

# Finding Students in Degree Works Quick Start Guide

There are three ways to retrieve student information within Degree Works.

## Method 1

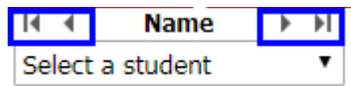
If you are an advisor, your list of advisees will be available to you in the drop down menu located at the top of the form.



The screenshot shows the top portion of a search form. It includes a 'Find' icon, a 'Student ID' text box, a 'Name' dropdown menu with a blue box around it and a blue circle with the number '1' next to it, a 'Degree' dropdown menu, a 'Major' text box, and a 'Student Class Level' text box. The 'Name' dropdown menu is open, showing 'Select a student'.

Scroll through the list to find your student.

- Click on the drop down arrow in the **Name** field, where it says **Select a Student**.
- Or use the advance arrows



A close-up of the 'Name' field dropdown menu. The 'Name' label and the dropdown arrow are highlighted with blue boxes. The dropdown menu is open, showing 'Select a student'.

## Method 2

To view a student's information when you know the student's T number — such as a one-on-one advising session — you may enter the student's T number (including the "T") directly into the **Student ID** field and hit **Enter**.



The screenshot shows the top portion of a search form. The 'Student ID' text box is highlighted with a blue box and a blue circle with the number '2' next to it. The 'Name' dropdown menu is also visible, showing 'Select a student'. Other fields include 'Degree', 'Major', 'Student Class Level', and 'Last Audit'.

- If known, enter a student's T number directly into the **Student ID** field (include T) and hit **Enter**.

Method 3:

The **Find** feature allows faculty and advisors to search for students by name or other criteria available from drop down lists.



- Click on **Find**  to search for students by criteria.

Enter student name or Tnumber information if desired

Click **Search** to view the list of students meeting the selected criteria

Select student search criteria from the dropdown lists available here.

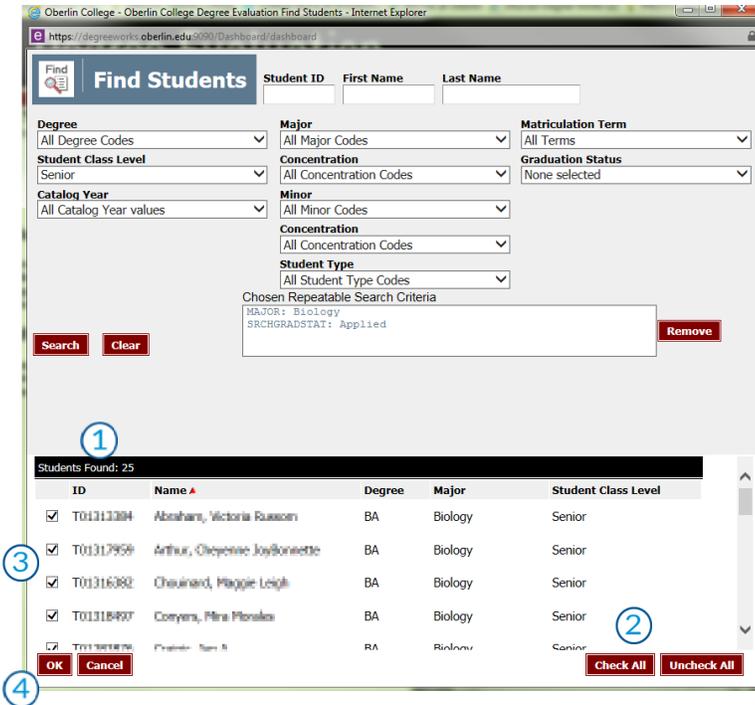
Select student search criteria from the dropdown lists available here.

Click **OK** to complete your search

Use Check All or Uncheck All to limit the selected students found from the search criteria

ID	Name	Degree	Major	Student Class Level
<input checked="" type="checkbox"/>	T06313408 Williams, DeQuan Terrell	BA	Musical Studies	Senior
<input checked="" type="checkbox"/>	T06230188 Willets, Sarah Kathryn	BA	Anthropology	Senior
<input checked="" type="checkbox"/>	T06200605 Whittstone, Cecelia Elin	BA	Anthropology	Junior
<input checked="" type="checkbox"/>	T06160243 Weinger, Adam Raphael	BA	Anthropology	Senior
<input type="checkbox"/>	T06200615 Wood, Aarón Austin	BA	Anthropology	Junior

For example, you can find all students who currently have declared a specified major by selecting the major from the Active Major drop down list and then clicking Search. A list of students who fit the selected criteria will populate in the Students Found area in the Find Students window. You may check or uncheck students on this list to identify the specific student(s) you would like to review. Additionally, you can click Uncheck All or Check All to further specify which student's information you would like to review in Degree Works. Click OK to complete your search.



- ① Students that meet your selected search criteria will appear in the **Students Found** area.
- ② Use **Check All** or **Uncheck All** to limit the selected students found from the search criteria.
- ③ Uncheck particular students if you do not wish to view their worksheet.
- ④ Click **OK** to view the selected student's information in Degree Works.

The information for the student you are viewing will appear in the top header. If you have selected a group of students, the students will be loaded into Degree Works alphabetically.

#### Navigation Notes:

- The information for the student you are currently reviewing will appear in the header.
- You must click the dropdown menu to select any of the students found through **Find Students**.
- Use the left arrow ◀ and the right arrow ▶ buttons to move between individual students.

*Students do not have the ability to search for other students in Degree Works. Students are only able to see their own audit.*

**TIP:** If the Find Students window does not appear when you click the "Find" button, you may need to ensure that your pop-up blockers and add-blockers are disabled for Degree Works. Contact the CIT help desk for guidance.