page, appearing next to semesters. Clicking it allows for the semester in question to be removed from the Plan.



- The **Add Course Button** is found on the Plan Side of the Plan Creation Page, appearing inside semesters. Clicking it allows for the student to add a course to the Plan regardless of whether or not it is on a Roadmap attached to the Plan.



- The **Incomplete Planned Course Icon** is found on the Plan Side of the Plan Creation Page next to some courses. It is located next to courses that a student has planned but has not completed.



- The **Course Not Offered Icon / Course Issue** is found on the Plan Side of the Plan Creation Page next to some courses. It indicates that the course planned is not currently projected to be available in the term it was placed (or another, less-common error).



- The **Remove Roadmap Button** is found on the Plan Side of the Plan Creation Page when a Roadmap has been attached and the View Associated Roadmaps Button has been toggled to 'on'. Clicking it detaches the associated Roadmap from the Plan.



- The **Completed Course Icon** is found on both sides of the Plan Creation Page. On the Roadmap/Audit Side, it indicates that the Requirement it is next to is met by the Plan or that the Course it is next to is present on the Plan. On the Plan Side, it indicates that the course it is next to has been successfully completed by the student who planned it.



- The **In Progress Course Icon** is found on the Plan Side of the Plan Creation Page. It denotes that the course next to it is currently being taken by the student.



- The **Completed Course, No Credit Icon** is found on the Plan Side of the Plan Creation Page. It indicates that the course it is next to was taken, but did not provide the student with credit (for example, if the student failed it).



- The **Prerequisite Or Corequisite Icon** is found on both the Audit Side and Roadmap Side of the Roadmap Creation Page. Temple's system is set up so that it only identifies Corequisites (with Prerequisites being checked during an Audit of a Plan). Seeing it next to a course means that course has at least one Corequisite.



- The **Required Icon** is found on both the Roadmap/Audit Side and Plan Side of the Plan Creation Page. It denotes that the item it is next to was marked as Required on the Roadmap it comes from during Roadmap Creation. Items marked as Required will be moved from a Roadmap to the Plan if Move Preferred is clicked.



- The **Preferred Icon** is found on both the Roadmap/Audit Side and Plan Side of the Plan Creation Page. It denotes that the item it is next to was marked as Preferred on the Roadmap it comes from during Roadmap Creation. Items marked as Preferred will be moved from a Roadmap to the Plan if Move Preferred is clicked.



- The **Critical Icon** is found on both the Roadmap/Audit Side and Plan Side of the Plan Creation Page. It denotes that the item it is next to was marked as Critical on the Roadmap it comes from during Roadmap Creation. Items marked as Critical will be moved from a Roadmap to the Plan if Move Preferred is clicked.



- The **List Icon** is found both on the Roadmap/Audit Side of the Plan Creation Page. It indicates that the item it is next to is a List. If a list is drag over to the Plan Side, the student will be prompted to select an individual course from that List, as the Plan Side cannot contain Lists.

