Developing MySAM Plans

1. Log into MySAM
2. Click both "Refresh" and "Process New"

3. Review the students catalog year and concentration (if needed).

4. Click the "Class History" and minimize to the bottom of your screen. You will need the information later.

5. Click on the "Plans" tab at the top.
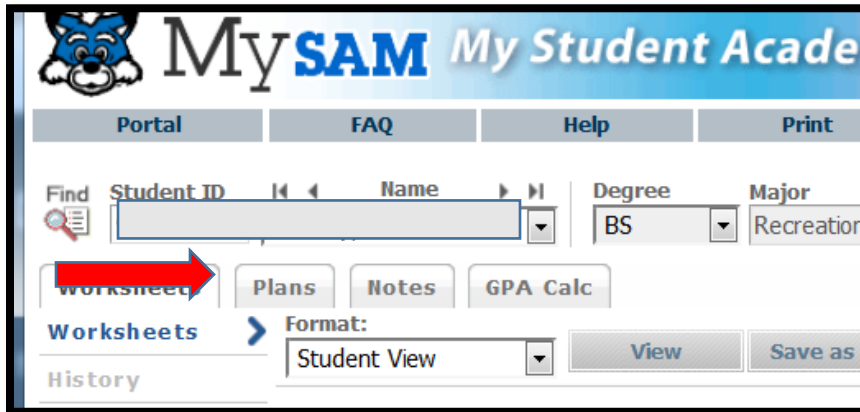
6. Select "New Plan" in the top right corner

7. Click "Select Template"
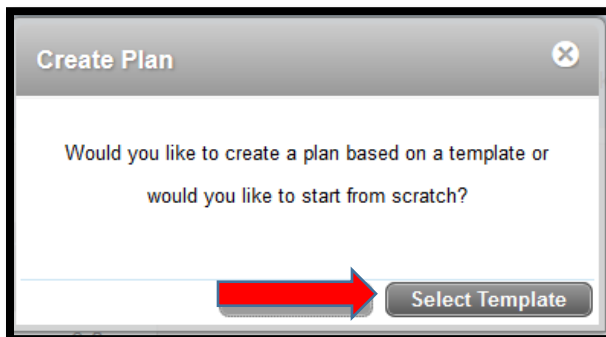
8. In the top left corner, type the major and click enter.

9. Once the major generates, make sure to select the template that reflects the correct catalog year and concentration (if required). Reminder: the catalog year can be found on the Worksheet.
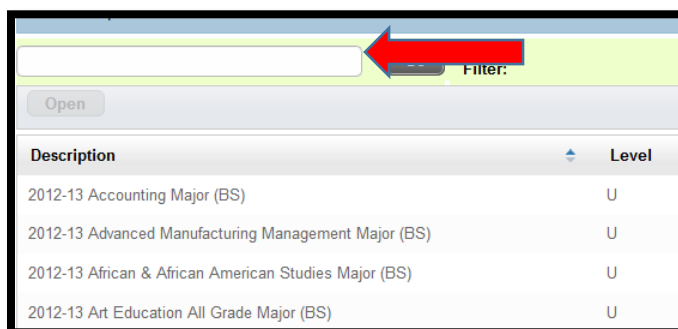

10. Select the term you want the plan to start.

11. Click "OK"

12. The template will open for you to start making changes. You need to rename the plan, click the "Active" box, click "Locked", and then click "Save". Do NOT make any changes to the plan until you have renamed it and saved it. This can cause courses to duplicate in the plan or other unwanted issues. In addition, the "Active" box makes this plan the one that students see when they open their account. If a prior plan is marked "Active" and "Locked", you will need to uncheck the "Active" and "Locked" boxes on the old plan.

   a. Recommended: when updating each semester, name the plan with the semester for which you are advising (i.e., Spring 2022 ….)

13. From here, you can click on the little blue arrows on the left of each semester to open up the semester. Reopen the "Class History" and make the plan match the "Class History".

14. Useful Tips

Moving Courses:
- You can click on a class and drag it to another semester.
- You can add and delete classes by using the "+" and "-" buttons in the top right of each semester box.
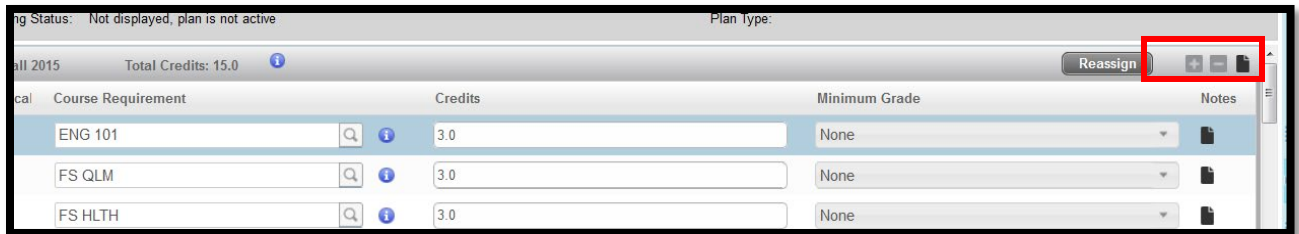
For the classes students have completed or are currently enrolled in:
Type in the actual class name and number. Do not leave categories. This way the plan will alert you if a student is taking a duplicate course and help you make quicker advising decisions.

Adding Terms:
You can add a semester by using the "+"button in the top right of the plan, by the plan name.
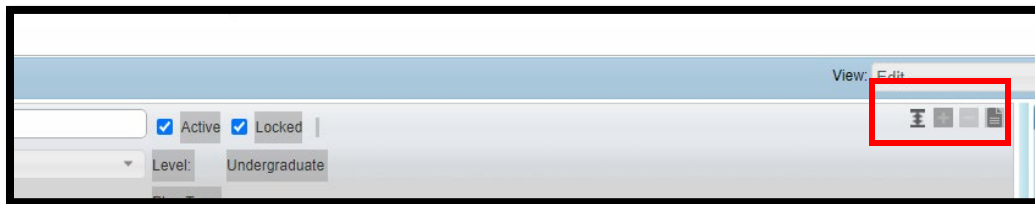
Deleting Terms:
You can delete a semester by using the "-"button in the top right of the plan, by the plan name. Only delete terms if a student was not enrolled during that time.

Make sure credit hours match:
Electives are preprogramed to list as four credit hours. Make sure the credit hours are correct.

15. Once you corrected your plan to reflect the students "Class History" then you will want to shuffle remaining classes so that it reflects the course combinations the student should take moving forward. The plan should reflect a combination of classes the student can actually take moving forward.

16. Once you have developed your plan you will click "Save" in the bottom, right corner.
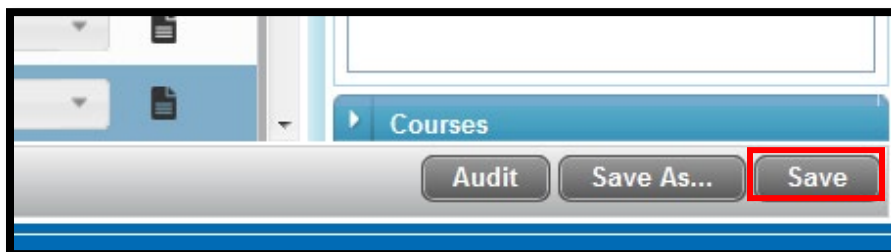
17. Once you have saved the plan, then click the "Audit" button in the bottom, right corner. The "Audit" button will tell you if anything is missing.
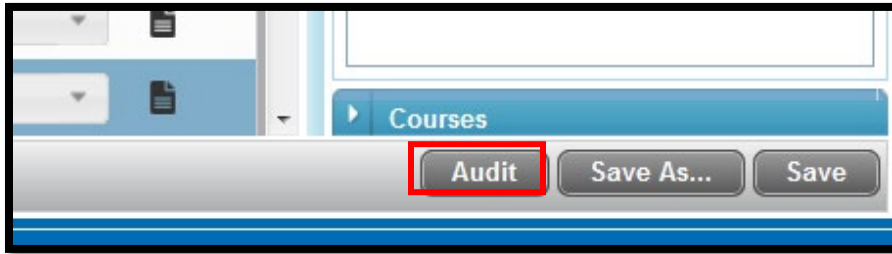
   a. Courses in the plan that have options (Course aaa or Course bbb) will not show up in the audit.
   b. Certain codes will not show up in the audit (e.g., FS JR Comp, FS UDIE, FS NNL). You will need to scroll down the audit to find the courses in the elective section.

18. Start at the top and carefully look at the audit to see if your plan has any missing hours or is potentially low on 3/400 level credit.
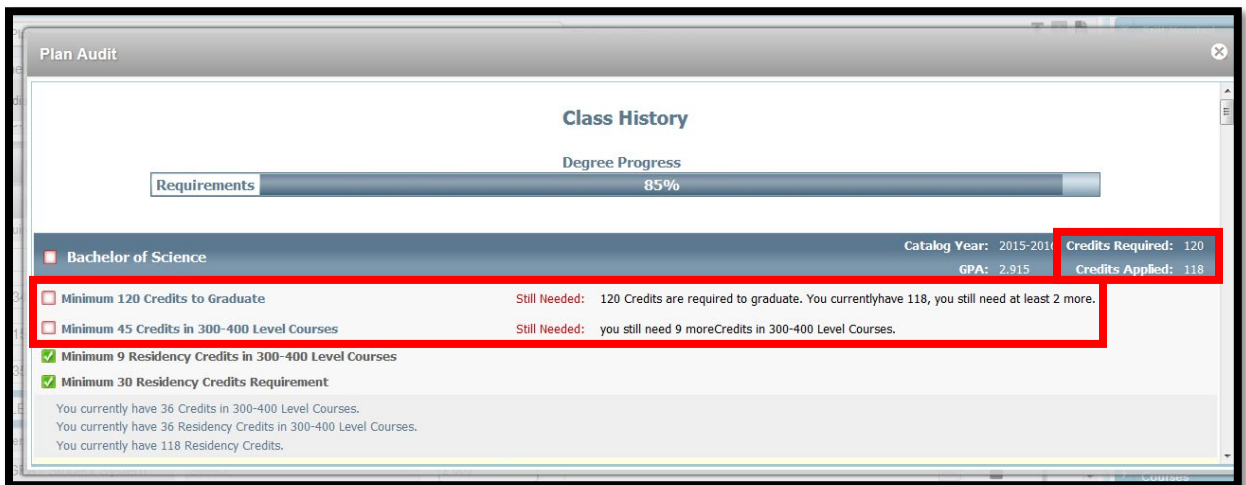
19. As you scroll down, the "Audit" will tell you if any courses are missing from the plan (orange), what classes have been completed (green), and what classes are listed in the plan for future semesters (blue).

20. In the Free Electives category the "Audit" will show you if there are any extra or duplicate classes in the plan. It also shows you where the duplicates are listed.

Free Electives					Credits Applied:
CNST 101	Ethics and Construction		B-	3	Spring 2017
FS JRCMP	FS: Junior Composition		PLAN	(3)	Spring 2018
MAJR ELECG	General Elective		PLAN	(3)	Spring 2018
MAJR ELECG	General Elective		PLAN	(3)	Fall 2018
MAJR ELECG	General Elective		PLAN	(3)	Fall 2018
MAJR ELECG	General Elective		PLAN	(3)	Spring 2019
MAJR ELECG	General Elective		PLAN	(3)	Spring 2019
MAJR ELECG	General Elective		PLAN	(3)	Spring 2019
RCSM 420	Sport Marketing		PLAN	(3)	Fall 2018
RCSM 450	Facility Planning & Mgmt		PLAN	(3)	Spring 2018
UNIV 101	Learn Univ Community		A-	3	Fall 2015
In-Progress/Registered/Planned Courses					Credits Applied:

21. Close out of the "Audit" go back to the plan to make the necessary changes and then "Save" the plan again.

Degree Plan resource:

- https://www.indstate.edu/registrar/student-resources/degree-plan