1. **Click on the Plans tab** in Degree Works.

2. **Review the notes and instructions** in your “pre-defined” abbreviated plan. The initial view on your plan will be the **Notes** view. Be sure to scroll down to view all notes.
4. Next, we will **switch to the Edit view** of this plan so you may begin editing the plan by selecting Edit from the View drop down menu. **Do not click** on the View Plan List button once the Edit view has been selected; simply wait for the Edit view to load.

5. The Edit view is organized into three sections. The **Plan workspace**, the **Still Needed pane**, and the **Courses pane**. For this plan, we will be dragging courses from the Still Needed and Courses pane into the Plan workspace. The Still Needed courses are created from the requirements of your Degree Audit.

In the Edit view, you may view the notes/instructions from the Notes view by clicking on the Notes icon(s) in the plan, then double-click the note to view the entire note.
6. Next, you will be replacing the “placeholder” requirements with specific courses, according to the “placeholder” values/notes. Courses that are eligible for each “placeholder” requirement, are available in the appropriate area from the Still Needed list to the right of the plan. Expand each Still Needed Degree Audit section by click on the blue arrow.

7. Our first course to add is the Math Class from the Pre-Transfer Math, Writing, and Reading requirements. To add the course, drag the specific MATH class (if applicable) from the Still Needed pan, then drop the course into the first term. In this example, we are adding MATH 100 to Spring 2016. Once the Blue checkmark appears, the course is ready to drop into the term.
8. Next, we will add a PD course from the Courses pane. First, expand the Courses pane by clicking on the white arrow.

Scroll down the list until you reach the Personal Development (PD) header and click on the blue arrow box to expand the list, then drag and drop either PD 100 or PD 110 to the term as noted in the Placeholder instructions.
9. Continue with this process for BOTH terms until all courses have been added. This will typically result in 12-15 units per term, as noted in the Plan’s notes.

NOTE: At any time during the process, click on the blue information icons or click on a course in the Still Needed/Courses pane to view more information about the course, including prerequisite requirements, skills advisories, and sections that may be available for registration through the Pipeline.
10. **Save your work** by clicking on the Save button at the bottom of the workspace.

![Image of the workspace](image1)

11. To view how these courses *may* apply to your audit (if they are successfully completed and meet the criteria outlined in your Degree Audit), **click on the Audit button** at the bottom of the workspace.

![Image of the Audit window](image2)

12. **SUCCESS!** You now have an abbreviated plan! This is plan will remain “Not Locked” but don’t worry, it is still your official abbreviated plan. Later, you may be able to meet with a counselor to develop a comprehensive plan more specific to your academic goals.

![Image of the abbreviated plan](image3)