## Navigate360: Final Grade Reports

Run a report which include reported final grades for each course a student is enrolled in.

### 1. Open the Student Enrollments report

- Click the *Reporting* icon from the left navigation
- Click the *Standard Reports* tab
- Click *here* to revert to V2 reporting
- Click on Student Enrollments with the Student Data Reports box to the right of the screen 0

My Saved Reports Standard Reports	
Standard Reports	
select a report type below to customize and run a new report. To save a report for future use, click save from the report results.	
You Are Currently Viewing the V3 Standard Reports	×
O You Are Currently Viewing the V3 Standard Reports These reports have improved infrastructure, advanced filtering options, and new grid styling and functionality. These reports will produce the same results as our V2 reports. Should you need to access old V2 reports for any reports.	× ason, click

Actions A

#### 2. Use the Student Filters to select a group of students

- Select the *Term* from the drop-down menu under *Activity* Filters
- Click to expand the filter drawers: *Student Information*, Enrollment History, Area of Study, Term Data, Performance Data, Course Data, Assigned To, and/or Success Indicators
- Input appropriate filters for major, credit hours earned, etc.
  - **OPTIONAL:** Check the box next to *My Students* Only to pull a report on just your students
- Click Search 0

#### 3. Export the report

- When a list of students is generated, click Actions at the top of the search result box.
- From the drop-down menu, click *Export* Results
- In the *Export Results Column* window that appears, use the checkboxes to select the columns for the export.
  - **NOTE:** Be sure to select *Dropped?* and Dropped Date
- Click Export
- A pop-up will appear in the bottom right of the screen when the export is ready. In that pop-up box, click Download Center for **Reports**

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ctions   Send a Wessage to Student   Create Ad hoc Appointment Summary   Create an Appointment Campaign   Schedule Appointment   Tag   Note   Issue Notification or Referral   Add to Student List   Add To-Do   Show/Hide Columns   Export Results	SHOW/HIDE COLUMNS ×   Student Name Student E-mail   Student ID Student ID   Student Alternate ID Categories   Tags Classification   Major Cumulative GPA   Assigned Staff Course Name   Course Name Course Name   Course Number Section   Dropped7 Dropped Date   Lust bore of Attendance Midterm Grade   Final Grade Total Progress Reports   At-Risk Progress Reports Absences   Unexcused Absences Excused Absences
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Run a report which include reported final grades for each course a student is enrolled in.

- Click the name of the file to download. It will download to the location you have set in your browser

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