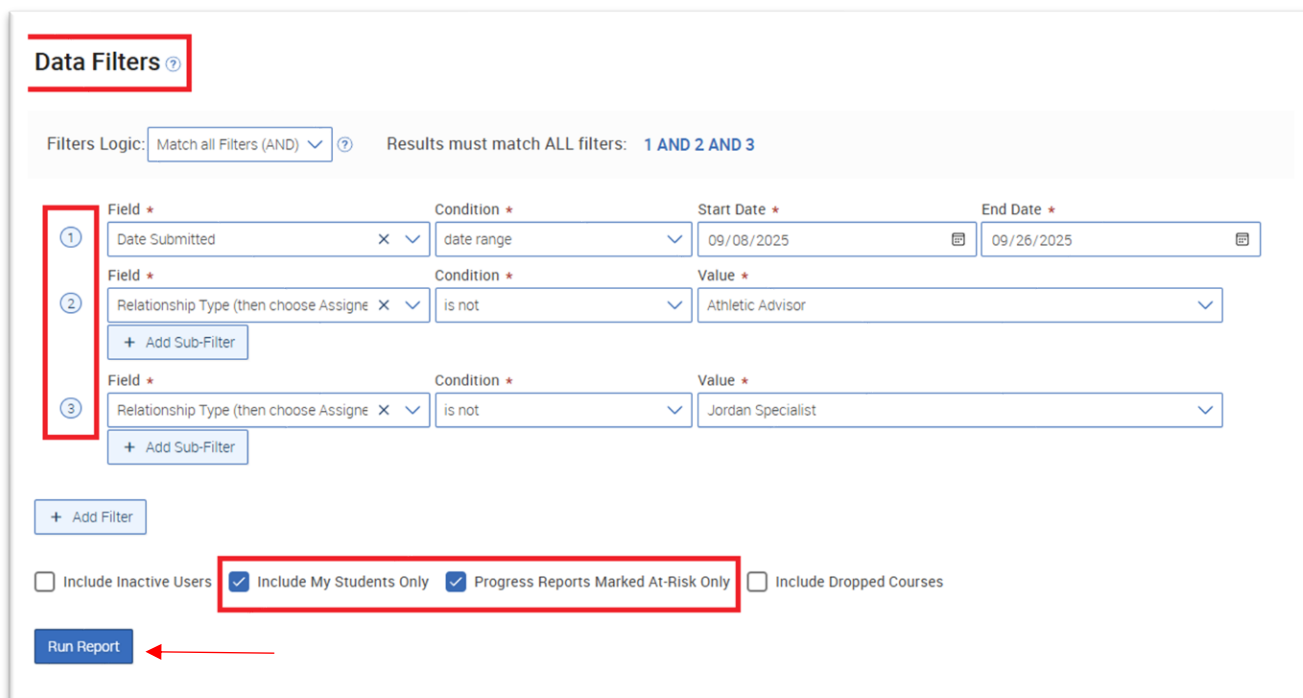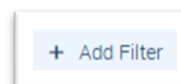# Navigate360: *Progress Reports* Reports – H&RL AC

For running reports of students marked at-risk by faculty during academic alerts campaigns, searching for students in the Area Coordinator's areas, excluding Athletes and Jordan Center Students from outreach

1. Open the Progress Reports Report

- Click the *Reporting* 📖 icon from the left navigation
- Click on the *Standard Reports* tab
- Select the *Progress Reports Report*

2. Input Data Filters

- **Field 1:** *Date Submitted*
  - The *Condition* is *Date Range*
  - The *Start Date* is the beginning of the third week of classes (ex: 9/8/25)
  - The *End Date* is the end of the fifth week of classes (ex: 9/26/25)
- Add another filter by clicking the *+ Add Filter* button
- **Field 2:** *Relationship Type (then choose Assigned To)*
  - The *Condition* is *is not*
  - The *Value* is *Athletic Advisor*
- Add another filter, the *Field* is *Relationship Type (then choose Assigned To)*
  - The *Condition* is *is not*
  - The *Value* is *Jordan Specialist*
- Check *Include My Students Only*
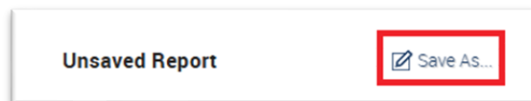- Check *Progress Reports Marked At-Risk Only*
- Click *Run Report*

Continue to next page…

Navigate360: *Progress Reports* Reports – H&RL AC

For running reports of students marked at-risk by faculty during academic alerts campaigns, searching for students in the Area Coordinator's areas, excluding Athletes and Jordan Center Students from outreach

3. Save the Report
- Click *Save As* to the right of the *Unsaved Report* box
- Name your report *Area Coordinator Alerts Term - Initials*
- Click *Save as New Report*

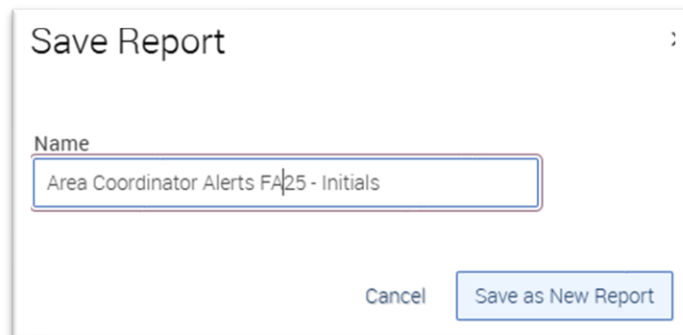### 4. Export the report
- When a list of students is generated, click *Export* in the Results ribbon
- Click *Export.*
- The file will download to the location you have set in your browser, open the report to view an excel sheet of your students
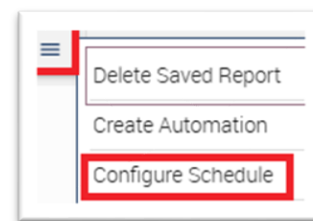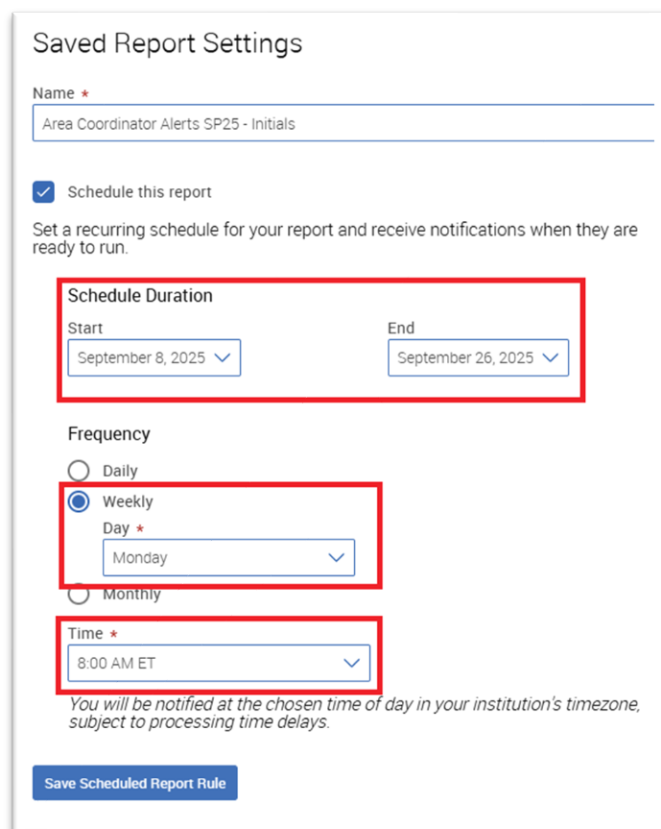
5. Configure a Schedule for your Report
- Revert to the *Reporting* icon from the left navigation
- On the *My Saved Reports* tab, click the hamburger menu ≡ beside your saved report
- Click *Configure Schedule*
- Set a recurring schedule for your report and receive notifications when they are ready to run
- Select a *Schedule Duration* date range for you how long you want this to automatically run (ex: weeks 3-5 of the term)
- Select a *Frequency* for the report to run
  - **NOTE:** If selecting *Weekly* or *Monthly*, select the day of the week to receive the report
- Select a *Time* to receive the report to your email
- Click *Save Scheduled Report Rule*, the report will be delivered to your inbox accordingly