

## Degree Evaluation

### I. LOG INTO THE FACULTY STAFF PORTAL

- Go to [www.weber.edu](http://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
  - 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
      - 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.
      - **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
  - 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.
  - **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*