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.

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

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**.

- 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.

Select student search criteria from the dropdown lists available here.

Enter student name or Tnumber information if desired.

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

Click **OK** to complete your search

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

Students that meet your selected search criteria will appear in the Students Found area.

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

Uncheck particular students if you do not wish to view their worksheet.

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.