
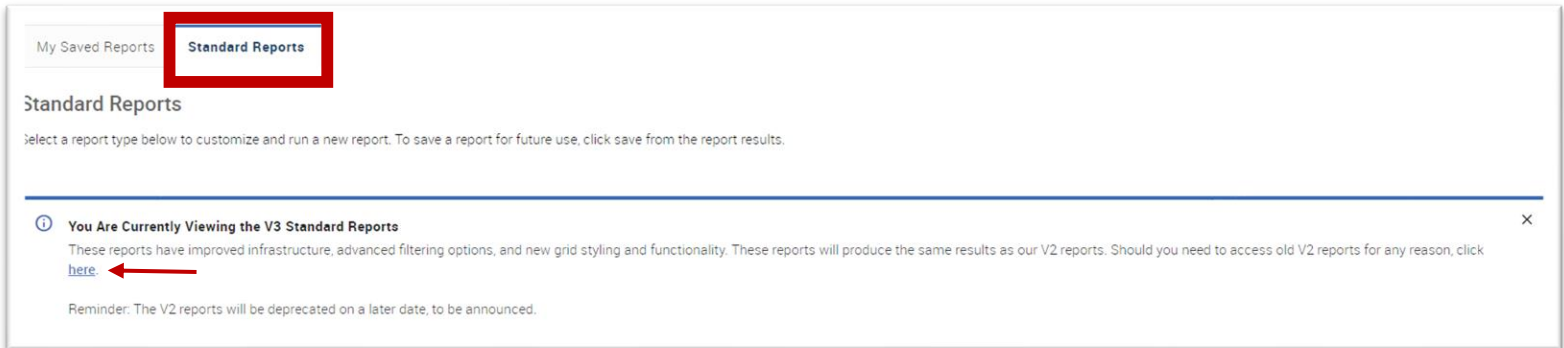


Navigate360: Midterm Grade Reports

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

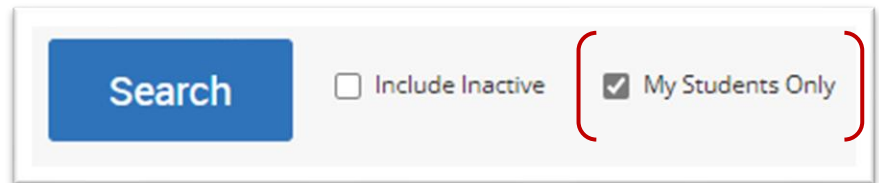
1. Open the Student Enrollments report

- 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



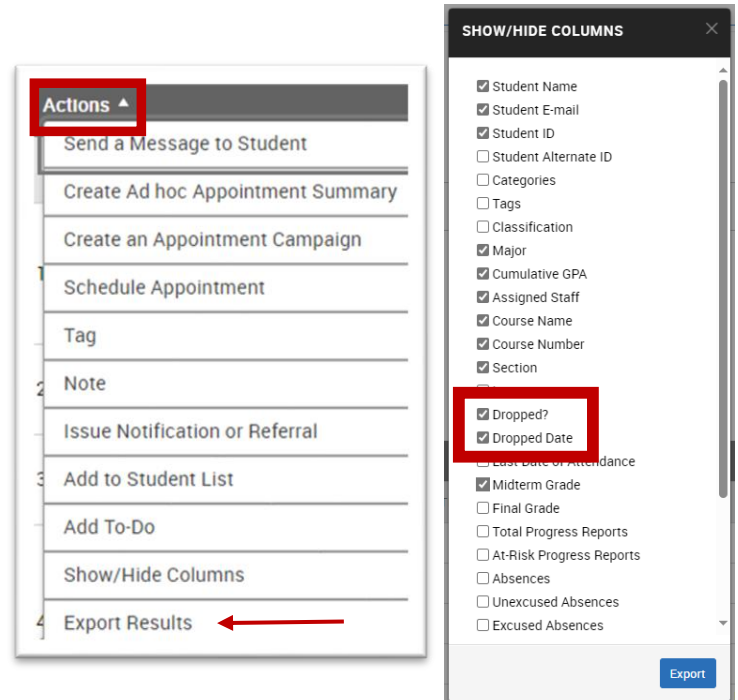
2. Use the Student Filters to select a group of students

- 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](#)




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



Navigate360: Midterm Grade Reports

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

- 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.

