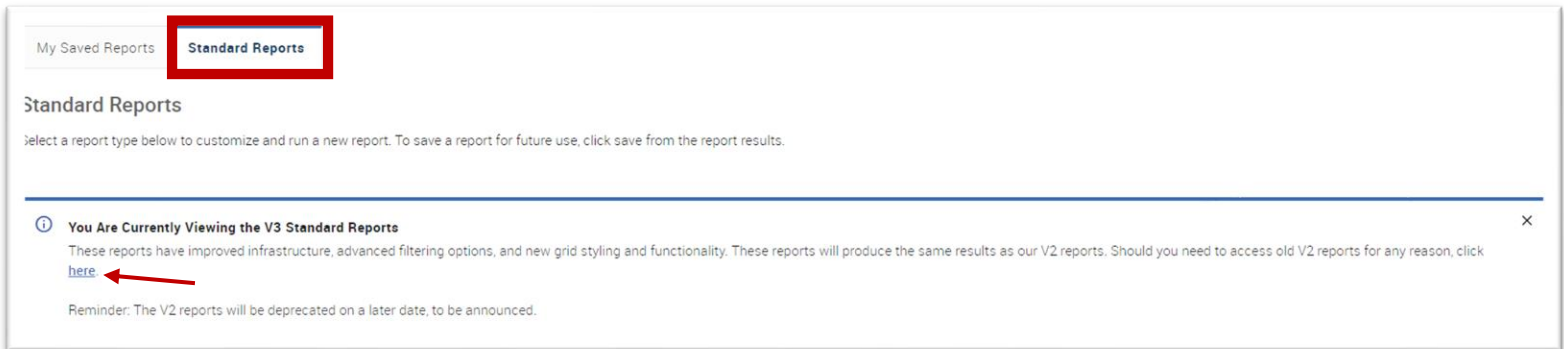# Navigate360: Final Grade Reports

Run a report which include reported final grades for each course a student is enrolled in.
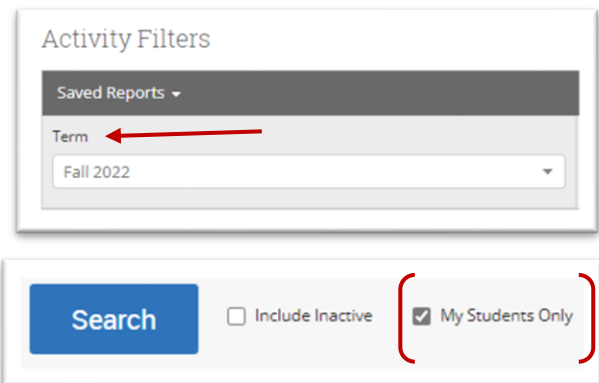
1. **Open the Student Enrollments report**

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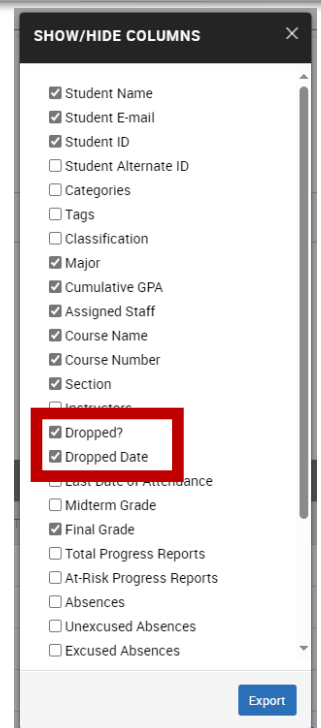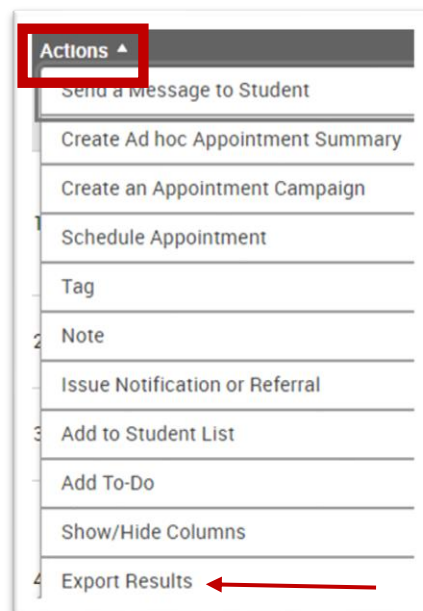   o Click on *Student Enrollments* with the Student Data Reports box to the right of the screen

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

   o Select the *Term* from the drop-down menu under *Activity Filters*
   o 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*
   o 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
   o Click *Search*

3. **Export the report**

   o When a list of students is generated, click *Actions* at the top of the search result box.
   o From the drop-down menu, click *Export Results*
   o 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*
   o Click *Export*
   o 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*

Navigate360: Final Grade Reports

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

- o Click the name of the file to download. It will download to the location you have set in your browser
- o The download center can also be accessed by clicking *Download Center for reports* under *Quick Links* on the staff homepage. To return to the homepage, click the *Home* ⌂ icon in the left navigation menu.

Quick Links

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Appointment Campaigns