Finding Students in Degree Works
Quick Start Guide

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

First, to view a student’s information when you know the student’s W number — such as a one-on-one advising session — you may enter the student’s W number (including the “W”) directly into the Student ID field and hit Enter.

Second, 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 W number information if desired.

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

List of students meeting the selected search criteria.

Click OK to complete your search.

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

Select student search criteria from the dropdown lists available here.
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.

The information for the student you are currently reviewing will appear in the header.

Click the drop down menu to select any of the students found through Find Students.

Use the left arrow and 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.

Note: 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 your IT department for guidance.