

## Running ESPR Lists *Fast!*

Now that ESPRs are in, Navigate can help you quickly see all your advisees' midterm grades, plus other information about them.

### The Basics

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

In the left navigation choose the Reports icon.<sup>1</sup>

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. That's it!

### Super-User Tips

Modify the 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 field provided at the bottom of the dialog box.

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 (not csv, which is clunky).
- 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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<sup>1</sup> It looks like this:

