Log in through GoldLink or at https://etsu.campus.eab.com/; use your ETSU user name and password.
For best results open Navigate in Chrome, Safari, or Firefox.

Navigate How-To's:
Reporting on Contacts with Students

By uploading a non-returning list and recording contacts with students, you and others can see which students have been reached, what's been learned about them, and which still haven't registered.

Report on contact with a student

When you reach a student on a non-returning list, enter a **report on appointment**. It doesn't matter if they had an appointment or not—this is the place to report on ANY contact with a student. NOTE: Don't use "Add a Note" for this purpose. Notes are for your personal use, and students can see them.

(1) Find the student by clicking the **search icon** at the top of your advising screen in Navigate, then typing the student's E-number or last name.

(2) When the student's site appears, choose **Report on Appointment** in the right-hand navigation.

(3) When the dialog box opens . . .

- Choose the appropriate items in the dropdown menus:
  Care Unit: (most often, Advising or Re-enrollment Support)
  Location: (select from menu)
  Service: (select from menu)
  Meeting Type: (i.e., email/in person/phone/group)
- If you're running a re-enrollment campaign, answer the questions about the contact (e.g., "Financial needs affect student's ability to register." Yes/No/NA)
- Type a note in the textbox and **SAVE**.

View reports on contacts with students

You can see which students on your list someone's reached, even if they're not in your area. Also, a new feature in Navigate lets you see basic information gained from every student contact.

For one student: Look up the student in Navigate, then go to the **Reports/Notes** tab and scroll down to appointment summaries.

For all students on a list:

(1) Choose the **Reports** icon from the left navigation.

(2) Choose **Appointment/Visit Reports**, then **Appointment Summaries**.

(3) Use **Begin Date** and **End Date** to specify the period for which you want to see advising reports.

(4) Under the **Student Information** filter, select your list from the **Watch List** menu. Hit **Search**.

(5) When the results appear . . .

- If the report has more columns than you need, choose **Actions** and **Show/Hide Columns** to pick the ones you want.
- You can sort the results using the column headers or, for more detailed analysis, click **Actions** and **Export Results** to download the results to your computer.