
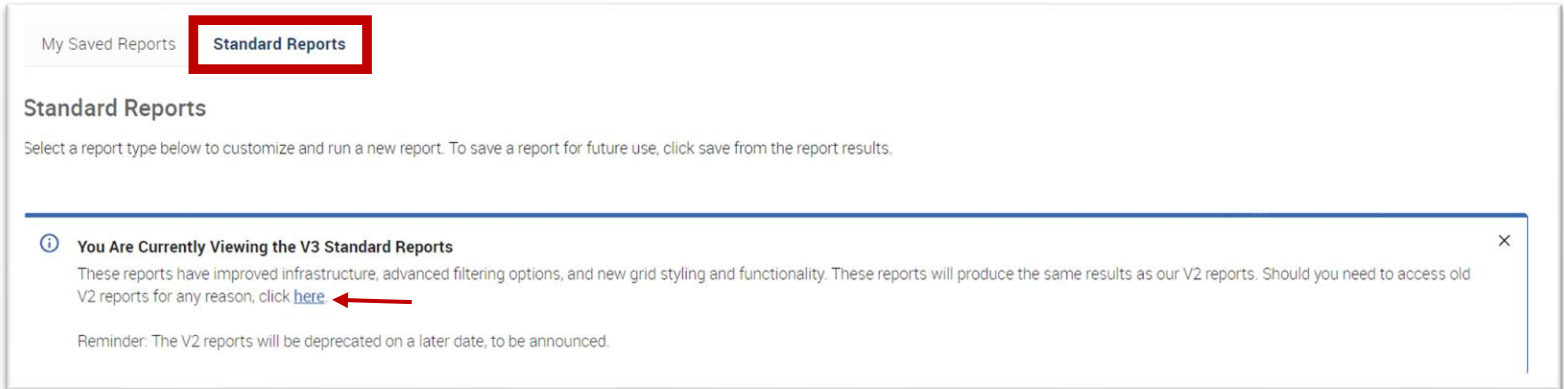


Navigate360: Attendance Reports

This report will show any attendance instance created by faculty within the platform

1. Open Reporting pages and revert to V2

- Click the *Reporting*  icon from the left Navigation
- Click the *Standard Reports* tab
- Click *here* to revert to V2 reporting



My Saved Reports **Standard Reports**

Standard Reports

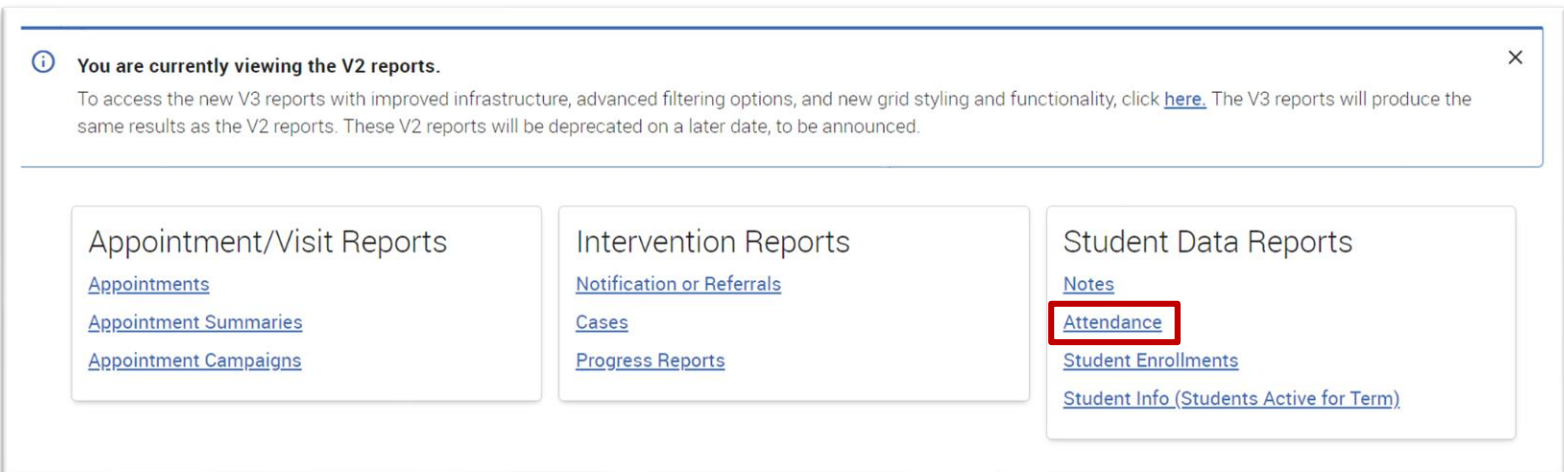
Select a report type below to customize and run a new report. To save a report for future use, click save from the report results.

You Are Currently Viewing the V3 Standard Reports

These reports have improved infrastructure, advanced filtering options, and new grid styling and functionality. These reports will produce the same results as our V2 reports. Should you need to access old V2 reports for any reason, click [here](#).

Reminder: The V2 reports will be deprecated on a later date, to be announced.

- The V2 Reports page will load




You are currently viewing the V2 reports.

To access the new V3 reports with improved infrastructure, advanced filtering options, and new grid styling and functionality, click [here](#). The V3 reports will produce the same results as the V2 reports. These V2 reports will be deprecated on a later date, to be announced.

<p>Appointment/Visit Reports</p> <ul style="list-style-type: none">AppointmentsAppointment SummariesAppointment Campaigns	<p>Intervention Reports</p> <ul style="list-style-type: none">Notification or ReferralsCasesProgress Reports	<p>Student Data Reports</p> <ul style="list-style-type: none">NotesAttendanceStudent EnrollmentsStudent Info (Students Active for Term)
---	--	---

2. Select a report to run

- Click the *Reporting*  icon from the left navigation
- Click on the *Attendance Report* under *Student Data Reports*
 - **NOTE:** A single row represents a single attendance instance with the created Date within the date range chosen. If the attendance instance was created for multiple students, you will find one row per student with the attendance data. For a student to be returned in the report, the student must be active in the terms selected. If no terms are selected, you will retrieve all students active in any term with any attendance within the date range chosen.

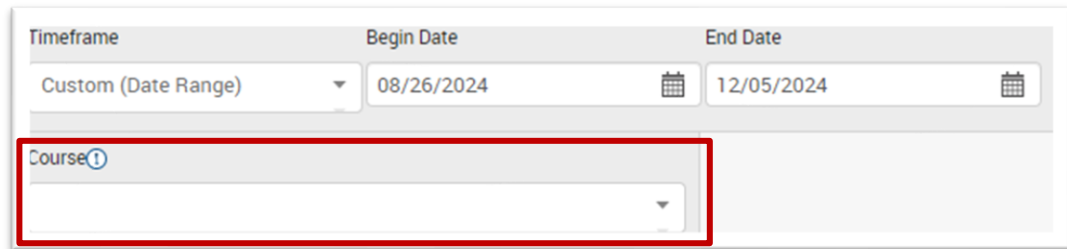
3. Add report activity filters

- Select a Timeframe: *Last*, *Next*, *Current*, *Since (Date)*, and *Custom (Date Range)*
- Select the *Course* for your report

Navigate360: Attendance Reports

This report will show any attendance instance created by faculty within the platform

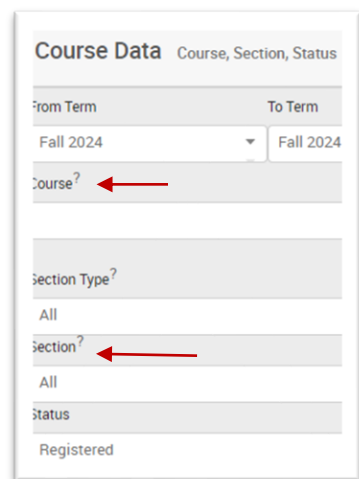
- **NOTE:** Must search the course as it appears above, the course code must be capitalized when searching in order to retrieve the course.



The screenshot shows a search interface with the following fields:

- Timeframe:** Custom (Date Range)
- Begin Date:** 08/26/2024
- End Date:** 12/05/2024
- Course:** A dropdown menu with a red box around it, containing the text "Course?".

- Click to expand the filter categories after clicking on the report that you want to create: [Student Information](#), [Enrollment History](#), [Area of Study](#), [Term Data](#), [Performance Data](#), [Course Data](#), [Assigned To](#), and/or [Success Indicators](#).
 - **NOTE:** Under [Course Data](#), you can also select the [Term](#), [Course](#), [Section Type](#), [Section](#), and [Status](#) of a course
- Once filters have been input, click [Search](#) at the bottom of the [Reports](#) page.

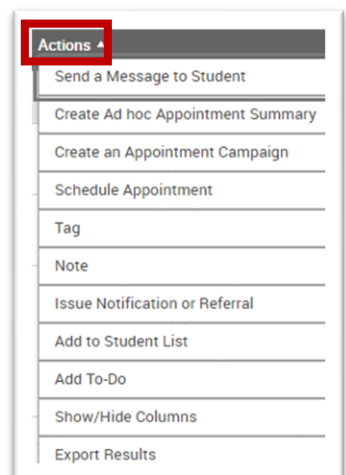


The screenshot shows the "Course Data" filter panel with the following options:

- From Term:** Fall 2024
- To Term:** Fall 2024
- Course?:** A dropdown menu with a red arrow pointing to it.
- Section Type?:** A dropdown menu with "All" selected.
- Section?:** A dropdown menu with a red arrow pointing to it.
- Status:** Registered

4. Export the result

- When a list of students is generated, click [Actions](#) at the top of the search result box.
 - **NOTE:** Report Actions available include [Send a Message to Student](#), [Create Ad hoc Appointment Summary](#), [Create an Appointment Campaign](#), [Schedule Appointment](#), [Tag](#), [Note](#), [Issue Alert](#), [Add to Student List](#), and [Add To-Do](#)
- From the drop-down menu, click [Export Results](#).
- In the [Export Results Column](#) window that appears, use the checkboxes to select the columns for the export.
 - **NOTE:** The [State](#) column displays whether a student was marked absent, present, or tardy.
 - **NOTE:** The [Travel Letter](#) column displays if the attendance was created from a Travel Letter. If so, this will show the travel letter name.
- Click [Export](#).
- A pop-up will appear in the bottom right of the screen when the export is ready. In that pop-up box, click [Download Center for Reports](#).
- Click the name of the file to download. It will download to the location you have set in your browser.



The screenshot shows the "Actions" dropdown menu with the following options:

- Send a Message to Student
- Create Ad hoc Appointment Summary
- Create an Appointment Campaign
- Schedule Appointment
- Tag
- Note
- Issue Notification or Referral
- Add to Student List
- Add To-Do
- Show/Hide Columns
- Export Results