


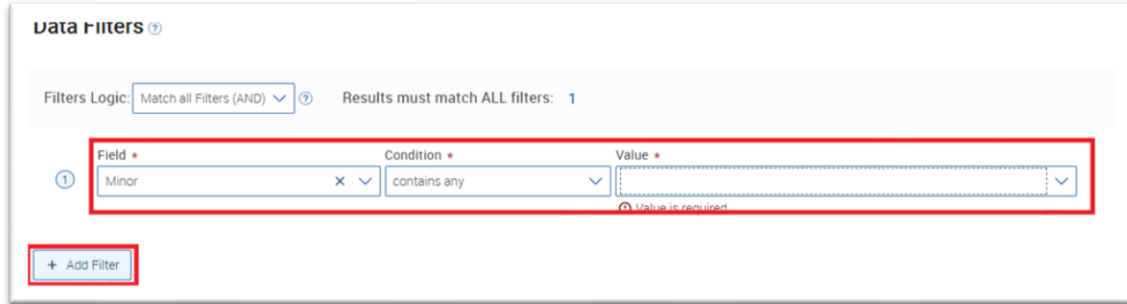
Navigate360: Exporting Minors in V3 Reporting

How to generate a list of minors in V3 Reporting as they are removed from Categories and now a standalone field. Currently, there is not a Column Header for Minors when exporting. Therefore, Minors will need to be searched one at a time.

1. Search for Minors in V3 Reporting

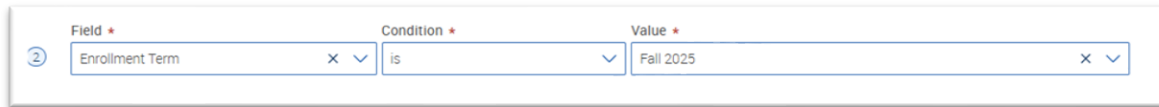
- Click the *Reporting*  icon from the left navigation
- Click on the *Standard Reports* tab
- Click the *Students Enrollments Report*
- Select *Minor* under *Field*

- The *Condition* is *Contains any*
- The *Value* is the *name of the Minor*




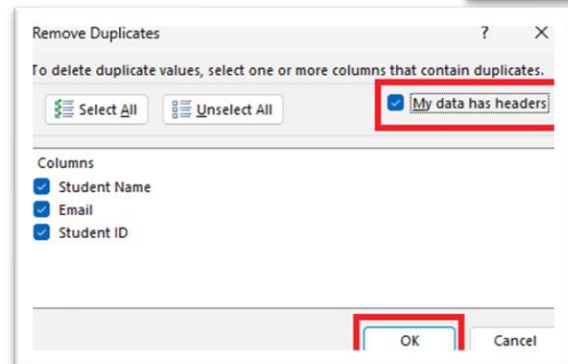
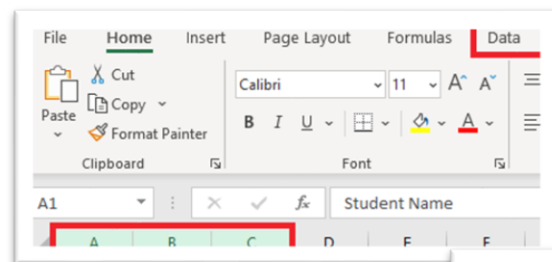
- Click *+Add Filter*
- Select *Enrollment Term* under *Field*
 - The *Condition* is *Is*
 - The *Value* is the *Current Term* (ex: Fall 2025)

- Click *Run Report*



2. Export Report for Concise List

- Click the *Hamburger Menu*  to the right of the *Search Results*
- Click *Export*
- Select the report from your downloads
- The Student Enrollments report generates a list of each student's classes. To get a concise list of students enrolled in a particular Minor:
 - *Highlight* columns A-C
 - Click the *Data* tab
 - Click *Remove Duplicates*
 - The Remove Duplicates box will appear. Check the box beside *My data has headers*, leaving Columns *Student Name*, *Email*, and *Student ID* checked.
 - Click *Ok*




Continue to next page...

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3. Maintaining Manual Assignments

- Click on the *Administration* icon 
- Under *User Management*, click *Mass Edit of Students*
- Under *Enter Keywords*, copy and paste a list of E#s
- Click *Search*
- Check the box beside *Name* to select all students
- Click *Assign to Someone*
- Check *Add to...* or *Remove from...*
- Under *Relationship*, choose *Minor Advisor*
- Under *Staff*, choose the minor advisor's name
- Click *Save this Setting*

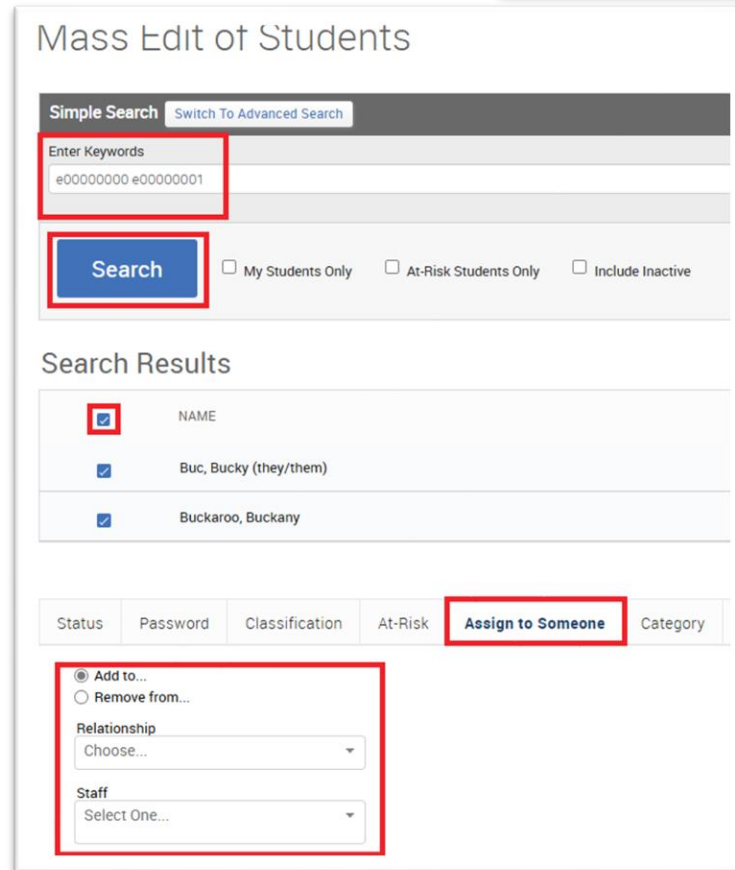
4. Viewing Minor Relationships

- To view a snapshot of your students who you are assigned to as their Minor Advisor, from your *Assigned Students* list on your *Staff Home*, choose *Minor Advisor* under *Relationship Type* OR look for your name (Minor Advisor) in the *Assigned Staff* column



User Management

- [Mass Edit of Students](#)
- [Mass Edit of Users](#)
- [Mass Tagging by ID](#)



Mass Edit of Students

Simple Search [Switch To Advanced Search](#)

Enter Keywords
e00000000 e00000001

[Search](#) My Students Only At-Risk Students Only Include Inactive

Search Results

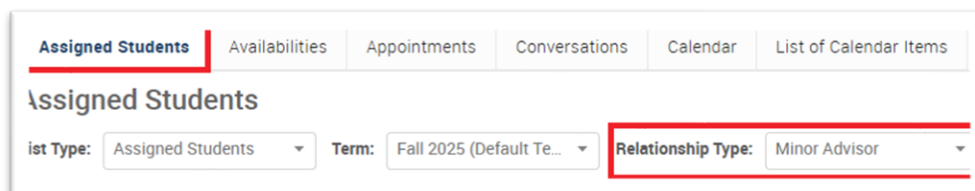
<input checked="" type="checkbox"/>	NAME
<input checked="" type="checkbox"/>	Buc, Bucky (they/them)
<input checked="" type="checkbox"/>	Buckaroo, Buckany

Status Password Classification At-Risk [Assign to Someone](#) Category

Add to...
 Remove from...

Relationship
Choose...

Staff
Select One...



[Assigned Students](#) Availabilities Appointments Conversations Calendar List of Calendar Items

Assigned Students

ist Type: Assigned Students Term: Fall 2025 (Default Te... Relationship Type: Minor Advisor