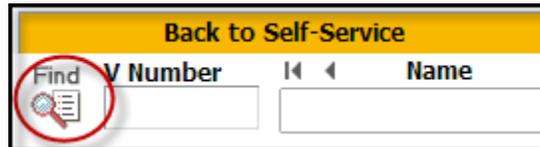


## Step By Step Instructions:

### Finding a Population of Students (for Advisors)

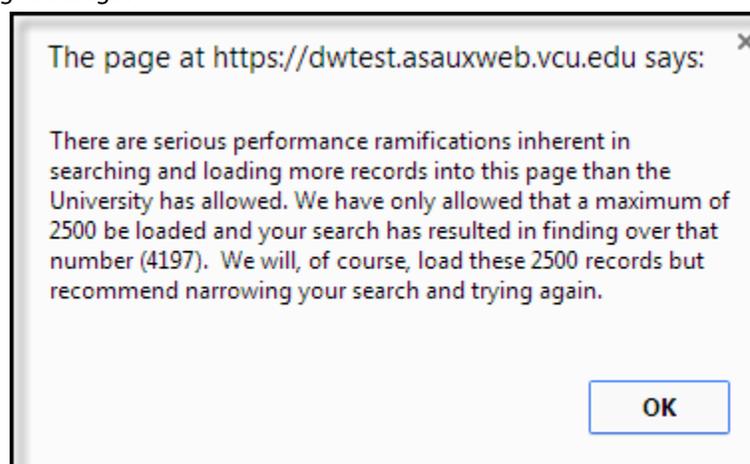
- Log into Degree Works through eServices
- Click "Find" in the top right corner of your screen



- Select the information for your search by using the drop-down boxes on the screen, such as Major or Concentration.

*For this particular example I will be selecting Major: Art History*

- Click Search
- \*\*Note: If your search yields more than 2500 students, they will not all be displayed, and you will see the following message:*



- At the bottom of the “Find Students” box, you will see the populated list of students, if you are satisfied with list then click OK. If you are not, you can use the “uncheck all” or “check all” buttons in combination with the checkboxes to the left of the student V numbers to refine the returned population. Alternatively, you can refine your search parameters.

Students Found: 320

ID	Name ▲	Degree	Major	Classification
<input checked="" type="checkbox"/> V [REDACTED]	A [REDACTED]	BA	Art History	Junior
<input checked="" type="checkbox"/> V [REDACTED]	A [REDACTED]	BA	Art History	Sophomore
<input checked="" type="checkbox"/> V [REDACTED]	A [REDACTED]	PHD	Art History	Graduate Doctoral
<input checked="" type="checkbox"/> V [REDACTED]	A [REDACTED]	BA	Art History	Freshman
<input checked="" type="checkbox"/> V [REDACTED]	A [REDACTED]	BA	Art History	Freshman
<input checked="" type="checkbox"/> V [REDACTED]	A [REDACTED]	BA	Art History	Freshman

- By clicking OK you will be taken to the listed students Degree Audit “Worksheets”.
- You will now have all students from your search results in a drop down menu on the academic audit. You can view the student Audits by clicking on the navigation arrows on either side of the “Name” label, or activating the dropdown menu by clicking on the student’s name.

Find **V Number**  **Name**

**\*\* Note About Subsequent Searches – Be sure to remove the prior search criteria**

If you want to search for one student *after* you have searched for a list of students (Major, Minor, Catalog Year, Etc) be sure to remove the criteria from your previous search. It is possible that Degree Works will save criteria from previous searches in a work session.

This is how you can remove the previous criteria.

- Select the criteria that you would like to have removed from the “Chosen Repeatable Search Criteria.”
- Click “Remove” on the right.

<b>Degree</b> All Degree Codes	<b>Major</b> All Major Codes	<b>Academic Standing</b> All Academic Standings
<b>Effective Bulletin</b> All Effective Bulletin values	<b>Minor</b> All Minor Codes	<b>Student Attribute</b> No Attribute selected
	<b>College</b> All College Codes	
	<b>Concentration</b> All Concentration Codes	
	<b>Classification</b> All Classification Codes	
Chosen Repeatable Search Criteria		
MAJOR: Art History		
MAJOR: Biochemistry		
<b>Search</b>	<b>Clear</b>	<b>Remove</b>