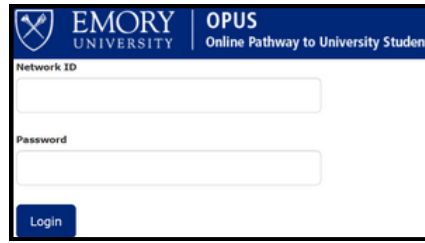
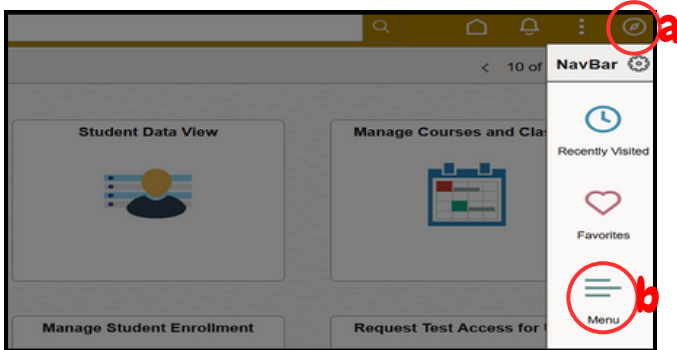


1 Log into OPUS



Administrator Access

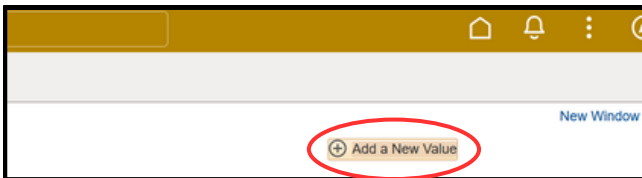
2 Click the compass to open the NavBar, then select Menu



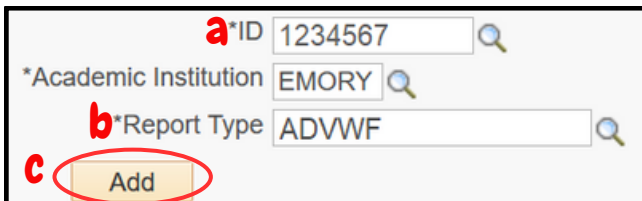
3 From the Menu, select:

- Academic Advisement, then
- Student Advisement, then
- Request Advisement Report

4 Click Add a New Value (top-right)

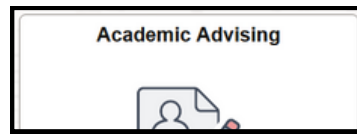


5 Enter Student ID and ADVWF for Report Type, then click Add

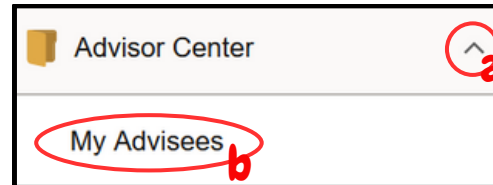


Faculty/Advisor Access

2 Select the Academic Advising tile



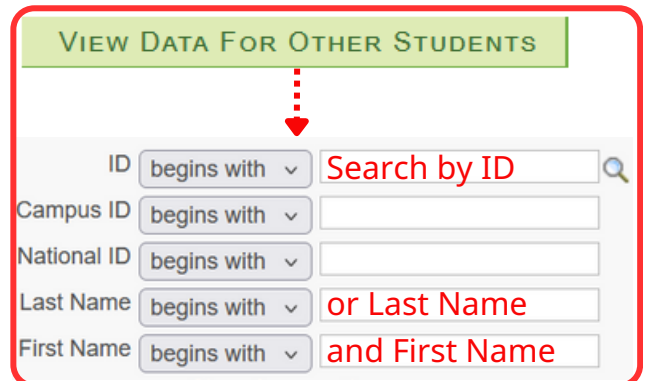
3 Open the Advisor Center menu, then select My Advisees



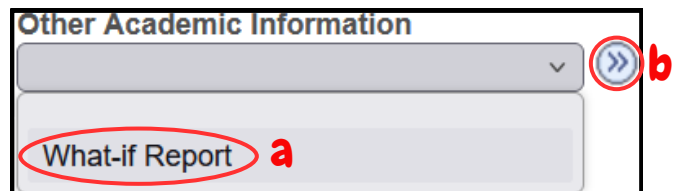
4 **My Advisees**

If you have advisees assigned to you, they will appear in a list here. Click on their name to view more information.

OR



5 Under Other Academic Information, select What-if Report, then click the arrow button



Administrator Access

6

ID/Name

Academic Institution EMORY Emory University

Report Type ADVWF Degree Tracker - What If

Copy Current Program
Clear What-If Values

Program What-If Data View All First 1 of 1 Last

*Academic Institution + -

*Academic Career + -

*Career Requirement Term + -

*Requirement Term + -

Student Career Nbr

*Academic Program + -

Plan What-If Data View All First 1 of 1 Last

*Requirement Term + -

*Academic Plan + -

Plan Sequence

Sub-plan What-If Data View All First 1 of 1 Last

*Requirement Term + -

*Academic Sub-Plan + -

Plan Sequence

OK

}
 Make
 changes
 as
 needed

Click Copy Current Program, and current data will populate fields. Change as needed. (Alternatively, enter all data from scratch.) Click OK.

7

Actions

Process Request

Faculty/Advisor Access

6

What-if Report Selection | Student Name If a What-if Report has already been created for a student, it will appear on this screen.

(Advisor) You may be working with someone who is considering a particular program of study or major. You can set up a what-if scenario based on different academic programs. You may also select what-if courses. Click the Create New Report button to set up your what-if scenario.

You can select a saved report, or you can create a new report.

Create New Report
OR
View a Saved What-if Report

Requested on 11/05/2023

7

Career Scenario

Institution	Career	Catalog Year
Emory University	<input type="text" value="Undergraduate Emory College"/>	<input type="text" value="Fall 2024"/>

Program Scenario

The information that appears on the page by default is your current academic information. You can use the fields below to set up a what-if scenario based on one or more programs of study. You can define up to four scenarios.

The information that appears on this page by default is your current academic information. You can use the fields below to set up a "what-if" scenario based on one or more area depths or other academic options. You can select up to four options for a given "what-if" report.

Academic Program	Area of Study	Concentration
<input type="text" value="Liberal Arts & Sciences"/>	<input type="text" value="Art History BA"/>	<input type="text" value="Visual Arts Concentration"/>
<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text" value="None"/>
<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text" value="None"/>
<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text" value="None"/>

↑
 Make
 changes
 as
 needed
 ↓

The student's current program of study will automatically be listed. Change as needed. Click Submit Request.

8

Submit Request