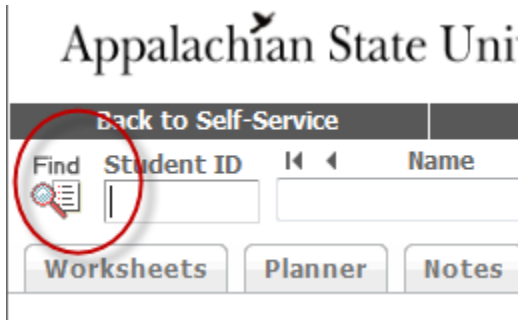




## Step By Step Instructions: Searching for a List of Students

1) To access DegreeWorks, go to [appalnet.appstate.edu](http://appalnet.appstate.edu). Click on DegreeWorks and login with your Appalachian State University username and password. You may also access DegreeWorks directly by going to [dw.appstate.edu](http://dw.appstate.edu).

2) Click “Find” in the top left corner of your screen.



3) Select information for your search by choosing criteria from one of the drop-down boxes on the screen, such as Major or College.

*For this example, we chose the Major “Biology (BA)”*

Student ID	First Name	Last Name

**Find Students**

**Major**  
All Major Codes

**Minor**  
All Minor Codes

**College**  
All College Codes

**Concentration**  
All Concentration Codes

**Student Type**  
All Student Type Codes

**Academic Standing**  
All Academic Standings

**Student Attribute**  
Grad-Program of Study Appl

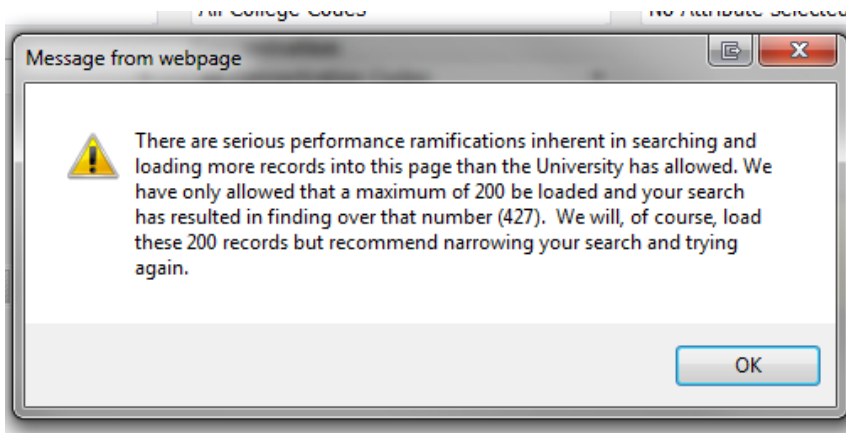
**Admitted to College**  
No Attribute selected

**Chosen Repeatable Search Criteria**  
MAJOR: Biology (BA)

**Search** **Clear**

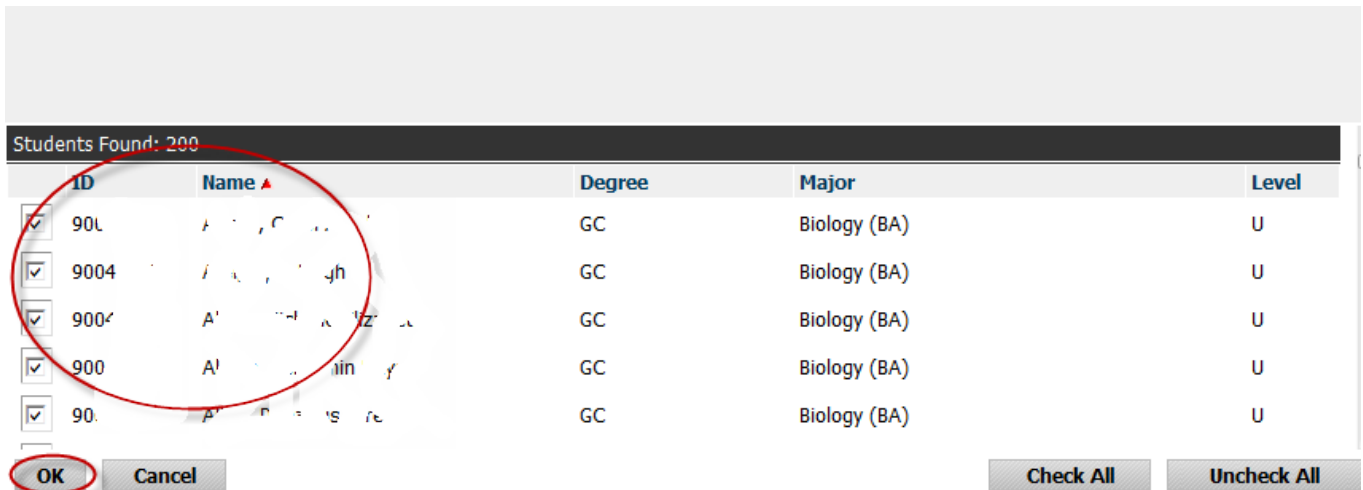
4) Click Search

5) Note: If your search finds matches for over 200 students, they will not all be displayed, and you will get a warning message:



6) At the bottom of the "Find Students" box, you will see a list of students.

7) If you are satisfied with this list, click OK.



8) You will be taken to the Audit “Worksheets” Section

9) You may scroll through the list of student Audit Worksheets by clicking on the arrows above the student name

The screenshot shows the DegreeWorks by SunGard Higher Education interface. At the top, the browser address bar displays 'http://dwt.appstate.edu/TRISLink.cgi'. The page header includes the Appalachian State University logo and the text 'Use the arrows to scroll through the Student Worksheets'. Below the header is a navigation bar with 'Back to Self-Service', 'Portal', and 'FAQ'. A search section contains fields for 'Student ID' (90), 'Name' (Mountaineer, Michael John), 'Degree' (BS\_25), 'Major' (Psychology (BS w/ Conc)), and 'Level' (U). The 'Name' field is circled in red, and a red arrow points to it from the text 'Use the arrows to scroll through the Student Worksheets'. Below the search fields are buttons for 'Worksheets', 'Planner', 'Notes', and 'GPA Calc'. A 'Format:' dropdown is set to 'Student View', with 'View', 'Save as PDF', and 'Process New' buttons. On the left, there are links for 'Worksheets', 'What If', and 'Look Ahead'. On the right, the word 'Appalachian' is partially visible. At the bottom, a 'Student View' header shows 'AB195220 as of 07/24/2012 at 11:10', and a 'Student' row is highlighted in yellow, showing the name 'Mountaineer, Michael John'.

**\*\* Note About Subsequent Searches – Be sure to remove prior search criteria**

**See next page**

## Subsequent Searches – Be sure to remove prior search criteria

If you want to search for a student, or students, after you have searched for a list of students (such as all in a major) be sure to remove the criteria from your previous search.

*DegreeWorks may save criteria from your previous searches in a work session.*

- 1) In the “Chosen Repeatable Search Criteria” box, Click on the criteria you want to remove to highlight it.
- 2) Click Remove.

The screenshot displays the search criteria interface. On the left, there are dropdown menus for Major, Minor, College, Concentration, and Student Type, all set to 'All... Codes'. On the right, there are dropdown menus for Academic Standing (All Academic Standings), Student Attribute (Grad-Program of Study Approved), and Admitted to College (No Attribute selected). Below these is a section titled 'Chosen Repeatable Search Criteria' containing a list with one entry: 'MAJOR: Biology (BA)'. This entry is highlighted in blue. A red arrow points to the entry, and a callout box above it says 'Click to Highlight'. To the right of the list is a 'Remove' button, which is circled in red.

3) Now enter the criteria for your new search.

**Major**  
All Major Codes

**Minor**  
All Minor Codes

**College**  
All College Codes

**Concentration**  
All Concentration Codes

**Student Type**  
All Student Type Codes

**Academic Standing**  
All Academic Standings

**Student Attribute**  
Grad-Program of Study Approved

**Admitted to College**  
No Attribute selected

Chosen Repeatable Search Criteria

MAJOR: Biology (BA)

Click to Highlight

Remove

After you type the name or criteria, click search.

If your search yields more than one student, and you only want information for one, remove the check from the other student boxes on the screen underneath "ID".

4) Click OK.