Degree Works Training Manual

Notes

Registrar’s Office
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Students do not have access to this tab, but can see any notes in the Notes section of their audit. All notes are viewable by students and other authorized users that have access to the student.
**DEGREE WORKS – NOTES**

**ADD NOTE**

1. Enter student audit
2. Click Notes tab

![Image showing the Notes tab is selected](Image)

3. Click Add Note (Adviser only) tab on left

![Image showing the Add Note section](Image)

Or click the Notes icon that is to the right of the student information

4. Select a predefined note from drop down list or enter a note in free form box
5. Click Save Note button
6. Click Run New Audit button

Your note was added successfully.

You may run a new audit to get your note changes incorporated into the latest audit for the student.

Run New Audit

7. Click Worksheets tab to return to audit
DEGREE WORKS – NOTES

DELETE EXISTING NOTE

1. Enter student audit
2. Click Notes tab

3. Click Delete Notes (Adviser only) tab on left

4. Click Delete This Note button

5. Click Run New Audit button
6. Click Worksheets tab to return to audit