

## What-If Audits

What-If Audits allow you to process speculative degree audits for a student using their current class history. 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-If screen, the audit cannot be accessed again unless you save the output as a PDF. It is possible to run another What-If audit with the same parameters.

So, there are two different paths to follow to “process” the What-If after specifying the criteria for evaluation:

- **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
- **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.
- To access the What-If screen, click. Of course, you must first have a student selected. Follow these steps to run a What-If Audit.

### Method 1: Process What-If

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 **Worksheets** 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**.



#### *Tips for entering criteria for the What-If scenario:*

- *Degree defaults to the student’s current declared degree. Select a different degree if applicable.*
- *Catalog Year is a required field.*
- *While degree may not change, the Major, Minor and/or Concentrations may change.*
- *What-If scenario can be processed without adding courses to evaluate the student current status against a planned change in course of study.*
- *Student may wish to add list of future classes to see how they will be considered in their planned course of study.*
- *Use any of the options in Areas of Study or Future Classes to run an appropriate What-If scenario.*

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

- 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.

- The output will be directed to the default printer or you may choose to redirect to a different printer or to PDF by selecting it from the list of available printers in the dialogue box. If you choose to send output to a

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 **Worksheets** 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.



**University of South Alabama Degree Audit**

Back to PAWS | FAQ | Help | Print | Exception Management | Template Management | Log Out

Find Student ID | Name | Degree | Major | Last Audit

Worksheets | Plans | Notes | Exceptions | GPA Calc

Format: Student View | Process What-If | Print/Save PDF

**What-If**

Degree: Bachel of Sci Nursing

Catalog Year: Pick a Catalog Year

**Choose Your Different Areas of Study**

Disclaimer: You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. If you want to officially change your major, you need to contact the department of your current major.

Select an item to add it to your Chosen Area of Study

Major: Pick a Major

Minor: Pick a Minor

Concentration: Pick a Concentration

Chosen Areas of study

MAJOR : NU: NU\_BSN\_BSN

MINOR : Biomedical Sciences

CONC : Act Acting/Theatre DFA

Remove

**Choose Your Future Classes**

Enter a course and click Add Course

Subject: [ ] Find

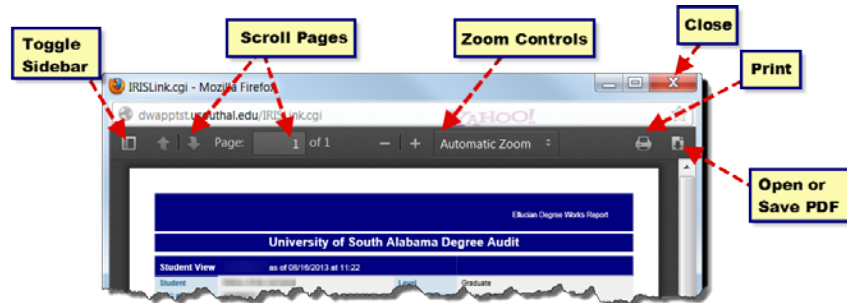
Number: [ ]

Add Course

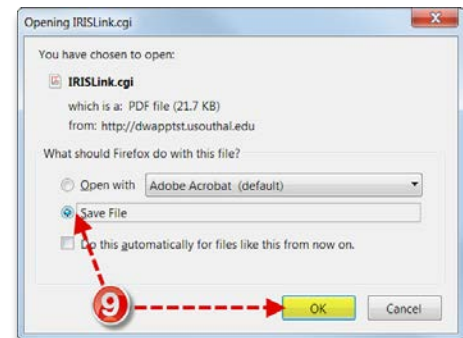
Courses you are considering

Remove Course

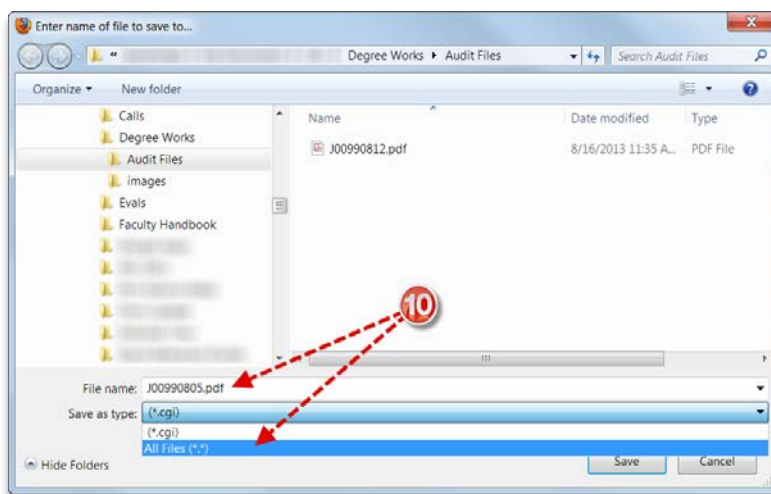
- Now to check for results. Click **Print/Save PDF** to view output in browser window.
- From this display you can use browser tools at the top of the window to navigate, print or download the document. Choose the appropriate tool(s).



- Print the document by clicking the Printer Icon. The output will be directed to the default printer or you may choose to redirect to a different printer or to PDF by selecting it from the list of available printers in the dialogue box. If you choose to send output to a 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.
- You may also wish to use the Download function. You may choose between opening the file with Adobe Acrobat or Acrobat Reader. Check the appropriate box in the dialogue box displayed.
- To save the What-If for later reference, select Save File and click OK.
- When saving the PDF, you should be certain to **browse to an appropriate folder** on your PC, name the file logically (perhaps using student's name/ID and date the What-If is



created). Be sure to add **.pdf** as the file extension and change the file type to **All Files (\*.\*)** and click **Save**.



**To review previously saved What-If Audits**, browse where you saved your PDF file in step 7 or step 10.