

# Navigate360: Midterm Grade Report

Run a report which include reported midterm 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

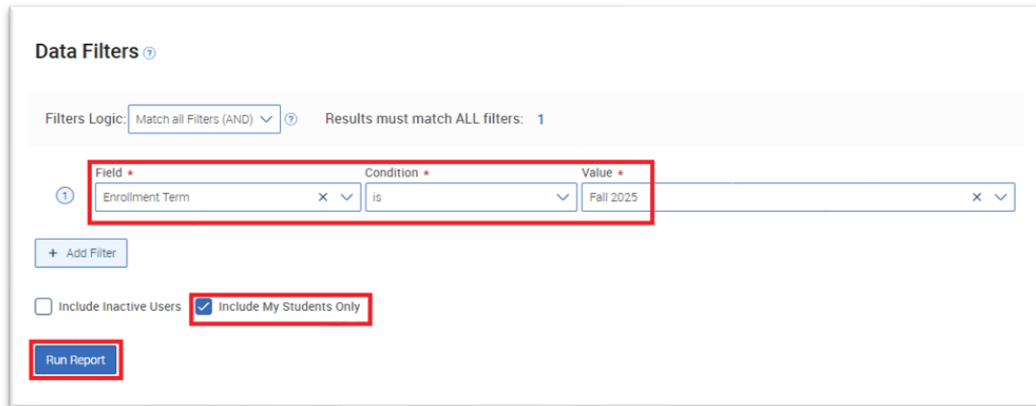
- Under *Field*, select *Enrollment Term* from the drop-down

- 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 midterm 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*, *Midterm Grade*, *Dropped?*, *Dropped Date*

