

Student APEX: Planned Course Feature

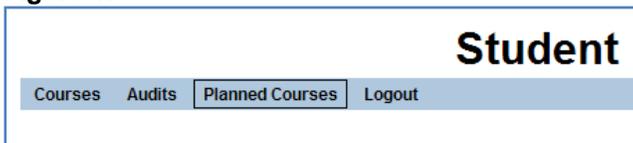
ADDING PLANNED COURSES

There are two ways to add planned courses to a student's audit.

1. Adding planned course via the "Planned Course" menu.

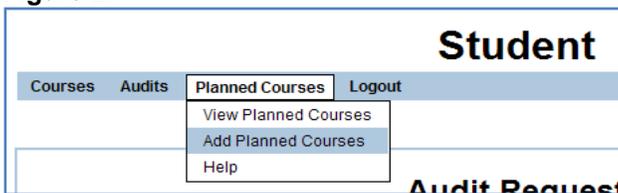
- Click on "**Planned Courses**" from the top menu. (See Figure 1.)

Figure 1.



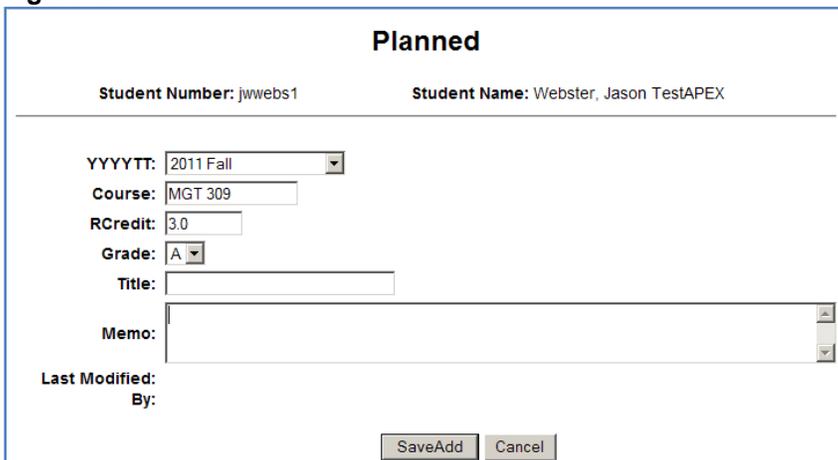
- Then click on "**Add Planned Course**". (See Figure 2.)

Figure 2.



- Next, fill in the year and term that the student will plan to take the course. Fill in the course prefix and number. Remember that 3 character prefixes need 1 space between the prefix and number, and 2 character prefixes need 2 spaces. Enter the number of credits for the course. All other fields are optional. When finished click on "**SaveAdd**" button. (See Figure 3.)

Figure 3.

A screenshot of the "Planned" course form. At the top, the word "Planned" is centered. Below it, the "Student Number" is "jwwebs1" and the "Student Name" is "Webster, Jason TestAPEX". The form contains several input fields: "YYYYTT:" with a dropdown menu showing "2011 Fall"; "Course:" with a text box containing "MGT 309"; "RCredit:" with a text box containing "3.0"; "Grade:" with a dropdown menu showing "A"; "Title:" with a text box; and "Memo:" with a large text area. At the bottom left, there are labels for "Last Modified:" and "By:". At the bottom right, there are two buttons: "SaveAdd" and "Cancel".

2. Adding planned course via the audit's "Course Cart".

- The second way to add a planned course is inside the audit itself. After running an audit, go to the course cart and add the course in the **Course to add:** field. Remember that 3 character prefixes need 1 space between the prefix and number, and 2 character prefixes need 2 spaces. (See Figure 4.) This adds the course only to the course cart. Click on the **Go** button. All other fields are optional.

Figure 4.

The screenshot shows a web interface titled "Course Cart". At the top, it says "No courses in cart". Below that, a "Total" field shows "0.0". There is a text input field labeled "Course to add:" containing "MGT 309". Below this is a dropdown menu with four options: "Add to cart" (selected), "Make courses Planned", and "Delete from cart". Below the dropdown is a label "Update year/terms of all courses" and a dropdown menu showing "2009-Spring" next to a "Go" button. At the bottom, there is a link that says "View Planned Courses".

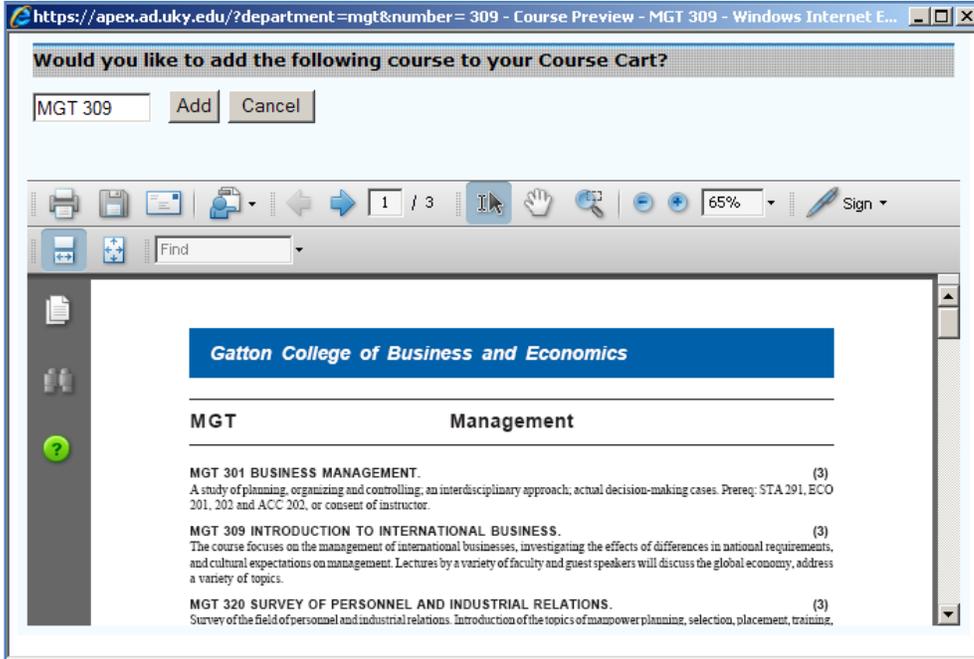
- You can also add a course to the course cart from the course description page. Click on the link to a course in a requirement. (See Figure 5.)

Figure 5.

The screenshot shows a text requirement: "- 2) Complete three of the following courses:
NEEDS: 3 COURSES
SELECT FROM: MGT 309,341,390,422,423,430,441,445,491,
MGT 492"

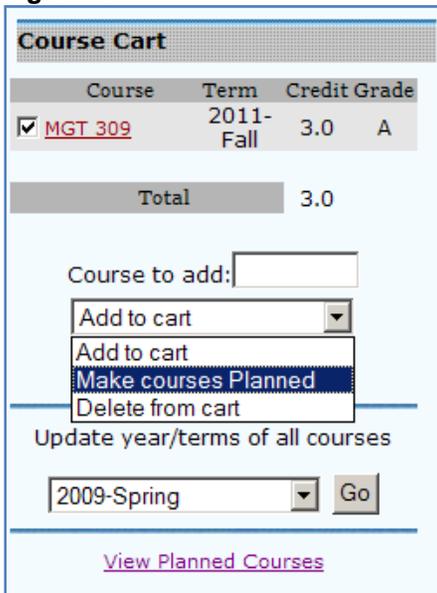
This takes you to the course description from the current UK bulletin. Click **Add**. (See Figure 6.)

Figure 6.



Now that the course has been added to the course cart we need to make it a planned course. Check the box next to the course, and below in the drop down menu where it says "Add to cart" select "Make courses Planned" (See Figure 7.). Then click Go. The courses that you selected have disappeared and are now planned courses. Close the audit window to run a new audit with the planned courses.

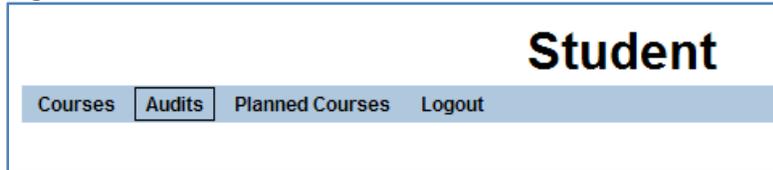
Figure 7.



RUNNING AN AUDIT INCLUDING PLANNED COURSES

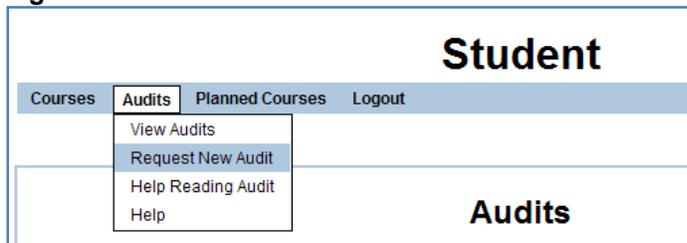
1. Click on the "Audits" tab from the top menu. (See Figure 8.)

Figure 8.



2. In the drop menu under "Audits" click on "Request New Audit". (See Figure 9.)

Figure 9.



3. To include all of the planned courses in the audit you now must check the box that reads, "Include Planned Courses". Then click on "Submit a New Audit". (See Figure 10.)

Figure 10.

The screenshot shows a form titled "Run Default Programs Listed:" with a table of program information. Below the table are sections for "Run Selected Program:" and "Additional Run Options:". The "Run Selected Program:" section includes dropdown menus for College, Major, Degree/Minor, and Degree Options, and a Catalog Year dropdown. The "Additional Run Options:" section includes dropdown menus for Run Type and List All, and a "Submit a New Audit" button.

School	Degree Program	Title	Catalog Year
	128079	CI-BA: Communication	200910

Include Planned Courses:
Exclude IP Courses:

Run Selected Program:
School: - University of Kentucky

College:
Major:
Degree/Minor:
Degree Options (if applicable):

Catalog Year:
Include Planned Courses:
Exclude IP Courses:

Additional Run Options:
Run Type:
List All:

4. The audit is currently processing the student's classes and putting them into the correct requirements. This page might refresh several times before the finished audit appears on the screen. (Approximately 10 to 60 seconds)

5. The audit now appears in the list of completed audits and is ready to view. Note that this list will keep the last ten audits that have been run on any one student with the most current audit on top. Click on "Open Audit" to view the audit for this student. (See Figure 11.)

Figure 11.

Audits

Student Number: jwws1 **Student Name:** Webster, Jason TestAPEX

The "Refresh List" Button Updates the List of Audits

APEX Audits Completed for Student Number: jwws1

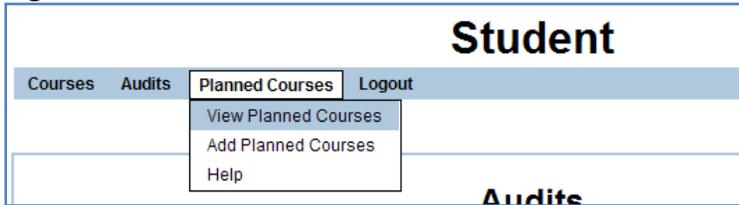
The "Open Audit" Button Opens the Detailed Audit in a New Window

Open Audit	Webtitle	Catalog Year	Run Date	Run Time	Delete	Select/Deselect All
<input type="button" value="Open Audit"/>	BE-BBA: Management	200610	2009-02-23	11:34:45	<input type="checkbox"/>	Select for Deletion

HOW TO VIEW and/or DELETE PLANNED COURSES

1. To view a planned course go to the "View Planned Courses" option under the Planned Courses Menu. (See Figure 12.)

Figure 12.



2. To delete the planned course go to the rightmost column, check the courses that you would like to delete, then click on **Delete Courses**. (See Figure 13.)

Figure 13.

