

# 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



# The Landing Page

Ellucian Degree Works - Athens State DWTEST Environment - Mozilla Firefox

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

ATHENS STATE UNIVERSITY

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

Ellucian Degree Works - Athens State DWTEST Environment - Mozilla Firefox  
https://degreeworksadmin.athens.edu/IRISLink.cgi

**ATHENS STATE UNIVERSITY**

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.

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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

Ellucian Degree Works - Athens State DWTEST Environment Find Students - Mozilla Firefox

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

Find
Find Students

**Student ID**

**First Name**

**Last Name**

**Degree**

All Degree Codes ▾

**Major**

All Major Codes ▾

**Academic Standing**

All Academic Standings

**Student Class Level**

All Student Class Level Codes ▾

**Minor**

All Minor Codes ▾

**Student Status**

All Student Statuses

**Catalog Term**

All Catalog Term values ▾

**College**

All College Codes ▾

**Student Hold Status**

All Student Hold Statuses

**Degree Source**

All Degree Source Codes ▾

**Student Type**

All Student Type Codes ▾

Chosen Repeatable Search Criteria

Remove

Search

Clear

**Student Search:** Enter your criteria and click "Search" to find students.

*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

Ellucian Degree Works - Athens State DWTEST Environment Find Students - Mozilla Firefox

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

**Find Students**

Student ID First Name Last Name

**Degree**  
All Degree Codes

**Student Class Level**  
All Student Class Level Codes

**Catalog Term**  
All Catalog Term values  
Spring 2010  
Spring 2009  
Spring 2008  
Spring 2007  
Spring 2006  
Spring 2005  
Spring 2004  
Spring 2003  
Spring 2002  
Fall 2015  
Fall 2014  
**Fall 2013**  
Fall 2012  
Fall 2011  
Fall 2010  
Fall 2009  
Fall 2008  
Fall 2007  
Fall 2006  
Fall 2005

**Major**  
All Major Codes

**Minor**  
All Minor Codes

**College**  
All College Codes

**Student Type**  
All Student Type Codes

Chosen Repeatabe Search Criteria

Remove

Click "Search" to find students.

Check All Uncheck All

*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)

Ellucian Degree Works - Athens State DWTEST Environment Find Students - Mozilla Firefox

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

**Find Students**

Student ID  First Name  Last Name

**Degree**  
All Degree Codes

**Student Class Level**  
All Student Class Level Codes

**Catalog Term**  
Fall 2013

**Degree Source**  
All Degree Source Codes

**Major**  
All Major Codes

**Minor**  
All Minor Codes

**College**  
All College Codes

**Student Type**  
All Student Type Codes

**Academic Standing**  
All Academic Standings

**Student Status**  
All Student Statuses

**Student Hold Status**  
All Student Hold Statuses

Chosen Repeatable Search Criteria

Remove

Search Clear

**Student Search:** Enter your criteria and click "Search" to find students.

Student ID	Name	Degree	Major	Student Class L
------------	------	--------	-------	-----------------

OK Cancel Check All Uncheck All

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)

Ellucian Degree Works - Athens State DWTEST Environment Find Students - Mozilla Firefox

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

**Find Students**

Student ID  First Name  Last Name

**Degree**  
All Degree Codes

**Student Class Level**  
All Student Class Level Codes

**Catalog Term**  
Fall 2013

**Degree Source**  
All Degree Source Codes

**Major**  
All Major Codes  
Contract Mgmt. Certificate  
Criminal Justice  
Criminal Justice - Juvenile Justice Studies  
Early Childhood Education  
Educ Certification Seeking  
Elementary & Collaborative K-6  
Elementary Education  
English  
English (Lic and Cert)  
English Literature  
English/Language Arts  
English/Language Arts Education  
Enterprise Systems Management  
Health & Wellness Mgmt  
Health Science  
History  
History Education (Lic and Cert 6-12)  
Human Resource Management  
Information Assurance  
Level II Certification

**Academic Standing**  
All Academic Standings

**Student Status**  
All Student Statuses

**Student Hold Status**  
All Student Hold Statuses

Chosen Re

Remove

**Search** **Clear**

**Student Search:** Enter your criteria and click "Search" to find students.

Student ID	Name	Degree	Major	Student Class Level
------------	------	--------	-------	---------------------

OK Cancel Check All Uncheck All

*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)

Ellucian Degree Works - Athens State DWTEST Environment Find Students - Mozilla Firefox

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

## Find Students

<b>Student ID</b>	<input type="text"/>	<b>First Name</b>	<input type="text"/>	<b>Last Name</b>	<input type="text"/>
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<b>Degree</b> All Degree Codes	<b>Major</b> All Major Codes	<b>Academic Standing</b> All Academic Standings
<b>Student Class Level</b> All Student Class Level Codes	<b>Minor</b> All Minor Codes	<b>Student Status</b> All Student Statuses
<b>Catalog Term</b> Fall 2013	<b>College</b> All College Codes	<b>Student Hold Status</b> All Student Hold Statuses
<b>Degree Source</b> All Degree Source Codes	<b>Student Type</b> All Student Type Codes	

Chosen Repeatable Search Criteria

MAJOR: English/Language Arts

Remove

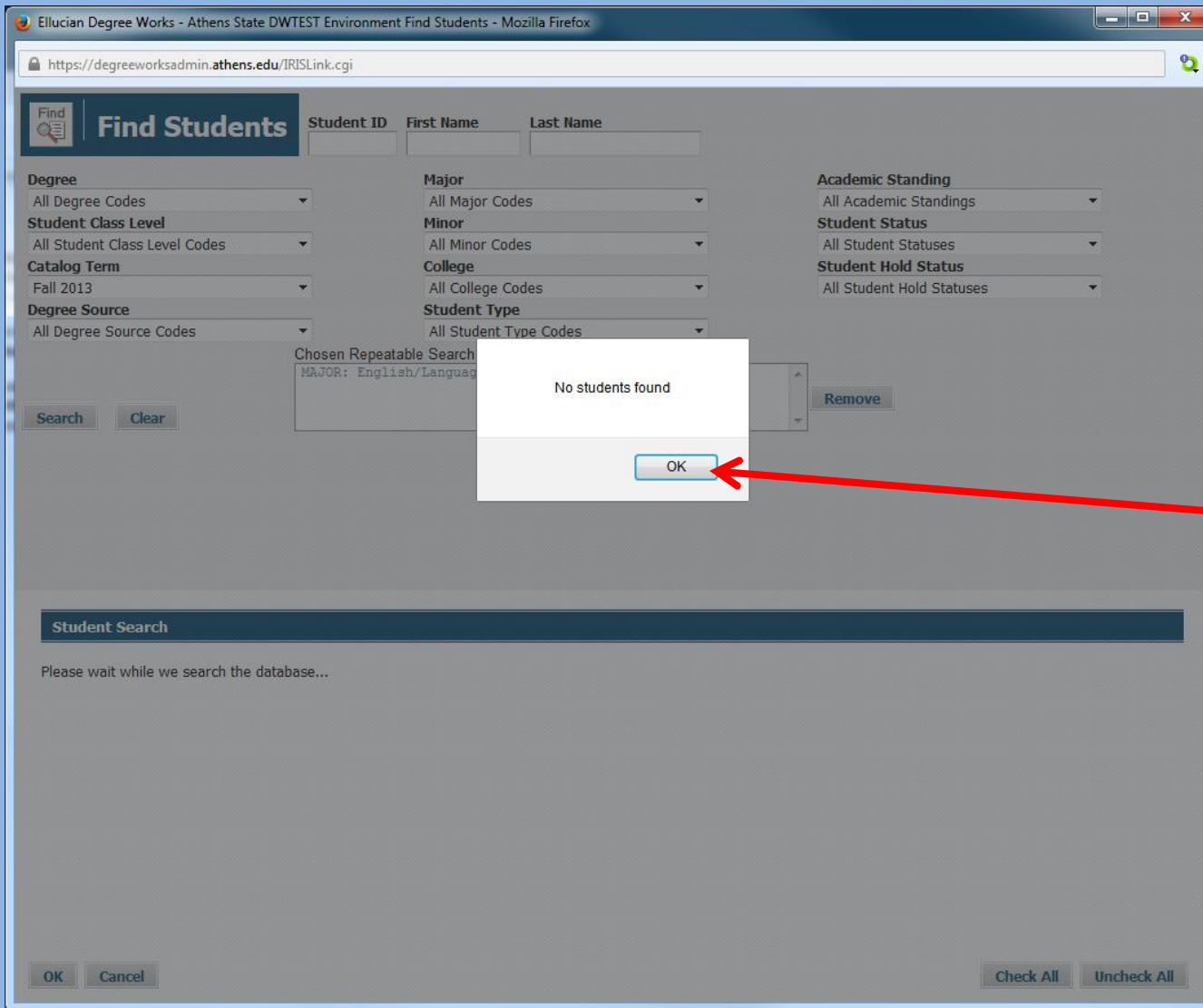
**Student Search:** Enter your criteria and click "Search" to find students.

Student ID	Name	Degree	Major	Student Class Level
------------	------	--------	-------	---------------------

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.

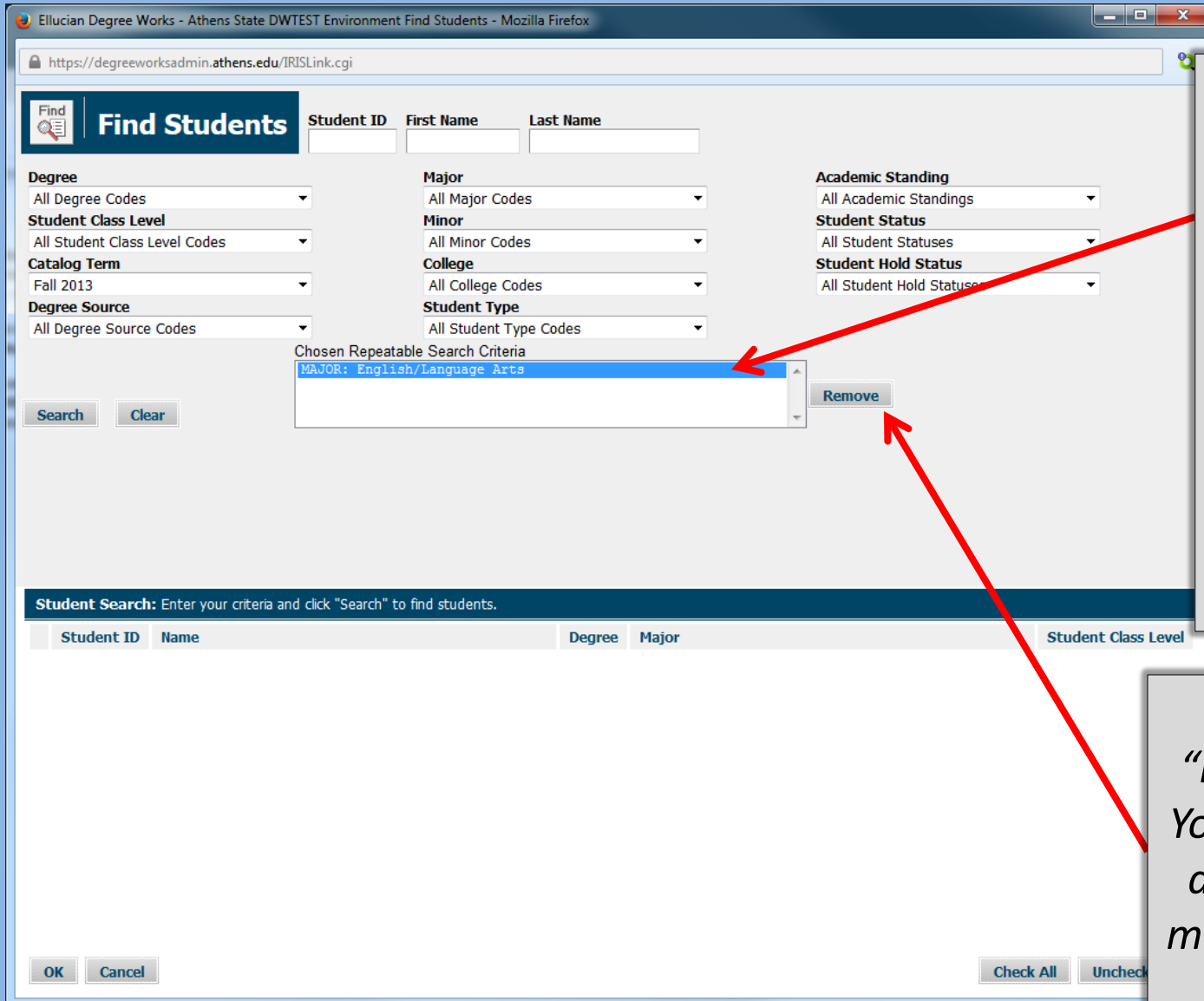
# Select a Major (or Minor)



The screenshot shows the 'Find Students' interface in the Ellucian Degree Works system. The browser address bar displays 'https://degreeworksadmin.athens.edu/TRISLink.cgi'. The interface includes a search table with columns for Student ID, First Name, and Last Name. Below the table are several filter dropdown menus: Degree, Student Class Level, Catalog Term, Degree Source, Major, Minor, College, Student Type, Academic Standing, Student Status, and Student Hold Status. A search button is visible. A dialog box with the text 'No students found' and an 'OK' button is overlaid on the interface. A red arrow points from the text box on the right to the 'OK' button. At the bottom of the interface, there are 'OK', 'Cancel', 'Check All', and 'Uncheck All' buttons.

*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)



Ellucian Degree Works - Athens State DWTEST Environment Find Students - Mozilla Firefox

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

**Find** **Find Students**

Student ID First Name Last Name

**Degree**  
All Degree Codes

**Student Class Level**  
All Student Class Level Codes

**Catalog Term**  
Fall 2013

**Degree Source**  
All Degree Source Codes

**Major**  
All Major Codes

**Minor**  
All Minor Codes

**College**  
All College Codes

**Student Type**  
All Student Type Codes

**Academic Standing**  
All Academic Standings

**Student Status**  
All Student Statuses

**Student Hold Status**  
All Student Hold Statuses

Chosen Repeatable Search Criteria

MAJOR: English/Language Arts

Remove

Search Clear

**Student Search:** Enter your criteria and click "Search" to find students.

Student ID	Name	Degree	Major	Student Class Level
------------	------	--------	-------	---------------------

OK Cancel Check All Uncheck All

*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

Ellucian Degree Works - Athens State DWTEST Environment Find Students - Mozilla Firefox

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

**Find Students**

Student ID  First Name  Last Name

**Degree**  
 All Degree Codes

**Student Class Level**  
 All Student Class Level Codes

**Catalog Term**  
 Fall 2013

**Degree Source**  
 All Degree Source Codes

**Major**  
 All Major Codes

**Minor**  
 All Minor Codes

**College**  
 All College Codes

**Student Type**  
 All Student Type Codes

**Academic Standing**  
 All Academic Standings

**Student Status**  
 All Student Statuses

**Student Hold Status**  
 All Student Hold Statuses

Chosen Repeatable Search Criteria

MAJOR: English

Students Found: 10

ID	Name ▲	Degree	Major	Student Class Level
<input checked="" type="checkbox"/>		BA	English	Junior
<input checked="" type="checkbox"/>		BA	English	Sophomore
<input checked="" type="checkbox"/>		BA	English	Senior
<input checked="" type="checkbox"/>		BA	English	Senior
<input checked="" type="checkbox"/>		BA	English	Senior
<input checked="" type="checkbox"/>		BA	English	Senior
<input checked="" type="checkbox"/>		BA	English	Sophomore
<input checked="" type="checkbox"/>		BA	English	Senior

*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

Ellucian Degree Works - Athens State DWTEST Environment Find Students - Mozilla Firefox

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

Find

Find Students

**Student ID**

**First Name**

**Last Name**

**Degree**

**Major**

**Academic Standing**

**Student Class Level**

**Minor**

**Student Status**

**Catalog Term**

**College**

**Student Hold Status**

**Degree Source**

**Student Type**

Chosen Repeatable Search Criteria

MAJOR: English



Students Found: 10

	ID	Name ▲	Degree	Major	Student Class Level
<input checked="" type="checkbox"/>			BA	English	Junior
<input checked="" type="checkbox"/>			BA	English	Sophomore
<input checked="" type="checkbox"/>			BA	English	Senior
<input checked="" type="checkbox"/>			BA	English	Senior
<input checked="" type="checkbox"/>			BA	English	Senior
<input checked="" type="checkbox"/>			BA	English	Senior
<input checked="" type="checkbox"/>			BA	English	Sophomore
<input checked="" type="checkbox"/>			BA	English	Senior

*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

Ellucian Degree Works - Athens State DWTEST Environment Find Students - Mozilla Firefox

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

**Find Students**

Student ID  First Name  Last Name

**Degree**  
All Degree Codes

**Student Class Level**  
All Student Class Level Codes

**Catalog Term**  
Fall 2013

**Degree Source**  
All Degree Source Codes

**Major**  
All Major Codes

**Minor**  
All Minor Codes

**College**  
All College Codes

**Student Type**  
All Student Type Codes

**Academic Standing**  
All Academic Standings

**Student Status**  
All Student Statuses

**Student Hold Status**  
All Student Hold Statuses

Chosen Repeatable Search Criteria  
MAJOR: English

Search Clear Remove

Students Found: 10

ID	Name ▲	Degree	Major	Student
<input checked="" type="checkbox"/>		BA	English	Junior
<input checked="" type="checkbox"/>		BA	English	Sophomore
<input checked="" type="checkbox"/>		BA	English	Senior
<input checked="" type="checkbox"/>		BA	English	Senior
<input checked="" type="checkbox"/>		BA	English	Senior
<input checked="" type="checkbox"/>		BA	English	Senior
<input checked="" type="checkbox"/>		BA	English	Sophomore
<input checked="" type="checkbox"/>		BA	English	Senior

OK Cancel Check All Uncheck All

*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

Ellucian Degree Works - Athens State DWTEST Environment Find Students - Mozilla Firefox

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

**Find Students**

Student ID  First Name  Last Name

**Degree**  
 All Degree Codes

**Student Class Level**  
 All Student Class Level Codes

**Catalog Term**  
 Fall 2013

**Degree Source**  
 All Degree Source Codes

**Major**  
 All Major Codes

**Minor**  
 All Minor Codes

**College**  
 All College Codes

**Student Type**  
 All Student Type Codes

**Academic Standing**  
 All Academic Standings

**Student Status**  
 All Student Statuses

**Student Hold Status**  
 All Student Hold Statuses

Chosen Repeatable Search Criteria  
 MAJOR: English

Students Found: 10

ID	Name ▲	Degree	Major	Student
<input checked="" type="checkbox"/>		BA	English	Junior
<input type="checkbox"/>		BA	English	Sophomore
<input checked="" type="checkbox"/>		BA	English	Senior
<input checked="" type="checkbox"/>		BA	English	Senior
<input type="checkbox"/>		BA	English	Senior
<input type="checkbox"/>		--	--	--

*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](http://www.athens.edu/degreeworks)

