UNIVERSITY SYSTEM OF GEORGIA
Information Technology Services

Degree Works Upgrades
Planning for Smooth Transitions
December 27, 2018

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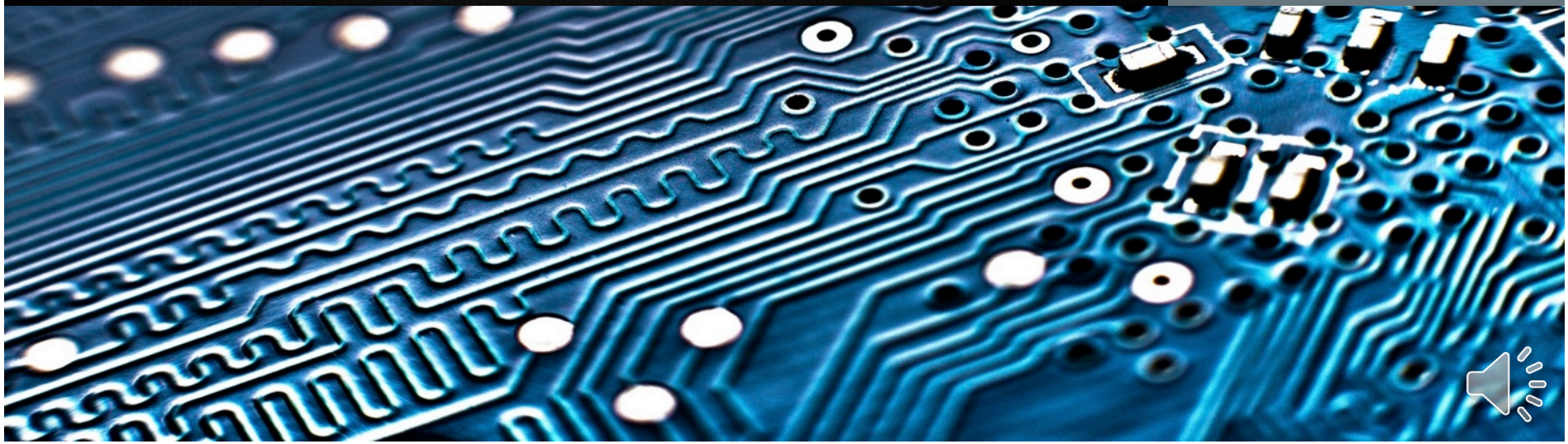
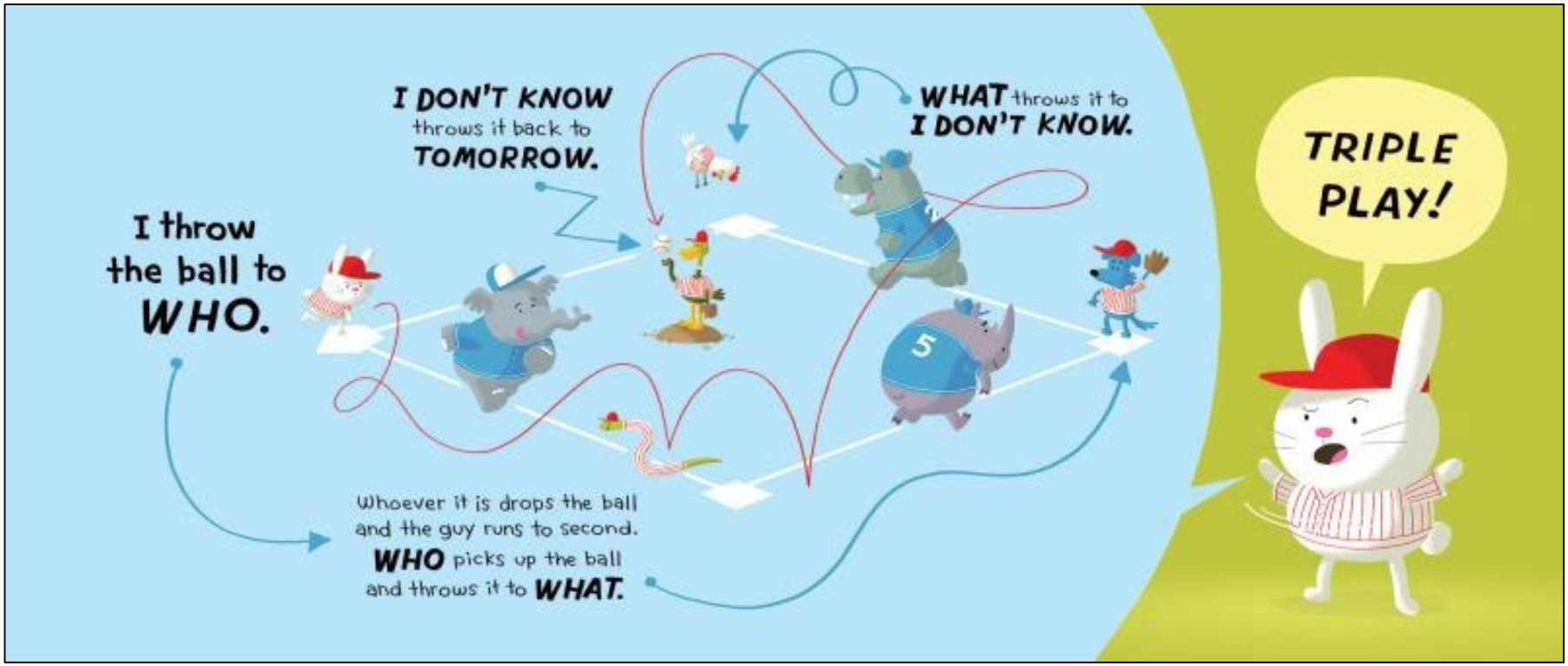
INFORMATION TECHNOLOGY SERVICES
GeorgiaBEST
STUDENTS • INTEGRATIONS • FACULTY
TECHNOLOGISTS • ADMINISTRATION



Where are you now?



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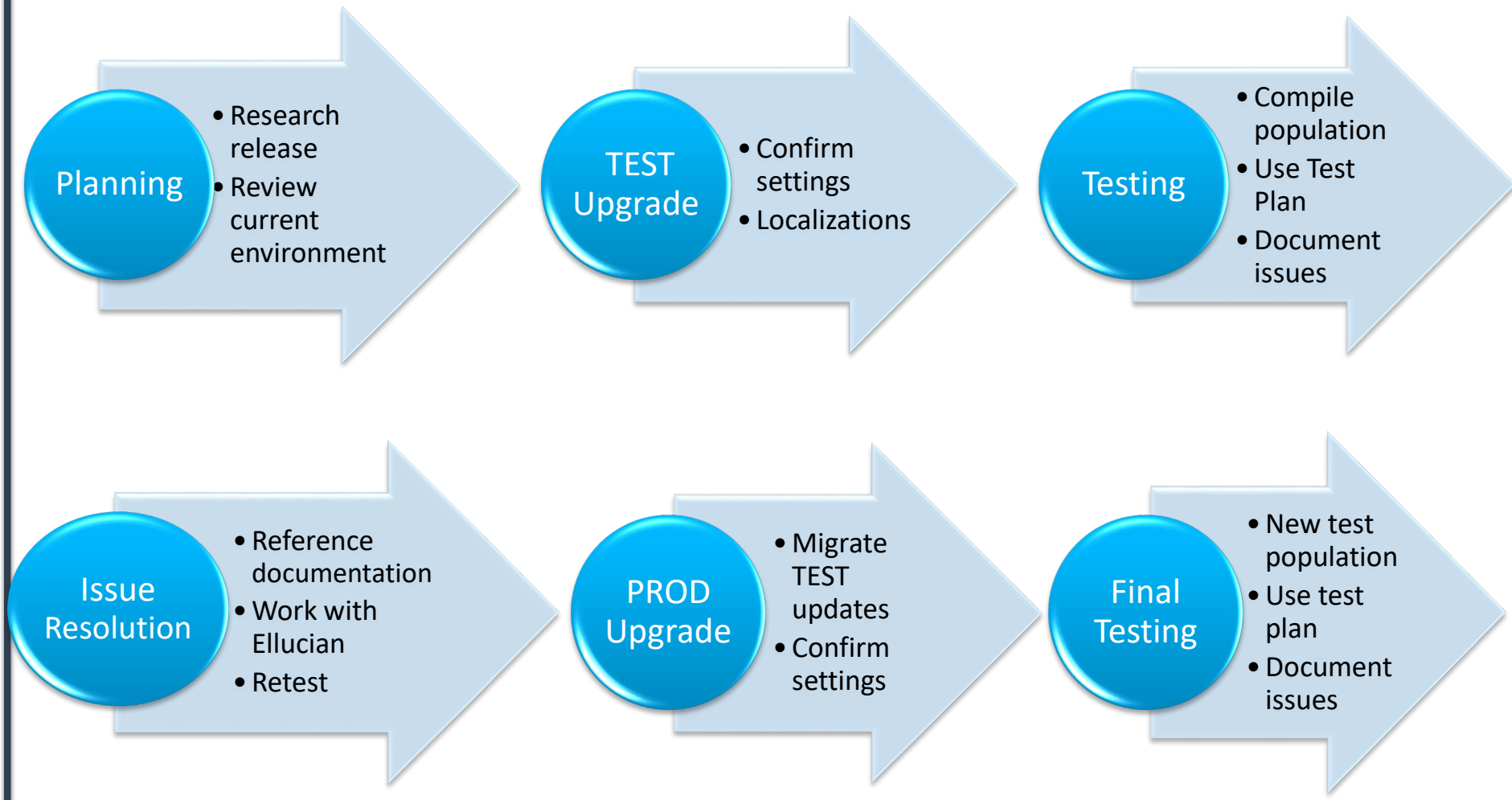

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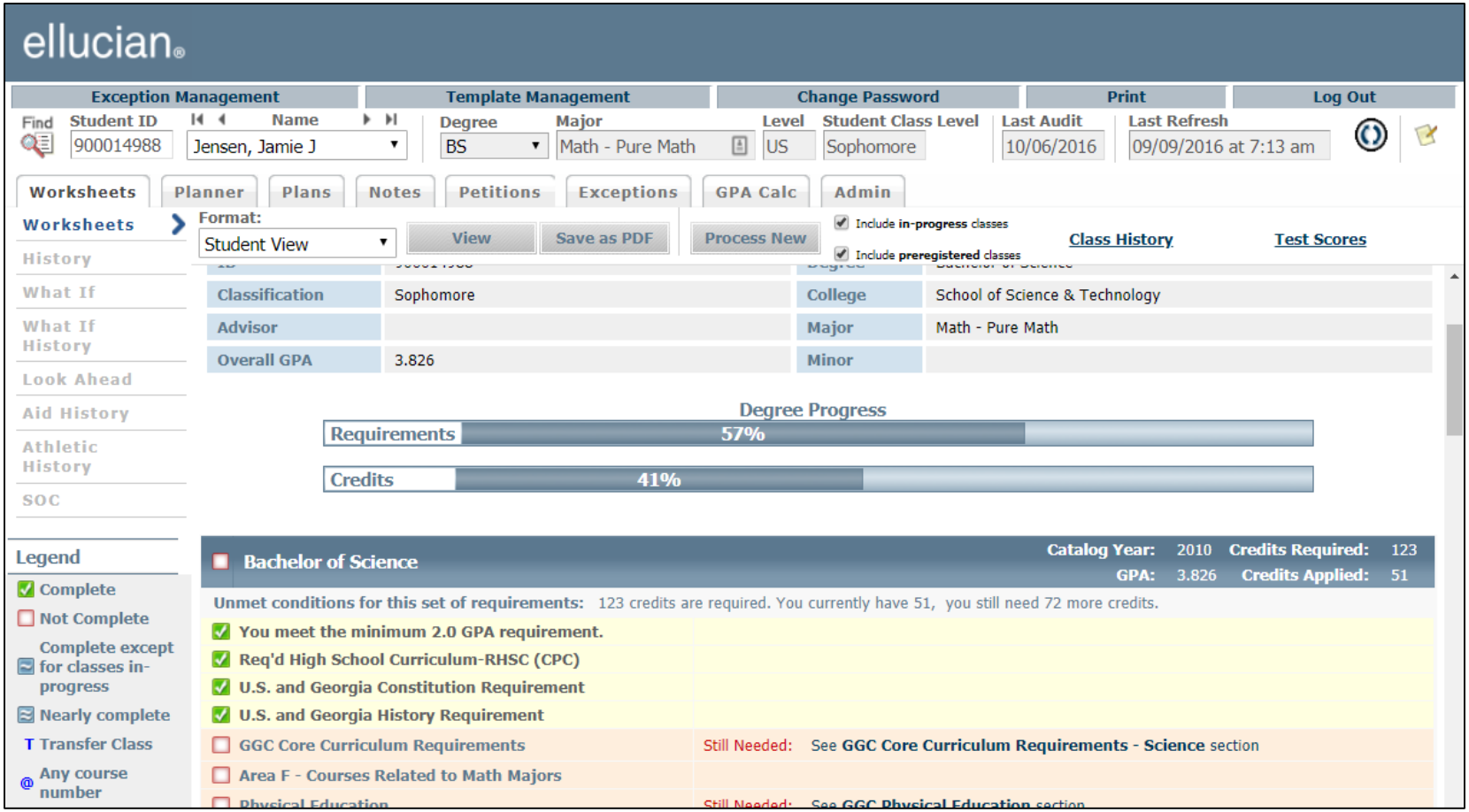
Degree Works Dashboard



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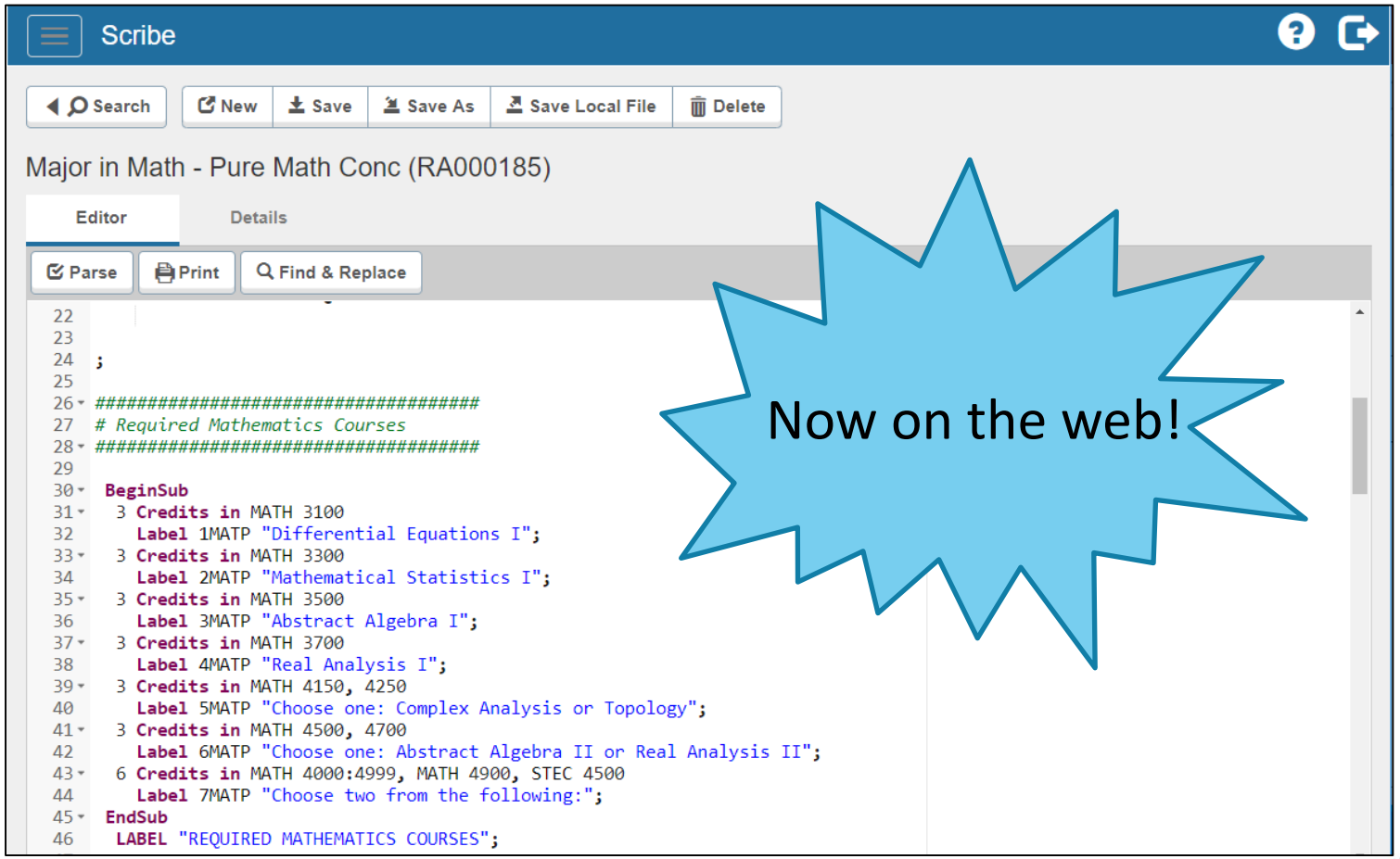
Scribe



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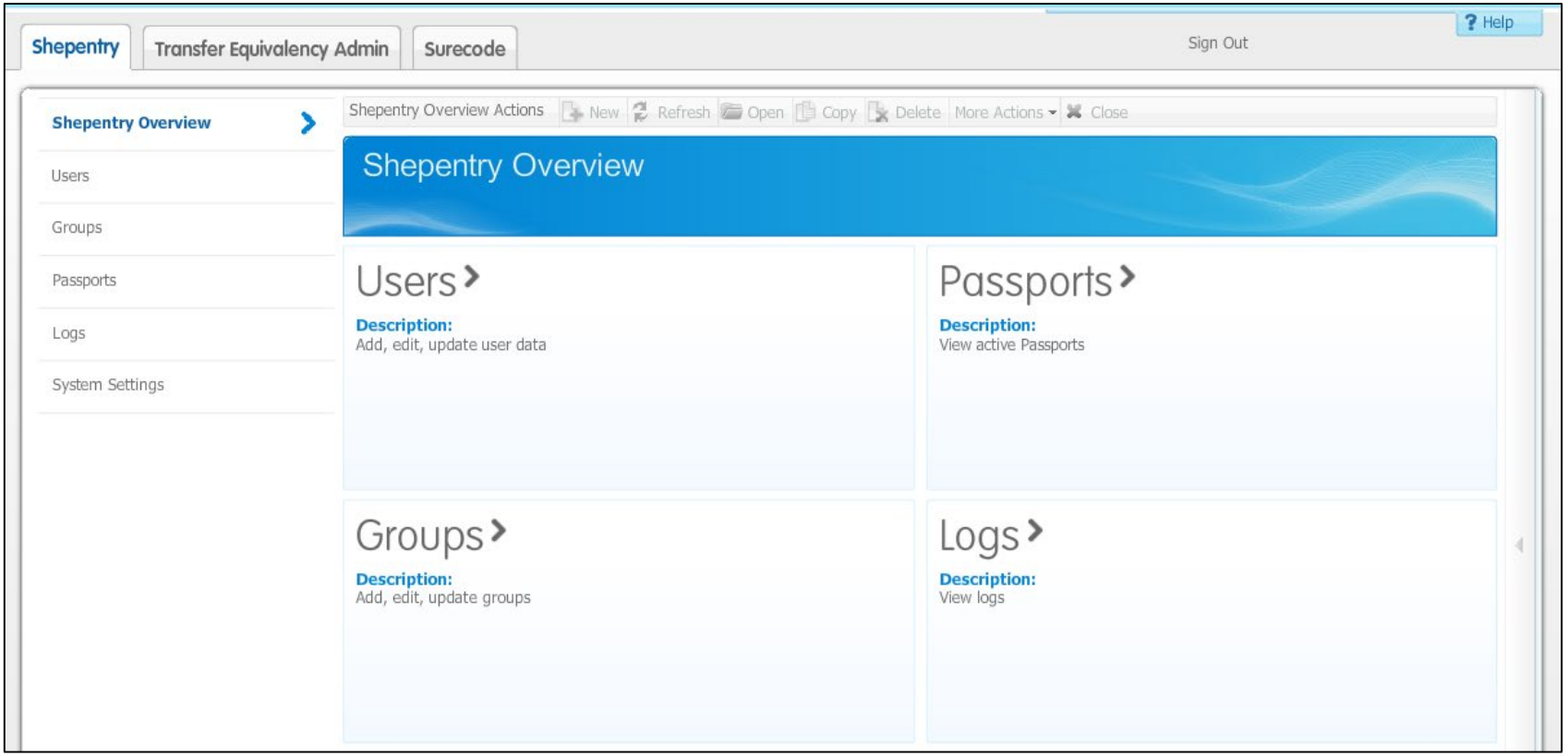
DWShell – Shepentry



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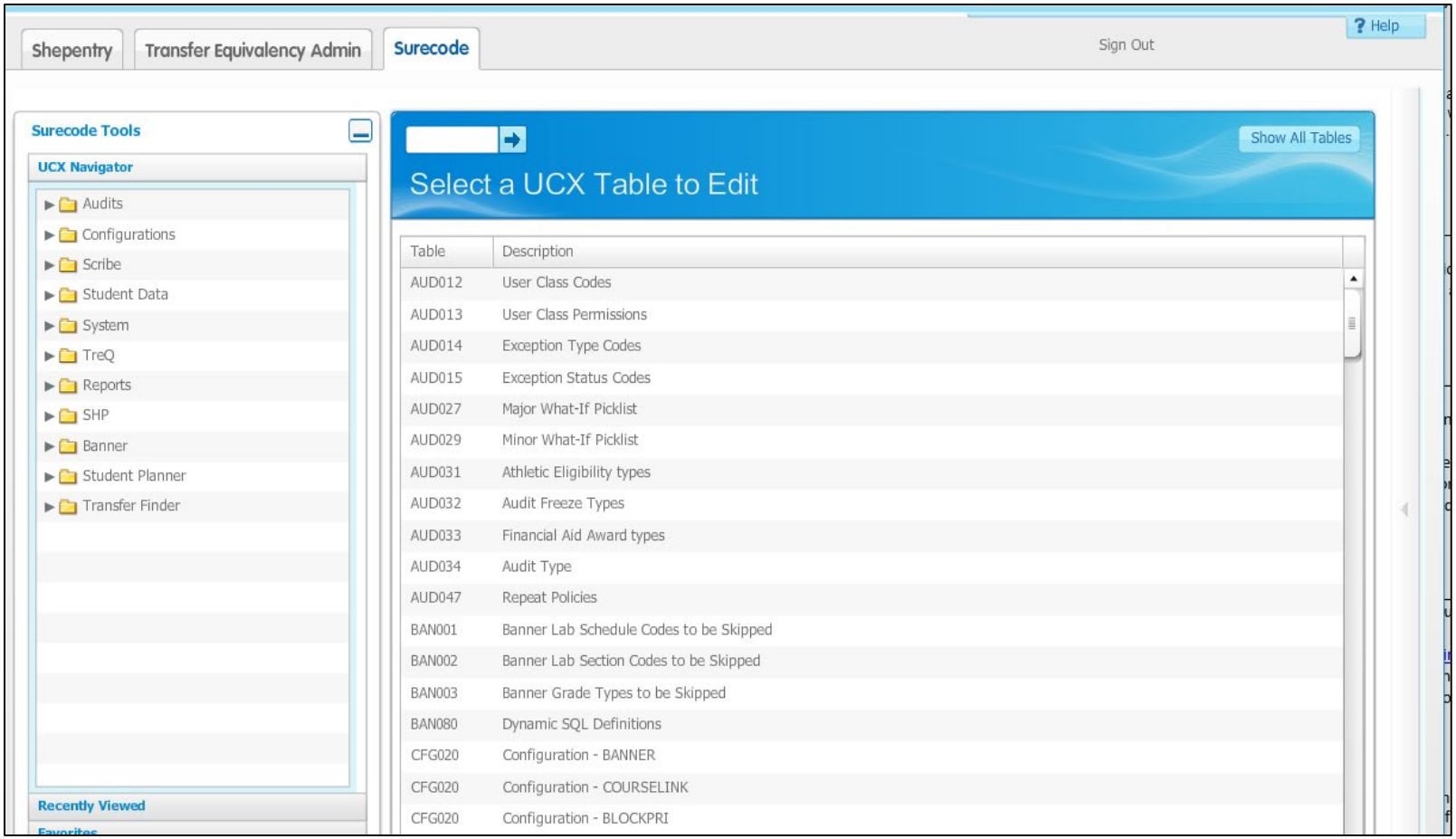
DWShell – Surecode



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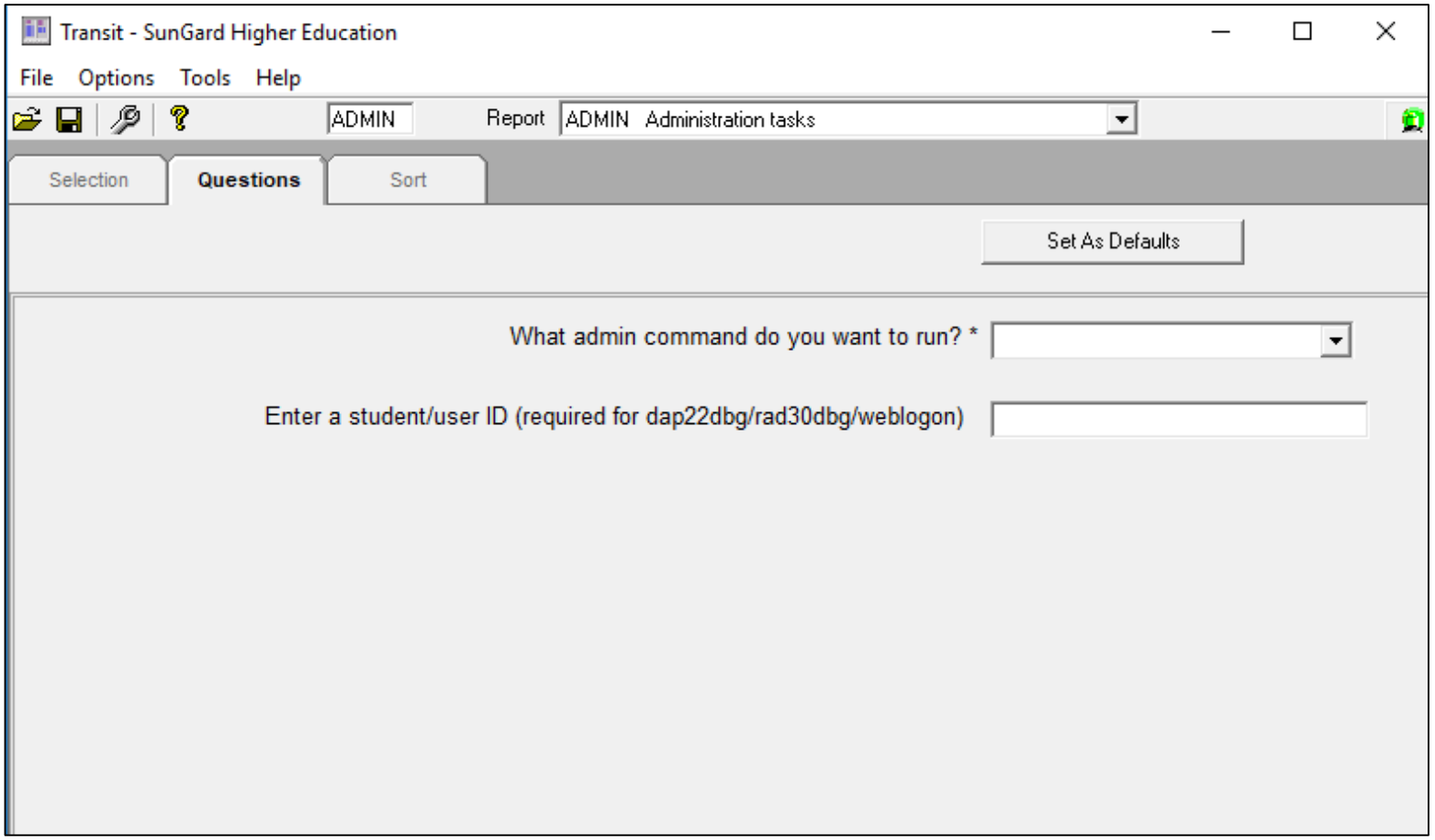
Transit



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Do You Need an Upgrade?

- Unsupported versions
- Major issues resolved in new release
- Research – talk to other institutions, check eCommunities

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Timing an Upgrade

- Check your academic calendar
- Check availability of resources and other team members
- Ellucian releases may mean you are on an unsupported version.

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Gathering Knowledge

- Download new version documentation from Ellucian
- Look for major impacts on functional features and end-user features
- Search Master Articles in the Ellucian Hub for Known Issues
- Talk to other institution's about their experiences
- Communication with technical staff – concerns about compatibility or other technical aspects

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Communication

- Who's on your team? (SuperUSER, DBA's, Registrars Office)
- Define roles and responsibilities
- Schedule Status Updates
- Create your test plan
- Cloning your current PROD environment
- Creating copies of your extracts

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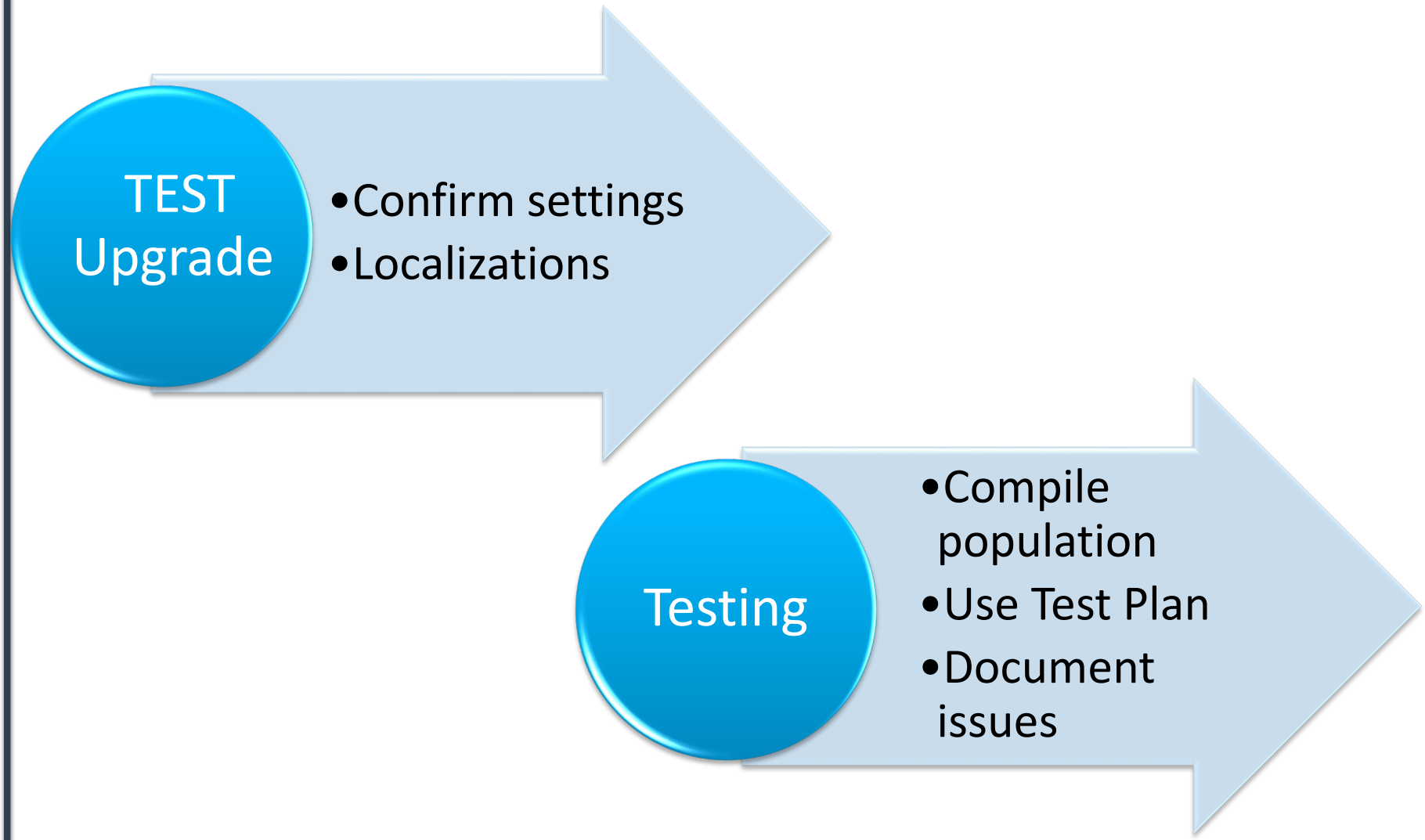

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Test Plan

- Should match your institution's business practices
- Source your testers
- Pull a sample population - Majors, levels, degrees, minors, concentrations, athletes
- Test in multiple browsers
- Aggregate your data

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Access and Permissions

- Who is your SuperUSER?
- Extract population
- Check permissions for each User Class
  - Add and remove keys as needed
  - Review SHPCFG and Shepentry

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Extracts

- How information is bridged to Degree Works
- Obtain your current extracts from the DBAs
- Defined by you
- Review with functional and technical staff:
  - Who needs access?
  - What kind of access is needed?
  - Who needs an audit?
- Examples from other institutions

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Settings

- SuperUSER needs to check settings and make adjustments as needed.
- Repeat policies, insufficient course policies, grade types
- PC tools vs. Scribe on the Web
- Surecode

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Localizations

- Review quickly as resources may be limited
- Reevaluate what you have, especially the student header
- Updates for pictures and logos

Student View	AA27M0QP as of 10/06/2016 at 13:26		
Student	Jensen, Jamie J	Level	Undergraduate Semester System
ID	900014988	Degree	Bachelor of Science
Classification	Sophomore	College	School of Science & Technology
Advisor		Major	Math - Pure Math
Overall GPA	3.826	Minor	

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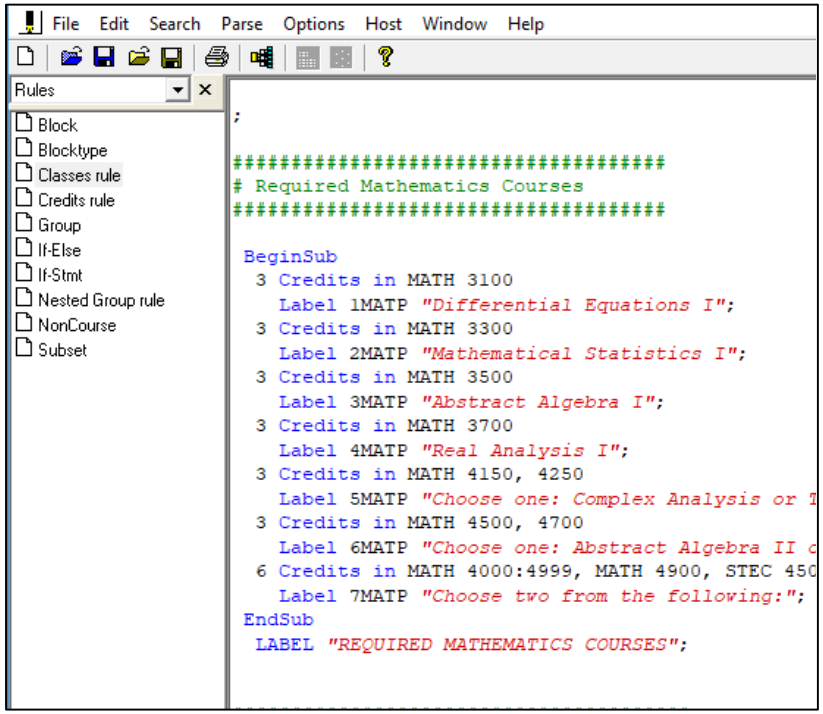
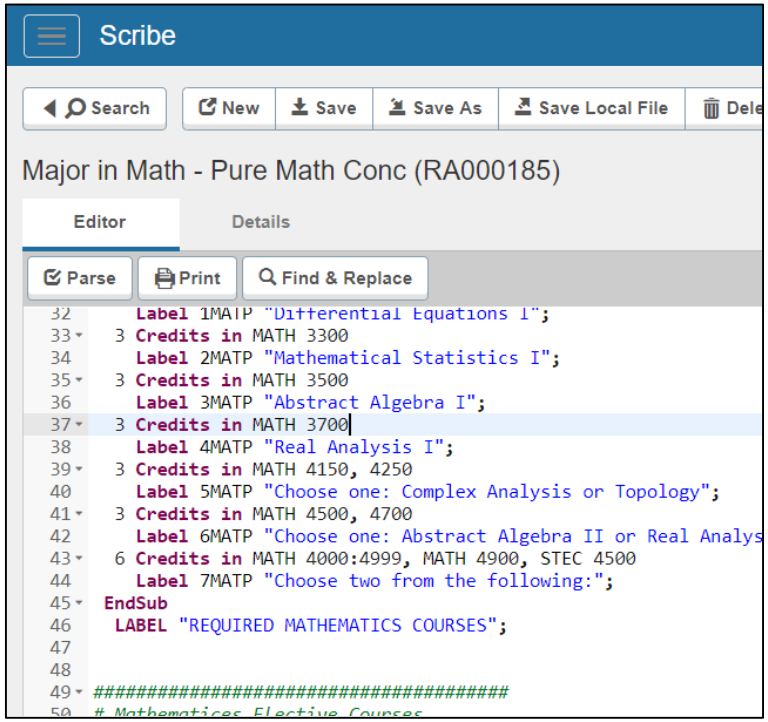
Scribe

- Save all blocks as txt files
- Moving from PC Scribe to Scribe on the Web





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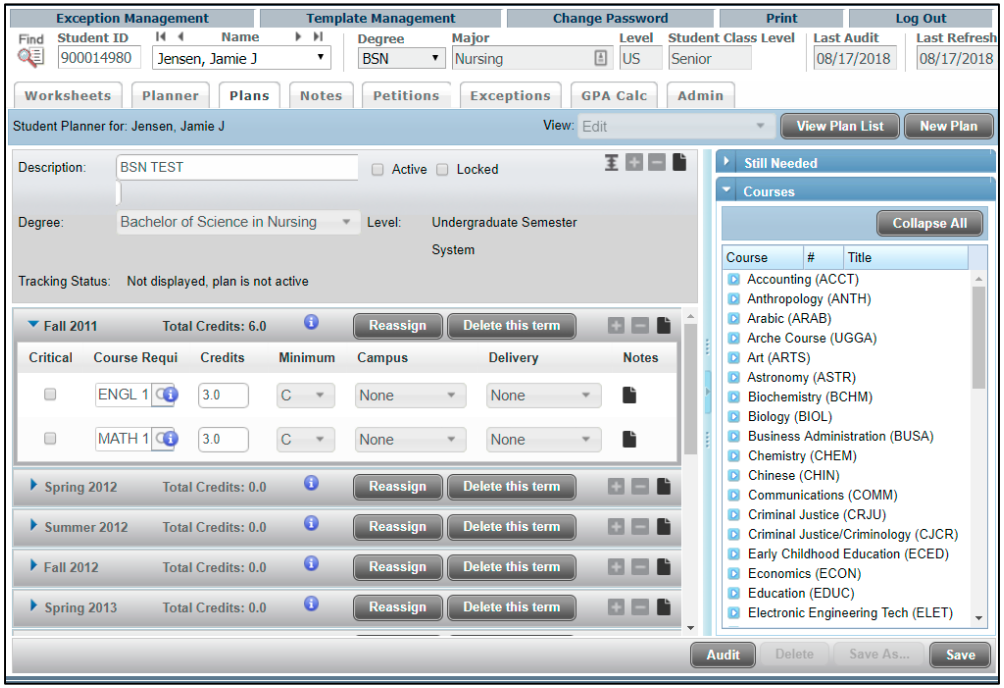
Degree Works Features

- Original Planner and Student Educational Planner (SEP)
- Course Program of Study (CPOS)
- Athletic Eligibility Audits



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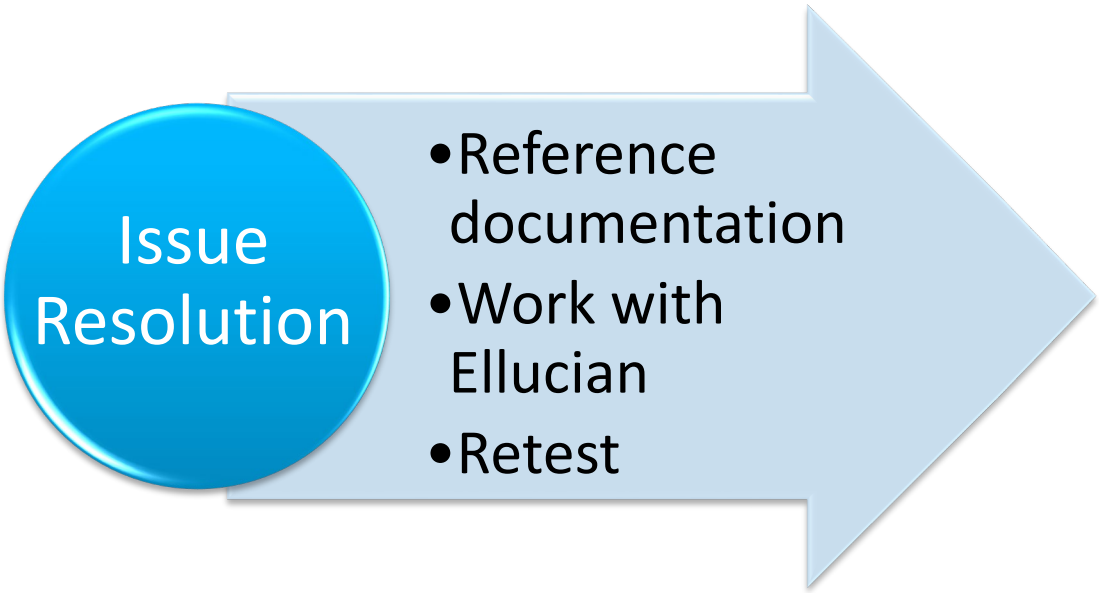

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Issue Resolution

- Is it upgrade related?
- Check CRs and Defects – are there patches available?
- Local resolution vs consulting Ellucian
- Is it a show stopper?

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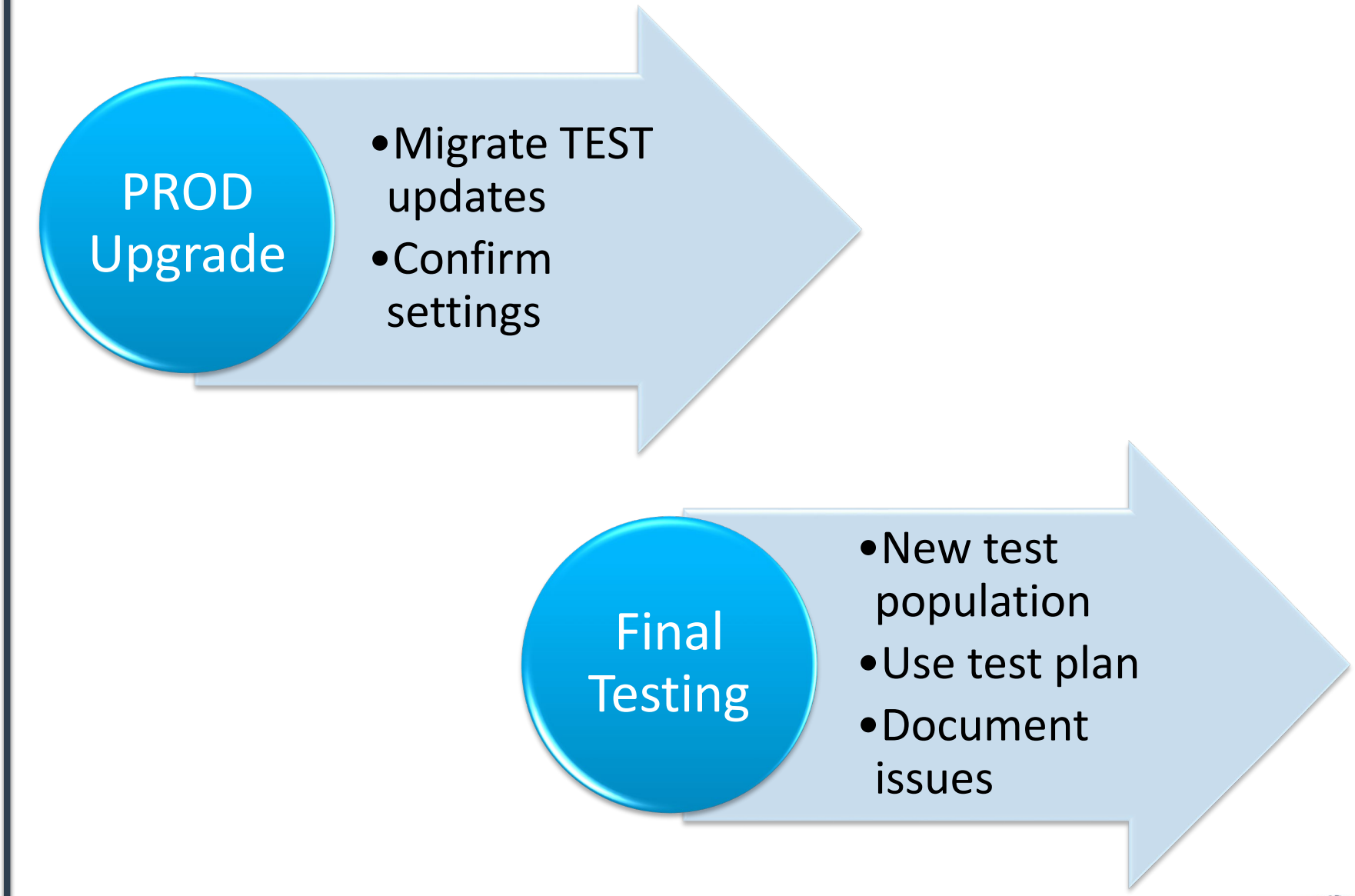

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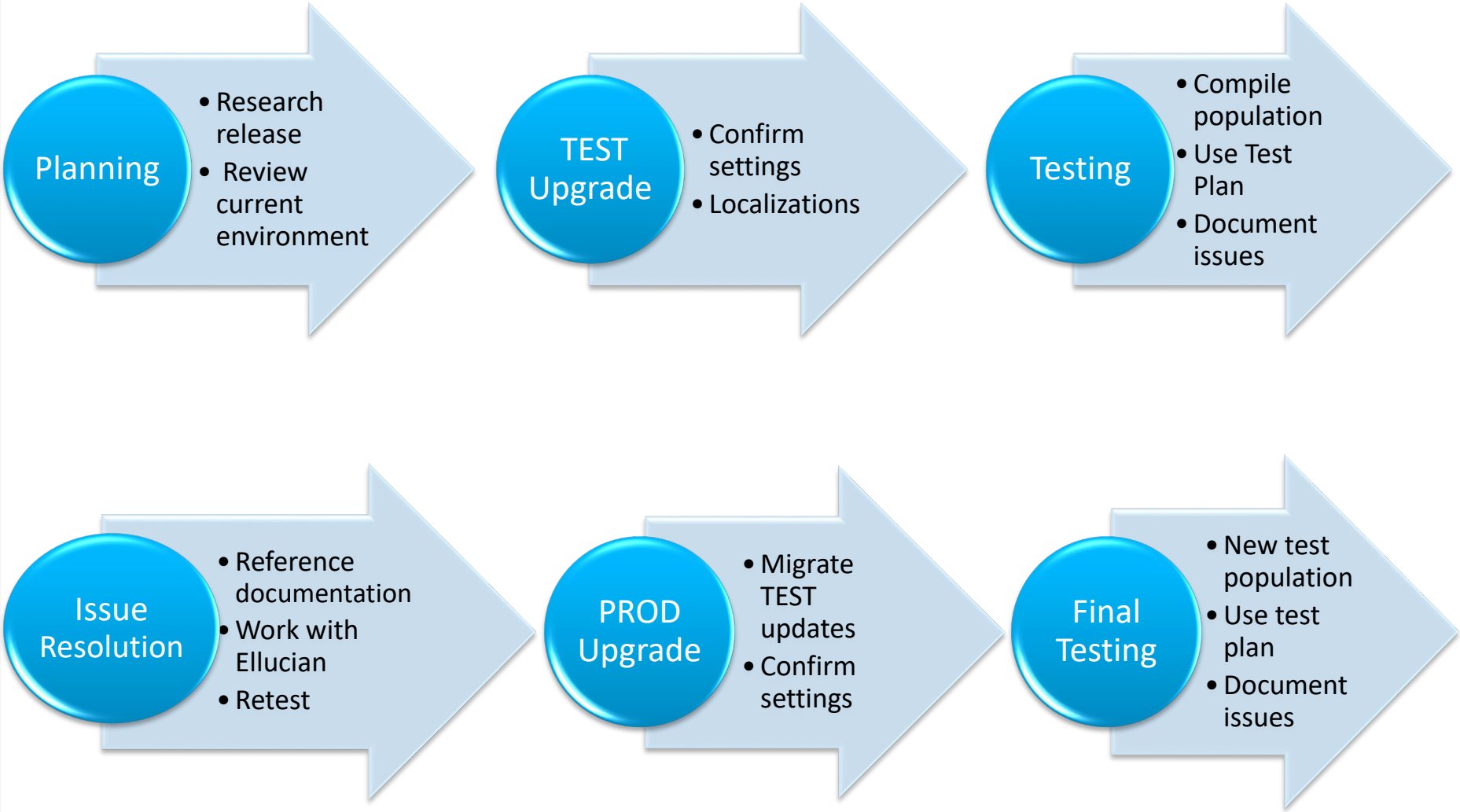

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At Minimum

- Save all Scribe blocks in .txt files
- Discuss authentication methods with technical staff
- Check server capacity
- Track changes between TEST upgrade and PROD upgrade
- Check unhooked exceptions post-upgrade
- Resolve issues in TEST before moving to PROD

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Degree Works Version Updates

4.1.5 and 4.1.6

- SSO and Authentication issues
- Scribe on the Web

5.0+

- Composer
- RabbitMQ
- Scribe on the Web required

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Resources

- Ellucian Documentation
  - https://ellucian.okta.com/
  - If you cannot access the Ellucian Hub, please contact your institution's Banner Project Leader.
  - *Degree Works Transit User Guide*
  - *Degree Works Technical Guide*
  - *Banner Considerations Technical Guide*

- GeorgiaBEST Training
  - http://www.usg.edu/georgia_best/training

- Helpdesk
  - Helpdesk@usg.edu

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