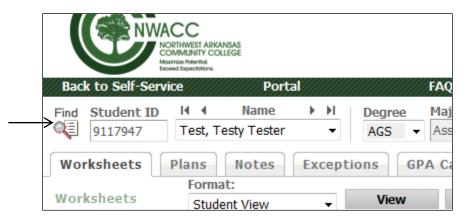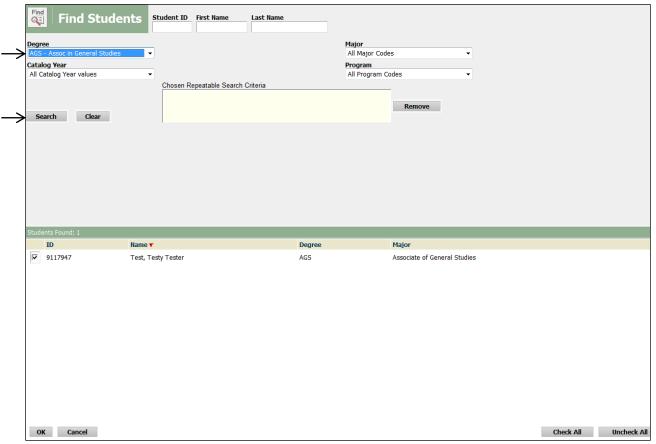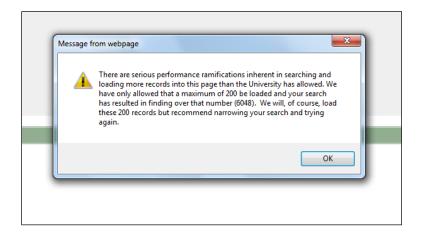How to Search for a Group of Students

Select Find:

Enter search criteria here. In this instance we will be searching for all students assigned an AGS degree. Select Search. Note: the students found section will reflect results from your last search until you search again:
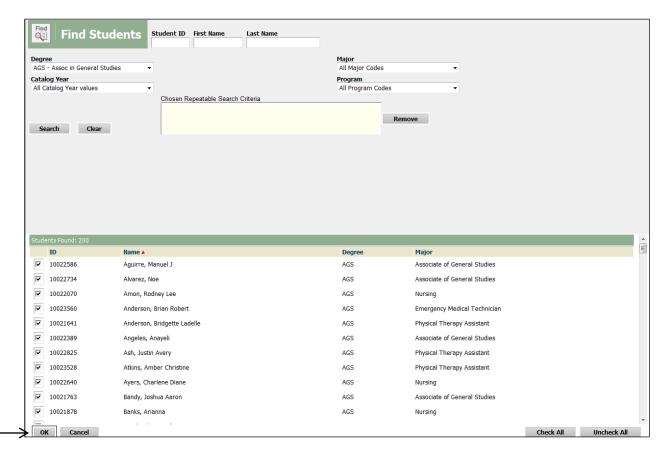
You will likely receive a pop up as shown here if your search yields more than 200 students. Select OK:
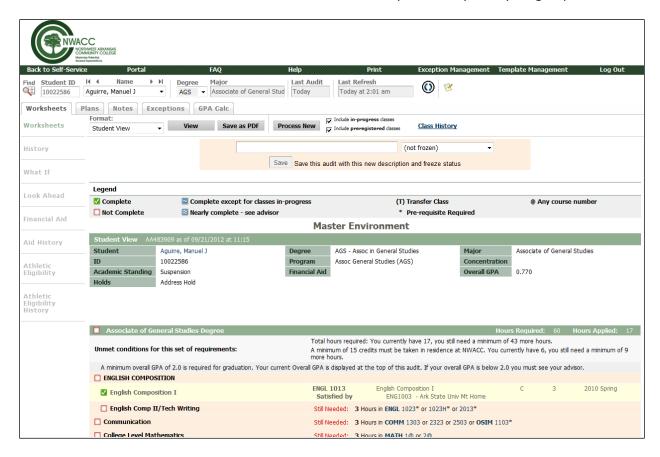

Students matching your search criteria will be listed in the bottom portion of this screen. Select those that should be returned for review, then select OK:

How to Search for a Group of Students

The audit screen will be returned and the student will default alphabetically from your group list:

Note: your list of student names will contain the group of students you selected in your search. You can make your selection then process new to review the students: