**Reviewing ESPRs and Recording Outreach in Navigate**

Log in through GoldLink or at [https//etsu.campus.eab.com](https://etsu.campus.eab.com/); use your ETSU user name and password

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| **Use Navigate to mass-review your students’ ESPRs:**In the left navigation choose the Reports icon: On the reports page, choose **Student Enrollments** (under **Student Data Reports**). When the Student Enrollments screen appears . . .* To see your advisees’ ESPRs: Go to the **Assigned To** filter; for **Student has relationship**, choose “advisor”; for **Staff**, choose your name.
* To see ESPRs for students in a major, department, or college: Use the **Area of Study** filter to choose what you want.
* Click Search.

**Tips:**Modify the Navigate report to suit your needs:* Sort by the Grade-column to see students with ESPRs below (say) a C-.
* Use Show/hide columns (in the Actions menu) to show only the information you want.

Use the report to email some or all students on the list:* Check the names of the students you want to email.
* Under **Actions**, choose **Send a Message** and follow the prompts.
* If you want a copy sent to your ETSU inbox, add your name in the space provided.

Export the report to your computer as an Excel file and analyze the data:* Choose **Export** from the **Actions** menu in the upper-left corner of the report.
* Download to your computer and save as an Excel file.
* Filter the file by the Midterm-Grade-column and Student-Name-column to see students who earned, say, less than a C- in courses.
* Filter by the Dropped-column to see students who dropped a course and when they did so.
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| **When you and a student talk (or email) about an ESPR, report the contact in Navigate:**Find the student by clicking the **search icon** in the top right corner of your screen and typing their E-number or last name. Click their name in the menu that appears to go to their screen.On the student’s screen, choose **Report on Appointment** in the right-hand navigation, then:* Choose the appropriate items in the dropdown menus:

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| Care Unit | Advising |
| Location | Select from menu |
| Service | Select from menu |
| Course | Select course you discussed with the student**\*** |
| Meeting Type | Select from menu |

* + Summarize what you learned about the student and how you helped in the comments box.
	+ Scroll to the bottom of the dialog box and hit **Save this Report**.

**\*** If you discuss more than an ESPR for more than one course, create a report for each course. |