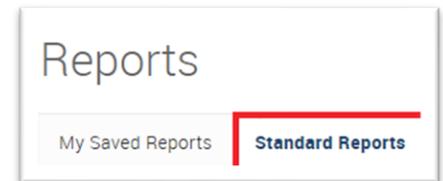


Navigate360: Pulling a Journeys Report in V3

Journeys are guided, step-by-step pathways that organize related to-dos and action items into one clear experience for students. Journeys can be self-selected or assigned by staff. The Journeys report allows staff to track student progress for completion.

1. Open the Journeys Report

- Click on the *Reporting* icon  from the left navigation menu
- Click the *Standard Reports* tab
- Select the *Journeys Report* under *Report Type*



2. Add Data Filters

- Unique *Fields* to the *Journey* report that a user can search for include:
 - *Is Assigned?*
 - *Journey Assigned By*
 - *Journey Assigned By Email*
 - *Journey Assigned By First Name*
 - *Journey Assigned By ID*
 - *Journey Assigned By Last Name*
 - *Journey Assigned Date*
 - *Journey Completed Date*
 - *Journey Name*
 - *Journey Staff Only*
 - *Journey Status*
 - *Journey Step Name*
 - *Journey Step Status*
 - *Journey Step Status Completed By Email*
 - *Journey Step Status Completed By First Name*
 - *Journey Step Status Completed By ID*
 - *Journey Step Status Completed By Last Name*
 - *Journey Step Status Completion Date*
- **RECOMMENDED Fields:**
 - *Is Assigned?, Journey Assigned Date, Journey Completed Date, Journey Status, Journey Step Status, Journey Step Status Completion Date, Student ID*
- The recommended filters are broken down to:
 - *Is Assigned?*
 - **Condition:** Is
 - **Value:** True, False
 - *Journey Assigned Date*
 - **Condition:** Date Range
 - **Value:** *Start Date & End Date* of assigned period
 - *Journey Completed Date*
 - **Condition:** Date Range
 - **Value:** *Start Date & End Date* of assigned period

Continue to next page...

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- **Journey Status**
 - **Condition:** Contains any, Does not contain any
 - **Value:** Incomplete
 - **Journey Step Status**
 - **Condition:** Contains any, Does not contain any
 - **Value:** Incomplete
 - **Journey Step Status Completion Date**
 - **Condition:** Date Range
 - **Value:** Start Date & End Date of assigned period
 - **Student ID**
 - **Condition:** Contains, is, any
 - **Value:** Individual Student E# or strand of E#s
- Check the box beside *Include My Students Only* to search for students who are assigned to you and have been assigned or enrolled in a *Journey*
 - Click *Run Report*

Data Filters Example

①	Field *	Condition *	Value *
	Is Assigned? <input type="checkbox"/> <input type="checkbox"/>	is	True
			<input type="checkbox"/> Value is required
②	Field *	Condition *	Start Date *
	Journey Assigned Date <input type="checkbox"/> <input type="checkbox"/>	date range	mm/dd/yyyy
			<input type="checkbox"/> Start Date is required
			End Date *
			mm/dd/yyyy
			<input type="checkbox"/> End Date is required
③	Field *	Condition *	Start Date *
	Journey Completed Date <input type="checkbox"/> <input type="checkbox"/>	date range	mm/dd/yyyy
			<input type="checkbox"/> Start Date is required
			End Date *
			mm/dd/yyyy
			<input type="checkbox"/> End Date is required
④	Field *	Condition *	Value *
	Journey Status <input type="checkbox"/> <input type="checkbox"/>	contains any	INCOMPLETE <input type="checkbox"/>
			<input type="checkbox"/> Value is required
⑤	Field *	Condition *	Value *
	Journey Step Status <input type="checkbox"/> <input type="checkbox"/>	contains any	INCOMPLETE <input type="checkbox"/>
			<input type="checkbox"/> Value is required
⑥	Field *	Condition *	Start Date *
	Journey Step Status Completion Date <input type="checkbox"/> <input type="checkbox"/>	date range	mm/dd/yyyy
			<input type="checkbox"/> Start Date is required
			End Date *
			mm/dd/yyyy
			<input type="checkbox"/> End Date is required
⑦	Field *	Condition *	Value *
	Student ID <input type="checkbox"/> <input type="checkbox"/>	contains	e00000000

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3. Export Results

- Once the list is generated, click *the hamburger menu*  to the right of the list of the search results
- Click *Export*
- Click the file in your downloads

