

How to Plan your MSN Academic Worksheet (log your Plan of Study)

Log on to Penn-in-Touch.

Under “worksheets,” click “Create new worksheet.”

“Create a new worksheet below by choosing a career, a division, and clicking ‘Continue.’”

- Career: Masters level, nursing
- Desired division: Nursing Masters – MSN
- Worksheet name: Choose any name you’d like

Select your MSN program and click “confirm.”

Under “select action,” click “open” to open your worksheet.

It will open to the “View by Requirement” tab. Click on the “View by Term” tab.

Click on the incomplete requirement (it should highlight).

Under "action" choose "plan."

Under "plan with course" type NURSXXX (course number).

Under "planned term" (use drop down menu to choose) -click "submit."

Click "plan" -- it should plan as a yellow triangle.

It will turn to a black circle when the course has been completed.

If you need help creating a worksheet, planning your worksheet, or planning a minor, please contact your Program Director or the Office of Student Services at advisor@nursing.upenn.edu.