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

1) To access DegreeWorks, go to 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.

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)”*

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:

![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

** 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.
3) Now enter the criteria for your new search.

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.