## *Student Search*

When searching for a student, there are a variety of ways to access the student's Degree Audit file in Degree Works.  We will walk through three of these methods:

- Enter the Student ID
- Search by Student Name
- Search for group of students with designated degree criteria
- Combination of name and degree criteria

**Method 1: Using Student ID**

1. Type student's Jag number in the Student ID field and press Enter or Tab.  The degree audit screen should open for the selected student.

2. For students with multiple degrees, the Degree drop-down list box can be used to select the degree for audit processing.

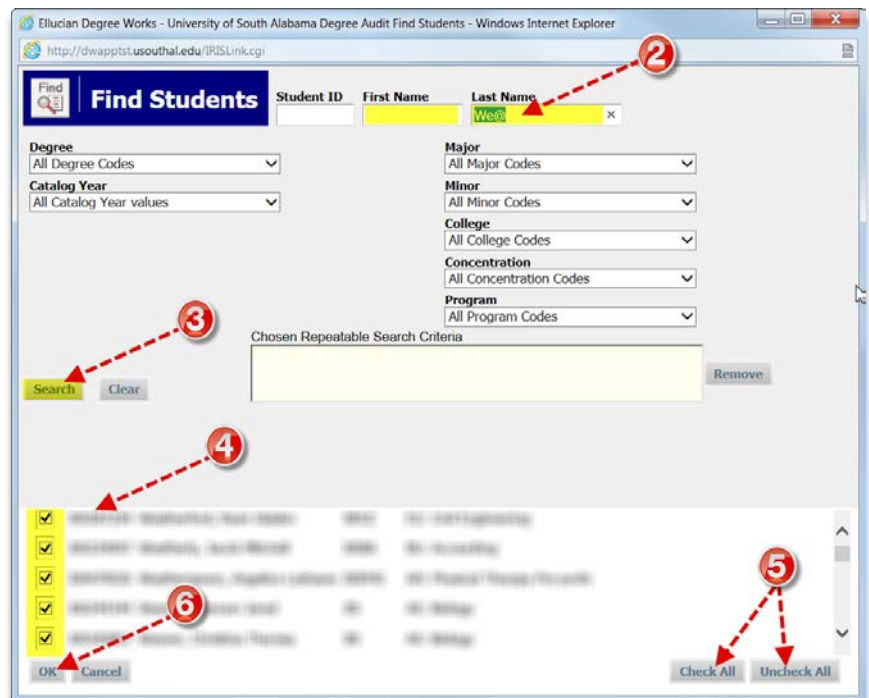3. The Name field contains a drop-down list box of students available to the user depending upon your user class.
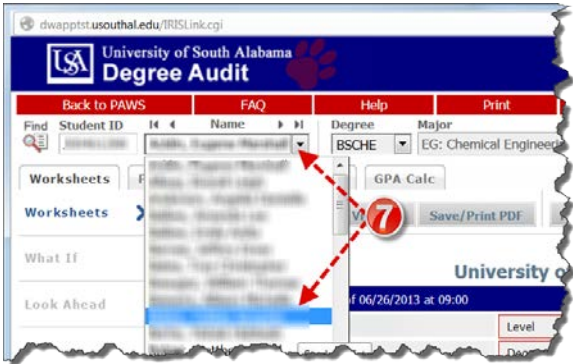
**Method 2: Search by Student Name**

1. Click Find icon in the upper left corner to begin the search.  The Find Students screen will appear.

2. Type student's name in the fields provided.  You may use Last, First, or both fields.  The wildcard "@" can be used as part of the search string in any of the fields.  For example, a search for "We@" in a Name field will produce a list of all students who contain "We" as the first two characters of the field.

3. Click **Search** button to begin the search.

4. All students who meet the search criteria will be displayed in the panel at the bottom window of the search window. If there are no names to match the selected criteria, you will see a notification.  At that point, you may wish to change the search criteria to broaden the search.

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5. Uncheck boxes for individual students or use the Uncheck All or Check All buttons to select the desired list of students.

6. Click **OK** to load the selected student names to continue the Degree Audit process.

7. Selected names will now appear in the **drop-down box for Name** where you may choose the student whose Degree Audit screen you wish to view. When you are ready, select another name to display the next student record for review.



**Method 3: Search by Degree Criteria**

1. Click the **Find** button to select an individual or group of students based on specific Degree criteria. This will open the Find Student search window. While this page can be used to select an individual student using Jag number, name, or the group of students defined by other selection criteria we will use it to illustrate selection by Degree Criteria.



2. Use the variety of options outlined in step 2 of the illustration to select the desired student population.

3. Once the population is selected, click the **OK** button. This will close the search window and load the list of students into the drop-down list box in the Name field on the **Introduction** page.

4. From this drop-down list box on the **Introduction Page**, select individual students for audit processing.

The degree context information for the first student in the list will be loaded automatically once you click OK on the search page. You will be presented with a list of students for audit processing or you can select an individual student by entering the student's name or Jag number into the appropriate fields on the Introduction page and pressing **Enter**.

**Method 4: Combination of Name and/or Degree Criteria**

1. Click the **Find** button. This will open the Find Student search window.

2. This page can be used to select an individual student using Jag number, name, or the group of students defined by other selection criteria. Specify search criteria using any of the fields described in Methods 2 and 3. When multiple fields are used to set the search criteria, the results will be more refined.



3. In the example illustrated here, we are combining a name search with a designated degree and major.
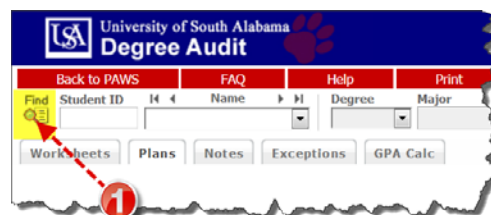
## Errors associated with search criteria

Based on the search criteria entered in the fields on the Find Students window, you may get no results or too many results.  In either case, you will need to change to search criteria.

**Too few results**

Sometimes you put too many criteria in the search string or use an invalid combination of criteria and do not get any matching students as a result.  For example, if the Biochemistry major at your institution can only be taken as a Bachelor of Science Degree, then a search for Biochemistry majors pursuing a Bachelor of Arts Degree will not produce any results.  As a result, you might see an error like the one illustrated to the right: "No students found."
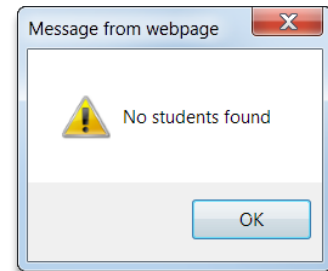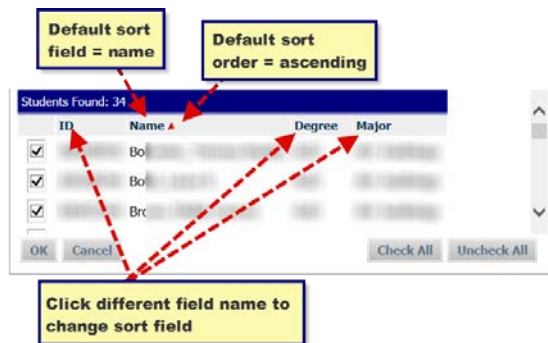
**Too many results**

On the other hand, if you do not limit your search, it is easy to get a list of students with more than 200 matches.  When this happens, you are asked to limit your search by adding to the search criteria.  Here is a sample of the error screen in such a case.  If you click OK, you may proceed but it may take a bit longer for Degree Audits to populate for viewing.
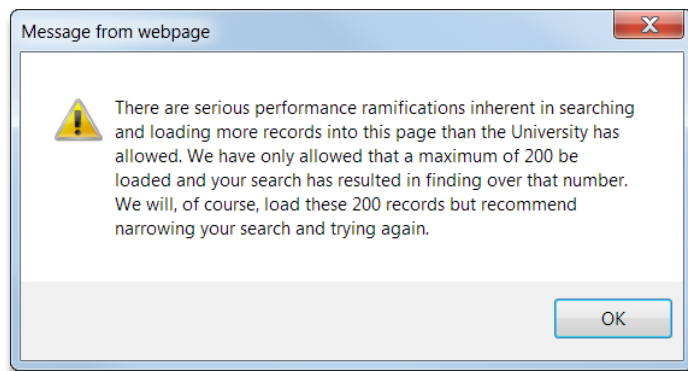
## Sorting the results

Once you have created a list of students who meet your selection criteria, you can sort the list that appears in the panel by clicking on any of the field headers in the Students Found window. The default sort order for the list is alphabetical in ascending (A-Z) order.  The red arrow indicates the sort field being applied to the list of students found.
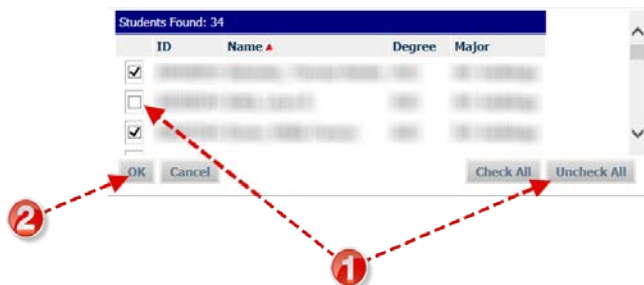
To change the sort from ascending (A-Z) to descending (Z-A) order, click the Name field header again. You will see the red arrow to the right change from an up-arrow to a down-arrow indicating that the name field is now sorted in descending order.  Any changes made to the sort criteria are valid only for the list of students found in the preceding search. If you modify the search criteria and execute a new search, the results will be displayed with Name as the default sort field. This sort feature is not available if you are using Netscape 4.x.



## Selecting the results

When you have successfully created your list of students using the Find function and entered the sort order, be sure the check boxes indicate the students you wish to select.

1.  You can delete students from the list by un-checking the check box to the left of the student. Or for convenience when the percentage of desired students is low, you can use the Uncheck All button to deselect all names in the Students Found list and then select only the ones you need.
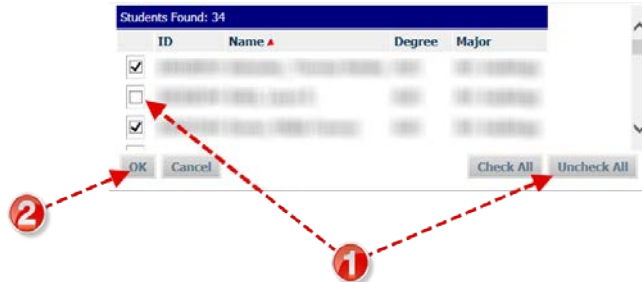


2.  Click OK to close the search window and load the list of students into Degree Works. The list of students will load with the same sort characteristics defined on the search page.

You may then select any student from the list for degree audit processing. Although it is possible to create a list of students who meet specific selection criteria, Degree Works on the Web can only perform degree audits on one student at a time.

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