Getting Started
First login to Cyberbear and from the ribbon on the top of the screen click on **Cyberbear For Faculty and Advisors**. Next click **DegreeWorks** and from the ribbon on the top of the next screen click **Template Management**. Your screen should now look similar to the screenshot below.

From this screen you can view the templates that have already been created by either expanding the arrows under the Catalog Year/Degree or by clicking the radio button on the right side of the screen to switch to **Flat View** (the view that students see.)

Template Management
From the home screen we can see a list of the templates that have been created, information about the templates, search for a template, edit an existing template, or create a completely new template. Below we can see the home screen in **Flat View**.
We can see the templates listed as well as the following columns:

- **Description**: The name of the degree and the semester (autumn or spring) that the student is starting the degree from.
- **Catalog Year**: The catalog year for the template (example: an incoming freshman starting in Fall 2018 would want to select a template with a 2018 catalog year.)
- **Degree**: The type of degree.
- **Term Scheme**: The semester that the student is beginning work towards a degree in.
- **ID**: The ID for the template.
- **Who**: The name of the person who created the template.
- **Modified**: The date the template was last modified.

By clicking on any of the column headings you are able to sort in ascending or descending order by that column to more quickly find the template you are looking for. In addition the search bar in the top left allows you to search for a specific template.

**Editing a Template**

1. From the home screen either scroll down to find the template that you wish to edit or use the search bar to search for the template. In this example we will use the search bar to look for computer science.

2. Once you have found the template you wish to make changes to, double click on it and you will be taken to the template editor. From this screen you are able to add/remove classes, change the semester in which classes need to be taken, as well as add notes to the plan or individual classes.
Parts of the Template Management Screen

On the top portion of the screen you are able to edit the information about the entire template. Fields such as **Description** and **Catalog Year** can be changed here.

Below you are able to edit the requirements for each individual semester in the template. On the top of each semester is the name of the semester as well as the total number of credits required for that semester. Each semester is divided into three sections the **Course Requirement** section lists the courses that must be completed that semester, the **Choice Requirement** section lists requirements that can be fulfilled by a number of different classes, finally the **Placeholder Requirements** allows you to put in credit requirements without specifying which classes fulfill that requirement (example: General Elective credits, Advanced Writing credits, or Upper Division Elective credits.)

The following fields can also be edited from here:

- **Critical**: Checkbox that indicates that the student must fulfill that requirement that semester so that their graduation plan is not delayed.
- **Credits**: The number of credits that the requirement fulfills.
- **Minimum Grade**: The minimum grade that a student can receive in a class in order to fulfill the requirement.
- **Campus**: Which campus the class must be taken on.
- **Notes**: Notes can be added to any requirement, semester, or the entire template.
On the right side of the screen is a listing of courses sorted by major. You will use these to add course requirements to semesters in the next section.

Add a Class

1. To add a class to the schedule, find the class in the **Courses** menu on the right of the screen and then drag the class into the desired semester.
Alternatively go to the semester where you would like to add a class and click on the ‘+’ icon in the top right. From the dropdown menu select course.

2. This adds a black class in that semester’s template. To change this blank spot to a class click on the magnifying glass next to the course name and type in the course that you would like to add. Then click on the class from the menu and the class will be added to that semester.

3. Finally make sure to click the save button in the bottom right corner to insure that your changes are saved.

Remove a Class
1. First find the class in the semester that you wish to remove and click on it to select it.
2. Next click on the ‘-’ icon in the top right corner and the class will be removed from the schedule.

3. Finally click the save button in the lower right hand corner to save the changes that you have made.

Creating a New Template

1. Click on the Create New Template button in the top right corner of the screen. A dialog box will pop up asking which term you would like to use. Select either autumn or spring start depending on when the student will begin working on their degree and hit ‘ok’.

2. You are now given a blank template with 8 total semesters beginning with the term you selected in the previous step. Fill in the fields as demonstrated below, the fields with a (*) are required.

3. Next use the ‘+’ button next to each semester to add class requirements to each semester as described on page 5 and 6. Remember a Course Requirement requires a specific course, a Choice Requirement means the student will have the choice of two or more classes to fulfill a requirement, and Placeholder allows you to add a more generic credit requirement such as Upper Division Credit, Elective Credit, or Major Elective. GPA requirements should also be
added at this point.

4. Once you have filled out the requirements for all semesters it is time to save your template. Hit the Save button on the bottom right.