

DEGREWORKS QUICK GUIDE – FACULTY / ADVISOR**SEARCH FUNCTION****Using Student ID Field**

1. Enter student L number in the Student ID field either on the landing page upon log-in or in the degree audit header of any student.

Degree Audit

A screenshot of a web interface for a degree audit. It features a search bar with the placeholder text "Student ID" and a magnifying glass icon on the right. Below the search bar, the text "Advanced search" is displayed in a blue, clickable font.

2. Hit Enter.
3. Audit will display.

Using Advanced Search

1. Click Advanced search on either the landing page shown when you first log-in or in the degree audit header of any student.

Degree Audit

A screenshot of the same web interface as above. The "Advanced search" link is now highlighted with a red rectangular box, indicating it should be clicked.

2. Search by student information or curriculum fields.

Find Students



Student ID First/middle name Last name

Curriculum

Degree Catalog year Major (0/54)

Minor (0/49) Concentration (0/14)

[Clear](#)

- a. **NEW!** DegreeWorks now uses the student's preferred first name.
 - b. **NEW!** Student information fields include an implied wildcard. If you type "Smi" in the last name field, all students with "Smi" in their last name will appear in the results.
 - c. **NEW!** The Curriculum fields operate using 'AND' functionality. If you select multiple fields, only students who match all search criteria will appear in the results.
3. Click "Search."
 4. Results will display. You can select one student, multiple students, or all students using checkboxes.
 5. Click "Select."
 6. **NEW!** If multiple students are selected, results will display as shown in the screenshot below. Select student from drop-down field using caret.

Degree Audit

Student ID Select Student

[Advanced search](#)

7. Audit will display for selected student. If multiple students are selected, the list will still be available via the "Select Student" field in the degree audit header of the displayed student.
8. To select another student from results, click the caret in the "Select Student" field. Audit will display for selected student.

Degree Audit



Data refreshed 3/30/2021 12:36 PM

Student ID Select Student Degree

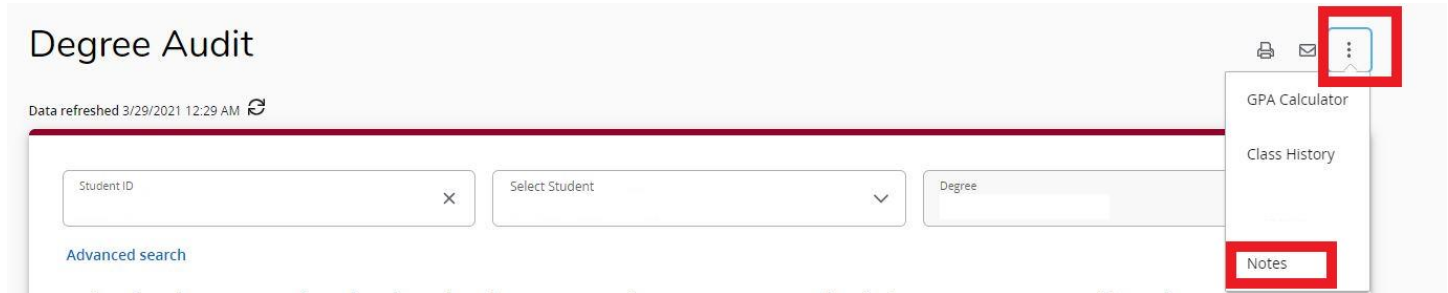
[Advanced search](#)

Level	Undergraduate	Major	Class Year	Expected Graduation Date	Advisor
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NOTES

Existing notes are displayed in the “Notes” block at the end of the degree audit.

Access Note Management via the 3-dot Menu Icon > Notes – **New Location!**



IMPORTANT! Notes are considered part of the student academic record (even if you check “Not available to student”) and are covered under FERPA! Notes are viewable by the student and any faculty/ advisor/ staff who have access to the student’s audit in DegreeWorks. Notes should be limited to academic advising recommendations and must not include any personal or sensitive information.

Add a Note

1. Click on “Notes” via the 3-dot Menu Icon > Notes.
2. Click “Add a Note.”
3. Select a predefined note from drop-down list or enter a note in the free-form text box.
4. Click “Save note.”
5. Click “X” in green header to return to degree audit.
6. **NEW!** Notes are immediately viewable in the Notes block of the degree audit.

Edit a Note

1. Click on “Notes” via the 3-dot Menu Icon > Notes.
2. Existing notes will display. Click the 3-dot Menu Icon on the note you wish to edit. Select “Edit note.”
3. Edit note as needed. Click “Save note.”
4. Click “Save note.”
5. Click “X” in green header to return to degree audit.
6. **NEW!** Notes are immediately viewable in the Notes block of the degree audit.

Delete a Note

1. Click on “Notes” via the 3-dot Menu Icon > Notes.
2. Existing notes will display. Click the 3-dot Menu Icon on the note you wish to edit. Select “Delete note.”
3. A confirmation will pop-up. Click “Delete note.”
4. Click “X” in green header to return to degree audit.