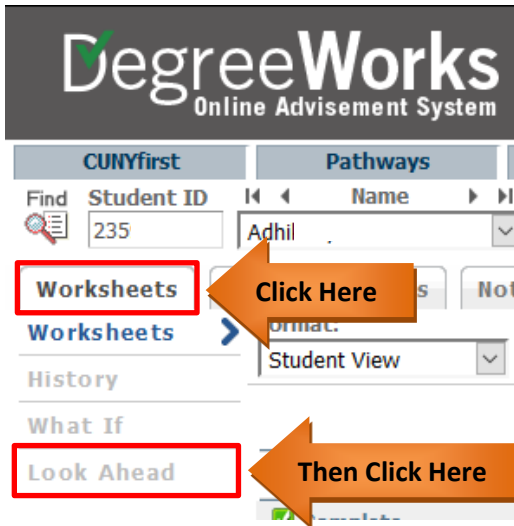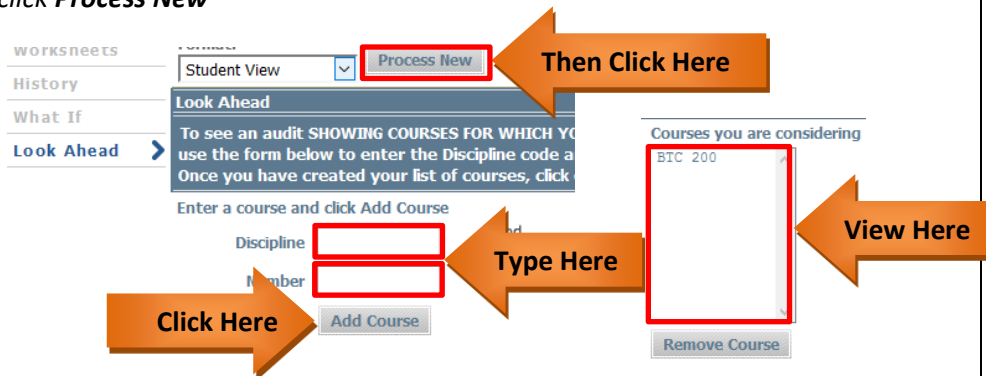# How Use Look Ahead

Step 1: When logged into Degreeworks click on **Worksheets** tab to make active then Click on **Look Ahead**:

Step 2: Type in Desired **Discipline** *i.e. BTC* & **Number** *i.e. 200, click on* **Add Course**. *Note the added course(s) will be visible on right hand side. Then click* **Process New**

Step 3: The Degreeworks audit will now reflect to show the changes made for a forecasted look ahead.