Degree Evaluation

I. LOG INTO THE FACULTY STAFF PORTAL
   • Go to www.weber.edu
   • CLICK faculty & staff
   • Enter your Groupwise Username in the designated field
   • Enter your Groupwise password in designated field
   • CLICK the Enter button

II. GETTING INTO LYNX / BANNER
   • CLICK Lynx Self-Service in the purple bar
     o if you do not have Lynx Self-Service in the purple bar
       ▪ CLICK Preferences
       ▪ CLICK the Quick Links tab
       ▪ SCROLL until you see the link and selection box for Lynx self service
       ▪ CLICK the box corresponding to Lynx self service
       ▪ SCROLL to the bottom of the form
       ▪ CLICK the Submit button
   • CLICK Faculty & Advisors

III. DEGREE EVALUATION (WHAT-IF ANALYSIS)
   • CLICK Advisor Menu
   • CLICK Degree Evaluation
     The Term Selection form should pop-up
   • SELECT the term you wish to review information within (i.e.: Fall 2005)
   • CLICK the Submit Button
     The Student/Advisee ID Selection form should pop-up
   • ENTER the student W#, -OR- Enter the student’s name
   • CLICK the Submit button
     o If you performed a name search and there is more than one student matching your parameters you will now need to select the correct student from the ID Selection drop down field.
     o CLICK the Submit button
     The Student Verification form should pop-up
   • CLICK Submit
     The Degree Evaluation form should pop-up
   • SCROLL to the bottom of the form
   • CLICK What-if Analysis
     The What-If-Analysis form should pop-up
   • SELECT the Catalog Year in the Entry Term drop down menu
   • CLICK Continue
   • SELECT the Program of Study from the Program drop-down menu
   • CLICK Continue
   • SELECT the correct major emphasis in the First Major drop-down menu
   • CLICK the Add More button to add a concentration to the evaluation report
   • CLICK the Add More button again to add a minor to the evaluation report
   • SELECT a minor from the First Minor drop-down menu
   • Review the information you have requested
   • CLICK Submit
   • SELECT the Evaluation term from the Evaluation Term drop-down menu
     This is only a flag to identify when the evaluation was created. It does not affect the information contained in the evaluation.
   • CLICK the Generate Request button
   • WAIT FOR THE REPORT TO GENERATE
   • CLICK the Detail Requirements radio button
   • CLICK the Printer Friendly Version check box
• **CLICK the Submit button**
  *The evaluation should pop-up*

**IV. DEGREE EVALUATION (GENERATE NEW EVALUATION)**

• **CLICK Advisor Menu**

• **CLICK Degree Evaluation**
  *The Term Selection form should pop-up*

• **SELECT** the term you wish to review information within (i.e.: Fall 2005)

• **CLICK** the Submit Button
  *The Student/Advisee ID Selection form should pop-up*

• **ENTER** the student W#, -OR- Enter the student’s name

• **CLICK** the Submit button
  
  o If you performed a name search and there is more than one student matching your parameters you will now need to select the correct student from the ID Selection drop down field.
  
  o **CLICK** the Submit button
    *The Student Verification form should pop-up*

• **CLICK** Submit
  *The Degree Evaluation form should pop-up*

• **SCROLL** to the bottom of the form

• **CLICK** Generate New Evaluation
  *The Generate New Evaluation form should pop-up*

• **CLICK** the radio button next to the Program of Study

• **SELECT** the Evaluation term from the Evaluation Term drop-down menu
  *This is only a flag to identify when the evaluation was created. It does not affect the information contained in the evaluation.*

• **CLICK** the Generate Request button

• **WAIT FOR THE REPORT TO GENERATE**

• **CLICK** the Detail Requirements radio button

• **CLICK the Submit button**
  *The evaluation should pop-up*