


# Navigate: Midterm Grade Reports

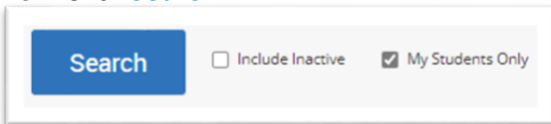
For running reports which are term bound to the current term

## 1. Open the Student Enrollments report

- Click the [Reporting](#)  icon from the left navigation
- Click on [Student Enrollments](#) with the Student Data Reports box to the right of the screen

## 2. Use the Student Filters to select a group of students

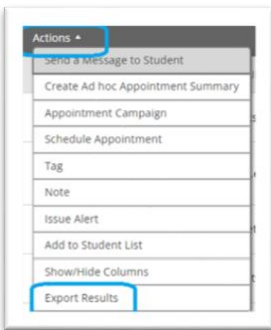
- Click to expand the filter drawers: *Student Information, Enrollment History, Area of Study, Term Data, Performance Data, Course Data, Assigned To, and/or Success Indicators*
- Input appropriate filters for major, credit hours earned, etc
- Or, check the box next to [My Students Only](#)
- Click [Search](#)



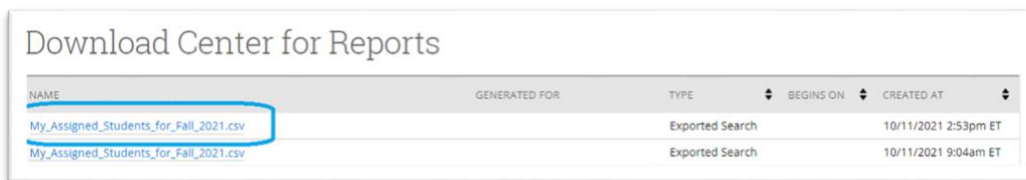
A search filter interface with a blue 'Search' button on the left. To its right are two checkboxes: 'Include Inactive' (unchecked) and 'My Students Only' (checked).

## 3. Export the report

- When a list of students is generated, click [Actions](#) at the top of the search result box.
- From the drop-down menu, click [Export Results](#).



- In the [Export Results Column](#) window that appears, use the checkboxes to select the columns for the export.
- Click [Export](#).
- A pop-up will appear in the bottom right of the screen when the export is ready. In that pop-up box, click [Download Center for Reports](#).
- Click the name of the file to download. It will download to the location you have set in your browser.



A screenshot of the 'Download Center for Reports' interface. It shows a table with columns: NAME, GENERATED FOR, TYPE, BEGINS ON, and CREATED AT. Two rows are visible, both with the filename 'My\_Assigned\_Students\_for\_Fall\_2021.csv'. The first row is highlighted with a blue box.

NAME	GENERATED FOR	TYPE	BEGINS ON	CREATED AT
My_Assigned_Students_for_Fall_2021.csv		Exported Search		10/11/2021 2:53pm ET
My_Assigned_Students_for_Fall_2021.csv		Exported Search		10/11/2021 9:04am ET

- The download center can also be accessed by clicking [Download Center for reports](#) under [Quick Links](#) on the staff homepage. To return to the homepage click the Home icon in the left navigation menu.

## 2. Optional: Select a different term

- Click the drop-down menu next to [Terms](#) in the top right corner of the page.
- Select the desired term and run the report with the alternative term selected in the top right corner to run the report based on information for that term.