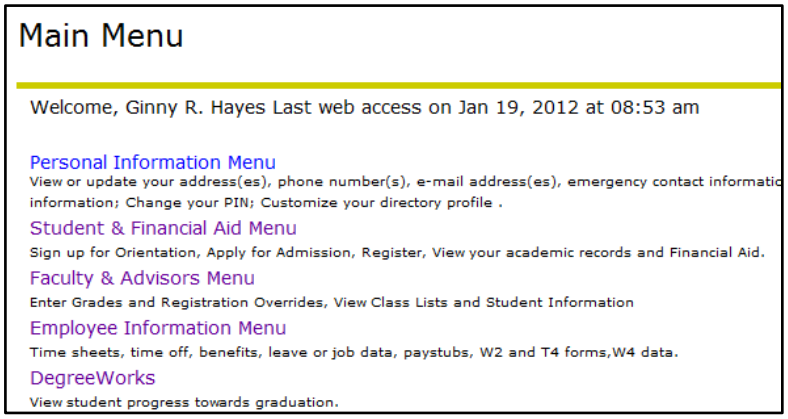
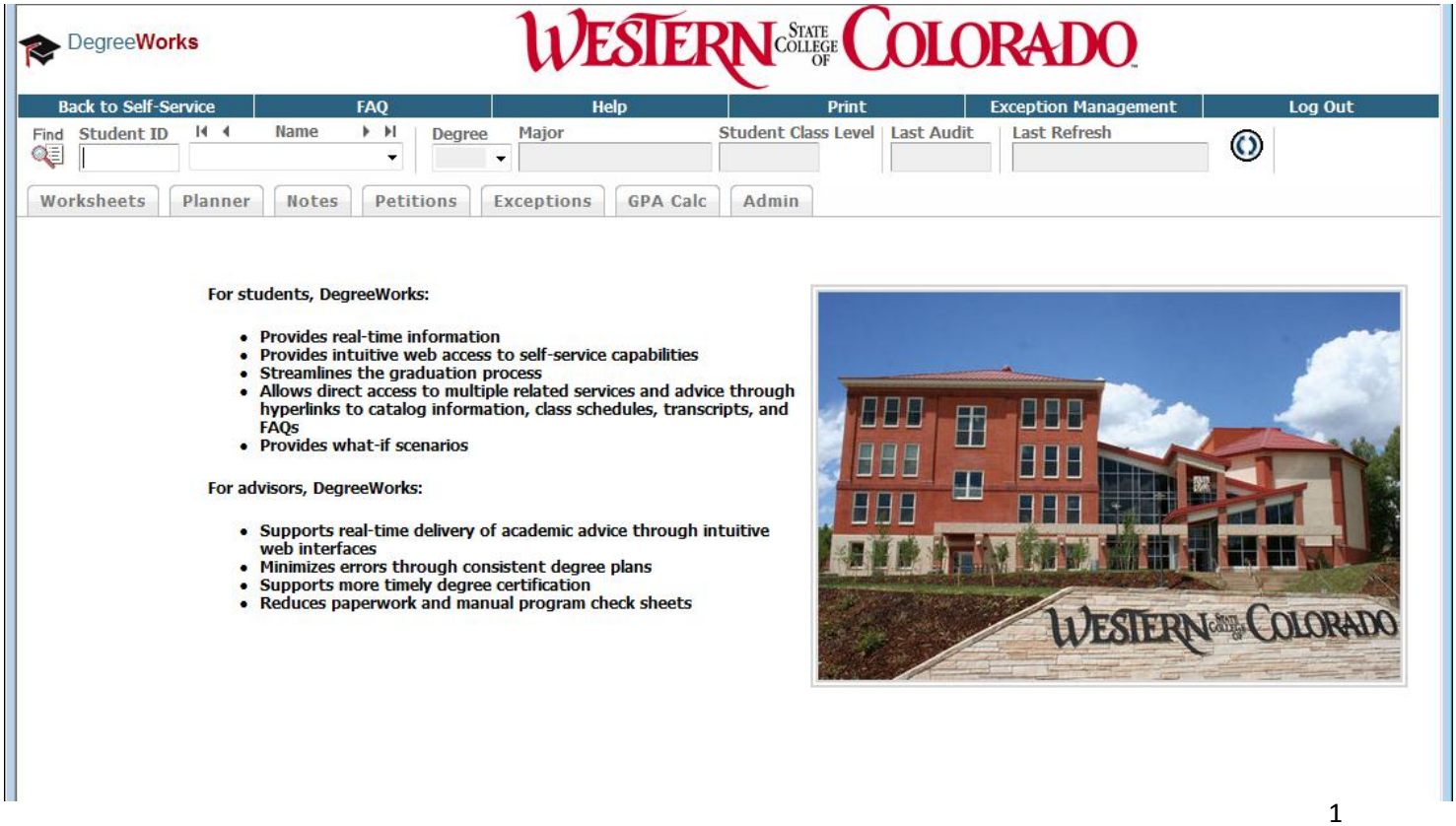
Logging into DegreeWorks

To access DegreeWorks, login to your Inside Western account. Click College Services/WOL -> DegreeWorks.



Navigating DegreeWorks

Once successfully logged in, the DegreeWorks main page will display.

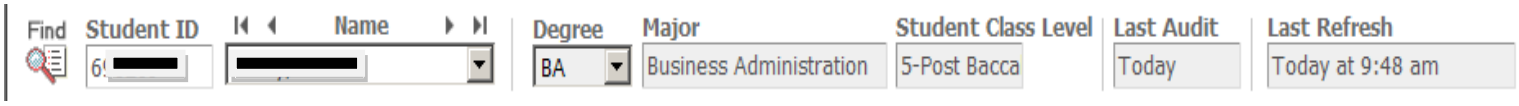


Main Page Breakdown

Navigation Bar

Back to Self-Service	Links back to WOL main page
FAQ	Links to Frequently Asked Questions
Help	Links to Help Page pertaining to specific DegreeWorks page or tab
Print	Allows user to print current page
Exception Management	*Not Available to Advisors
Log Out	Logs user out of DegreeWorks

Audit Toolbar

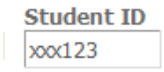


Find	If the student ID is unknown, use the Find button to search for a student or student population
Student ID	Enter a known student ID to retrieve their individual audit
Name	Student name displays here, drop down menu allows navigation between multiple students if a population is queried
Degree	Student's current degree displays here, dual degree students will list multiple options
Major	Primary major will display
Student Class Level	Current student's class displays (Freshman, Sophomore, etc)
Last Audit	Displays date last audit was performed for current student
Last Refresh	Displays the last date and time audit was refreshed

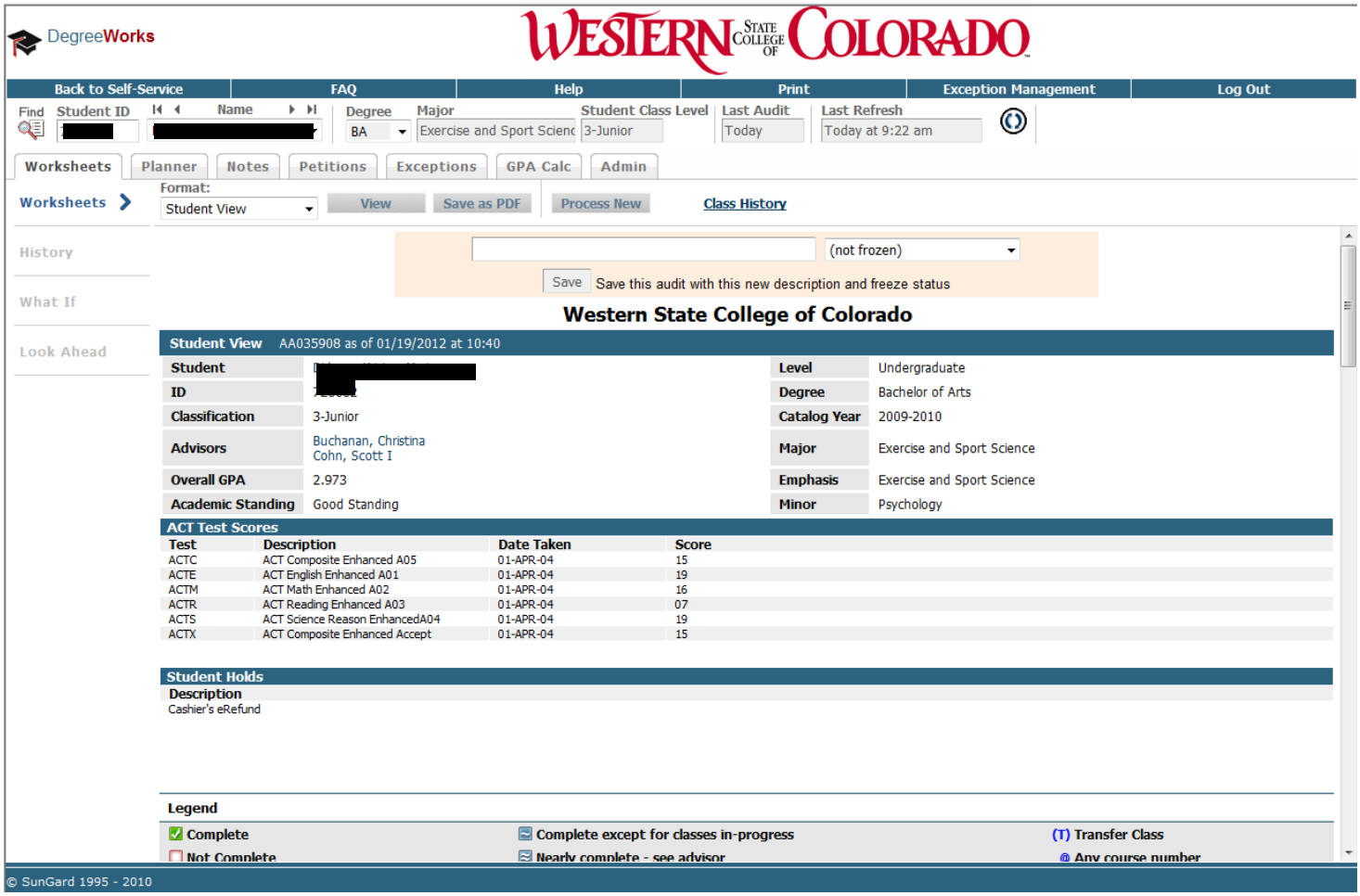
Performing an Audit

Student ID Known

~ If the Student ID is known, enter into the "Student ID" field.

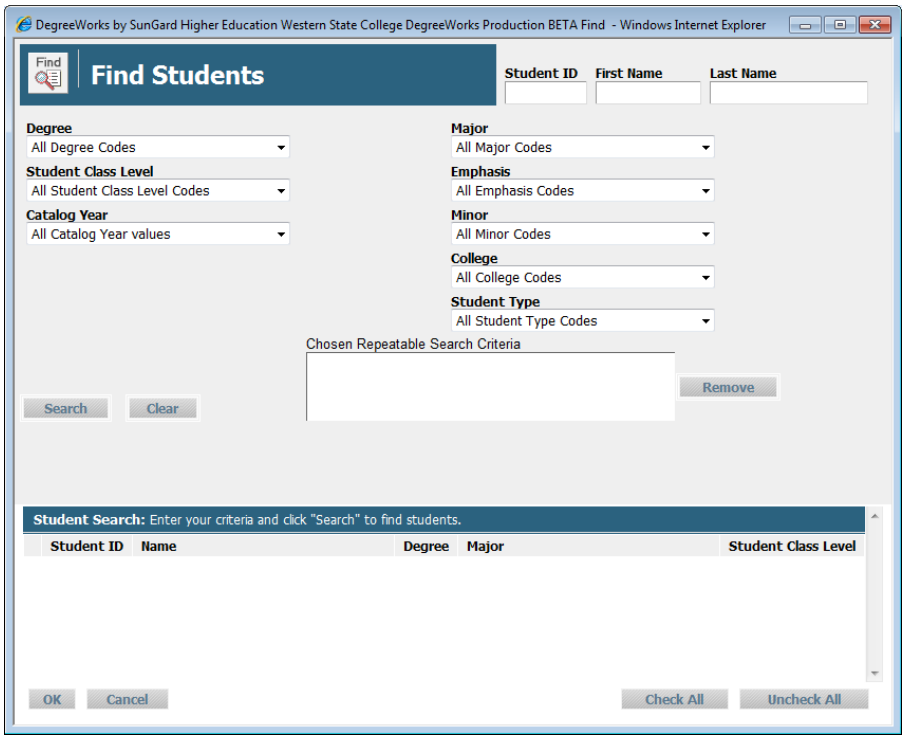


~ Hit Enter to generate the audit



Student ID Unknown

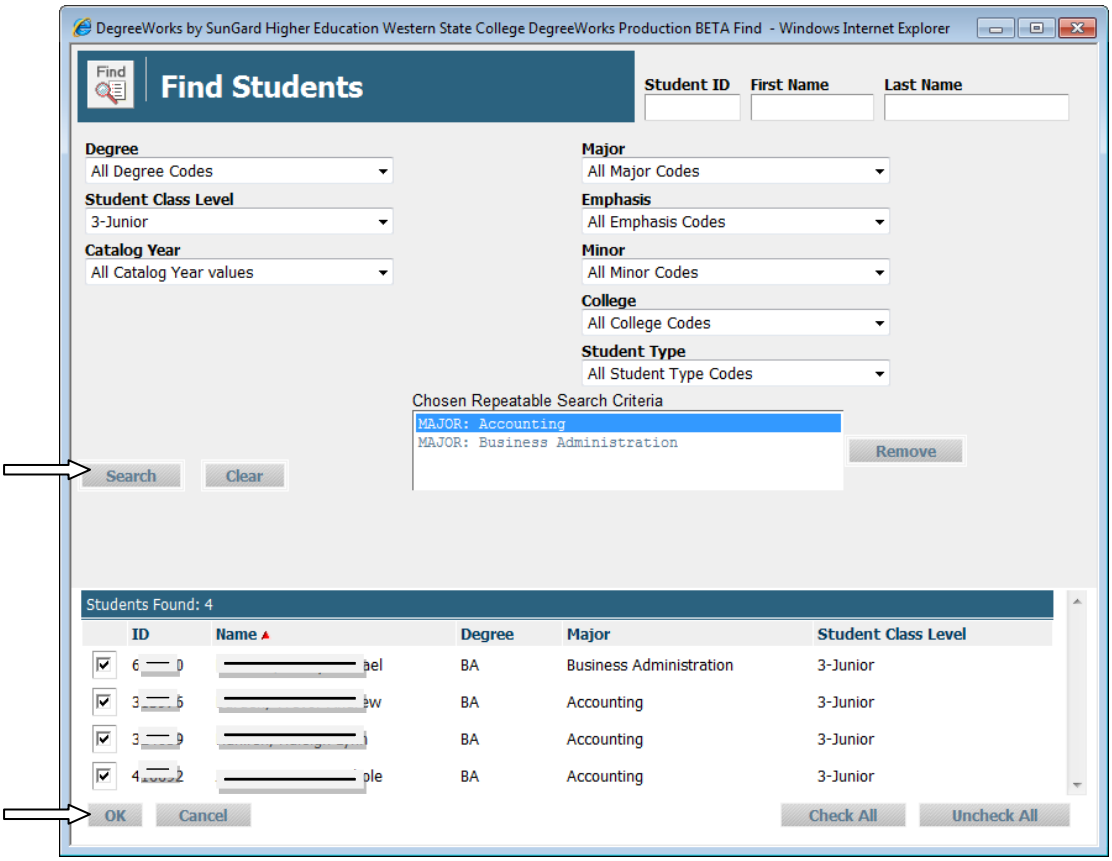
~ If the Student ID is unknown, or if the user is searching for a population of students based on specific criteria, the "**Find**" button will be utilized.



~ User may find individual students by name, or a population of students by selecting criteria

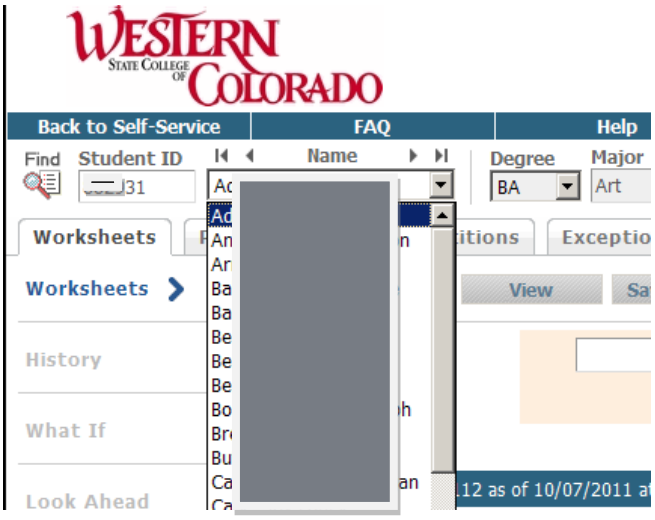
Student ID	Assigned Student ID
First Name	As listed in Banner
Last Name	As listed in Banner
Degree	Filter based on Degree
Student Class LeveL	Filter based on Student Class (Freshman, Sophomore, etc)
Catalog Year	Filter based on Catalog Year
Major	Filter based on assigned Major
Minor	Filter based on assigned Minor
College	Only Undergraduate College is currently available
Emphasis	Filter based on assigned Emphasis
Student Type	Filter based on Student Type

~ Once the desired filters have been selected, click Search to generate student list



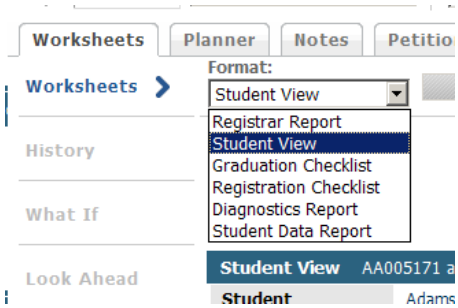
~ After the desired students have been selected, click **OK** to generate the audits.

~ To view different students within the audit, select from the drop down menu in the Name field



Different Audit Views

There are different audit views that may be selected from the Format drop down menu, to the right of Worksheets. Each type of audit displays specific information about student's progress towards completing degree requirements.



Registrar Report*	Audit listing supporting scribe
Student View	View most frequently used by end user, student and advisor
Graduation Checklist	Basic view of graduation requirements only
Registration Checklist	-not working-
Diagnostics Report*	Coding specific view, shows how rules pass/fail
Student Data Report*	Banner data available driving student data into DegreeWorks

*Registrar users view only.