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:**

There are serious performance ramifications inherent in searching and loading more records into this page than the University has allowed. We have only allowed that a maximum of 2500 be loaded and your search has resulted in finding over that number (4197). We will, of course, load these 2500 records but recommend narrowing your search and trying again.
- 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.

- 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.
**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.