## CU Navigate Training | Advisor Role Viewing and Downloading Progress Reports

Students Upcoming Appointments My Availability Appointment Queues Appointment	nent Requests	CLEMSON <sup>*</sup> U N I V E R S I T Y Quick Links	<b>To search</b> <b>progress reports</b> Choose Campaigns
Actions	CUMULATIVE GPA SUPPORT Unknown Unknown Low	Take me to Schedule a General Event School Information Download Center for Reports Campaigns Appointment Campaigns Upcoming Appointments	from either the navigation bar or under Quick Links
Reports Created (66%)	Actions I want to create a new The currently selected term is ne Progress report campaigns can created while in an active term. The current term's begin date is and the end date is 12-13-2019. Appointment Campaign	only be	Choose "All Progress Reports"
Reports Created (91%)	Progress Reports All Progress Reports Detail Progress Reports At-Risk Progress Reports Detail At-Risk Progress Repo	rts	

## Student Progress Reports

CLEMSON UNIVERSITY

Below is a summary report of submitted Progress Reports. This report is made to be simple, and easily printable. Much of the detailed information can be found on the "Progress Report Detail." The detailed report is intended to include much more information for in-depth analysis.

Keywords (First Name, Last Name, E-mail, Student ID)?	Enrollment Status?	Enrollment Term						
Student ID)*	Enrolled	Fall 2019 👻						
Begin Date End Date								
08/04/2019 🗰 08/10/2019 🛗 .								
Search Comment Text								
Chudent Information	Student Information First Name, Last Name, Student ID, Category, Tag, Gender, Race, Watch List							
Student Information First Name	, Last Name, Student ID, Category, Tag, Gender	, Race, Watch List	•					
Area of Study College/School, Degree, Concentration, Major								
Performance Data GPA, Hours, Credits								
Fall 2019 Data Classification, Section Tag, Term GPA								
Tall 2019 Data Classification, section rag, Term GPA								
Course Data Course, Section, Status								
Assigned To Advisor			•					
Success Indicators Support, Succ	ess Markers		•					
Success manadors support, succ	600 ITG 1101 0							
Search Include Inactive Include Dropped Courses Ignore Enrollment Status ?								

Choose Begin Date and End Date

Choose other parameters (ex. Advisor, Major, College)

Click Search

\*Make sure the dates match the enrollment term

## Student Progress Reports



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Enrolled	d in Spring 2019	Standard User Type:	Majoring in (Al	l): Parks, Rec a	ind Tour Mgt x				
Sea	arch Mod	ify Search							
Actions <del>-</del>									
	STUDENT NAME	CATEGORY LIST	COURSE	AT RISK?	NUMBER OF ABSENCES	GRADE	COMMENT	EVALUATION CREATED BY	DATE SUB
1. 🗆	<u>A</u>					А			3/2/2019
		04.6 11							

A list containing search parameter will appear.

Search can be modified if needed

## Student Progress Reports



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Enrolled in Spring 2019	Standard User Type:	Majoring in (All):	Parks, Rec a	nd Tour Mgt x				
Search	dify Search							
Actions 🔺								
Send a Message Create Appointment Camp	TEGORY LIST	COURSE	AT RISK?	NUMBER OF ABSENCES	GRADE	COMMENT	EVALUATION CREATED BY	DATE SU
Show/Hide Columns Export to Excel	08 First-Time mman, ACT Score: Class Status: Class Status: Clemson Connect, Current Residency Status: In State, Entry Age: 18-19, Entry Major:							
1. 🗌 Alberti, Melina	Visual Arts, Ethnicity: Non-Hispanic, GPA After First Two Full Terms: 3.51-3.75, High School GPA: 4.26-4.5, High School Percentile: 81-85, LEGACY: Parent or Spouse, Local Residence: Off Comute Malace	PRTM-3210-001- Recreation Admin	No		A		Cathey, Jamie	3/2/2019

Under Actions, the progress report can be exported to Excel.