How do I Search for Students in DegreeWorks?

This document includes tutorials for the links listed below. Click the link to go to the section you wish to view. Click the section title to return to this menu.

Search for Student Using Banner ID | Search for a Student by Using Name Field
Search for a Group of Students Based on Select Criteria

SEARCH FOR STUDENT USING BANNER ID

1. Log into DegreeWorks
2. From the main screen, enter the students Banner ID in the Student ID field.
3. Press Enter on the keyboard to execute the search.

SEARCH FOR A STUDENT USING THE NAME FIELD

1. Log into DegreeWorks.
2. Click the find button in the Key Block area.
3. A pop up Find Students window appears.

4. **Tab** to the First Name field and enter the student’s first name and then **Tab** to the Last Name field and enter the student’s last name.

**NOTE:** You can use the @ symbol as a wildcard. For example J@ will find any student whose name starts with J.

5. Click the Search Button ![Search Button](#) to execute the search.
6. A list of students matching the search parameters will appear in the Students found window at the bottom of the screen.

At the top of the list in the purple shade box the Students Found count appears.

**NOTE:** By default all names are CHECKED, if you click OK all student information in the list will be retrieved.

7. If you are searching for one particular student click the Uncheck All button in the bottom right corner of the screen to deselect all students found in search.

8. Use the scroll bar to the right of the students listed to search for a particular student.

9. To view an audit for a particular student, check the box to the left of the Student ID number and click the OK button.
10. The student you selected will appear in the Key Block area at the top of the screen.

11. To begin a new search, **click the Find button** in the Key Block area.

**SEARCH FOR A GROUP OF STUDENTS BASED ON SELECT CRITERIA**

1. Log into Degree Works

2. **Click the find button** in the Key Block area.

3. In the Find Students window, select the criteria from the appropriate drop down menus. You can search by degree, level, student class, major, minor, concentration, etc.
4. **Click the Search Button** to execute the search.

5. To access the audits of all the students in the list, click OK.

   ![Image of student list]

   **NOTE:** If you only want to look at some of these students’ audits, click the button, and then check boxes by each student’s name to make your selection then click OK.

6. The students you selected will appear in the drop down box at the top of the student audit screen.

   ![Image of student screen]

7. Select the student whose record you want to view from the drop down box. The Student’s Audit will automatically load.

   ![Image of student audit screen]

8. To view another student’s audit, select their name from the pull down menu at the top of the screen or use the Find button to search for new students.