UW – MILWAUKEE: V3 REPORT STARTER PACK

V3 Reports is a helpful tool for staff users who are looking for data and analytic insights related to student success and intervention efforts. This document provides a general overview of baseline filters you may need for various V3 Reports. To generate a more tailored report, you can add additional filters such as meeting type, location, student lists, term codes, and more.

How to Use this Starter Pack

- Click on the hyperlinks below to view examples of reports you can pull for your unit. Links will open into Navigate360.
- Adjust the data filters to tailor what you are looking for; save as your own report.

Appointments Reports Baseline

- Baseline report that shows the number of students with scheduled [coaching] appointments at a given time for *x* location.

Appointment Report with meeting type

- Baseline report that shows number of students with scheduled [in-person] meetings at a given time for *x* location.

Appointment Summaries Report

- Baseline report that shows the summaries created for [coaching] appointments that occurred at a given time for *x* location.
- To find out if the summary is coming from a drop-in appointment or a scheduled appointment use this filter to add an appointment type.

Alerts Reports

- Baseline report to show specific alert(s) that were created during a given time.

Check-ins Report

- To view a list of students who checked in through the kiosk at any specific location during a given time.
- To look for the specific check-in reason at your location, consider adding a student services filter.

Open/Closed Cases Report

- Baseline report that shows status of Cases opened during a specific range of dates. NOTE: you can select Open or closed under the Status field
- You could also add alert reason(s) filter that is associated with a case.

Progress Reports Report

- To view all students who received specific Progress Report alert types during a given time.
- Check the box for "My Students Only" to only view students assigned to you or add Student List for a specific cohort of students.

Other Things to Keep in Mind

- At minimum, be sure to include a Date Range and Location for your V3 Report searches (if applicable to the report type).
    - Conditions of recurring reports can be adjusted to display "**since** x date" or "**last** x days."

- When revisiting a Saved Report, be sure to review and adjust the field filters to fit your desired dates, meeting types, student population, etc. at the time that you are pulling it.

- Check the box for "Include Inactive Users" if you are looking for data from a previous semester.

Related Articles

- V3 Reports
- Understanding Conditions in Navigate360 V3 Reports
- V3 Reports New Feature Spotlight
- EAB V3 Reports Starter Pack

To access the Navigate360 Help Center articles, you must first go into Navigate360 > Help > Help Center and keep it opened in a tab.