

# Developing MySAM Plans



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

The screenshot shows the MySAM interface with the following fields: Degree (BS), Major (Recreation & Sport Man), Level (U), Classification (Junior 1), Last Audit (Today), and Last Refresh (Today at 3:17 am). A red arrow points to the refresh icon. Below these fields, the 'Process New' button is highlighted with a red arrow. There are also checkboxes for 'Include in-progress classes' and 'Include preregistered classes', and a 'Class History' link.

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

The screenshot shows the 'Degree Progress' section for a Bachelor of Science degree. A progress bar indicates 86% completion. Below the bar, the following information is displayed:

- Catalog Year: 2015-2016
- Credits Required: 120
- GPA: 2.915
- Credits Applied: 88

Still Needed: 120 Credits are required to graduate. You currently have 88, you still need at least 32 more.

Still Needed: you still need 18 more Credits in 300-400 Level Courses.

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

The screenshot shows the MySAM interface with the 'Class History' link highlighted with a red arrow. The 'Process New' button is also visible.

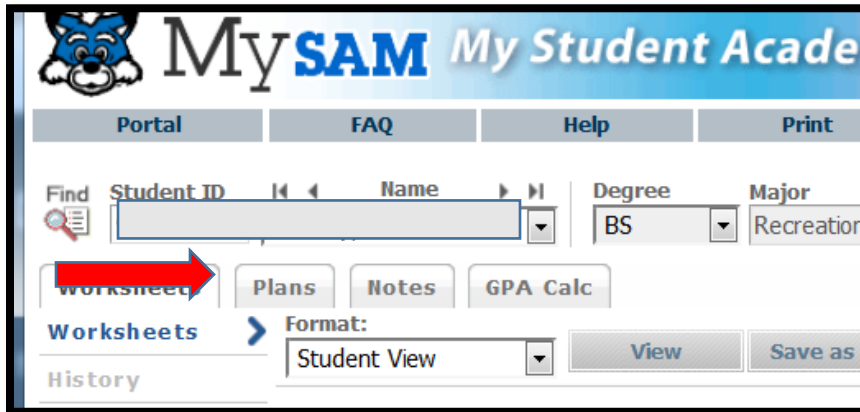
The screenshot shows the 'Class History' window in a Mozilla Firefox browser. The window title is 'Class History - Mozilla Firefox'. The URL is 'https://dw-app-002.indstate.edu/IRISLink.cgi'. The page displays a table of courses and their grades for Fall 2015 and Spring 2016.

Fall 2015			
ENG 101	Freshman Writing I	B-	3
FIN 108	Pers Finan Mgt	B-	3
P_E 101	Fitness For Life	B	2
P_E 101L	Fitness for Life Lab	B	1
RCSM 100	Foundations of Sport	B	3
UNIV 101	Learn Univ Community	A-	3 Electives section
Term Attempted	15	Cumulative Attempted	15
Term Earned	15	Cumulative Earned	15
Term Quality Points	45.3	Cumulative GPA Quality Points	45.3
Term Graded Attempted	15	Cumulative Graded Attempted	15
Term GPA	3.020	Cumulative GPA	3.020

Spring 2016			
COMM101	Intro to Public Communication	C+	3
ECON 100	Basic Economics	C	3
ENG 105	Freshman Writing II	B+	3

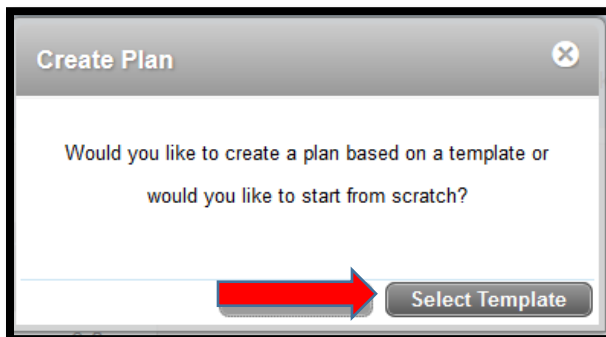
5. Click on the “Plans” tab at the top.



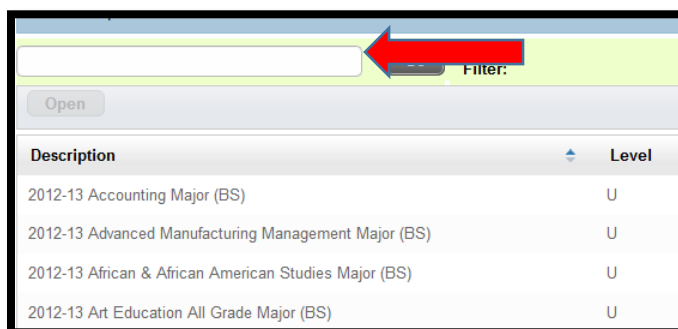
6. Select “New Plan” in the top right corner



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.

The screenshot shows a search results table for the term 'recreation'. The table has columns for 'Description', 'College', and 'Major'. A red box highlights the first two columns, with red arrows pointing to red callout boxes labeled 'Catalog year' and 'Concentrations'. The table contains several rows of results, with the last row highlighted in blue.

Description	College	Major
2014-5 Recreation & Sports Mgmt Major, Rec Mgmt & Yth Ldrshp Con (BS)	U	H224
2014-5 Recreation & Sports Mgmt Major, Recreational Therapy Concentration (BS)	U	H224
2014-5 Recreation & Sports Mgmt Major, Sport Mgmt Concentration (BS)	U	H224
2015-6 Recreation & Sports Mgmt Major, Nonprofit Leadership Conc. (BS)	U	H224
2015-6 Recreation & Sports Mgmt Major, Rec Mgmt & Yth Ldrshp Con (BS)	U	H224
2015-6 Recreation & Sports Mgmt Major, Recreational Therapy Concentration (BS)	U	H224
2015-6 Recreation & Sports Mgmt Major, Sport Mgmt Concentration (BS)	U	H224
2016-7 Recreation & Sports Mgmt Major, Nonprofit Leadership Conc. (BS)	U	H224

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

The screenshot shows a dialog box titled 'Select a starting Term'. The dialog box contains the text 'Please select a Term to serve as your starting term for this plan'. Below this text is a 'Start Term\*' label and a dropdown menu. The dropdown menu is open, showing a list of terms from 'Fall 2009' to 'Fall 2021'. The 'Fall 2015' option is highlighted in blue.

11. Click "OK"

The screenshot shows the same dialog box as in the previous image, but now the 'Fall 2015' option is selected in the dropdown menu. The 'OK' button is highlighted with a red box.

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 ....)

The screenshot shows the Degree Works plan editor. A red box labeled "2. Rename Plan" points to the description field containing "2015-16 Recreation & Sports Mgmt Major, Sport Mgmt Concentration (BS)". Another red box labeled "1. Click 'Active' box" points to the "Active" checkbox, which is currently unchecked. A third red box labeled "3. Click Save" points to the "Save" button at the bottom right of the interface.

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”.

The screenshot shows the MySAM student planner interface. On the left, the "Fall 2015" semester is selected, and a red box highlights the course requirements table. On the right, the "Class History" window is open, showing a table of courses for Fall 2015, also highlighted with a red box.

Critical	Course Requirement	Credits	Minimum Grade	Notes
	FS UDIE	3.0	None	
	RCSM 334	3.0	None	
	RCSM 415	3.0	None	
	RCSM 435	3.0	None	

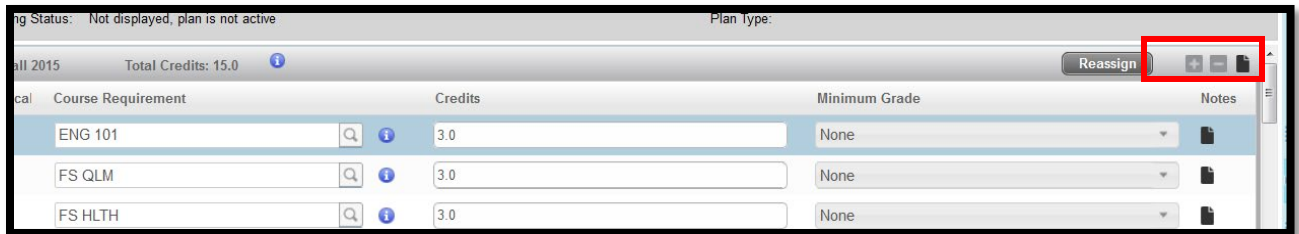
  

Term	Course	Grade	Credits
Fall 2015	ENG 101 Freshman Writing I	B-	3
Fall 2015	FIN 108 Pers Finan Mgt	B-	3
Fall 2015	P_E 101 Fitness For Life	B	2
Fall 2015	P_E 101L Fitness for Life Lab	B	1
Fall 2015	RCSM 100 Foundations of Sport	B	3
Fall 2015	UNIV 101 Learn Univ Community	A-	3

## 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.

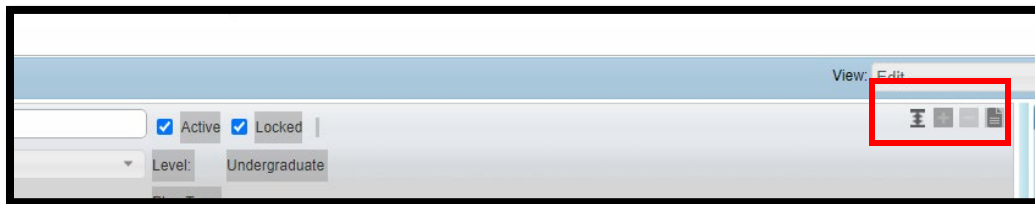


### *For the classes students have completed or are currently enrolled in:*

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:*

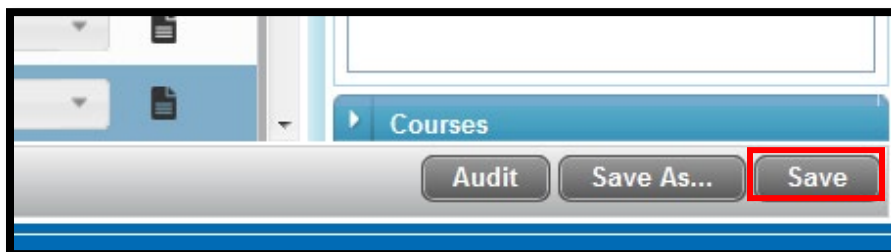
You can delete a semester by using the “-” button in the top right of the plan, by the plan name. Only delete terms if a student was not enrolled during that time.

### *Make sure credit hours match:*

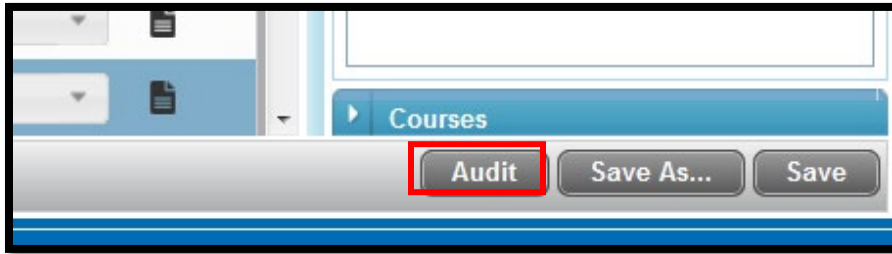
Electives are preprogrammed to list as four credit hours. Make sure the credit hours are correct.

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.

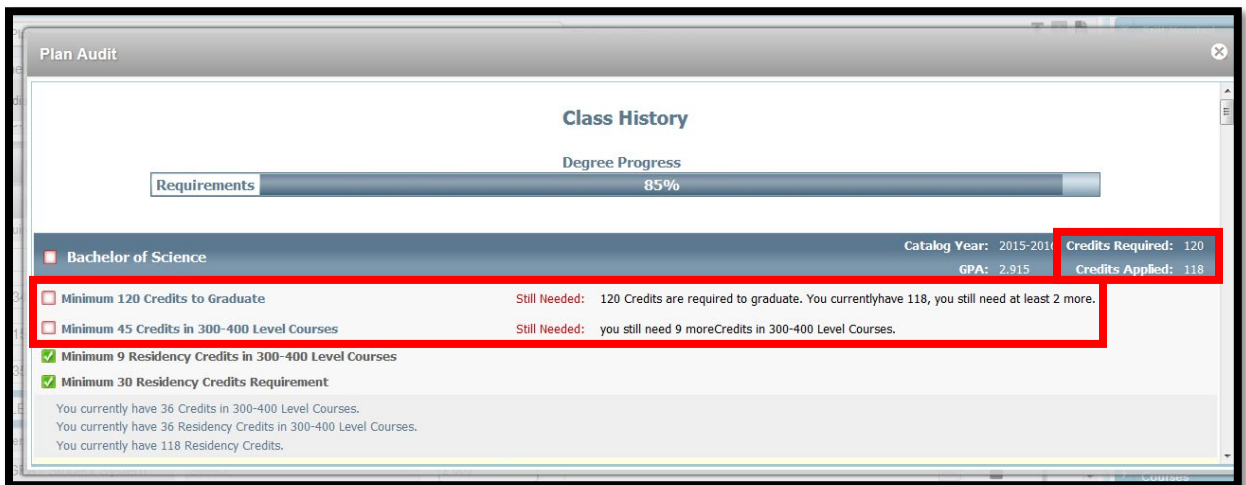


17. Once you have saved the plan, then click the “Audit” button in the bottom, right corner. The “Audit” button will tell you if anything is missing.



- 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: 3
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: 4

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>