

Appalachian State University

DegreeWorks Implementation Phases

Phase 1 - Setting up: Focused Curriculum Testing & Production Creation

Testing - Scribe corrections as advisers test and discover issues

- Tweak scribe for aesthetic purposes

Ensure scribed curriculum is correct

Conduct focus group of students (SGA volunteers) to get feedback

Finalize security roles – several have sent advisor that should access

Create a Production environment and Move to Production – all curriculum is check off and moved into production.

- Establish an ITS Audit Plan for moving changes in test to the production instance
- Need one month notice to DBA Staff (ITS) for a refresh of the student data

Milestone – Big Picture Curriculum Sign-Off (NOTE: Not individual student information) for Move to Production

Phase 2 - Training for Power Users and Professional Advisers

Develop and design training materials

- Power-Users
- Professional Advisers
- Faculty Advisers

Training of Power Users

- Exceptions
- Curriculum Planner (including creating templates from four-year plans)

Training of Professional Advisers (i.e., full-time advising responsibilities & records specialists)

- Training of professional advisers
 - Exceptions
 - Curriculum Planner (including creating templates from four-year plans)
- Training materials made available. (These should include print and online media.)
- Professional advisers and Power Users test during daily advising/audit tasks but do not use with students (check against grad audits/senior checks and advising worksheets they are having to produce anyway)
- Scribe corrections as advisers test and discover issues
- Load Exceptions/Substitutions/Individually Designed Curricula into production

Conduct focus group of students (SGA volunteers) to get feedback

Begin marketing campaign in preparation training for faculty advisers

Begin conversations in Dean's Offices about when/how DegreeWorks will be used in daily tasks

Milestone – All professional advisers trained. Problem Tickets for scribing resolved. All exceptions/substitutions loaded correctly.

Phase 3 - Training for Faculty Advisers

Training of faculty advisers (curriculum should be correct)

- Train faculty advisers so they can review student scenarios in DegreeWorks in anticipation of working with students
- Exceptions
- Curriculum Planner

Power-Users and Professional Advisers use DegreeWorks for daily advising/audit tasks

Develop training plan for students

Develop and design training materials

- Students

Begin marketing campaign in preparation for final “go live” for students

- Training materials (videos, etc.)
- Promotional materials

Continue conversations in Dean’s Offices about when/how DegreeWorks will be used in daily tasks

Milestone – Most faculty advisers trained. Marketing materials prepared.

Phase 4 – “GO LIVE” for Students

Power-Users and Professional Advisers use DegreeWorks for daily advising/audit tasks

Access to DegreeWorks for students and admits

Training for continuing students

- Includes Planner

Training for newly admitted students in ERA and at Orientation

Continue conversations in Dean’s Offices about when/how DegreeWorks will be used in daily tasks

Milestone – Student satisfaction of DegreeWorks is measured as “high” on survey. Most students have developed a planner.

Phase 5 – Utilizing DegreeWorks

Reporting of class seat needs from Curriculum Planning Tool

Incorporation of DegreeWorks in daily tasks for degree audit in Dean’s Offices

Milestone – Accurate reports for class seat management projections. More paperless Dean’s Offices as they start to utilize DegreeWorks.

Ongoing

- Tweaking of scribe as issues arise
- Loading future curriculum changes in Test, testing by Power-User and moved to production
- Training
- Marketing