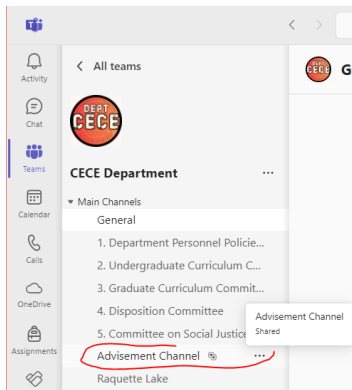


# ECD-ECI Degree Plan spreadsheet Tips

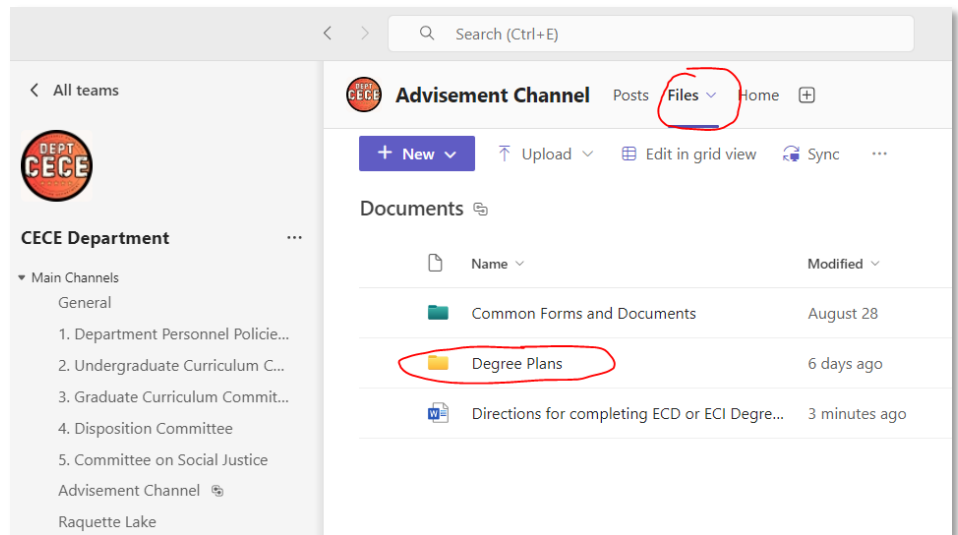
## Opening your Degree Plan Workbook through Teams

We recommend that you open your document by following the steps below to be able to edit the document live – rather than make a copy to edit each time:

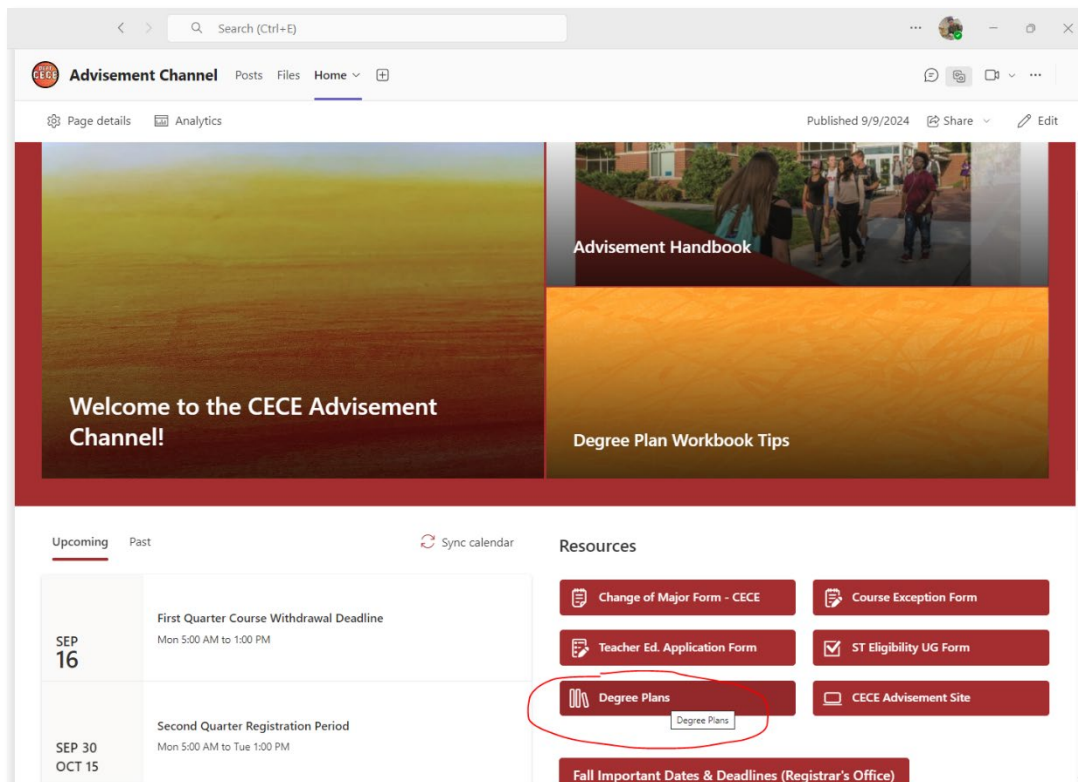
1. Open Teams and locate **CECE Department** Team
2. Locate the **'Advisement Channel'**



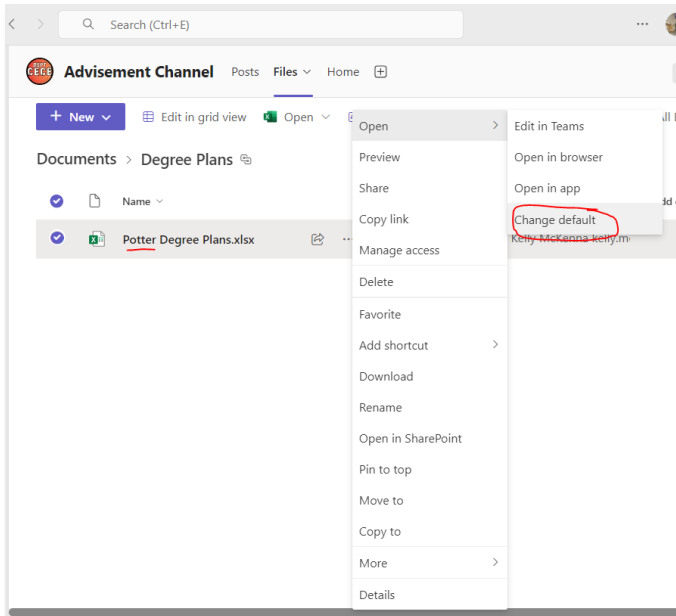
### a. Open **'Files'** folder and locate **'Degree Plans'**



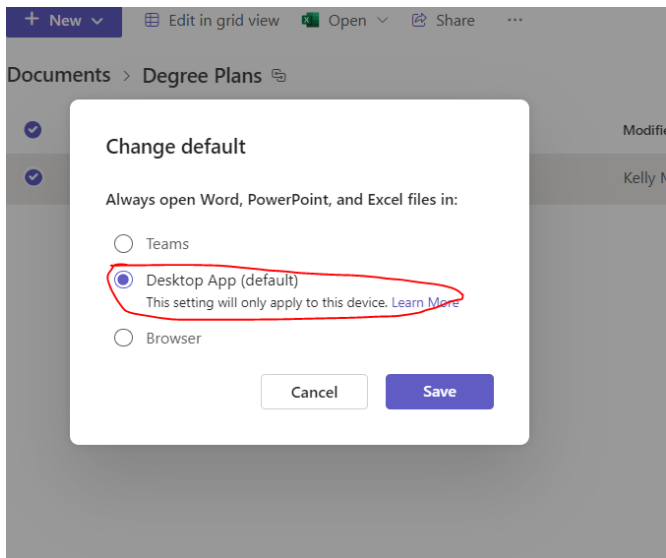
### b. OR open **'Home'** which brings you to the Sharepoint Page and locate **'Degree Plans'**



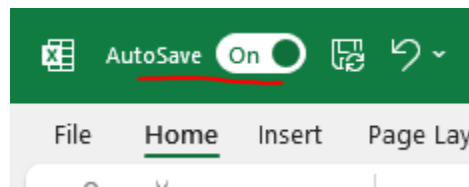
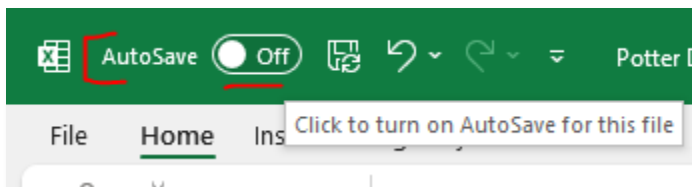
3. Find your Degree Plan workbook (by Last name)
4. **Right** click on your workbook to open the menu



5. Go to **'Open >'** and click on **'Change default'** and a window will appear



6. Most are set to **Browser** as default, select **'Desktop App'** as default and **save**
7. Remember to turn **ON** the **AutoSave** toggle in the upper left so that your changes are made live & save



You have been granted the proper permissions to edit the document live – the OA can see your changes live in your Degree Plan workbook (unless you decide to create a separate copy). By following the steps above, you

should now be able to open the workbook without the program asking you to save a copy first in order to edit it.

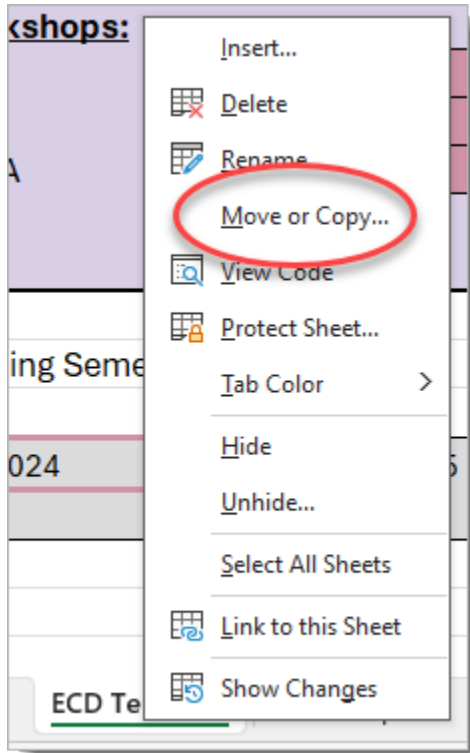
*If you still run into a problem with opening the document, please reach out to Kelly. :)*

## Copy the ECD or ECI template to another worksheet

If you want all of your advisees' information in the **same** workbook, copy the templates to new worksheets and name each worksheet for a student.

### To copy the template to a new worksheet:

1. Right-click on the tab of the desired template
2. From the menu choose Move or Copy



3. In the Move or Copy dialog box that opens, choose Move to End
4. Click the box labelled Create a Copy
5. Select OK

You will now have a new worksheet and see a new tab at the bottom of your screen labelled 'ECD (or ECI) Template (1)'. **To change the name of this worksheet:**

1. Right click on the tab of the worksheet to rename
2. Choose Rename from the menu
3. The tab you chose will be highlighted, click on the tab
4. Type in the new name for the worksheet
  - a. Only 30 characters are allowed for naming tabs, so we have been using this format: **Last Name, First initial.Middle initial.** (i.e. **McKenna, K.M.**)

## Making a copy of the workbook to share with your students

If you would like your students to share the worksheet so they can also fill it out, you can make copies of the Excel workbook and share them with your students.

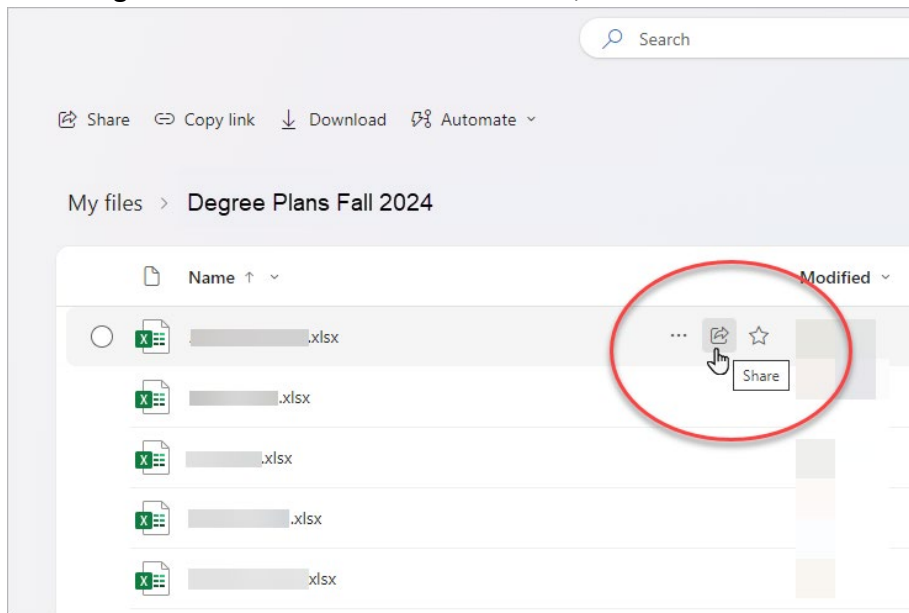
### To make a copy of the workbook:

1. In the top left corner of the workbook screen select the File tab
2. Choose Save As or Save a Copy
3. Select OneDrive-SUNY Cortland as your saving destination
4. If you have created a specific folder for degree plans in your OneDrive be sure to save there
5. Rename the file
6. Select Save

Your file will now be saved in your OneDrive under the name you gave it. If you are saving many of the same sort of files to share with students, you may want to name them after each student (i.e. Last name, First name. MI.).

### To share the files with your students:

1. Open your OneDrive and navigate to the folder where the degree plans are saved
2. To the right of each file there is a Share icon, select this icon



3. When the Share dialog box opens enter the email address of the student in the upper field
4. Enter a message if desired in the lower field
5. Clicking 'Send' will send the student an email with the information that the file is now shared with them. They will be able to access the file from the email or in the Shared>With Me section of their OneDrive.

## Filling out the ECD and ECI Templates

The information box in both templates is the same.

<b>Student Name:</b>	<input type="text"/>	<b>C#:</b>	<input type="text"/>
<b>Cohort (FA/SP):</b>	<input type="text"/>	<b>Major:</b>	<input type="text"/>
<b>Advisor:</b>	<input type="text"/>	<b>Concentration:</b>	<input type="text"/>
<b>GPA:</b>	<input type="text"/>	<b>DP Creation Date:</b>	<input type="text"/>

<b>Student Name:</b>	<input type="text"/>	<b>C#:</b>	<input type="text"/>
<b>Student Teaching:</b>	<input type="text"/> (semester of ST)	<b>Major:</b>	<input type="text"/>
<b>Advisor:</b>	<input type="text"/>	<b>Concentration:</b>	<input type="text"/>
<b>GPA:</b>	<input type="text"/>	<b>DP Creation Date:</b>	<input type="text"/>

**Student Name** – enter student’s name

**Cohort/Student Teaching** – dropdown, choose Fall or Spring. On the ECD Template making this choice will autocomplete the degree plan

**Advisor** – enter advisor’s name

**GPA** – enter student’s GPA, will change color to notify you (orange – warning) (green – 2.8+)

**C#** – enter student’s C#

**Major** – choose from the dropdown ECD or ECDW (purple), ECI or ECIW (orange)

**Concentration** – choose from the dropdown. If the student has a *dual major* choose ‘Dual’ from the list. Enter any more information on the dual major in the Notes field.

<b>Concentration:</b>	<input type="text"/>
<b>DP Creation Date:</b>	<input type="text"/>

ELAC  
 ENSC  
 HUMT  
 MTHC  
 SSCH  
 UST  
 Dual

<b>Concentration:</b>	<input type="text"/>
<b>DP Creation Date:</b>	<input type="text"/>

ELEI  
 ESEI  
 HMEI  
 MTEI  
 SSEI  
 USEI  
 Dual

<b>Workshops:</b>	<input type="text"/>	<b>NYS Teacher Certification Exams:</b>	<input type="text"/>
CAR	<input type="text"/>	Educating All Students Test (EAS)	<input type="text"/>
SAV	<input type="text"/>	CSTs: Multi Subject Early Childhood & Childhoo	<input type="text"/>
DASA	<input type="text"/>	EC: 211 (ELA), 212 (math), 245 (arts & s	<input type="text"/>
	<input type="text"/>	Ch: 221 (ELA), 222 (math)	<input type="text"/>

No  
 Transfer/Met  
 Fall 23  
 Spring 24  
 Fall 24  
 Spring 25

Yes

<b>Workshops:</b>		<b>NYS Teacher Certification Exams:</b>	
CAR		Educating All Students Test (EAS)	
SAV		CSTs:	
DASA		<i>Multi-subject Teachers of Early Childhood</i>	
		<i>Students with Disabilities</i>	

**CAR, SAV, DASA** – Highlighted when blank. Choose date or other from dropdown

**Exams** - Highlighted when blank, choose yes from dropdown if exam has been taken.

**Degree plan section:**

Choose the beginning semester of the degree plan from the dropdown.

Starting Semester	
Fall 2024	
Fall 2024	
Spring 2025	
Fall 2025	
Spring 2026	
Fall 2026	
Spring 2027	
Fall 2027	
Spring 2028	
Fall 2028	
Spring 2029	
Fall 2029	
Spring 2030	

Enter credits next to the courses - they will total in the 'Credits' section across all completed semesters/courses and tally in any transfer credits into the 'total' as well.

**IMPORTANT**

On the **ECD** template, the degree plan will **automatically be entered** when the starting semester is chosen (from the drop down, i.e. Fall 2024). Courses can be deleted (erasing the original equation for filtering in the deleted course) - if this happens, they can/will need to be re-entered manually. *\* If this was unintentional and you wish to quickly UNDO, use the keyboard short cut [CTRL + Z]. \**

On the **ECI** template courses will **not automatically be entered** when choosing a semester, they will need to be entered manually. However, the format for entering the course name and number is three letters, space, three numbers, i.e. MAT 102.

**Transfer Credits** and **Total Credits** fields will total automatically.

Choose appropriate designation from **ST Eligibility** form dropdown, will change color to notify you (red – Not submitted; orange – Ineligible; green – Eligible).

<b>ST Eligibility Form:</b>	<input type="text" value=""/>
<b>NOTES:</b>	<ul style="list-style-type: none"> <li>Submitted - Eligible</li> <li>Submitted - Ineligible</li> <li>Not Submitted/Met</li> </ul>

Choose from dropdowns in the **Applied to Graduate** and Prospective Dates fields.

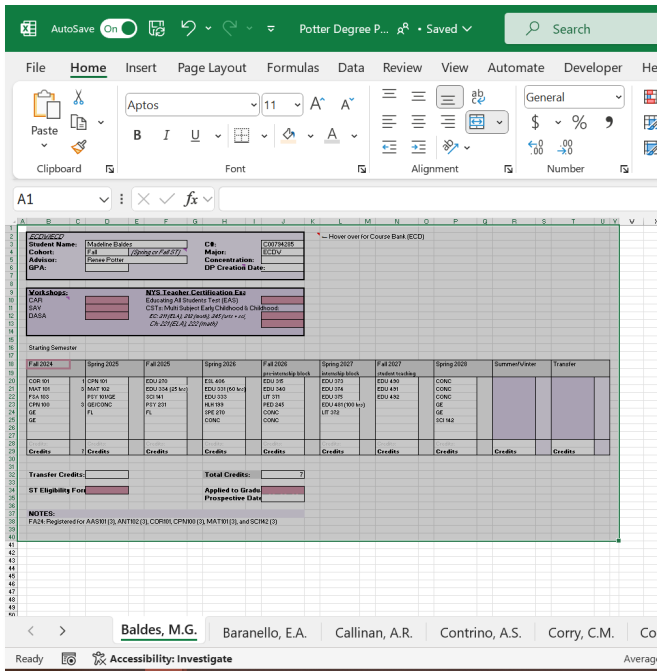
<b>Applied to Graduate:</b>	<input type="text" value=""/>
<b>Prospective Date:</b>	<input type="text" value=""/>
	<ul style="list-style-type: none"> <li>Fall 2024</li> <li>Spring 2025</li> <li>Fall 2025</li> <li>Spring 2026</li> <li>Fall 2026</li> <li>Spring 2027</li> <li>Fall 2027</li> <li>Spring 2028</li> <li>Fall 2028</li> <li>Spring 2029</li> <li>Fall 2029</li> </ul>

**Note:** There is a table that extends from columns AA to AW. **PLEASE DO NOT ALTER THIS TABLE IN ANY WAY.** It is used to compile the results from the spreadsheet and moving or changing it will cause the information to be faculty.

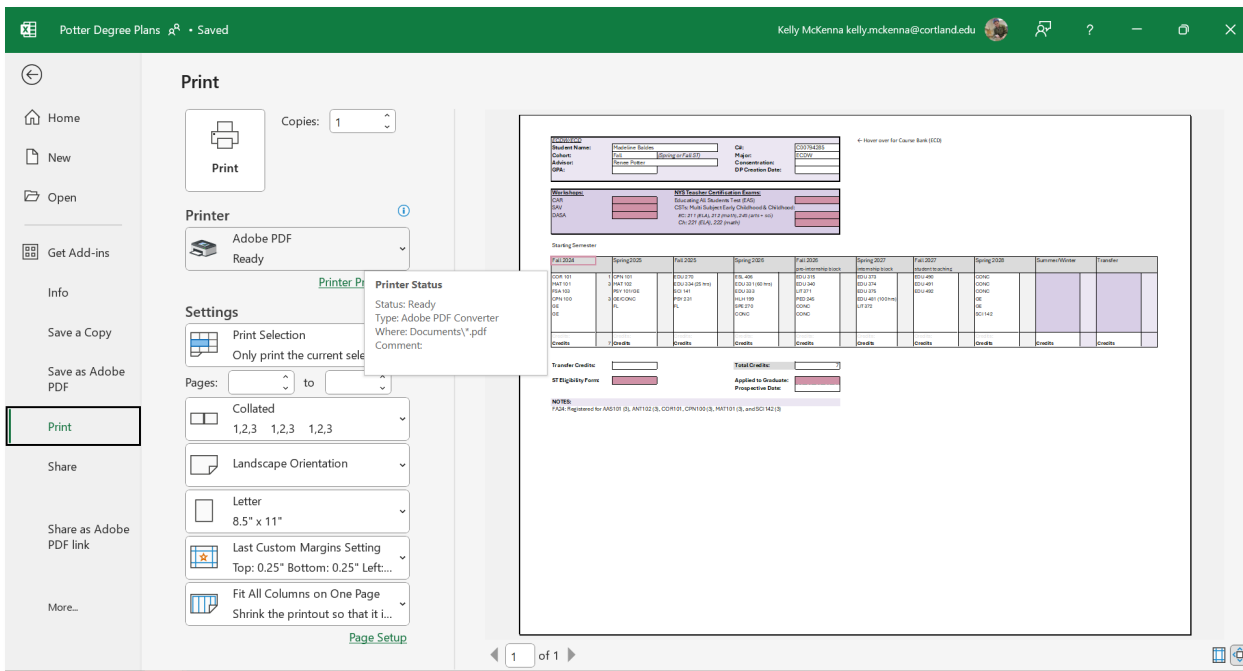
## Sharing a degree plan link with your student(s):

Follow the steps below to share a link of the PDF “screen capture” degree plan:

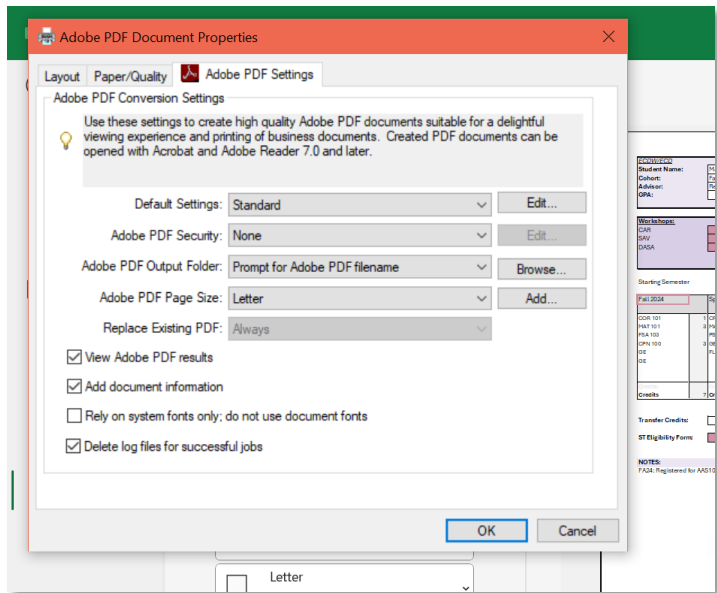
- Select degree plan area in excel



- File → Print – Print to PDF



- It is unlikely but you may need to change the 'font' setting of the 'printer' (see image below)
- Deselect/uncheck 'Rely on system fonts only'



- This will produce a PDF document that we can share a link with the student
- It will be saved in student's file and then share the link with them

'Student Files' is housed in Teams: **CECE UG Students Team** (managed by OA)