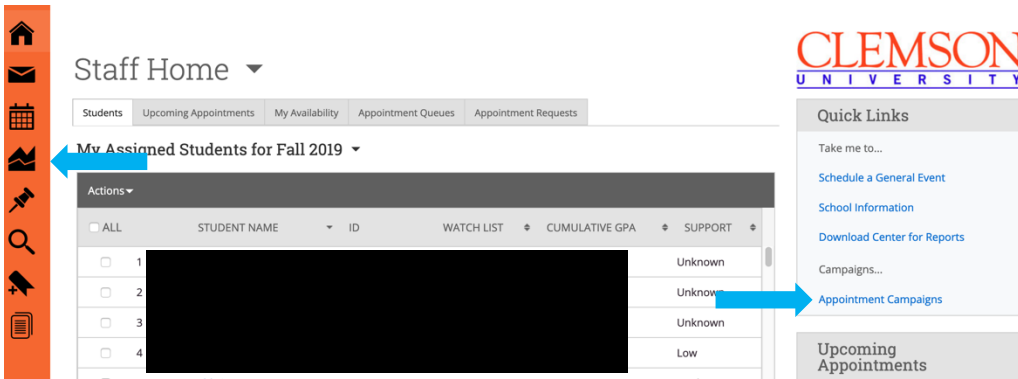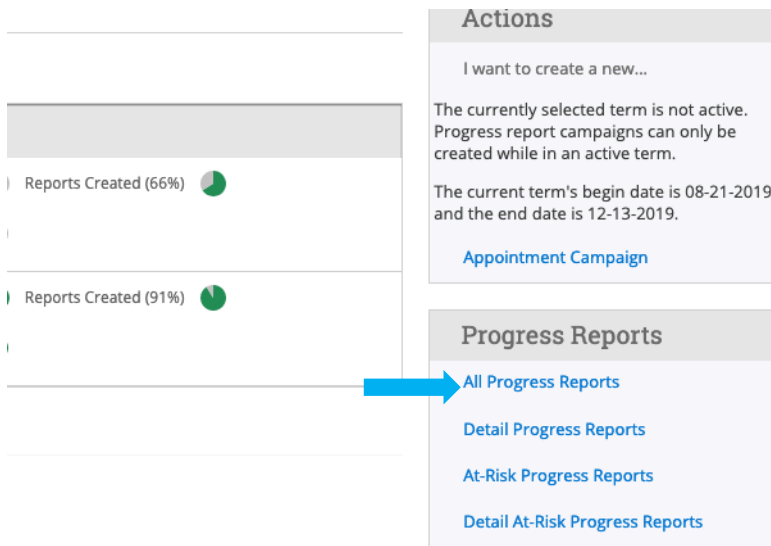# CU Navigate Training | Advisor Role
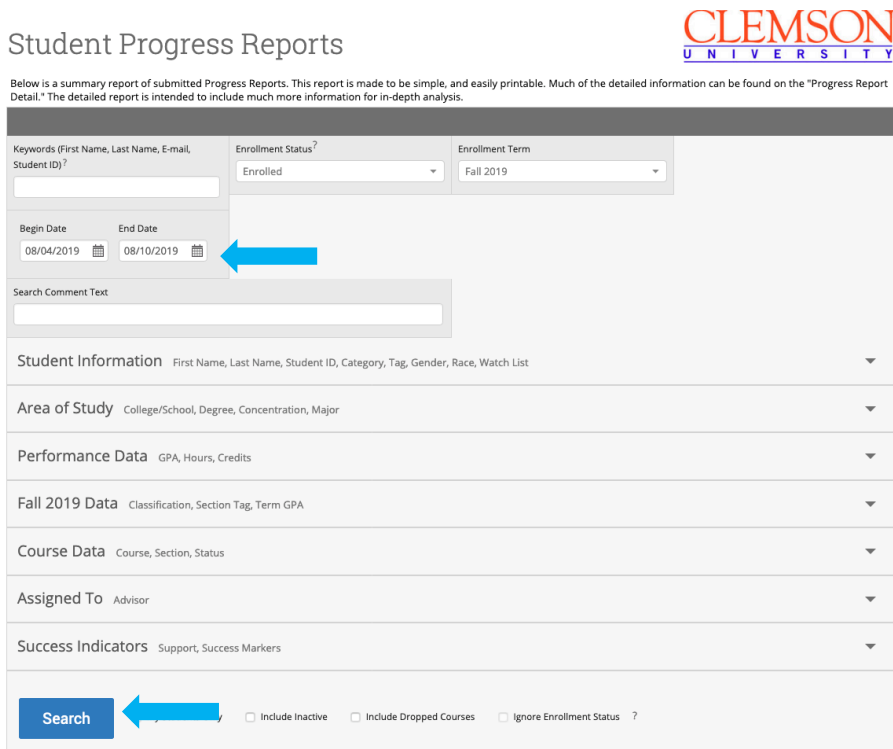## *Viewing and Downloading Progress Reports*

To search progress reports
Choose Campaigns from either the navigation bar or under Quick Links

Choose "All Progress Reports"

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

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.

| Enrolled in Spring 2019 | Standard User Type: | Majoring in (All): Parks, Rec and Tour Mgt   x |

Search   Modify Search

Actions ▾

	STUDENT NAME	CATEGORY LIST	COURSE	AT RISK?	NUMBER OF ABSENCES	GRADE	COMMENT	EVALUATION CREATED BY	DATE SUB
1. ☐						A			3/2/2019

A list containing search parameter will appear.

Search can be modified if needed

Student Progress Reports

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.

| Enrolled in Spring 2019 | Standard User Type: | Majoring in (All): Parks, Rec and Tour Mgt   x |

Search   Modify Search

Actions ▴

| Send a Message |
| Create Appointment Campaign |
| Show/Hide Columns |
| Export to Excel |

	STUDENT NAME	CATEGORY LIST	COURSE	AT RISK?	NUMBER OF ABSENCES	GRADE	COMMENT	EVALUATION CREATED BY	DATE SUB
1. ☐	Alberti, Melina	08 First-Time hman, ACT Score: Class Status: = 90 Hours), Clemson Connect, Current Residency Status: In State, Entry Age: 18-19, Entry Major: 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 Campus, Major	PRTM-3210-001-Recreation Admin	No		A		Cathey, Jamie	3/2/2019

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