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
- o Click here to revert to V2 reporting
- Click on *Student Enrollments* with the Student Data Reports box to the right of the screen

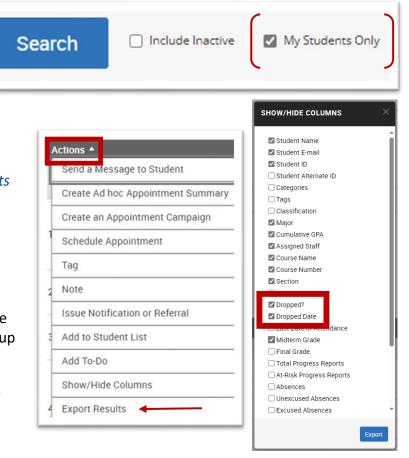
	Saved Reports Standard Reports	
select a report type below to customize and run a new report. To save a report for future use, click save from the report results.		
i	You Are Currently Viewing the V3 Standard Reports	×
	These reports have improved infrastructure, advanced filtering options, and new grid styling and functionality. These reports will produce the same results as our V2 reports. Should you need to access old V2 reports for any reason, click	
	here.	
	Reminder: The V2 reports will be deprecated on a later date, to be announced.	

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*
- 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

- 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.



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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* to return to the left navigation menu.