Degree "Plans" Tool in PlanMyDegree
Student Reference Guide - Creating your Plan

Questions? Contact Your Academic Advisor or a Peer Academic Leader.

Accessing the Planning Tool: Log-in to planmydegree.umkc.edu
1. Sign-in using the same User Name & Password you use for Pathway, Canvas, & Blackboard.
2. Click on "Plans" in the top menu bar

Creating a New Plan:
1. Select the “Create a New Plan” tab to begin
2. Confirm your primary degree program
   a. You can create a new plan for an different program by clicking "Select a different program"
3. Create an appropriate unique name for the plan
4. Set the start term and year for the plan
5. Set the anticipated number of years to graduation
6. Select “Add Plan” to create the new plan
   a. If creating a plan for a different program, click "Next"

Tips for Getting Started:
• General steps to follow are listed at the top of the Planning Tool.
• It is helpful to select "Expand All" on both the audit and the plan to view all sections in full.
• When you click on a course from a list in bold, a pop-up box will appear with information about the course, including course description, prerequisites, and terms the course is available.
Adding/Removing Courses:

- Courses can be added to your plan using the drag-and-drop function. When dragging courses from the audit to the plan, they must be placed into header box of the term in order to be added to that term. The term box will highlight blue when a course is placed correctly.

- Courses can also be added manually by clicking the term you wish to work in and using the “Add Course” button.
  - You can add courses in this manner if there is no bolded list of specific course options.

- To remove a course, click on the “edit” icon in the term you want to edit, then check boxes will appear next to each planned course.
  - Click the course you wish to remove, then select “delete”.
  - To resume planning, now click “submit” or “cancel”.

Adding/Removing a Semester:

- You can add additional terms to your plan, including Summer terms, by clicking the "Add" icon at the top of the plan. In the pop-up box that appears, select the term and year you wish to add to your plan. Click "OK" to add that semester.

- You can remove a term by clicking the "Trash Can" icon located in the header of the term you wish to delete.

Checking your Plan:

- An "Alert" symbol will appear if there is a potential issue with a course in your plan. Click on the symbol for information on resolving the issue.

- After you have added courses to semesters, click the "Check" icon at the top of the plan to electronically review your planned courses against the degree audit.

- Planned courses will appear in the audit to fulfill the appropriate requirement(s). When all aspects of a requirement have been fulfilled with planned courses, the requirement turns purple.

- Regularly "Check" your plan as you go. This will help you keep track of which requirements have yet to be planned, see that courses are fulfilling requirements as desired, and that course pre/corequisites are planned appropriately.