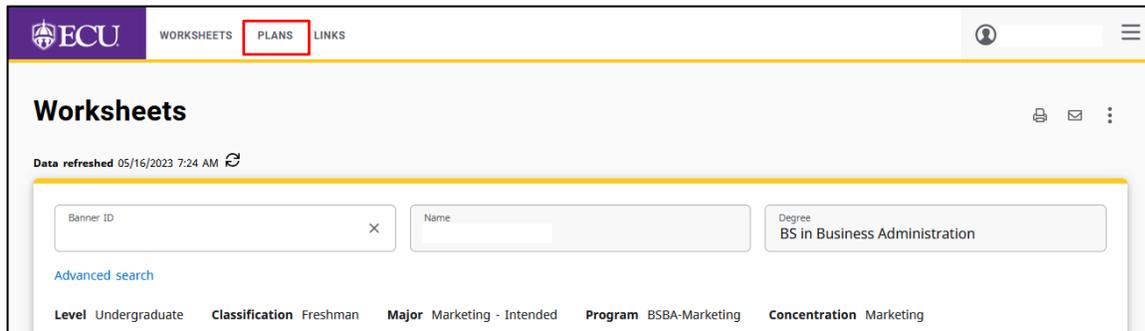


## How to Create a Plan

1. Log into Degree Works from PiratePort.
2. Click on the PLANS link.



The screenshot shows the Degree Works interface. At the top, there is a navigation bar with the ECU logo on the left and three links: WORKSHEETS, PLANS (highlighted with a red box), and LINKS. On the right of the navigation bar, there is a user profile icon and a hamburger menu icon. Below the navigation bar, the main content area is titled "Worksheets". There is a sub-header "Data refreshed 05/16/2023 7:24 AM" with a refresh icon. Below this, there are three input fields: "Banner ID" with a close button, "Name", and "Degree" with the value "BS in Business Administration". There is a link for "Advanced search". At the bottom, there are several filters: "Level Undergraduate", "Classification Freshman", "Major Marketing - Intended", "Program BSBA-Marketing", and "Concentration Marketing".

3. Click on NEW PLAN from the Plan List block.



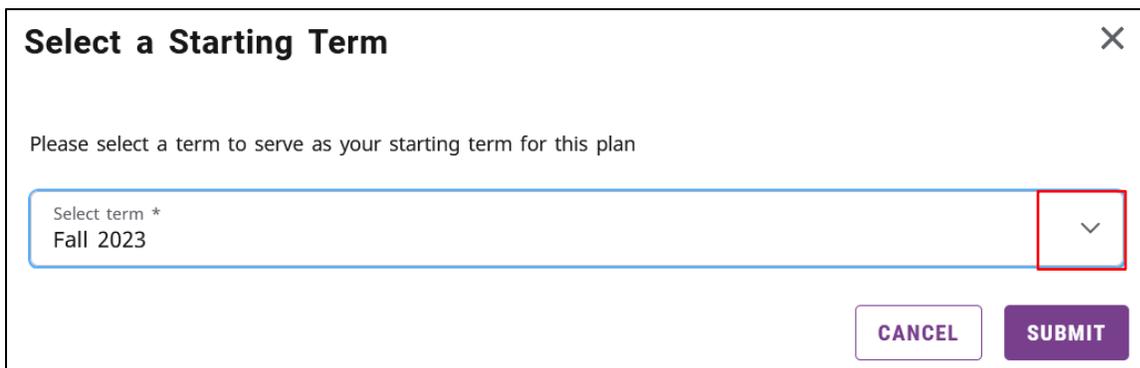
The screenshot shows a "Plan List" block. It has a title "Plan List" on the left and a "NEW PLAN" button on the right, which is highlighted with a red box.

4. From the Create Plan pop-up window, select BLANK PLAN.



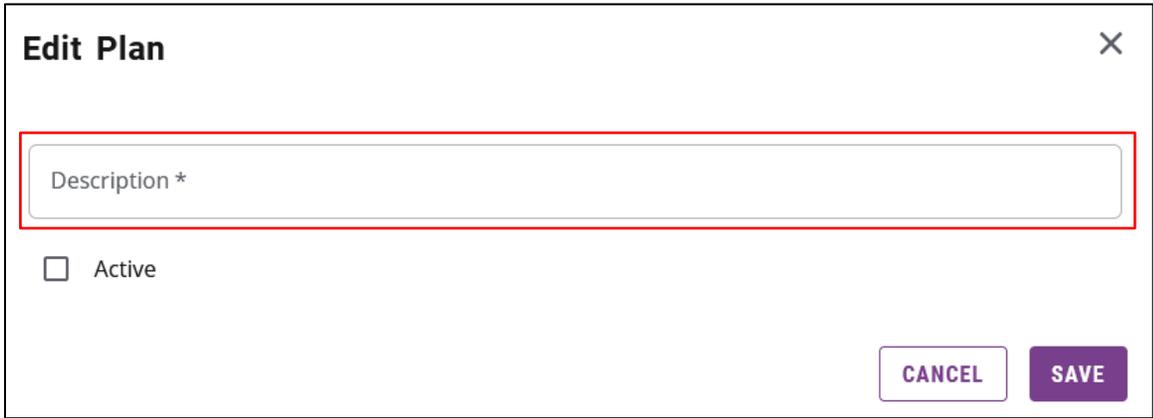
The screenshot shows a "Create Plan" pop-up window. It has a title "Create Plan" and a close button (X) in the top right corner. The main text asks: "Would you like to create a plan based on a template or would you like to start from scratch?". At the bottom, there are two buttons: "SELECT TEMPLATE" and "BLANK PLAN", with the latter highlighted by a red box.

5. From the Select term \* menu, select the starting term for your plan.



The screenshot shows a "Select a Starting Term" pop-up window. It has a title "Select a Starting Term" and a close button (X) in the top right corner. The main text asks: "Please select a term to serve as your starting term for this plan". Below this, there is a dropdown menu with the text "Select term \*" and "Fall 2023". The dropdown arrow is highlighted with a red box. At the bottom, there are two buttons: "CANCEL" and "SUBMIT".

- Click Submit.
- Enter a title for your plan in the Description field. Your title should include your Major.



The screenshot shows a modal window titled "Edit Plan" with a close button (X) in the top right corner. Below the title is a text input field labeled "Description \*". This field is highlighted with a red rectangular border. Below the input field is a checkbox labeled "Active" which is currently unchecked. At the bottom right of the modal are two buttons: "CANCEL" and "SAVE".

- Check the Active box. The Active box designates that this is the plan you are following.



The screenshot shows the same "Edit Plan" modal window. The "Description \*" field now contains the text "BSBA Marketing Fall 2023". The "Active" checkbox is now checked and is highlighted with a red rectangular border. The "CANCEL" and "SAVE" buttons remain at the bottom right.

- Click SAVE.
- Your plan is created.



The screenshot shows a web interface for creating a course plan. On the left is a sidebar with a menu icon and a list of categories under the heading "Still Needed": Writing Intensive, Writing Intensive - General, Major Writing Intensive Co..., General Education Require..., ENGLISH, HEALTH AND EXERCISE AN..., and HUMANITIES & FINE ARTS. The main area shows a term selection screen for "Fall 2023" with "Credits: 0.0" and a plus sign (+) in a box. An "ADD TERM" button is in the top right corner.