Running a List of Students with Academic Alerts

Navigate data refresh daily at 3 AM.

1. From the left navigation, choose the **Reporting** icon:

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

3. 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]
   - 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.

4. Click Search!

5. 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.

6. 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?

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

2. 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]
   - 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.

3. Click Search!

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

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

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[1] If you want to see students with alerts in previous terms, contact Bill Kirkwood. You can do it, but it requires more steps.
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QUESTIONS? Contact Bill Kirkwood kirkwood@etsu.edu or (423) 439-4210