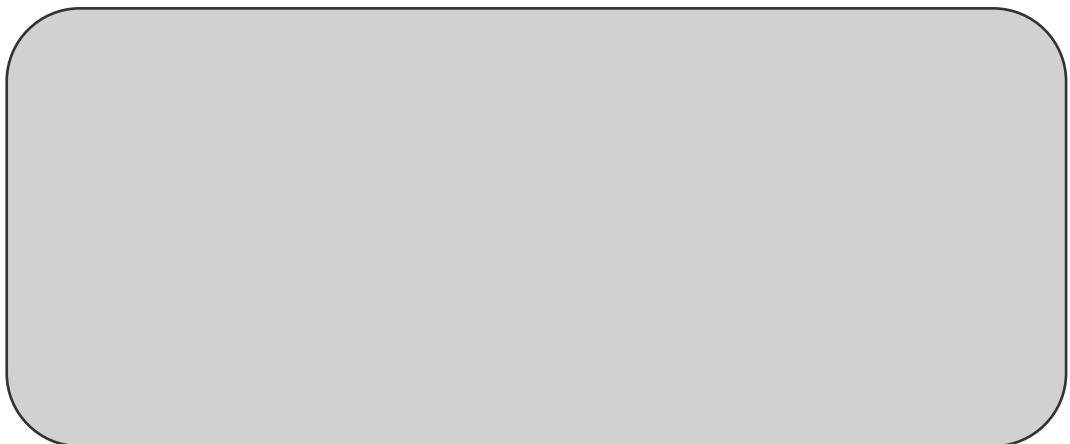


What-If Audits allow you to process speculative degree audits for a student using their current class. From a What-If Audit screen, you can audit a student against the requirements for a different major, minor, degree, catalog year or any other selectable item

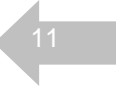
It is important to remember that What-if audits are not stored in the database. After they are run, the results can be printed, but after leaving the What screen, the audit cannot be accessed again unless you save the output as a PDF. It is possible to run another What audit with the same parameters.

So, there are two different paths to follow to "process" the What if after specifying the criteria for evaluation:

- x Process What if and decide later whether to save or print the output after reviewing the results on the screen. These steps are described in Method 1, or
- x Print/Save PDF combines the Process the What if and print or save the output to PDF for future reference as one command described below in Method 2.
- x To access the What if screen, click on the "What-If" button in the top right corner of the screen. (Note: This button is only visible when you are logged in as a user with the appropriate permissions.)
  3. To generate a What if degree audit, select the requirements against which you wish to audit the student – Degree, Catalog Year, Major, Minor if applicable, and Concentration if applicable. In addition, you may also add classes planned for the future. The selected items will be moved to windows on change.
  - x What-If scenario can be processed without adding courses to evaluate the student current status against a planned change in course of study.
  - x Student may wish to add list of future classes to see how they will be considered in their planned course of study.
  - x Use any of the options in Areas of Study or Future Classes to run an appropriate What-If scenario.



4. To deselect an item from the window, highlight the item then click the Remove button located below the appropriate window.
5. Now to check for results. Process What to preview the output in full screen view.



6. To print the output or save it to PDF for future reference, you can do so from the Degree Audit results screen Click Print on the Red Menu Bar at the top of the Degree Works window.

7. The output will be directed to the default printer or you may choose to redirect to a different printer or to

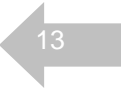
PDF, you will need to name the file and direct it to an appropriate folder on your PC so that you can easily locate the file later for reference. Follow prompts to complete the printing/saving PDF process.

8. To return to the What-If screen to run different criteria, click Back and repeat steps 3-7 outlined above.
9. To run a What-If for a different student from this window, use any of the previously described methods to select the student and repeat steps 2-7 for running a What-If process.

#### Method 2: Print/Save PDF

1. Use any of the methods described earlier to select the student you wish to process. This will automatically take you to the Worksheets screen and the most recent audit for this student will load automatically.
2. Click What If in the left navigation panel. (If you have been working elsewhere in the student's audit record, it is important to note that What-If is located on the Worksheet tab.)
3. To generate a What-If degree audit, select the requirements against which you wish to audit the student - Degree, Catalog Year, Major, Minor if applicable, and Concentration if applicable. In addition, you may also add classes planned for the future. The selected items will be moved to windows on the right for Chosen Areas of Study and Courses you are considering. Please review Tips for entering criteria for the What-If scenario outlined in Method 1 on page 8.
4. To deselect an item from Chosen areas of study or Courses you are considering, click to highlight the item then click Remove located below the appropriate window.

5. Now to check for results. Click Print/Save PDF to view output in browser window.
6. From this display you can use browser toolbar at the top of the window to navigate, print or download the document. Choose the appropriate tool.



7. Print the document by clicking the Printer Icon