


View a Degree Evaluation

Faculty will see the Advisor Dashboard channel on their Faculty tab in NEIUport. Non-Faculty advisors and authorized staff members must add the Advisor Dashboard channel to their NEIUworks Self-Service tab to access advisor self-service functions. See the *Add the Advisor Dashboard* job aid. Please Note: This task only needs to be done once. Questions concerning authorization for the Advisor Dashboard should be directed to the Registrar.



The degree evaluation displays both the general university requirements and major requirements for some majors. The following majors are now viewable: Accounting, Anthropology, Biology, Business Administration, Communication, Media, and Theatre, Computer Science, Early Childhood Education, Economics, Elementary Education, English, Finance, History, Justice Studies, Physical Education, Political Science, Psychology, Secondary Education (Biology, English, History, and Spanish), Social Work, and Special Education. All majors will be viewable in the degree evaluation by Fall 2012. The development of this functionality is in progress.

Steps to view a degree evaluation:

| Step | Action |
|---|---|
| 1. | Go to http://neiuport.neiu.edu . |
| 2. | Log in to NEIUport. |
| 3. | Click the Faculty tab. If you are not a Faculty member, click the tab where you added the advisor dashboard. |
| 4. | In the Advisor Dashboard channel, select the latest term from the Term dropdown list. |
| 5. | Enter the student's name or ID. |
|  | <ul style="list-style-type: none"> You can enter a last name only, or a partial name followed by % if you are not sure of the spelling. Names should be entered as in system (i.e.: Joseph, not Joe). |
| 6. | Click All. |
| 7. | Click the class standing link. The Degree Evaluation page will display. |
| 8. | Click the Generate New Evaluation link at the bottom center of the page. |
| 9. | Click the button next to Program. |
| 10. | Select the latest term from the Term dropdown list. |
| 11. | Click Generate Request button. The degree evaluation report will display. |


A What-if Analysis may also be viewed. By using this option, you may view a degree evaluation report for a major other than the major the student is currently enrolled in. This is helpful when a student may be considering changing their major and/or a student would like to see how their credits would apply to a different major.

Steps to view a What-if Analysis:

| Step | Action |
|---|---|
| 1. | Go to http://neiuport.neiu.edu . |
| 2. | Log in to NEIUport. |
| 3. | Click the <i>Faculty</i> tab. If you are not a Faculty member, click the tab where you added the advisor dashboard. |
| 4. | In the Advisor Dashboard channel, select the latest term from the Term dropdown list. |
| 5. | Enter the student's name or ID. |
|  | <ul style="list-style-type: none"> You can enter a last name only, or a partial name followed by % if you are not sure of the spelling. Names should be entered as in system (i.e.: Joseph, not Joe). |
| 6. | Click All. |
| 7. | Click the <i>class standing</i> link. The Degree Evaluation page will display. |
| 8. | Click on the <i>What-if Analysis</i> link at the bottom center of the page. |
| 9. | Select the latest term from the Entry Term dropdown list. Click <i>Continue</i> . |
| 12. | Select the program from the Program dropdown list. Click <i>Continue</i> . |
| 13. | The Campus should be left as None. Select the major from the First Major dropdown list. You can add an additional major or click <i>Submit</i> . |
| 14. | Click the <i>Generate Request</i> button. The degree evaluation report will display. |
|  | Refer to the Interpret a Degree Evaluation job aid for more information. |
| 15. | When you are finished reviewing the degree evaluation, click the Back to NEIUworks Self-Service Tab link in the upper left corner. |
| 16. | If you need to view a degree evaluation for another student, click New Search (if needed), and then repeat Steps 4-11 above. |

A Note about Degree Evaluations: If the student you are advising wants a paper copy of their evaluation, it is recommended that you have the student login to access it. In the self-service pages, the identifying name and ID on a document will be the person who accessed the information (i.e.: your name and ID will appear on the evaluation if you login to access it).

Tips for printing a degree evaluation:

| Step | Action |
|------|---|
| 1. | In Print Preview, change the dropdown on the toolbar from “as laid out on page” to “only the selected frame.” This eliminates some of the extra portal header and makes for a cleaner page. |
| 2. | Because of the width of the degree evaluation, click the Page Setup icon  and change the orientation of the page from Portrait to Landscape. This will ensure that all the information prints on the page. |
| 3. | When you click Print, remember to also click Selection in the Print Range area if you have selected only a section of the document to be printed (see above: A Note About Printing...). |