


Navigate How-to: Mass-Review Student Registration for an Upcoming Term

For best results open Navigate in Chrome, Safari, or Firefox.

Log in through GoldLink or at <https://etsu.campus.eab.com>; use your ETSU username and password.

View Total Registered Credits

To review total credits for which students have registered in an upcoming term, run the **Student Info** report.

In the left navigation choose the **Reports** icon: 


On the reports page, choose **Student Info (Students Active for Term)** (under **Student Data Reports**). When the report screen appears . . .

- Under **Activity Filters**, choose the term for which you want to see registration (e.g., fall 2020).
- To see [your advisees'](#) total registered credits registered, go to the **Assigned To** filter; for **Student has relationship**, choose "advisor"; for **Staff**, choose your name.
- To see credits for [students in a major, department, or college](#); use the **Area of Study** filter to choose what you want.

Click Search. That's it!

View Registered Courses

To review the courses for which students have registered in an upcoming term, as well as courses they registered for and have since dropped, run the **Student Enrollment** report.

In the left navigation choose the **Reports** icon: 

On the reports page, choose **Student Enrollment** (under **Student Data Reports**). When the report screen appears . . .

- Under **Activity Filters**, choose the term for which you want to see registration (e.g., fall 2020).
- To see [your advisees'](#) total registered credits registered, go to the **Assigned To** filter; for **Student has relationship**, choose "advisor"; for **Staff**, choose your name.
- To see credits for [students in a major, department, or college](#); use the **Area of Study** filter to choose what you want.

Remember, you can export Navigate reports to your computer as Excel files, then analyze the results more thoroughly.