

## **STAN Planner Quick Tips!**

STAN Planner can help faculty quickly review and assess student progress toward their degree and planning for coming semesters. STAN Degree Progress is also a helpful tool for a quick review of how a student is meeting GE and Major Requirements. Here are a few quick tips for use of STAN Planner and STAN Degree Progress:

### **To Get Into STAN Planner**

Log into My CSU Stan and then click on the Advisor Center, and search for the student's file you want to review. Once the student's file is open, on the left side of the file, next to the student's current schedule of classes, click on STAN Planner. While testing you can use the live mode and not affect a student's record. Starting September 20<sup>th</sup>, we'll be live so any changes you make will be seen by the student.

### **STAN Planner Overview**

This gives you a graphic and table view of the student's progress toward meeting University and Major requirements. It is a quick, non-detailed view of progress. The planned section refers to units that they need to take to meet university and major requirements. This does not mean the student has registered or made an official schedule for these units. Hit Continue to move on to other more detailed views of student progress and planning for future semesters. Update Alerts will display targeted messages to students. Not an extremely important function for faculty.

### **STAN Planner**

This gives you a quick look at current "in progress" classes and what STAN Planner is suggesting for future semesters. For the current semester, courses in which the student is enrolled are listed at the top of the table. Any courses listed in the table are courses suggested by STAN Planner, but not taken by the student. These will be rolled over to the next semester. Note in the tables in "Course" column that some courses state "Not Selected" in red, while others have the course listed in Black. This suggests that the course is a requirement and normally offered only in this term, so the student should be enrolled for that course during that semester.

### **Tabs on the STAN Planner Page**

There are a number of tabs on the STAN Planner page. Here is what you will find and what you need to know as you click on each.

### **Edit Preferences**

If you know a student is not going to be taking classes for a term, then a semester can be deleted from their plan, and another semester added. Otherwise, no need to make changes here.

### **Arrange My Plan**

Breaks down the planning into blocks, where classes can now be selected (left click hold, select and drag/drop) and moved to a different term. This becomes the new plan. So, gives you

semester by semester plan similar to STAN Planner view, but Arrange My Plan allows you to move classes around.

### **What If Report**

This is a simplified report that explores different scenarios if a student would add another major. The second phase of Stan Planner will include the ability to consider different scenarios if a minor is added.

### **STAN Planner Report**

This gives you the student's entire record for classes taken and transferred in to meet degree requirements, including grades. Kind of like the transcript, but in a better format for viewing the student record. You will see the symbols that note whether the course is completed, in progress, planned, needed, etc. You will see that some future semester courses that STAN Planner has suggested the student take may be already completed, while some suggested for prior semesters are not completed or in-progress. That's ok, the student has just taken courses out of sync from that suggested by STAN Planner.

### **Overview**

This take you back to the Overview that you get when you initially enter STAN Planner.

### **Refresh Suggestions**

This option sets the recommended order of courses back to the default sequence for the major (the sequence originally generated by Stan Planner), with the exception of courses that have been locked into a term.

### **Clear Locks**

You will see on the STAN Planner page, that there is a column for locking a course. If you check this box, this means the course becomes tied to that specific semester in the students plan. You might want to do that if a course is not offered often, or only in a certain semester and you want the student to take that course during that specific semester. "Clear Locks" allows you to unlock that course from that specific semester.

### **Other Tabs**

You might notice that there are other blue underlined links (found at the top of the page) on the STAN Planner page. Here is what they do:

### **Advising Report**

Gives you the STAN Degree Progress view. Very useful for looking at all University Requirements and Major Requirements. Keep scrolling down for a great view of all progress for all specific requirements

### **Feedback**

Want to give feedback on the platform, you can do that here. Or, let Faculty Fellows know!