

Navigate360: Progress Reports Reports – H&RL AC

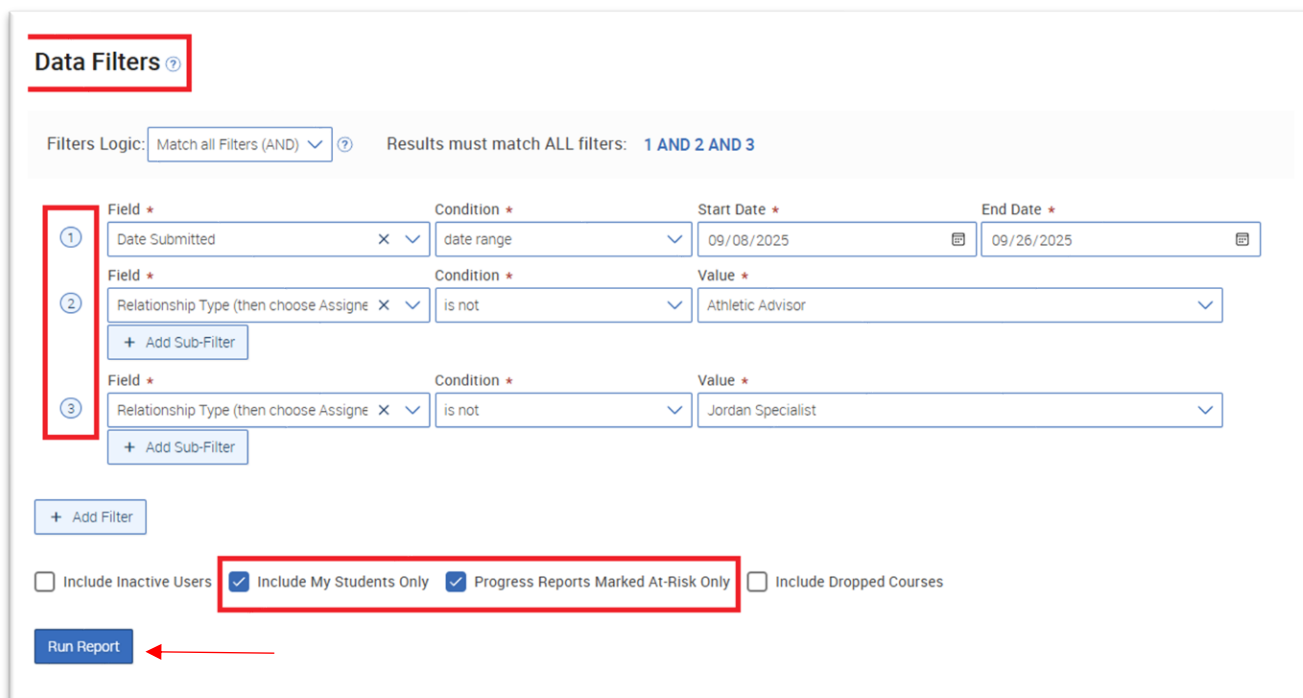
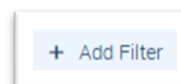
For running reports of students marked at-risk by faculty during academic alerts campaigns, searching for students in the Area Coordinator's areas, excluding Athletes and Jordan Center Students from outreach

1. Open the Progress Reports Report

- Click the *Reporting*  icon from the left navigation
- Click on the *Standard Reports* tab
- Select the *Progress Reports Report*

2. Input Data Filters

- **Field 1: Date Submitted**
 - The *Condition* is *Date Range*
 - The *Start Date* is the beginning of the third week of classes (ex: 9/8/25)
 - The *End Date* is the end of the fifth week of classes (ex: 9/26/25)
- Add another filter by clicking the *+ Add Filter* button
- **Field 2: Relationship Type (then choose Assigned To)**
 - The *Condition* is *is not*
 - The *Value* is *Athletic Advisor*
- Add another filter, the *Field* is *Relationship Type (then choose Assigned To)*
 - The *Condition* is *is not*
 - The *Value* is *Jordan Specialist*
- Check *Include My Students Only*
- Check *Progress Reports Marked At-Risk Only*
- Click *Run Report*

A screenshot of the "Data Filters" interface. At the top, it says "Data Filters" with a help icon. Below that, "Filters Logic: Match all Filters (AND)" and "Results must match ALL filters: 1 AND 2 AND 3". There are three filter rows. Row 1: Field "Date Submitted", Condition "date range", Start Date "09/08/2025", End Date "09/26/2025". Row 2: Field "Relationship Type (then choose Assigne", Condition "is not", Value "Athletic Advisor". Row 3: Field "Relationship Type (then choose Assigne", Condition "is not", Value "Jordan Specialist". Each row has an "Add Sub-Filter" button. Below the filters is an "Add Filter" button. At the bottom, there are checkboxes: "Include Inactive Users" (unchecked), "Include My Students Only" (checked), "Progress Reports Marked At-Risk Only" (checked), and "Include Dropped Courses" (unchecked). A red box highlights the "Include My Students Only" and "Progress Reports Marked At-Risk Only" checkboxes. At the bottom left is a "Run Report" button with a red arrow pointing to it.

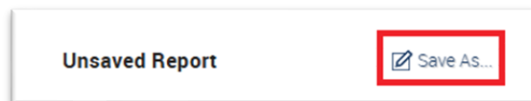
Continue to next page...

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3. Save the Report


- Click [Save As](#) to the right of the *Unsaved Report* box
- Name your report *Area Coordinator Alerts Term - Initials*
- Click [Save as New Report](#)

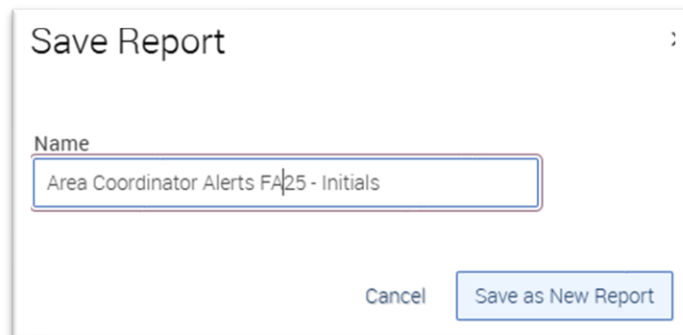


Unsaved Report

[Save As...](#)

4. Export the report

- When a list of students is generated, click [Export](#)
 in the Results ribbon
- Click [Export](#).
- The file will download to the location you have set in your browser, open the report to view an excel sheet of your students





Save Report

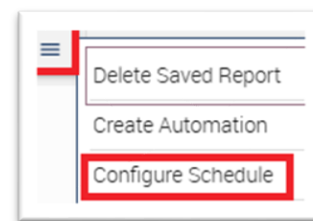
Name

Area Coordinator Alerts FA25 - Initials

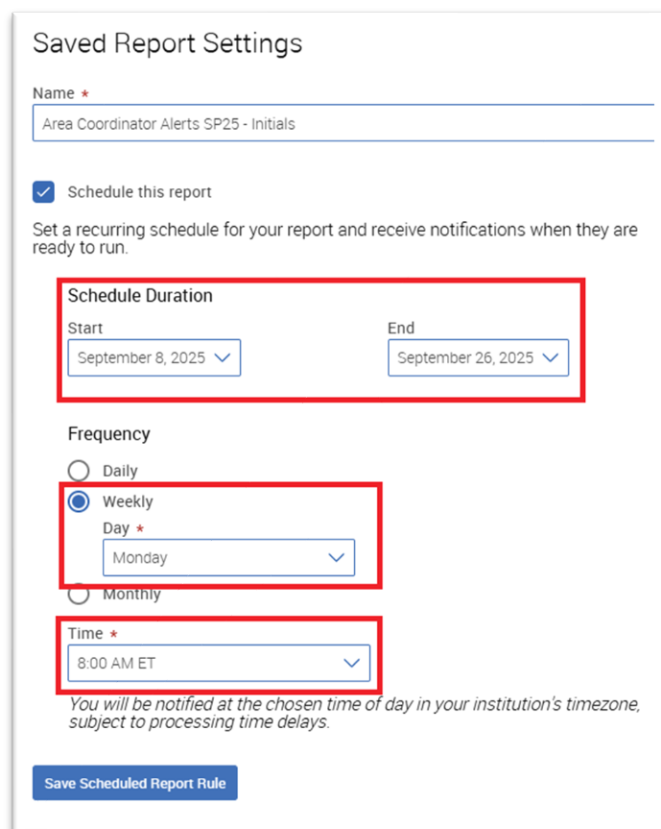
Cancel [Save as New Report](#)

5. Configure a Schedule for your Report

- Revert to the [Reporting](#)  icon from the left navigation
- On the *My Saved Reports* tab, click the hamburger menu  beside your saved report
- Click [Configure Schedule](#)
- Set a recurring schedule for your report and receive notifications when they are ready to run
- Select a [Schedule Duration](#) date range for you how long you want this to automatically run (ex: weeks 3-5 of the term)
- Select a [Frequency](#) for the report to run
 - **NOTE:** If selecting *Weekly* or *Monthly*, select the day of the week to receive the report
- Select a [Time](#) to receive the report to your email
- Click [Save Scheduled Report Rule](#), the report will be delivered to your inbox accordingly



- Delete Saved Report
- Create Automation
- [Configure Schedule](#)



Saved Report Settings

Name *

Area Coordinator Alerts SP25 - Initials

☒ Schedule this report

Set a recurring schedule for your report and receive notifications when they are ready to run.

Schedule Duration

Start: September 8, 2025 End: September 26, 2025

Frequency

☐ Daily

☒ Weekly

Day * Monday

☐ Monthly

Time * 8:00 AM ET

You will be notified at the chosen time of day in your institution's timezone, subject to processing time delays.

[Save Scheduled Report Rule](#)