Finding Students in Degree Works

November 2014

Finding Students in Degree Works: Topics

- The Landing Page
- Entering a Student ID Directly
- Using the Find Tool to Search for Students
  - Filtering by Catalog Term, Major, or other options
  - Searching and Selecting a Group of Students

ATHENS STATE UNIVERSITY

The Landing Page

Ellucian Degree Works - Athens State DWTEST Environment - Mozilla Firefox

https://degreeworksadmin.athens.edu/IRISLink.cgi

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Athens State Online | Help | Print | Log Out

Find | Student ID | Name | Degree | Major | Student Class Level | Last Audit

Worksheets | Notes | GPA Calc

All users of the Degree Works system should be aware of the confidential nature of student records as required by the Family Educational Rights and Privacy Act (FERPA) of 1974. Care should be taken in using the system to display, print, or otherwise access student academic records.

Employees who may have responsibilities requiring access to student information must be aware of existing laws and regulations regarding release of such information.

Athens State University complies with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. FERPA sets forth the requirements pertaining to the privacy of student records. The law governs the release of education records and access to the records. See the policy Privacy of Student Records in the University Policy Library for more details.

When an advisor accesses (through Banner Self-Service) or otherwise logs in to Degree Works, they are taken to our Degree Works "landing page". (Students will not see this page – instead their own audit will be loaded.)

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Enter Student ID Directly

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If you know the ID of the student whose audit you wish to view, you can enter it directly in the Student ID box.

Or, you can click on the "Find" icon to search for students using a variety of search options.

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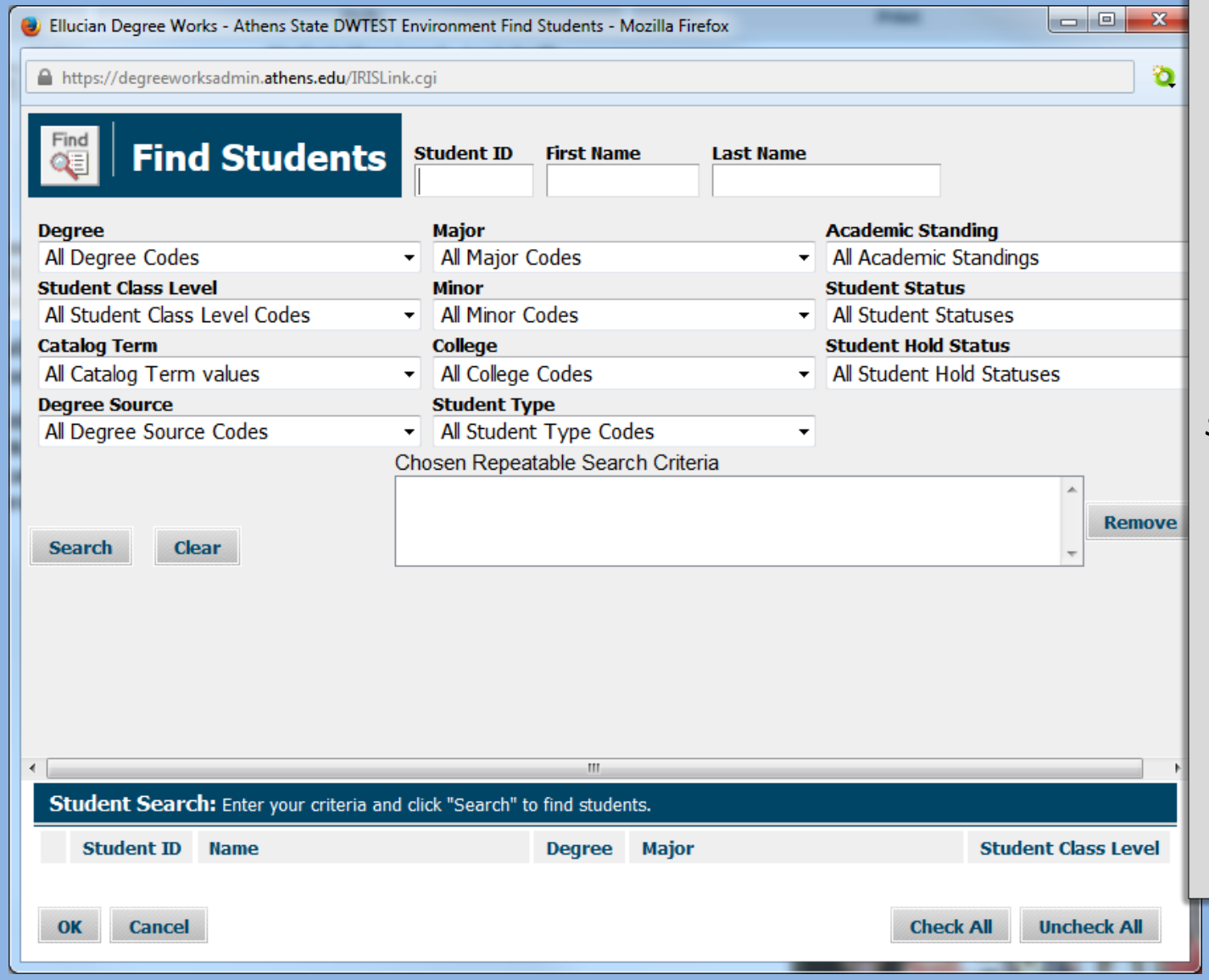
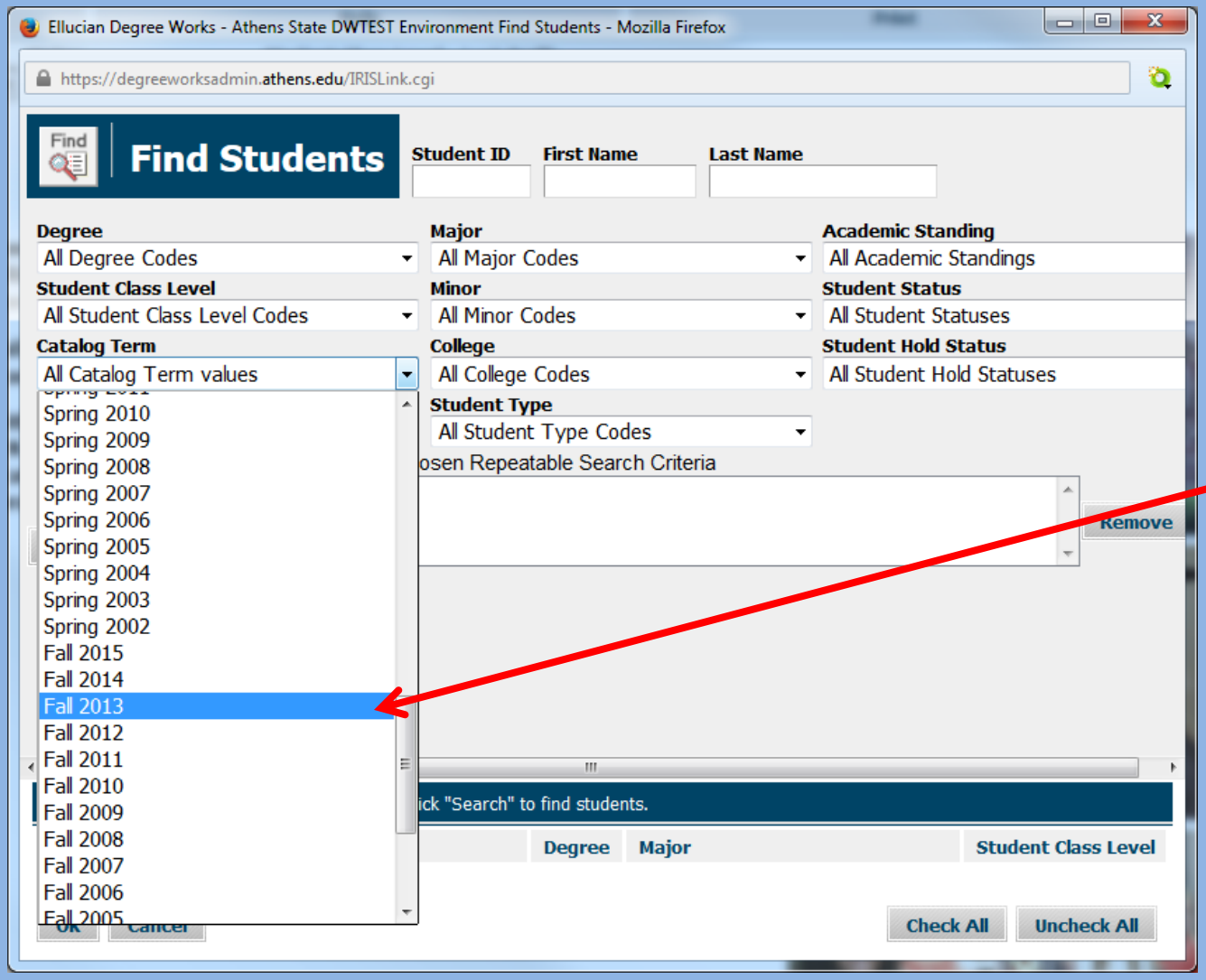
Using Find



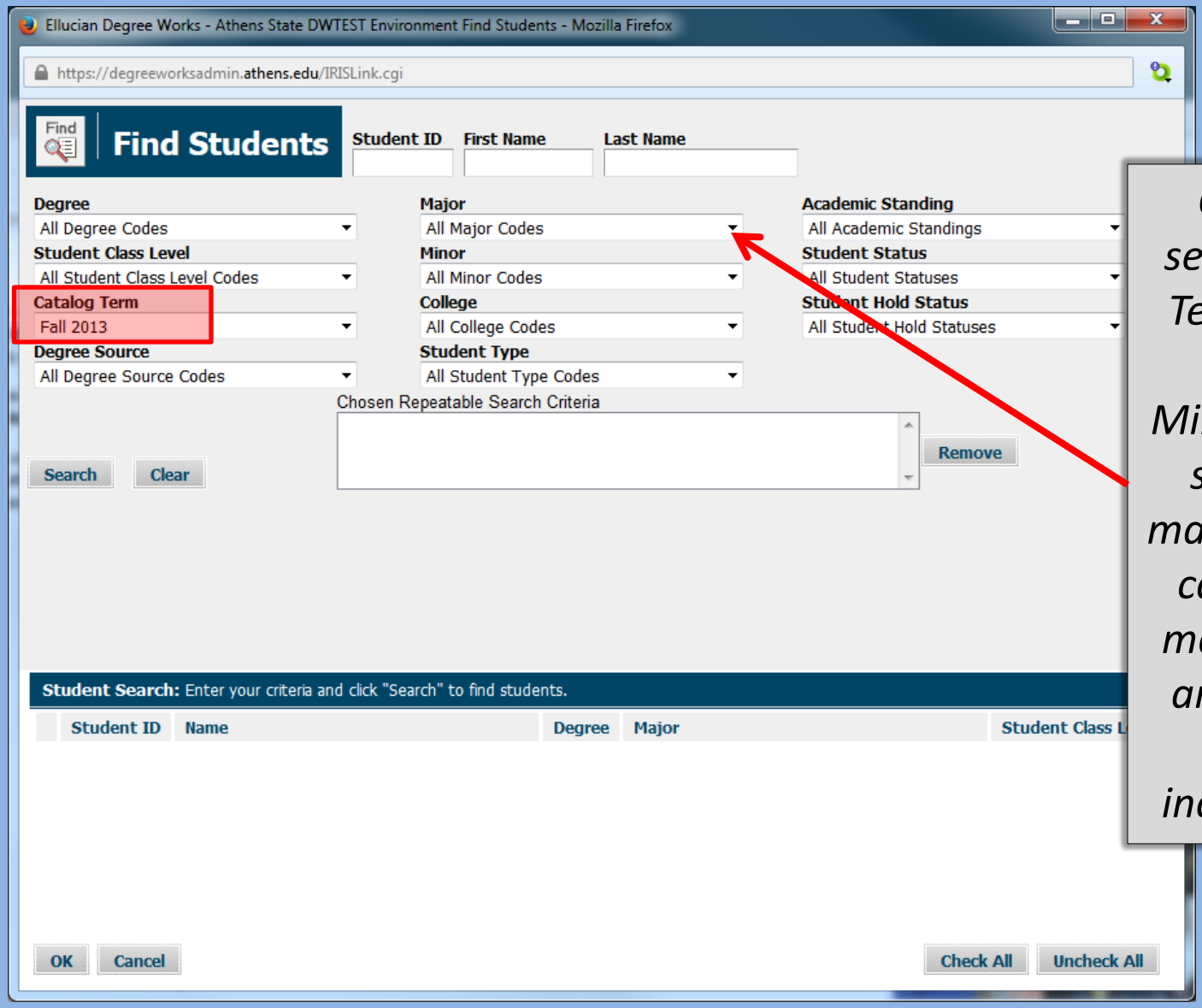
The Find screen allows you to search for students using a variety of filters and categories. For advisors, the most common search categories will most likely be Catalog Term, Major, and Minor. ***Of course, you can also directly enter a student's ID or name here.***

Select a Catalog Term



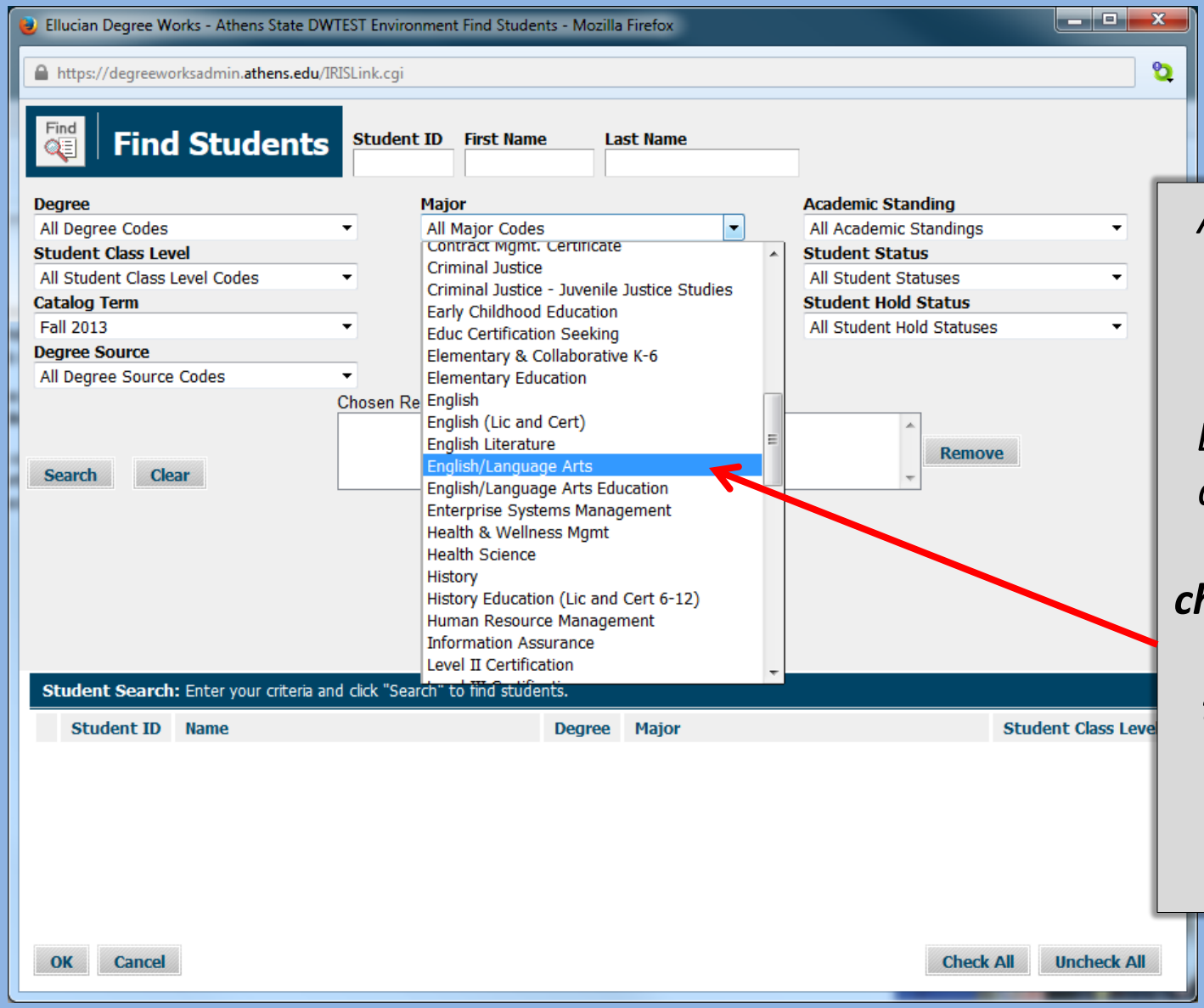
Use the pull down menu to select a Catalog Term (essentially the term of the student's initial enrollment at Athens State). Keep in mind that at this time detailed program audits can only be seen for students whose catalog term is ***Fall 2013 or later****.*

Select a Major (or Minor)



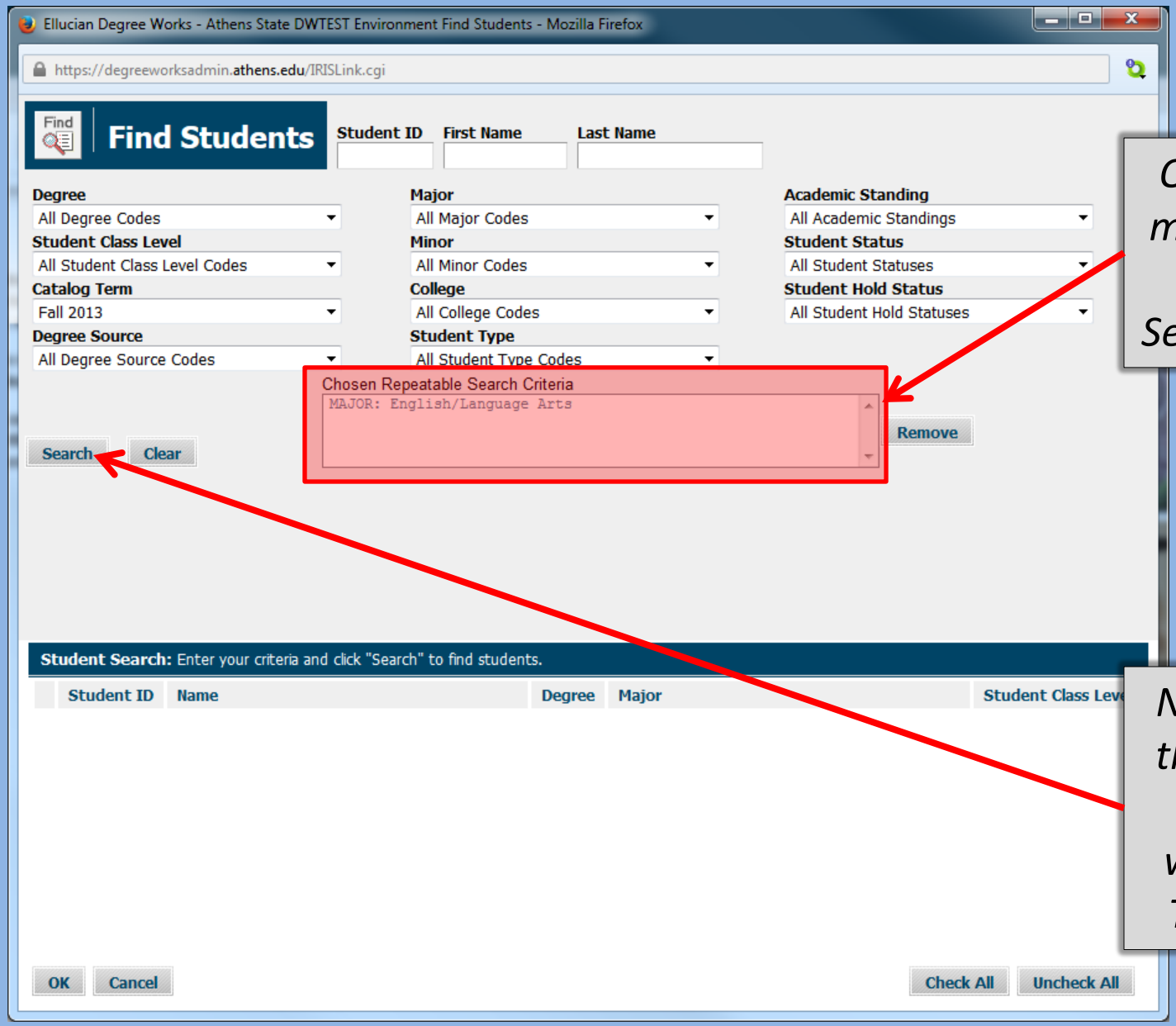
Once you have selected a Catalog Term, you can use the Major (or Minor) pull down to select a specific major or minor. You can select both a major and a minor and/or additional options for increased filtering.

Select a Major (or Minor)



All majors/minors that are or were active in any catalog terms in Degree Works will appear in this pull down. ***If you choose a major that was not active in the Catalog Term selected, your search will yield zero students.***

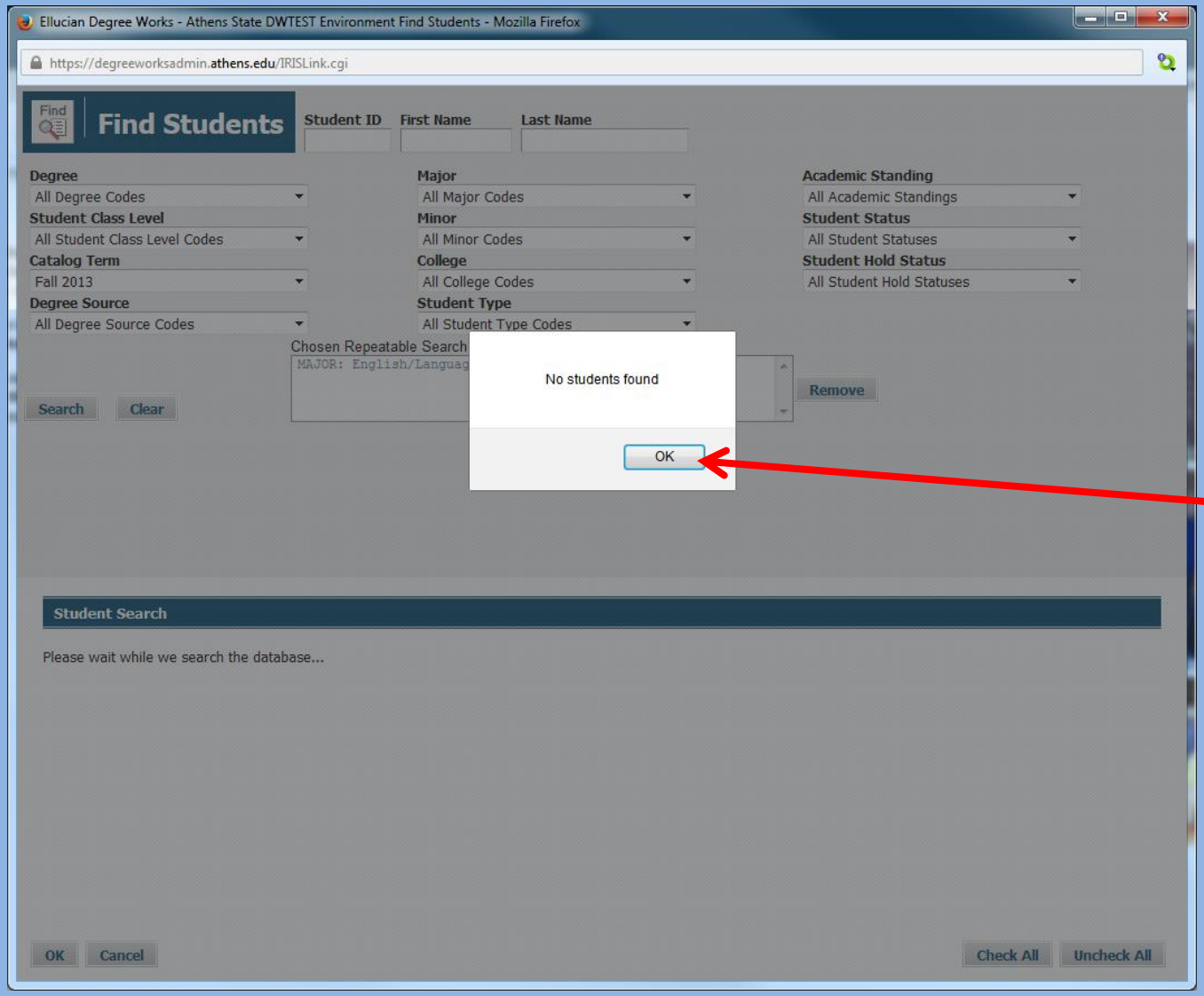
Select a Major (or Minor)



Once you select a major (or minor) it appears in the Search Criteria box.

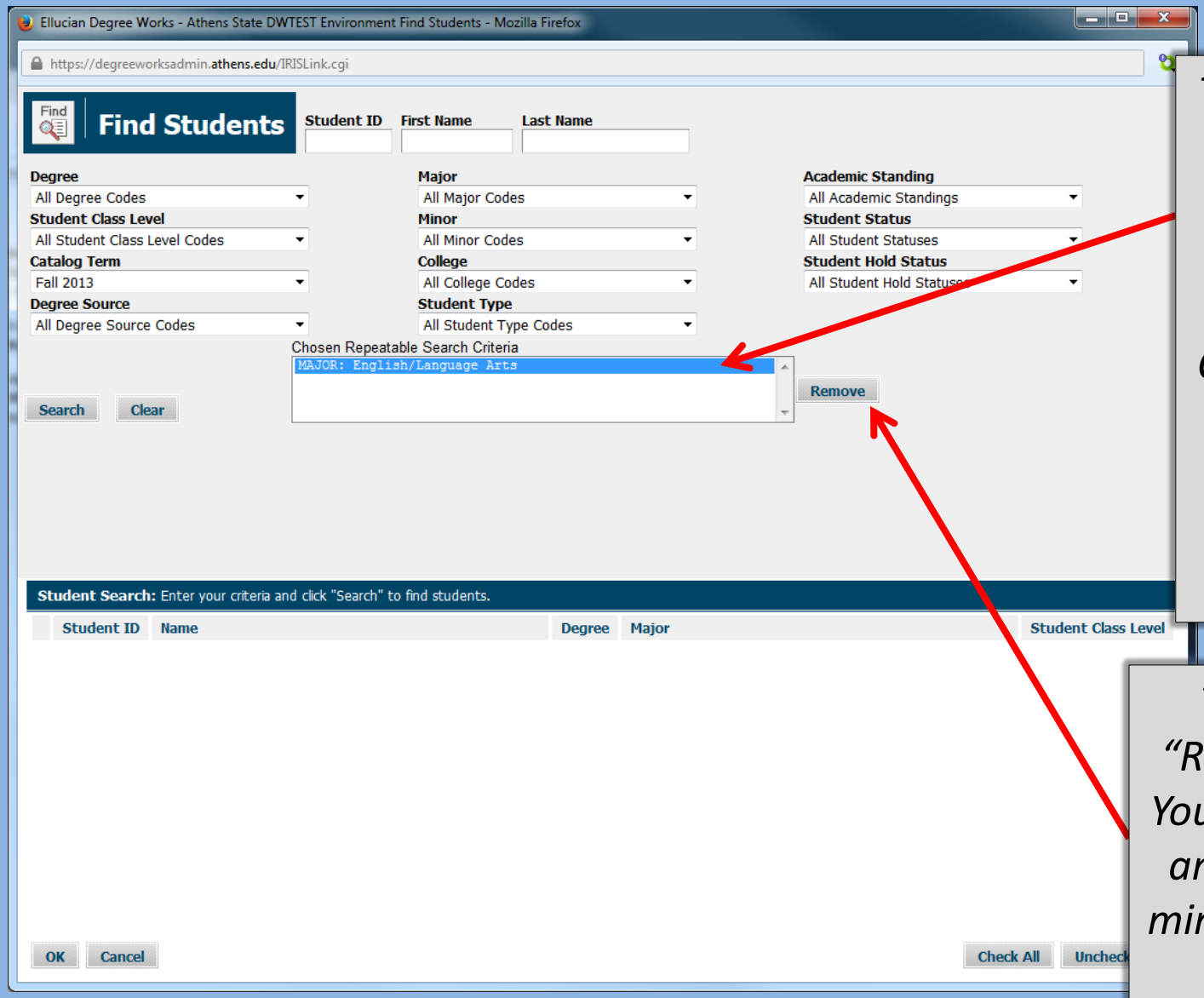
Now you can click the Search button to find students with this Catalog Term and Major.

Select a Major (or Minor)



Oops! No students found. This means one of two things: either the major was not active during this catalog term (which is the situation in this case), or no students enrolled in this major during the term selected.

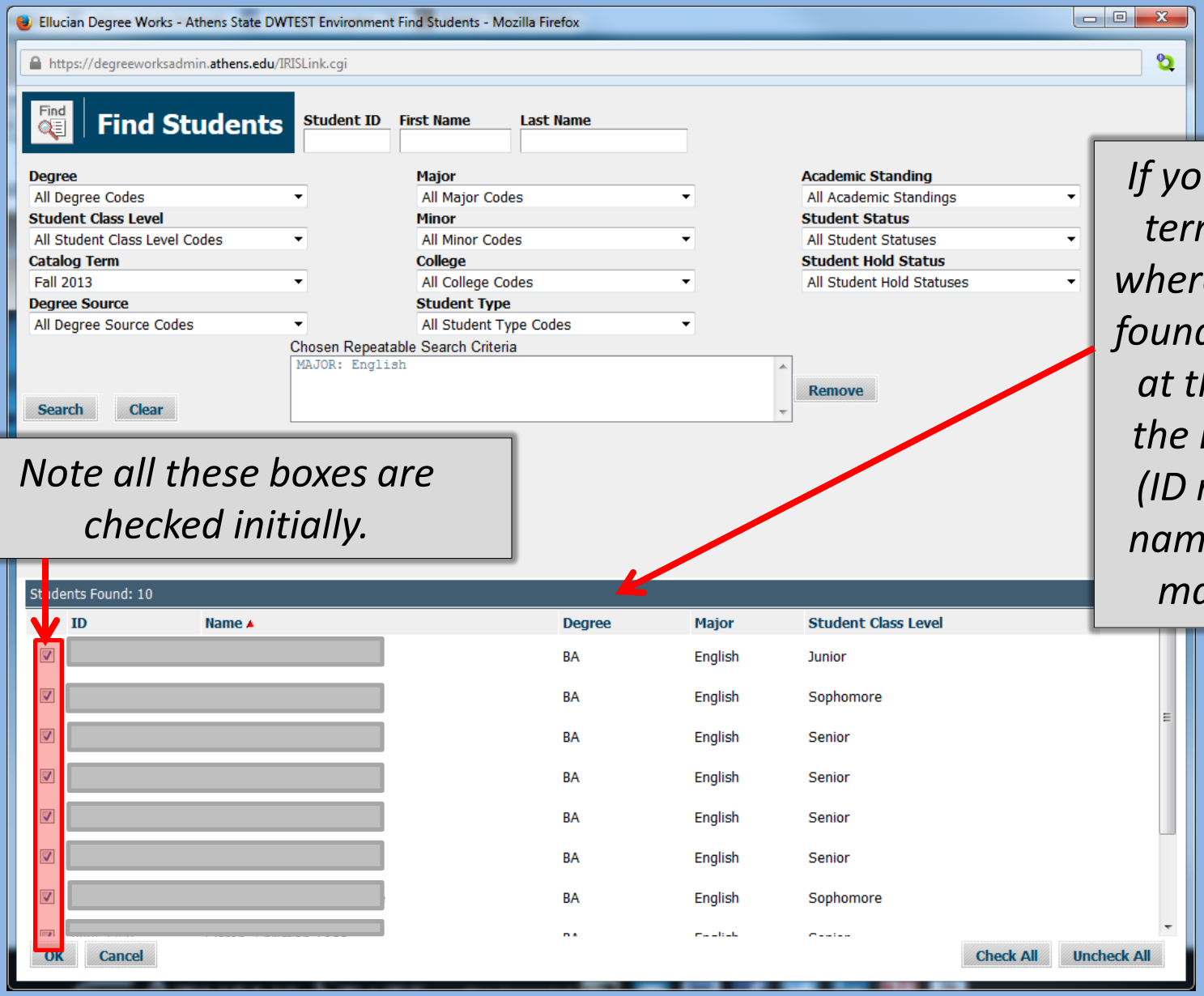
Select a Major (or Minor)



*To try searching on a different major, click on the major you previously selected in the Criteria box so that it is highlighted. (**Or you can try changing the catalog term**.)*

Then click the "Remove" button. You can then select another major or minor from the pull downs.

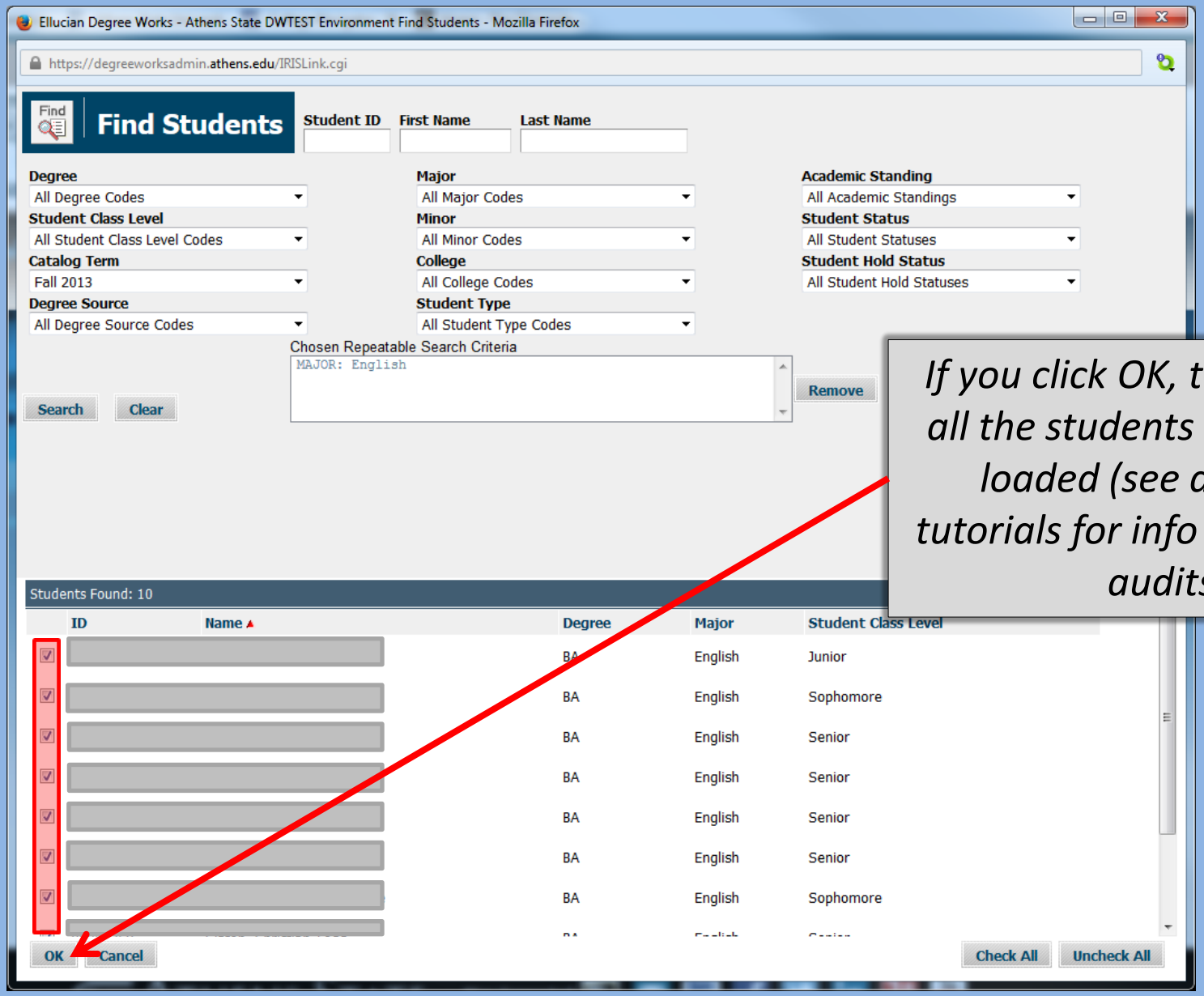
Search for Students



Note all these boxes are checked initially.

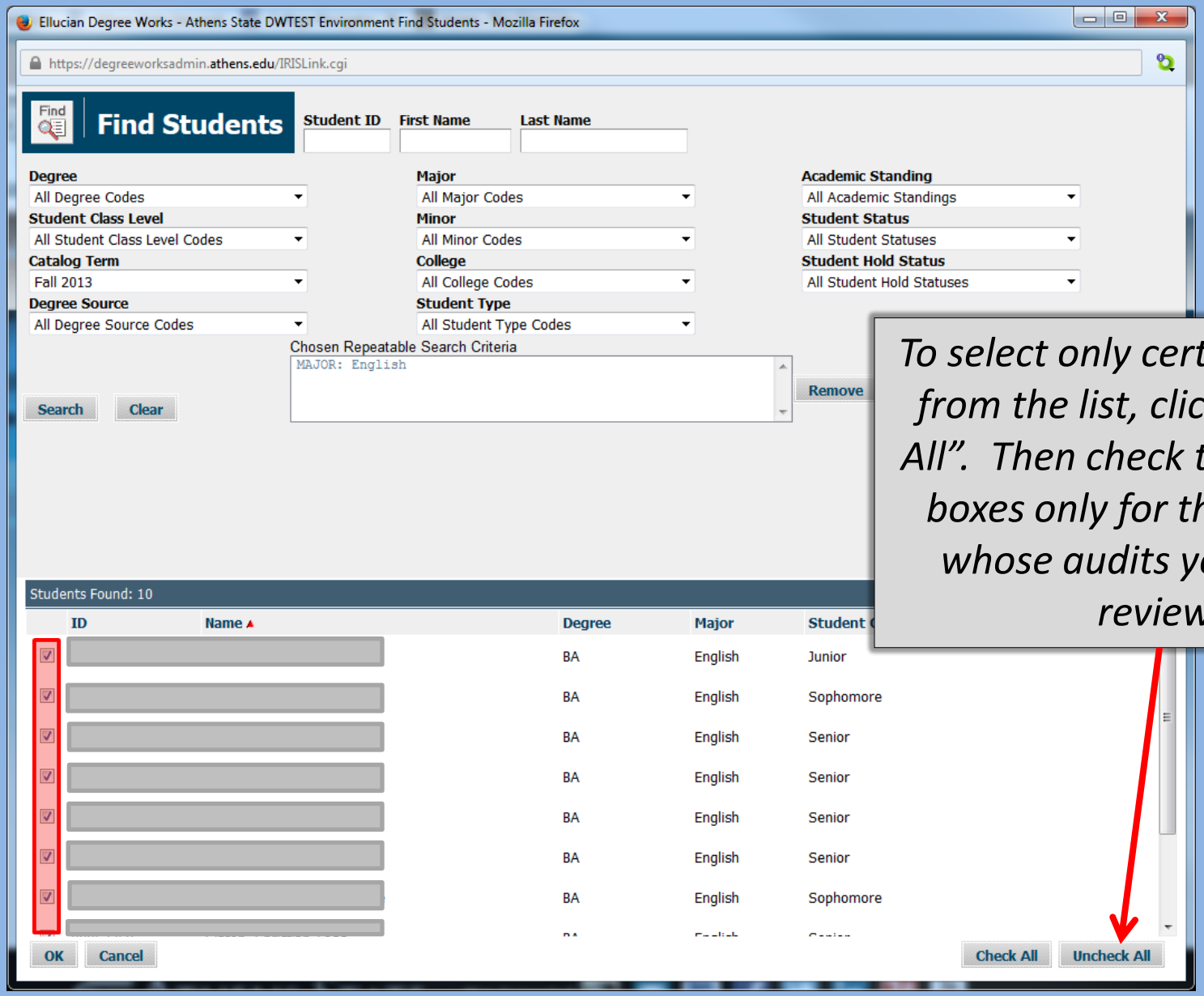
If you search on a term and major where students are found, they appear at the bottom of the Find window. (ID numbers and names have been masked here.)

Search for Students



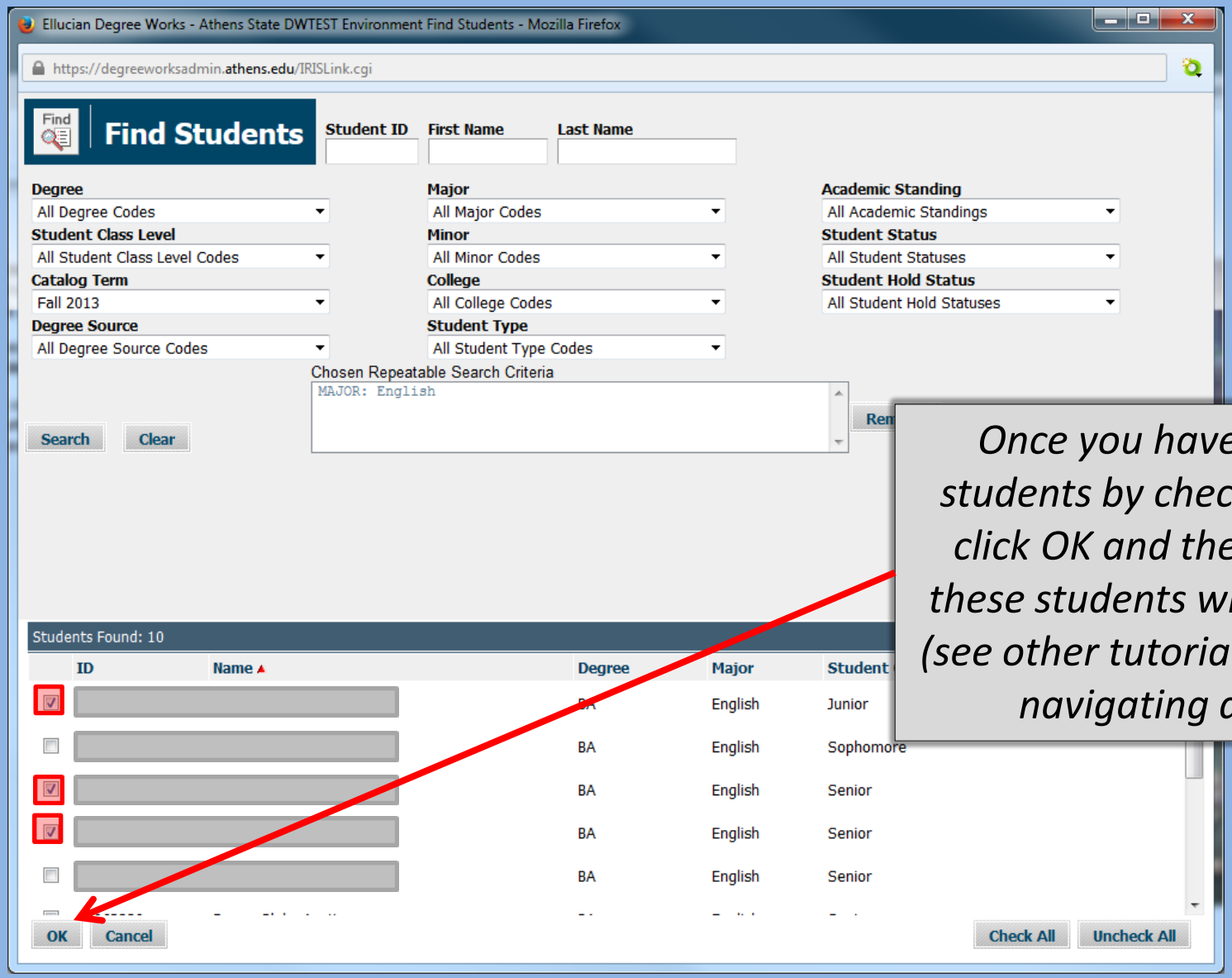
If you click OK, the audits for all the students listed will be loaded (see additional tutorials for info on reviewing audits).

Search for Students



To select only certain students from the list, click "Uncheck All". Then check the left hand boxes only for the students whose audits you wish to review.

Select Students



Once you have selected students by checking boxes, click OK and the audits for these students will be loaded (see other tutorials for info on navigating audits).

End of Finding Students in Degree Works Tutorial

- Please view the other available tutorials that will help you make the most out of using Degree Works.

www.athens.edu/degreeworks

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