How do I perform a Look Ahead Audit for a student?

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WHAT IS A LOOK AHEAD AUDIT

This feature uses mostly by students to allow them to view how a future course can be applied to their degree requirements.

Look Ahead audits are not save but may be printed.

GETTING STARTED

1. Log in to DegreeWorks through your OneStop Account from the ECU main webpage.

2. Click the Find button or enter the Banner ID of an advisee to begin using DegreeWorks.

HOW TO GENERATE A LOOK AHEAD AUDIT

1. Click Look Ahead, located under the Worksheets tab.
2. Enter the four digit **subject code** and **course number**.

3. Use the **find button** to search for courses through Banner Self Service Dynamic Schedule if you do not know the course number.

4. Click **Add Course**.
5. The course is added to the list of Courses you are considering

6. You may add as many courses as you like to the list.

7. To remove a course from the list, click on the course name and click the Remove Course button.

8. When all courses have been added, click Process New to view the Look Ahead audit
9. A Look Ahead audit is generated showing the selected course(s) and where they would be applied to the graduation requirements.

10. You can produce a printed copy of the Look Ahead audit by clicking Print in the gold navigation buttons at the top of the audit screen.

11. The Look Ahead Course Used: pull down menu lets you review the courses used.

12. Click the Back button to perform another Look Ahead audit.

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