

# Editing an Approved Plan

1

To change your approved study plan, log into VandalWeb and access your Student Profile. From the Student Profile, click on Degree Audit in the left hand menu.

2

From the Degree Audit click "PLANS"

University of Idaho

AUDITS EXCEPTIONS **PLANS** ADMIN

## Audits-test

Data refreshed 07/13/2022 4:18 AM

Student ID   Name

Level Graduate Class Standing Graduate Major Adult/Org Learning

College Education, Health & Human Sci Advisor(s) Sydney Freeman, J

Academic What-If Athletic Eligibility

3

Click on your active and approved study plan. The active plan will be indicated in the Active column.

### Plan List

Description	Active	Modified ↓
New Grad Study Plan	No	07/12/2022
Test Plan	No	07/07/2022
19-March-2015	Yes	03/19/2015

Page 1 of 1

4 From your approved plan click "Save as copy" to make changes to an existing plan.

AUDITS EXCEPTIONS PLANS ADMIN

**Degree** M.S.  
**Level** Graduate  
**Active** Yes | **Status** APPROVED

**Last updated:** [redacted] on 03/19/2015

[Audit](#) [What-If](#) [Delete plan](#) [Save as copy](#) [Create block](#)

< >

**Summer 2014** [edit icon] Credits: 3.0  
**Summer 2015** [edit icon] Credits: 3.0  
**Fall** [edit icon] Credit



Saving a copy of your study plan will not re-name it. Always edit the plan name so that you can more easily distinguish between the two plans.

5 Click on the edit icon to change the title of your plan.

Student ID [input] [search icon] Name [input]

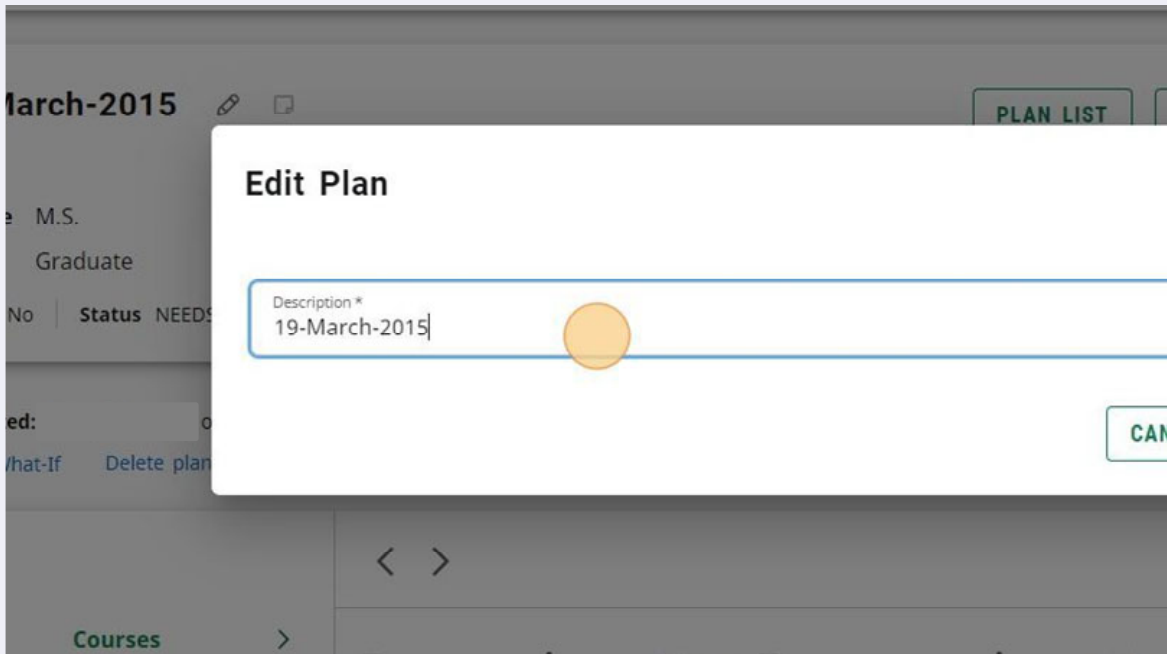
**Level** Graduate **Class Standing** Graduate **Major** Adult/Org Learnng & Leadership  
**College** Education, Health & Human Sci **Advisor(s)** Sydney Freeman, Jean Henscheid

**19-March-2015** [edit icon] [copy icon]  
**Edit plan**

**Degree** M.S.  
**Level** Graduate  
**Active** No | **Status** NEEDS APPROVAL

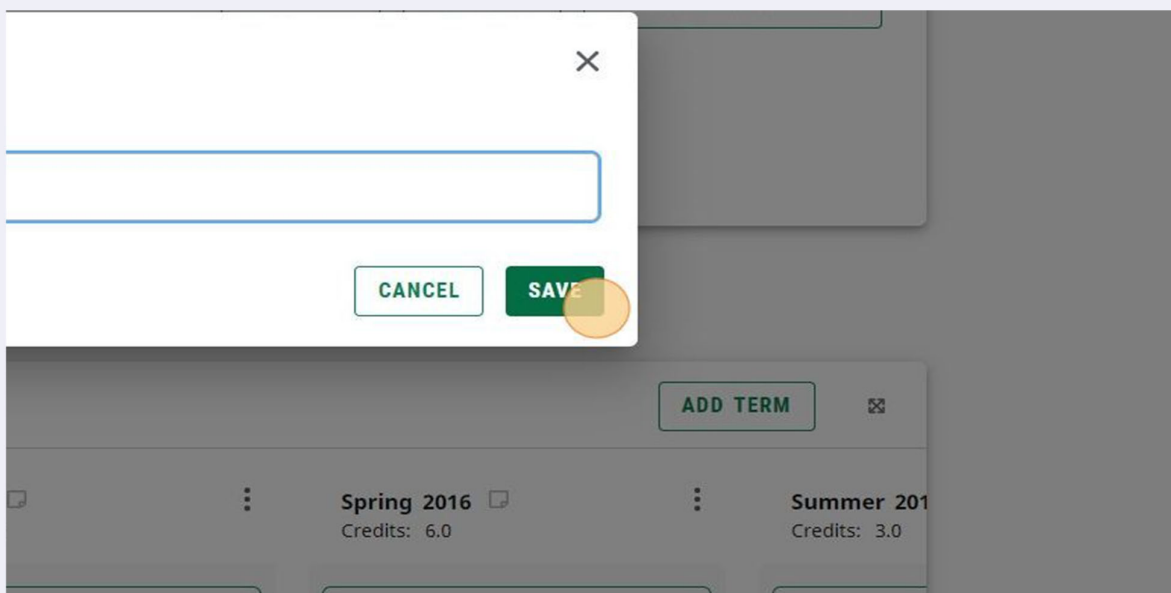
**Last updated:** Frost. Rebecca I on 07/13/2022

6 Click the "Description " field.



7 Type in the new description for your plan. It is best practice to rename the description of the study plan that you are editing to include the date so that the old and new plan can easily be distinguished from one another.

8 Click "SAVE"



# Navigating Your Plan Terms

- 1 Terms appear from left to right. To navigate between your terms click on the arrow icons.

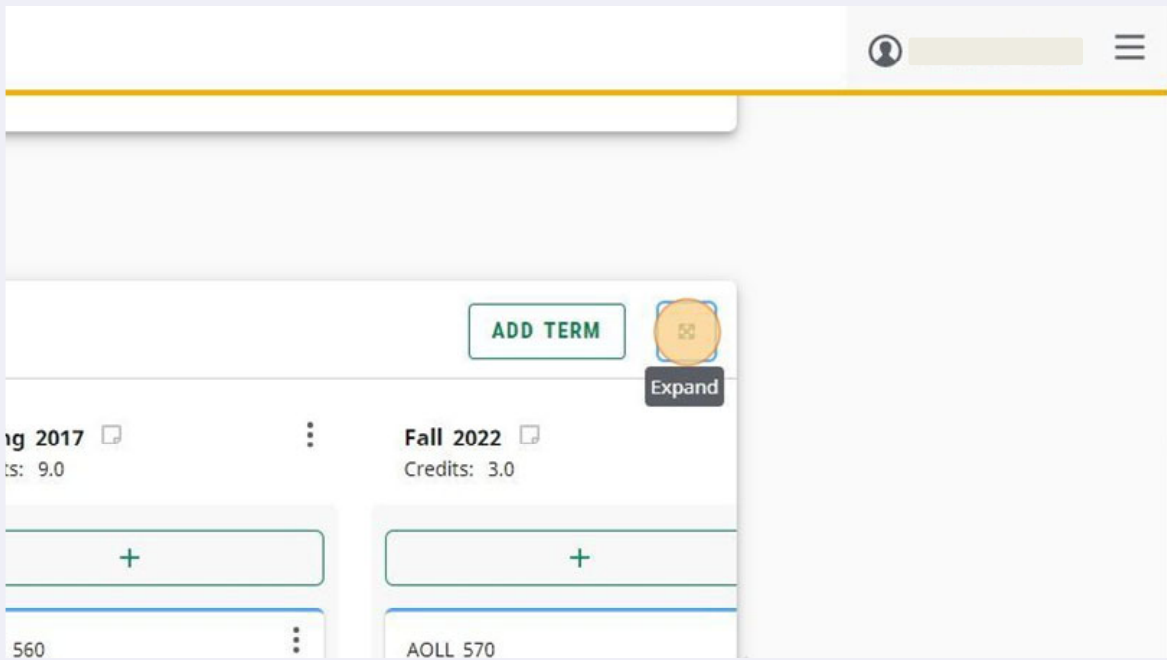
The screenshot shows a plan management interface. At the top, it displays 'Level Graduate' and 'Active No | Status NEEDS APPROVAL'. Below this, it says 'Last updated: [redacted] on 07/13/2022' and provides action buttons: 'Audit', 'What-If', 'Delete plan', 'Save as copy', and 'Create block'. The main content area is split into two panels. The left panel, titled 'Courses', has a search bar 'Search by course or title' and a table with columns 'Course', '#', and 'Title'. The first row shows 'ACCT - Accounting (ACCT)'. The right panel shows a sequence of terms: 'Summer 2014' (Credits: 3.0) and 'Summer 2015' (Credits: 3.0). A 'Next' button is positioned between the terms. Below each term is a '+', and under 'Summer 2014', the course 'AOLL 526' is listed. Under 'Summer 2015', the course 'AOLL 581' is listed. Navigation arrows are visible at the top of the right panel.

- 2 If you have multiple terms you may not be able to view all terms using the arrow navigation icons. In this case, click on the green hamburger menu on the left side above the sidebar to collapse this information.

The screenshot shows the University of Idaho plan management interface. The top navigation bar includes the University of Idaho logo and the text 'AUDITS EXCEPTIONS PLANS ADMIN'. Below this, it displays 'Last updated: [redacted] on 07/13/2022' and provides action buttons: 'Audit', 'What-If', 'Delete plan', 'Save as copy', and 'Create block'. The main content area is split into two panels. The left panel, titled 'Courses', has a search bar 'Search by course or title' and a table with columns 'Course', '#', and 'Title'. The first row shows 'ACCT - Accounting (ACCT)'. The right panel shows a sequence of terms: 'Spring 2016' (Credits: 6.0). A '+' button is visible below the term. A tooltip with the text 'Expand or collapse the sidebar' points to a green hamburger menu icon on the left side of the 'Courses' panel. Navigation arrows are visible at the top of the right panel.

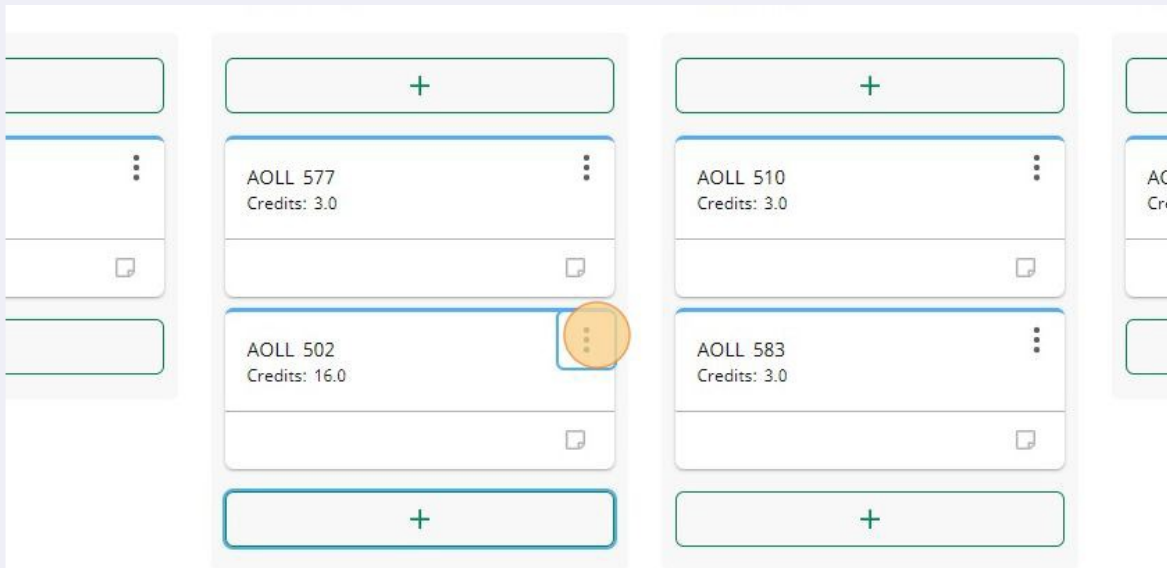
3

If your plan is long enough that it is still not showing all terms, Click on the "Expand" icon at the right corner of the terms to open it in a larger window.

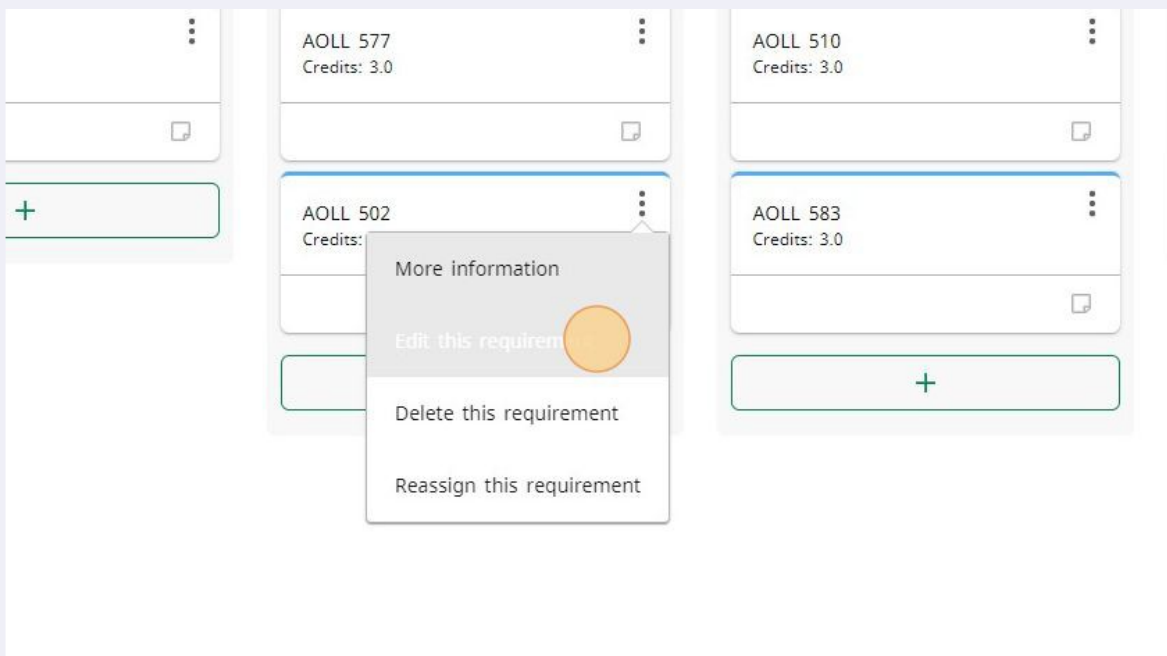


# Editing Courses

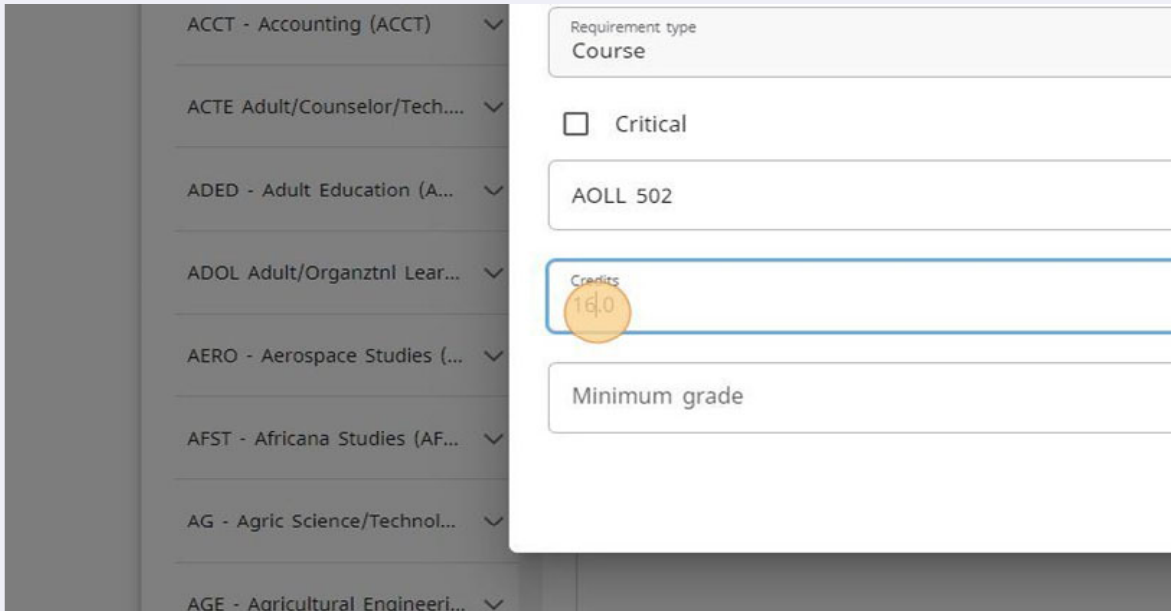
**1** To edit a course click on the 3-dot menu next to the course.



**2** Click "Edit this requirement"



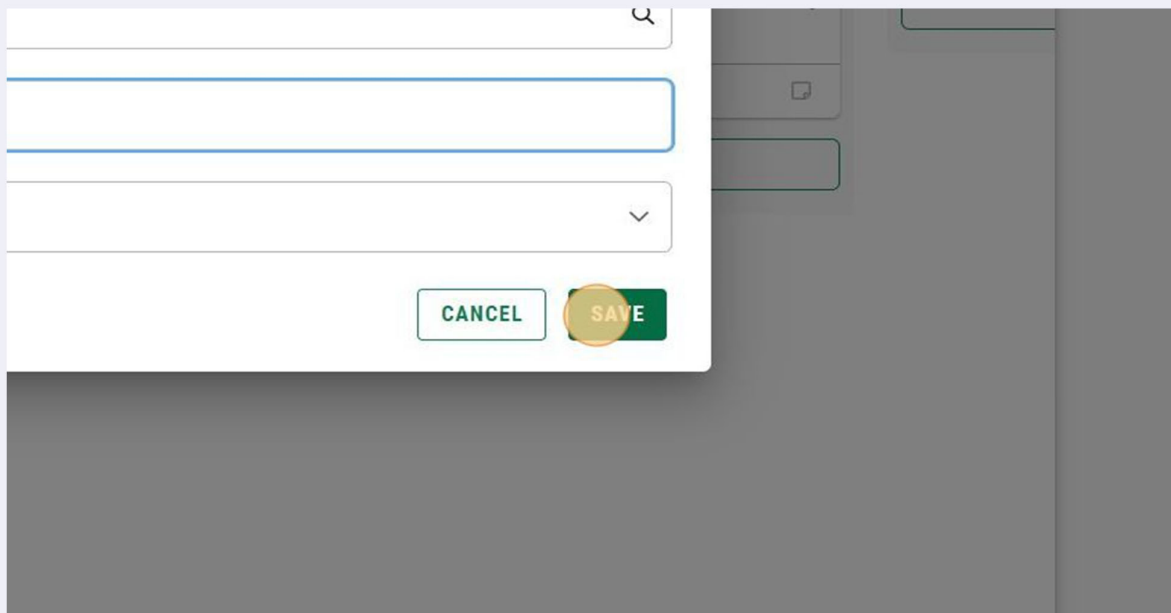
**3** Click on the "Credits" field to adjust the credits.



A screenshot of a course selection interface. On the left, a list of course categories is visible, including ACCT - Accounting (ACCT), ACTE Adult/Counselor/Tech..., ADED - Adult Education (A...), ADOL Adult/Organztnl Lear..., AERO - Aerospace Studies (...), AFST - Africana Studies (AF...), AG - Agric Science/Technol..., and AGE - Agricultural Engineeri... Each category has a dropdown arrow. On the right, a form overlay is displayed with the following fields: "Requirement type" set to "Course", a "Critical" checkbox which is unchecked, a course ID field containing "AOLL 502", a "Credits" field containing "16.0" with a gold coin icon, and a "Minimum grade" field.

**4** Type the correct credit amount.

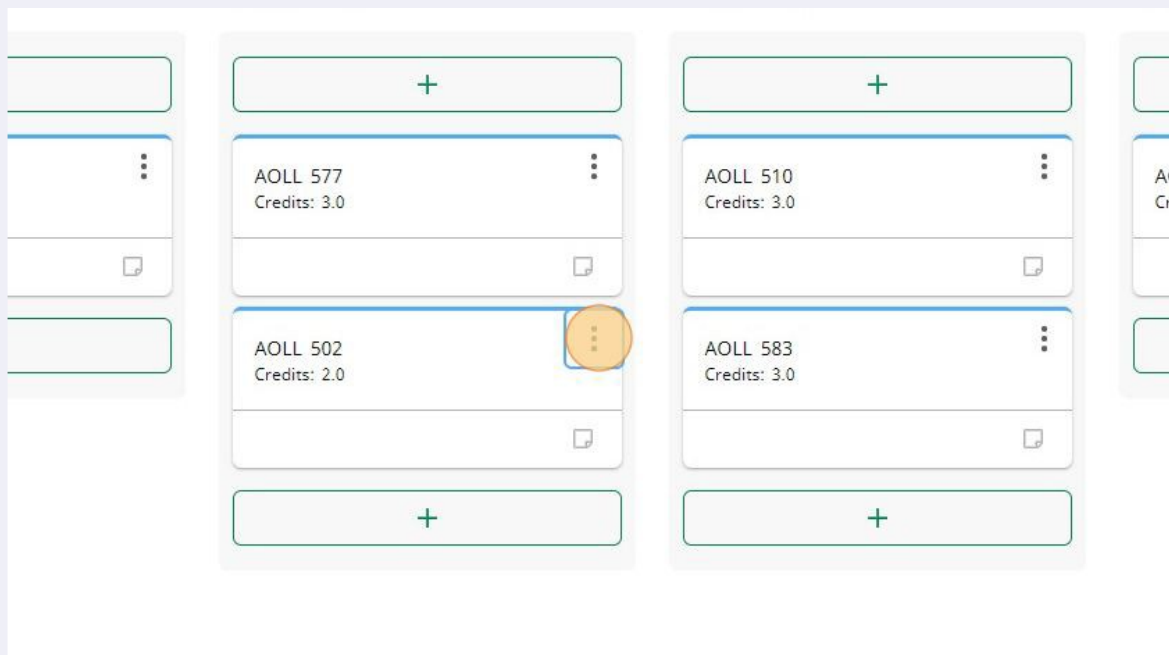
**5** Click "SAVE"



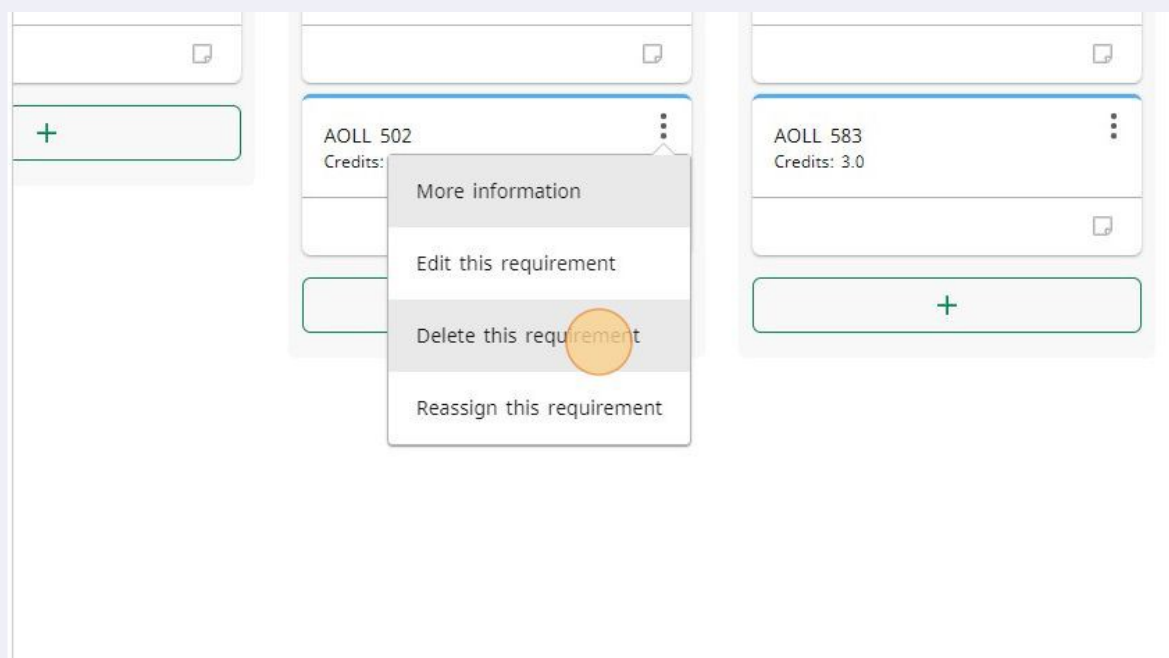
A screenshot of a form overlay. The form contains several input fields, some of which are highlighted with a blue border. At the bottom of the form, there are two buttons: a white "CANCEL" button and a gold "SAVE" button with a gold coin icon.

## Deleting a Course

- 1 Click the 3-dot menu next to the course you wish to delete.

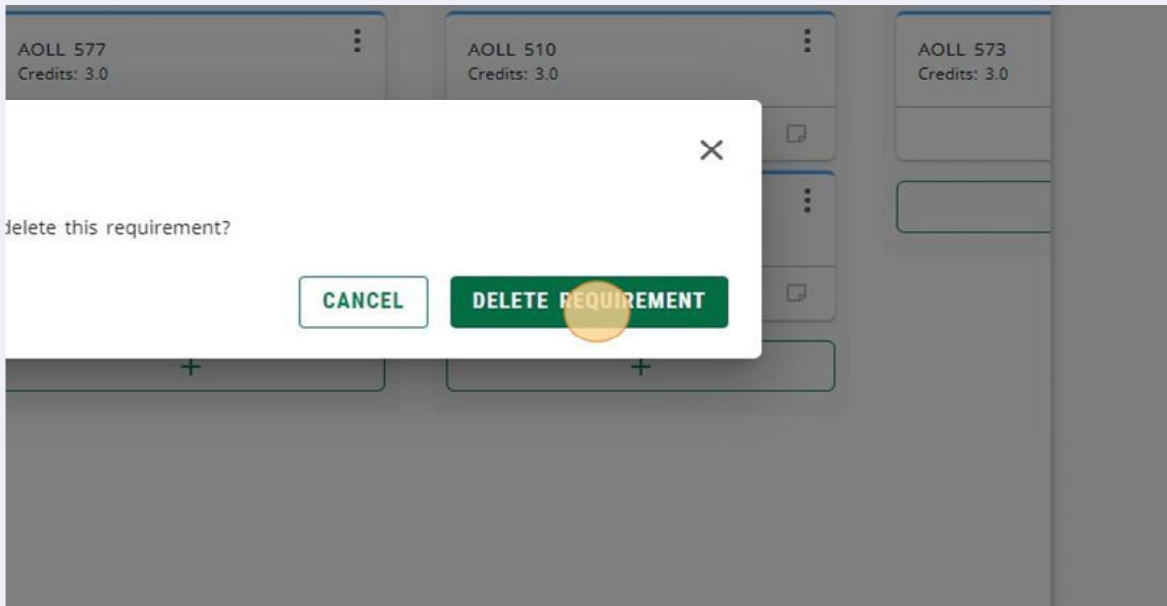


- 2 Click "Delete this requirement"





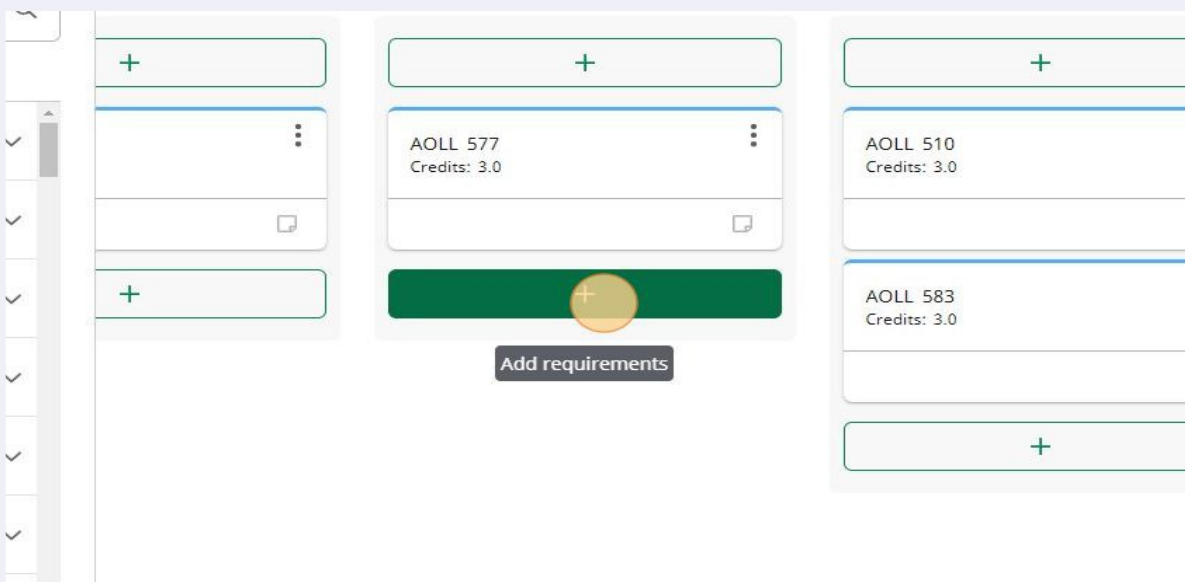
- 3** Confirm the deletion by clicking "DELETE REQUIREMENT"



## Adding a Course

- 1** You can add courses to an existing plan using the same methods as used in creating a plan.

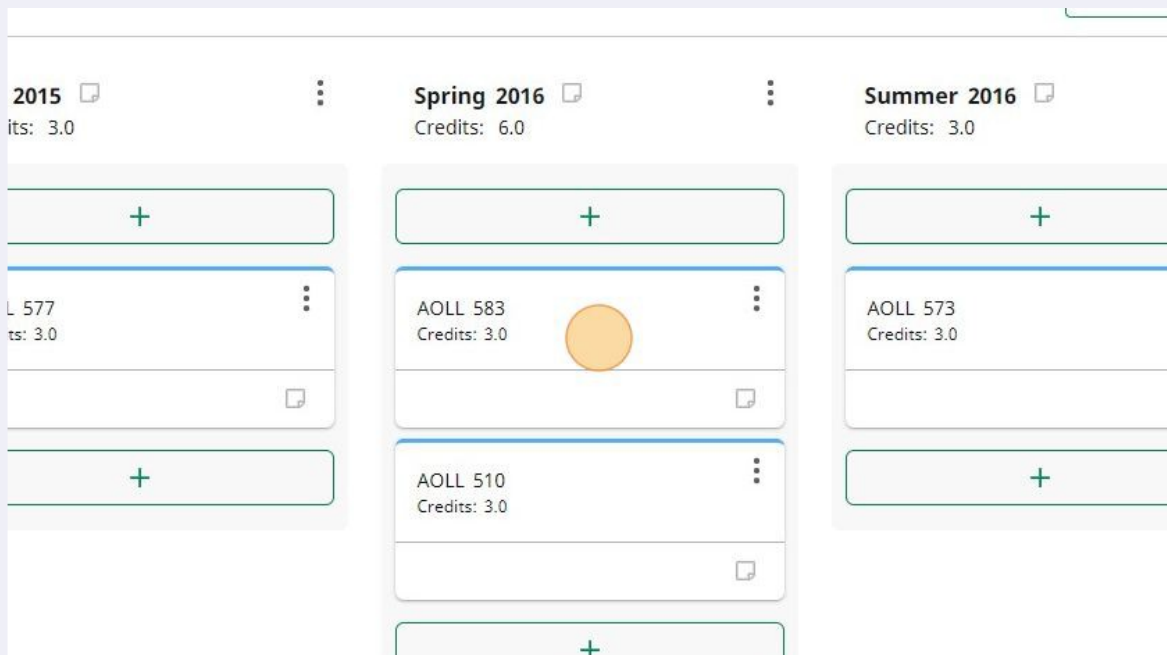
- 2** Add a course by clicking on the green + within a term, or using the Requirements menu in the sidebar.



## Moving a Course to a different Term

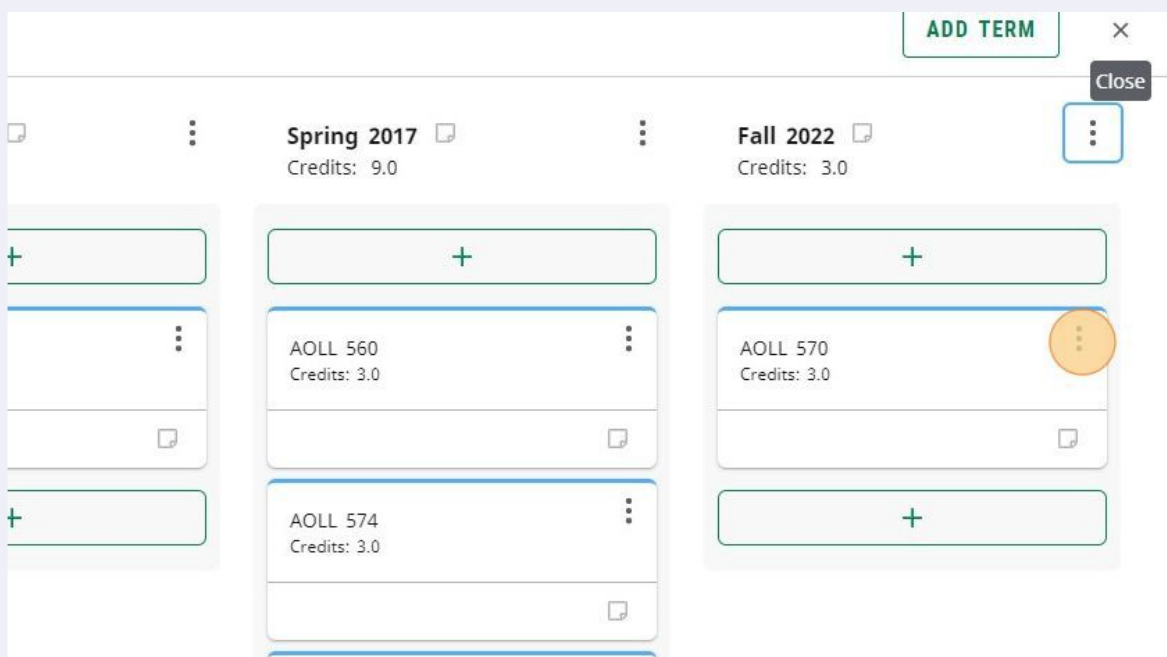
1

To move a course within your study plan simply drag and drop the course into a new term.

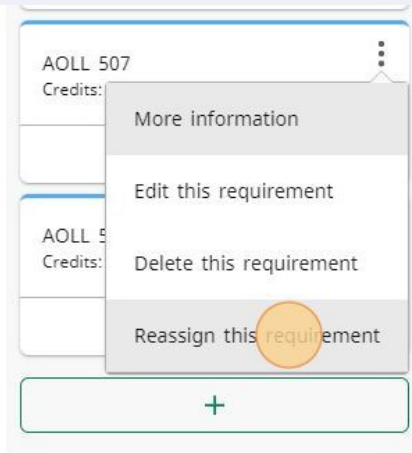


2

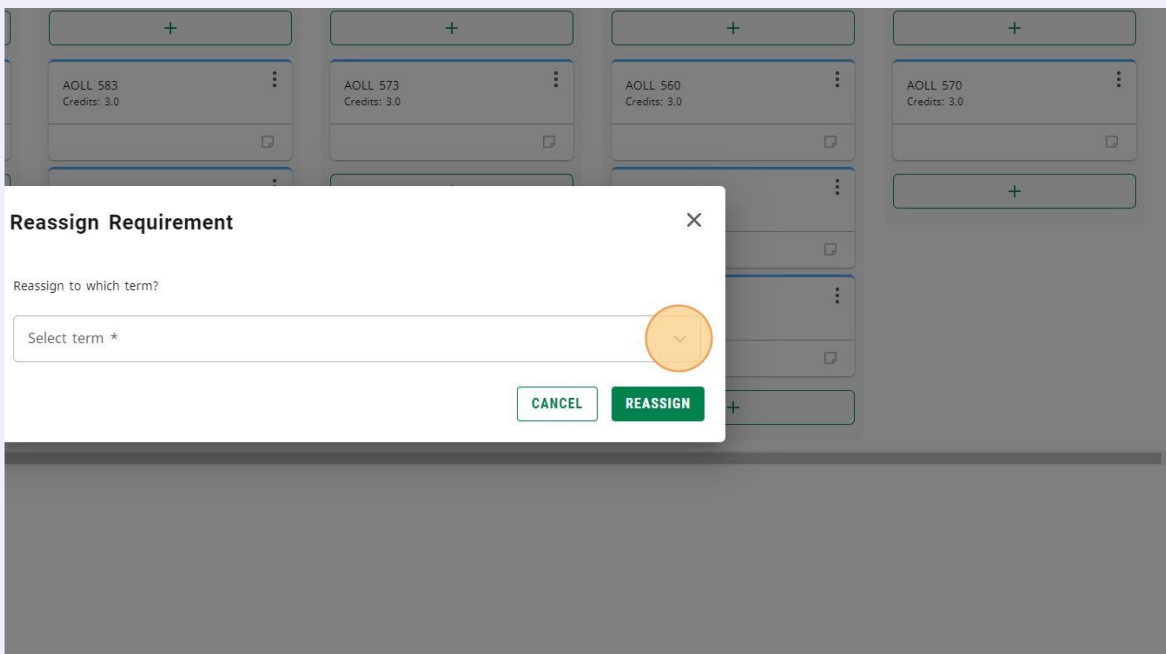
A single course can also be moved to a new term by clicking on the 3-dot menu next to the course. This method is more helpful if you have a study plan with multiple terms that aren't all within view.



**3** Click "Reassign this requirement"

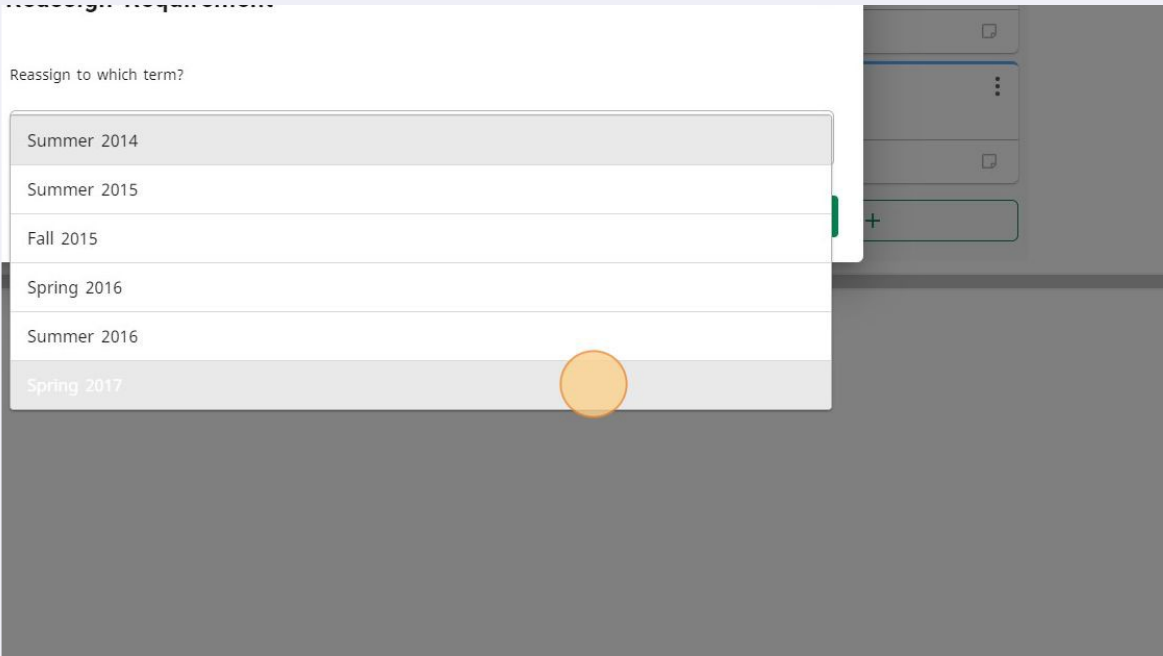


**4** Click the drop-down arrow in the Reassign Requirement pop-up.



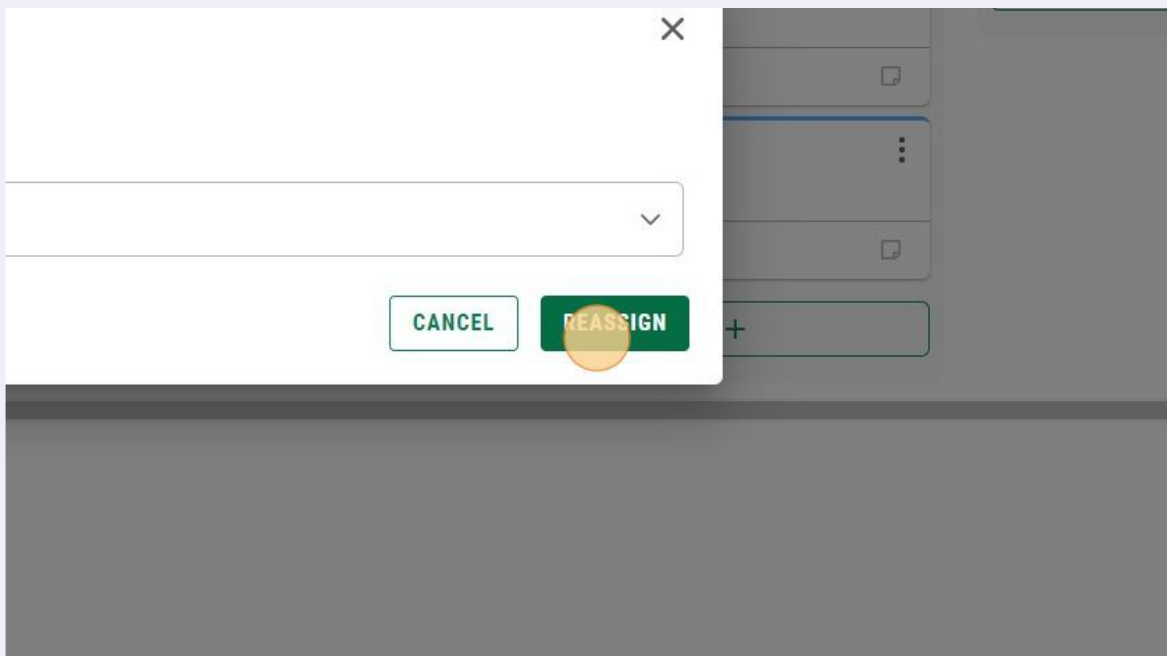
5

Click on the term you want to move the course to. Only the terms that exist in your study plan will be listed.



6

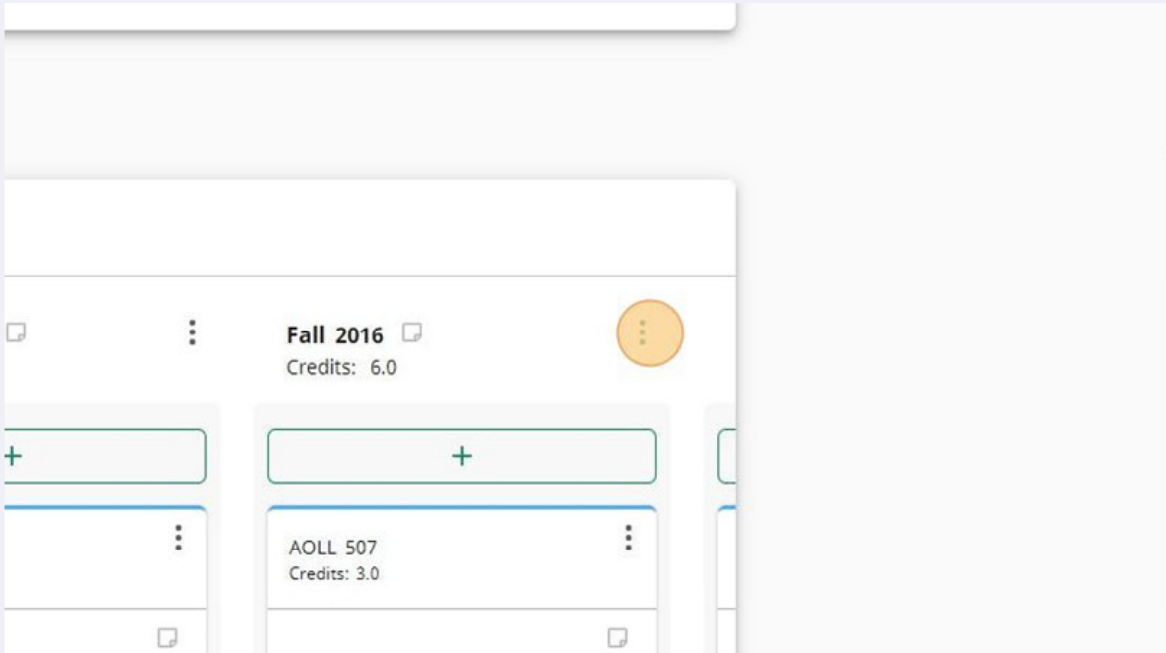
Click "REASSIGN"



# Editing Terms

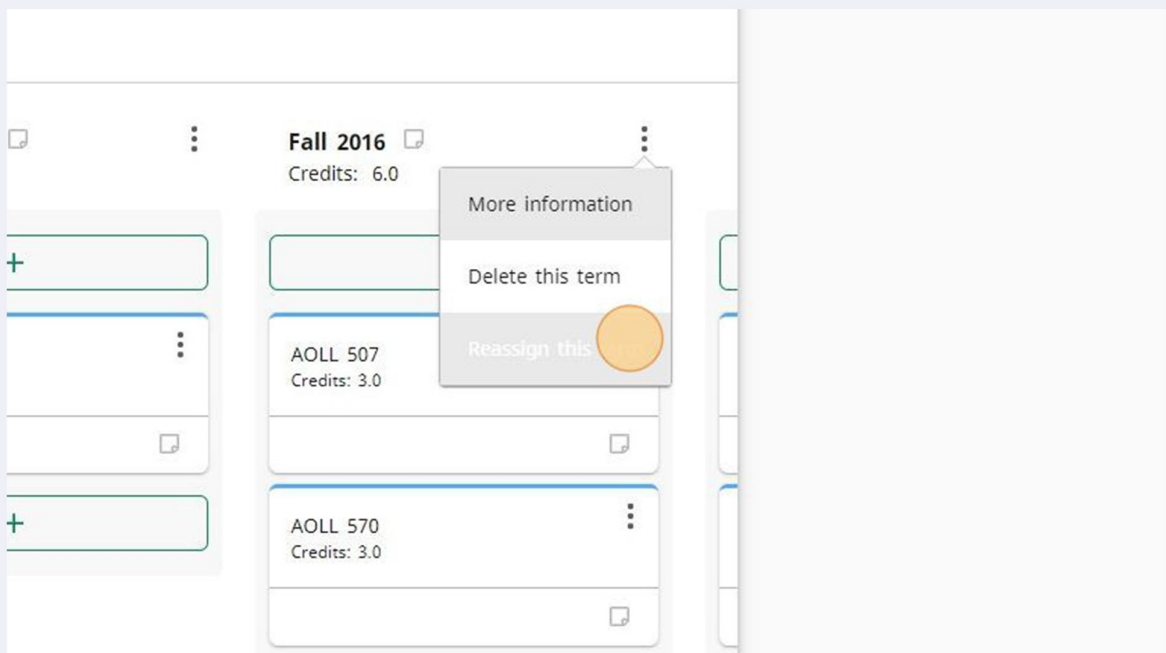
1

To move an entire term click on the 3-dot menu next to the term you wish to move.

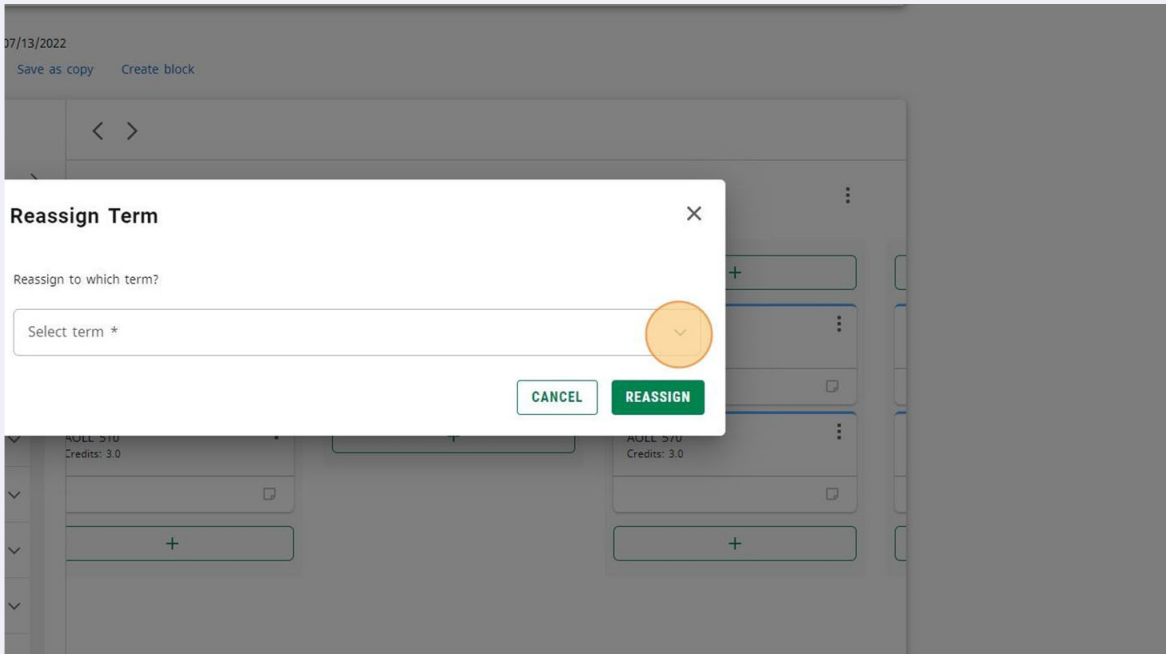


2

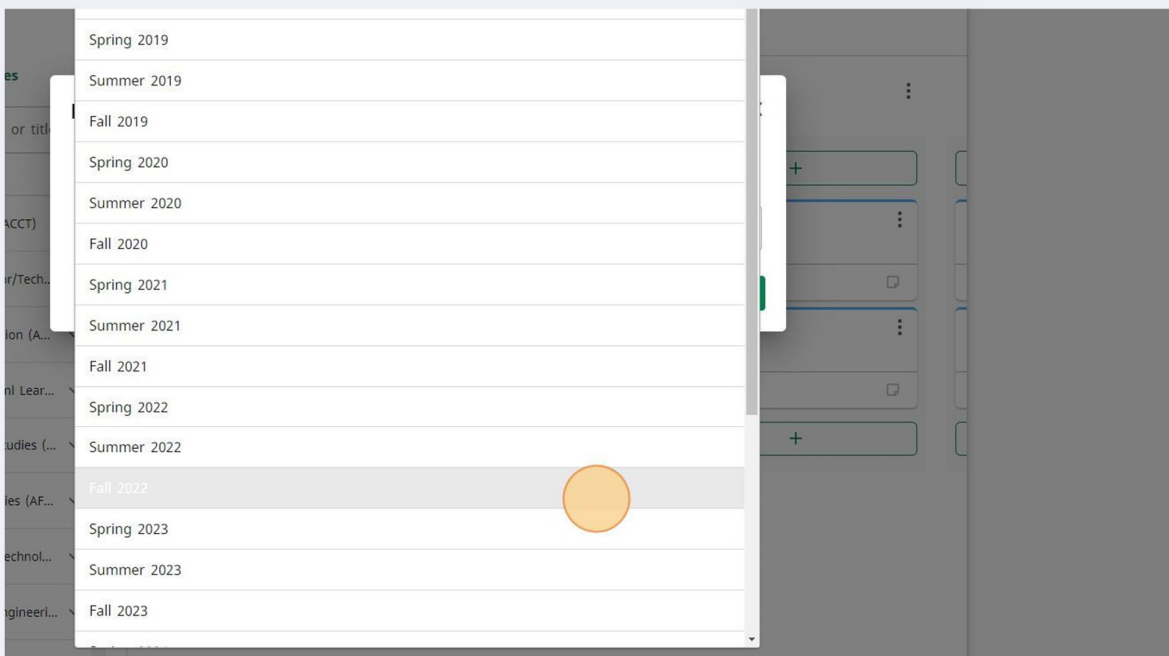
Click "Reassign this term"



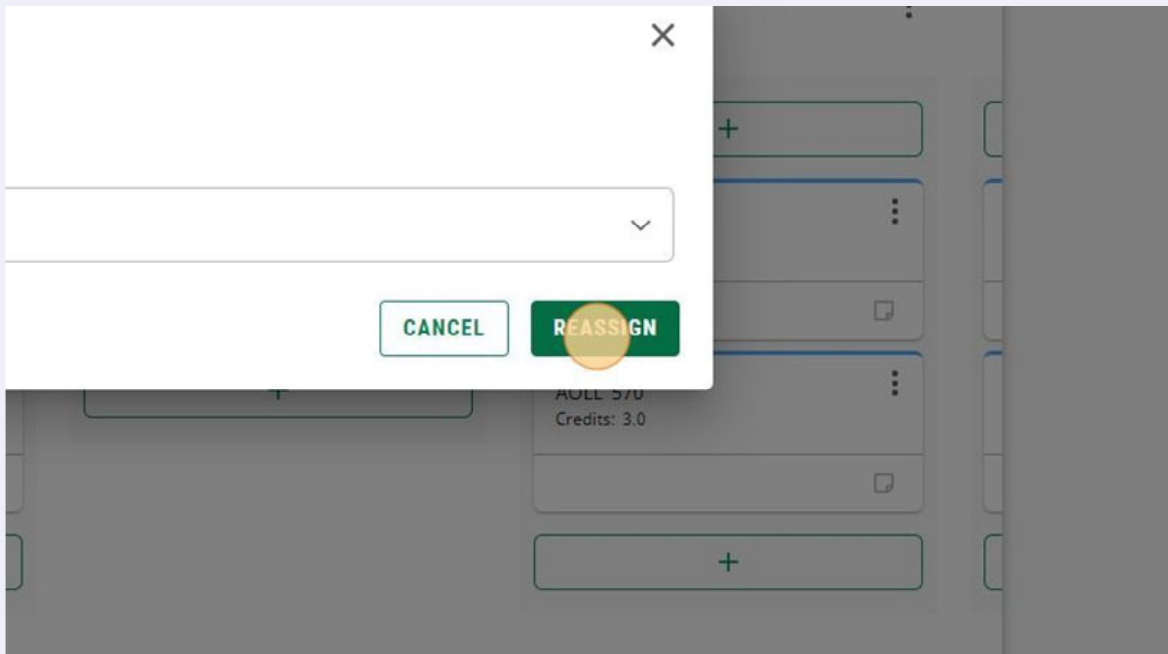
**3** Click on the drop-down arrow in the pop-up menu.



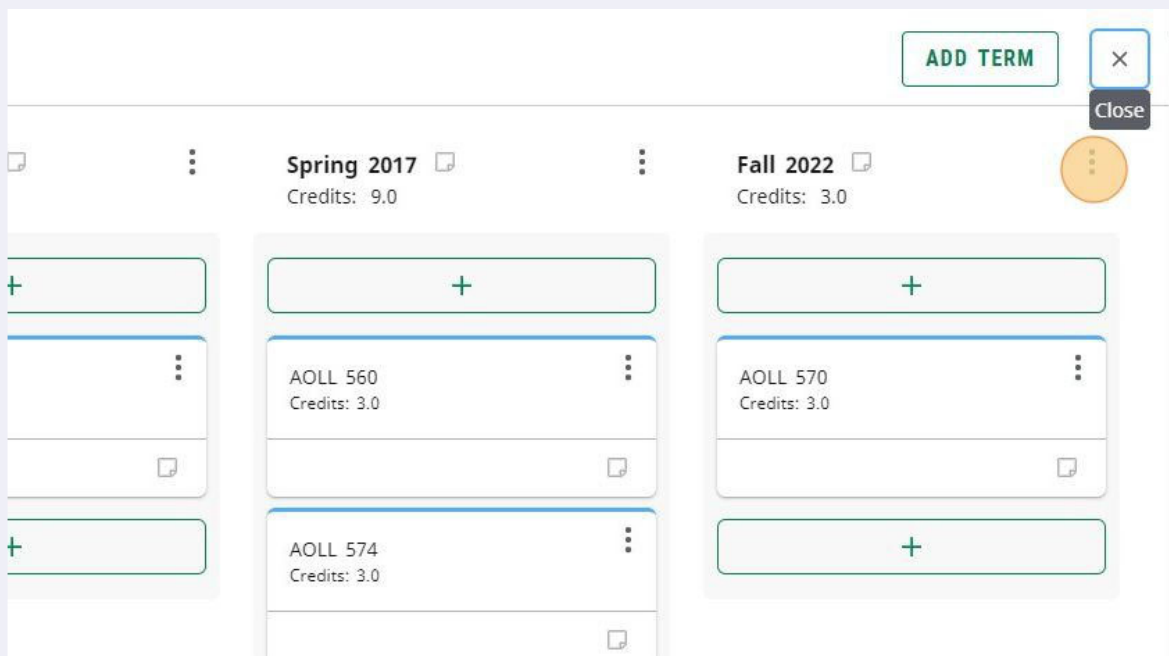
**4** Click on the term you want to select.



5 Click "REASSIGN"



6 The term will now appear in your study plan with the new term and will be re-ordered automatically. All courses within the term will move with it.



7

To delete an entire term, click the 3-dot menu and select "Delete this term" and confirm the deletion.

The screenshot displays a user interface for managing course terms. At the top right, there is a green button labeled "ADD TERM" and a close icon (X). Below this, the interface is divided into two main sections for different terms: "Spring 2017" (Credits: 9.0) and "Fall 2022" (Credits: 3.0). Each term section contains a list of courses with a plus sign (+) to add more and a three-dot menu (⋮) to manage the term. A dropdown menu is currently open for the "Fall 2022" term, showing three options: "More information", "Delete this term", and "Reassign this term". A "Close" button is also visible near the dropdown menu.



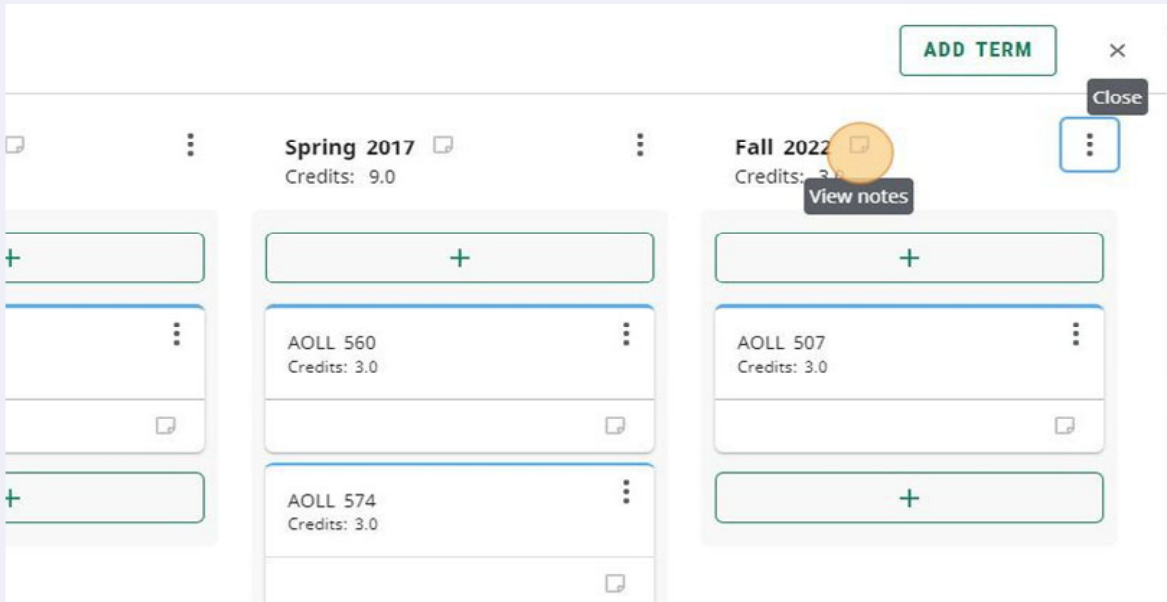
# Adding Notes



Notes can be added to the plan, to a specific term, or to a specific course. Look for the note icon.

1

Click the note icon to open up the notes pop-up. You can add multiple notes to items.



2

Click on the "Add A New Note" button to add a note to an item.

