

Navigate360: Final Grade Report

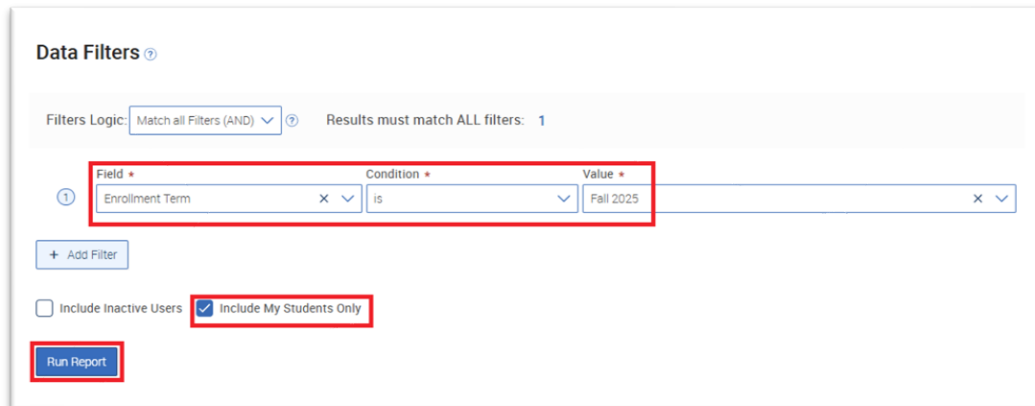
Run a report which include reported final grades for each course a student is enrolled in.

1. Open the Student Enrollments Report


- Click the *Reporting*  icon from the left navigation
- Click the *Standard Reports* tab
- Select the *Student Enrollments Report*

2. Use the Data Filters to Select a Group of Students

- Under *Field*, select *Enrollment Term* from the drop-down
 - the *Condition* is *Is*
 - the *Value* is the current term
- To add additional data filters to narrow your search, click *+ Add Filter*
 - **RECOMMENDED FILTERS:** *Enrollment Course* (to look for an individual course in your search), *Student ID* (to look for an individual student's final grades), *Relationship Type (then choose Assigned To)* (to look for a student's grades who have a particular relationship type)
- Check the box next to *Include My Students Only* to pull a report on just your assigned students
- Click *Run Report*



3. Export the report

- When a list of students is generated, click *the hamburger menu*  to the right of the search result box
- Click *Export*
- Click the name of the file in your downloads
- In the excel file, delete the columns you do not want
 - **FILTERS TO DELETE:** These filters are irrelevant to your search; *Alternate ID*, *Tags* (unless you are looking for a group of students with a particular tag), *Last Date of Attendance*, *Absences*, *Unexcused Absences*, *Excused Absences*
 - **FILTERS TO KEEP:** *Enrollment Course Number*, *Final Grade*, *Dropped?*, *Dropped Date*

