

## Instructions for Creating and Populating a Worksheet in Penn InTouch

Log into Penn InTouch

At the top of the left navigation bar under Registration & Planning click “**Academic planning worksheet**”.

Click “**Create new worksheet**”

**Career:** There is a check next to “Masters level, engineering”. Keep it checked.

**Desired division:** From the drop down menu choose “**Engineering & Applied Sciences - MSE**”

Note: this tool will let you make a worksheet for any program at the school. so make sure you choose correctly. It will not correct you if you pick a something other than your actual department.

**Worksheet Name:** Use the term and year of the semester you are registering for. (eg Fall 2014).

This will change every semester.

Note: If the CURRENT term (eg Fall 2014) is your last semester name it FINAL.

Click “**Continue**”

The next box simply displays what you’ve told it so far.

Click “**Confirm**”

**Name:** double check to be sure you’ve named it correctly. If not, click “**Edit**” and and correct it. I will ONLY review CPGs that are named correctly.

**Careers:** MS

**Division/Degree:**

**Majors:** click “**edit**”

**Add major:** Choose “**Bioengineering**” from the drop down menu.

Click “**Continue**”

**Requirement:** Click the checkbox next to your track. Select only ONE.

Click “**Confirm**”

**Minors:** leave this alone

**Last updated by:** shows when it was last updated.

In the drop down marked “**Select action**” choose “**Open**” (You have just created a worksheet. “Create New Worksheet” will take you through this process again.)

This takes you to the actual worksheet.

At the top it says that the worksheet is “**(unofficial)**”. Unofficial worksheets can be edited by the student. Official ones cannot. They don’t need to be official until you’re going to graduate, so I won’t be changing them prior to that.

Below that is the main part of the worksheet. The layout is different than the spreadsheet, but all of the information is there. Any requirement that shows a list, has that list in the background, so it knows what courses will fulfill the requirements without additional approval.

The first thing in the menu on the right is an **Icon Legend**. Take a look (hold the mouse over the words), this shows you the various symbols you could see and what they mean.

Also in the menu on the right you’ll see a box with “**Courses completed**” These are any courses you’ve already completed.

In the blue border at the very bottom of the page you’ll see the options for how to add courses to the worksheet.

First, we need to add in the courses you’ve already taken and/or are “**Currently enrolled**” in.

Click “**Auto assign**”. The system will look at the courses on the right and plug as many of them in as possible. You’ll likely see that some of your requirements now have black dots next to them and show a course, also some of the courses in the list on the right are bold.

Please **CHECK** these to make sure they have been filled in correctly. If a course could be used two places (eg. CBE 562) it’s not smart enough to know where YOU wanted it used, so it could be in the wrong place.

Any courses that didn’t get entered via the Auto Assign will have to be put in one at a time.

At the bottom of the screen you’ll see **ACTION** with a drop down list below it. By default it says “**Satisfy**” which is what we want for now. This tells the sheet that you want to use this course for this requirement. Next to this is “**REQUIREMENT**” which will always match whatever requirement is selected above.

Click the radio button in the worksheet next to the requirement you want to add a course to. It will be highlighted yellow.

In the list of courses, click the course you want to use to fulfill it. It will be highlighted yellow as well.

LOOK at the two yellow items to make sure that it is the pairing you want.

Click “**Submit**” at the bottom of the page.

If the radio button turns **black**, it means that the system confirmed that that course fulfills the requirement.

If it shows a red **X** it means that the system can't confirm that the course fulfills the requirement and that the department will have to approve it. Once approved the x is replaced with a green dot with black outline.

\*\* Even though your CPG was previously approved, you could have red X's. The system won't know at this point what additional things you may have been approved for. I will take care of these in my review.

At this point, the worksheet should match your most recently approved CPG.

Next, time to put in the courses you'd like to register for in the future. (This is the part that you'll repeat each term.)

In the Action drop down menu (bottom of the page), choose “**Plan**”.

Click the radio button in the worksheet next to a requirement you want to plan a course for.

In the light blue box at the bottom under “**PLAN with course**” type the course number (minus the last section number which is the last 3 digits. eg – BE 513 only)

Under “**Planned term**” put the semester in which you intend to take the course. You have to do this for every future course that you're planning or I'm going to have to do it.

Consider it the same as the spreadsheet where you put a semester and year for every course. Same thing.

Note: this system can't see the future any more than normal, so even though it lists many future terms, it doesn't know if the course will be offered. It's just like writing in the term & year on the CPG.

Click “**Submit**”

If the system can see that the course fulfills the requirement it will show a yellow triangle.

If not, it'll show the red X. If approved, the x is replaced with a yellow triangle with a red corner.

Do this for each course. The coming term is the most important, of course, you're still encouraged to plan beyond just the upcoming semester.

Once you have made all of the additions/changes you need to make there you can just log out.

NOTES:

For quantitative and advanced electives the list is only behind the first two options. The third option is left open b/c it can be more than just a few courses.

Only requirements with a finite set of automatically approved course can have a list in the background. An infinite list cannot be created and it can't be set up to accept any course. So, things like the core free elective that has myriad options will always appear as a red x to start. This will be taken care of during your advisor's review.

**You MUST email the graduate coordinator ([kvenit@seas.upenn.edu](mailto:kvenit@seas.upenn.edu)) and your academic advisor** when your worksheet is ready for review. Send me an email with the **subject "Worksheet Ready for Review"**. You don't have to put anything in the body of the message unless you have questions, or need to send the course description for a course you'd like to take that isn't explicitly listed on the CPG.

The same way you had to submit your spreadsheet CPG any time you made changes, you must also inform the graduate coordinator and your academic advisor EVERY TIME you make changes to your worksheet so that the CPG can be reviewed. ANY time you would like your CPG reviewed, the subject should be Worksheet Ready for Review.

Later, once a course has been registered/taken, you can simply use that course to Satisfy the requirement as you did earlier in the process with any courses that weren't auto assigned.