**Running a List of Students with Academic Alerts**

Navigate data refresh daily at 3 AM.



## From the left navigation, choose the **Reporting** icon:

## On the reports page, under **Intervention Reports** choose **Progress Reports**.

## On the report filters screen:

* Set the **Begin** and **End Dates** for the period for which you want to see students with academic alerts.[[1]](#footnote-1)
* To see all your advisees with alerts, go to the **Assigned To** filter. For **Student has relationship** choose “advisor”; for **Staff**, choose your name.
* To see students in a major (or a department or college) with alerts, use the **Area of Study** filter.
* Use other filters if you'd like, such as students in a particular course with alerts.

## Click Search!

## When the report appears, you can sort by any column or, under the **Actions** menu, use **Show/hide columns** to display only information you want.

## To email some or all students on the list (each will get an email addressed to him or her):

* Check the names of the students you wish to email.
* Under **Actions**, choose **Send a Message**.
* Follow the prompts to compose and send the message. If you want a copy sent to your ETSU inbox, add your name in the field provided at the bottom of the dialog box.

# BONUS!

Want to see information on students with alerts whom you or other advisors have talked with?

## On the reports page, under **Appointment/Visit Reports** choose **Appointment Summaries**.

## On the report filters screen:

* Set the **Begin** and **End Dates** for the period for which you want to see students with academic alerts.[[2]](#footnote-2)
* To see all your advisees with alerts, go to the **Assigned To** filter. For **Student has relationship** choose “advisor”; for **Staff**, choose your name.
* To see students in a major (or a department or college) with alerts, use the **Area of Study** filter.
* Use other filters if you'd like, such as students in a particular course with alerts.

## Click Search!

## When the report appears, use the **Reported Reasons** column to find the students you advised about academic alerts.

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| **This report gives complete results only if you and other advisors enter an advising summary report in Navigate every time you advise a student .** |

1. If you want to see students with alerts in previous terms, contact Bill Kirkwood. You can do it, but it requires more steps. [↑](#footnote-ref-1)
2. If you want to see students with alerts in previous terms, contact Bill Kirkwood. You can do it, but it requires more steps. [↑](#footnote-ref-2)