EAB Navigate360: UWM V3 Reports Starter Pack
Alerts & Cases Reports

Reports are a great way 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.

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

Open Cases Report
- Baseline report that shows status of Cases opened during a specific range of dates for a specific alert reason; can be adjusted to display closed status or date that case was closed.

Progress Reports Report
- Baseline report to view students who received unsatisfactory academic performance Progress Report alerts during a given time; alert reasons can be adjusted.

- Check the box for "My Students Only" to only view students assigned to you or add previously created Student List to only view a specific cohort of students.

THINGS TO KEEP IN MIND

- The baseline of an Alerts or Cases report should include a date range and alert reason
  - Conditions of recurring reports can be adjusted to display "**since** x date" or "**last** x days"

- When revisiting a Saved Report, review and adjust the field filters to fit your desired dates, alert reasons, alert issuer, etc.

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

- All remaining open cases after the Dec 31 (fall) and May 31 (spring) will be considered expired and closed by your Retention Technology Manager

RELATED ARTICLES FROM THE NAVIGATE360 HELP CENTER

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

- Alerts
- Cases
- Student Hand Raise
- EAB V3 Reports Starter Pack