

EAB NAVIGATE360: 3 WAYS TO USE V3 REPORT AUTOMATIONS

Automated actions allow staff users with the appropriate permissions to regularly view student data or take action on students matching criteria from a saved V3 Report. This extensive PDF Guide provides three ways to create an automation from V3 Reports: scheduling a V3 Report, adding a V3 Report Tile to the staff Dashboard, and adding students marked as No Show to an Appointment Campaign. Please [click here for the recorded Open Lab](#) or reach out for more support.

SCHEDULE A V3 REPORT

This automation simply allows you to configure a recurring schedule to receive email notifications when a specific report is ready to run.

1. Start with the **Reporting** tool, then click the **Standard Reports** index tab to begin setting up a report that you'd like to configure a schedule for.

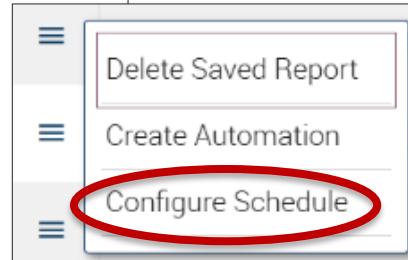
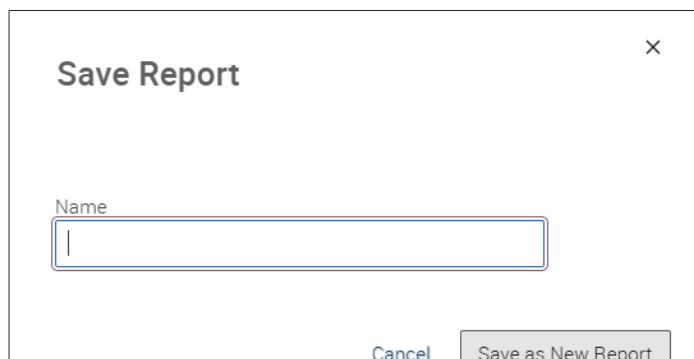
In this example, we will pull an Appointments Report to be notified of the number of appointments a Location has scheduled for the upcoming calendar week.



2. Select **Appointments Report** or [click here for the report filters](#). Adjust the Location, check the box for My Students Only, then click **Run Report**.

3. Next, click **Save As** and create a report name that is easy to recall.

4. Go back to the Reporting tool. Under **My Saved Report**, click on the three stacked lines next to the report you just created and select **Configure Schedule**.



5. The **Saved Report Settings** page will appear on the right-hand side of the screen.

Create a name for your scheduled report.

Check the box for **Schedule this report** then indicate the start and end dates, frequency, and time you'd like to be notified about this V3 report.

Then click **Saved Scheduled Report Rule**.

Once your configuration has been scheduled, you will receive an automated email notification that your report is ready to run. Click on that link to be directed to Navigate360 reports.

Saved Report Settings

Name *

Schedule this report

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

Schedule Duration

Start

End

Frequency

Daily

Weekly

Monthly

Time *

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

Save Scheduled Report Rule

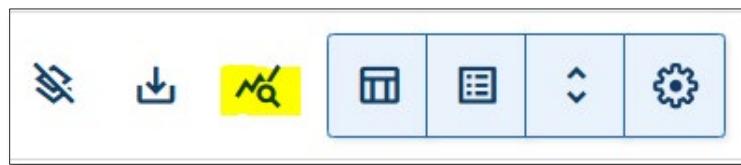
ADD A V3 REPORT TILE TO YOUR DASHBOARD

This automation allows you to view custom V3 Report Tiles on the staff Dashboard tool. The staff Dashboard is a feature designed to give staff users an at-a-glance overview of ongoing or recent activity. Users can create custom Tiles from V3 Reports to be more productive and strategic when managing a unique/specific caseload.

1. Start with the **Reporting** tool, then click the **Standard Reports** index tab to begin setting up a report you'd like to frequently receive updates on and view on your staff Dashboard.

In this example, we will pull a **Progress Reports Report** to view the different types of negative progress reports that our assigned caseload has received since the start of the semester.

2. Select **Progress Reports Report** or [click here for the report filters](#). Check the box for My Students Only OR add a filter to only run the report for a specific Student List, then click Run Report.
3. Once your results have loaded, select the icon in the top right corner for **Load grid into a pivot table**.



4. Select **Fields**. Under the **All fields** list, search for **Alert Reasons** and drag this field into **Rows** then click **Apply**.

The screenshot shows the 'Grid Analysis' tool interface. At the top, there are 'Grid' and 'Charts' buttons, and a toolbar with 'Format', 'Options', 'Fields' (which is highlighted in yellow), and 'Fullscreen' buttons. Below the toolbar is a row of filters for 'STUDENT NAME', 'EMAIL', 'ALERT REASONS', 'STUDENT ID', 'ALTERNATE ID', 'CATEGORIES', 'TAGS', and 'MAJORS', each with an 'All' dropdown and a search icon. A 'X' button is on the far right of this row. The main area is a pivot table with 9 columns labeled 1 through 9. Row 1 contains the header '1 Total Count of Student Name' with a value of 11. Rows 2 through 5 are empty. The 'Fields' button in the toolbar is highlighted in yellow.

Fields

Drag and drop fields to arrange

APPLY

CANCEL

All fields	Report filters	Columns
<input checked="" type="checkbox"/> Alert Reasons	Student Name	Σ Values
<input checked="" type="checkbox"/> Alternate ID	Email	
<input checked="" type="checkbox"/> Assigned Staff	Student ID	
<input checked="" type="checkbox"/> Campaign Name		
<input checked="" type="checkbox"/> Categories		
<input checked="" type="checkbox"/> Classification		
	Rows	Drop field here
		Values
		Count of Student Na... Σ <input type="button" value="▼"/>

5. Close out of the **Grid Analysis** Box, returning to the Data Filters page.

IMPORTANT: scroll up and click **Save As** to save this V3 report. We recommend including the word "tile" somewhere in the report name such as: "Tile - Negative Progress Reports Fall 2024"

6. Now that your report and pivot settings have been saved, click on the **Dashboard** tool.
7. Click on **Settings** then **Add Tile**.

The screenshot shows a vertical navigation menu on the left side of the screen. At the top is a header with the text 'Navigate360 | STUDENT SUCCESS'. Below the header are several menu items, each with an icon: 'Home' (house), 'Dashboard' (clock), 'Conversations' (envelope), 'Calendar' (calendar), 'Cases' (file), 'Campaigns & Events' (speaker), 'To-Dos' (pencil), and 'Advanced Search' (magnifying glass). A red box highlights the 'Dashboard' item. At the bottom of the menu is a link 'Close Navigation Menu'.

My Dashboard

On this page, find summary information about your activity in Navigate360 and the activity of your assigned students.



The screenshot shows the 'My Dashboard' page. At the top right are three buttons: 'Save Layout', 'Settings', and 'Refresh'. Below these buttons is a dropdown menu with three options: 'Add Tile' (highlighted with a red circle), 'Modify Tile Settings', and 'C' and '≡' icons. The main content area contains two tiles: 'Progress Reports (since 10.22)' and 'My Assigned Students Activity Feed'.

Add Tile

To create a tile, add the name, select a report to pull data from, and choose how that data will display. You MUST create a saved report before using it in a tile. If you edit an existing tile or its underlying saved report, then the dashboard will reflect these updates.

Tile Name *
Negative Progress Reports (Fall 2024)

Select Saved Report *
Tile_Neg Progress Reports Fall 2024

Don't see your report? You can [create a report now](#).

Select View ⓘ
Table View (Aggregated)

Save Tile Cancel

You'll get a confirmation message that the widget was successfully created.

Scroll down to view your new Tile (it might take a minute for the data to fully load).

Drag and reorganize your Tiles as desired.

8. The **Add Tile** page will appear on the right-hand side of the screen. Enter a Tile Name then select the report that you just saved.

Under **Select View**, select **Table View (Aggregated)**.

1	2	3
1 ALERT REASONS	1	Total Count of Student Name
2 Exceptional course performance, Missing all classes	1	
3 Exceptional course performance, Missing some classes	27	
4 Exceptional course performance, Missing work	10	
5 Exceptional course performance, Missing work, Missing all classes, No or minimal c...	1	
6 Exceptional course performance, Missing work, Missing some classes	1	
7 Exceptional course performance, No or minimal course engagement, Missing some ...	1	
8 Exceptional course performance, Other (Indicate in comments)	16	
9 Exceptional course performance, Poor test/quiz performance	8	
10 Missing all classes	189	
11 Missing all classes, Missing some classes, Missing work	5	
12 Missing all classes, Missing work	27	
13 Missing all classes, Missing work, Other (Indicate in comments)	1	

AUTO-ADD STUDENTS MARKED AS 'NO SHOW' TO AN APPOINTMENT CAMPAIGN

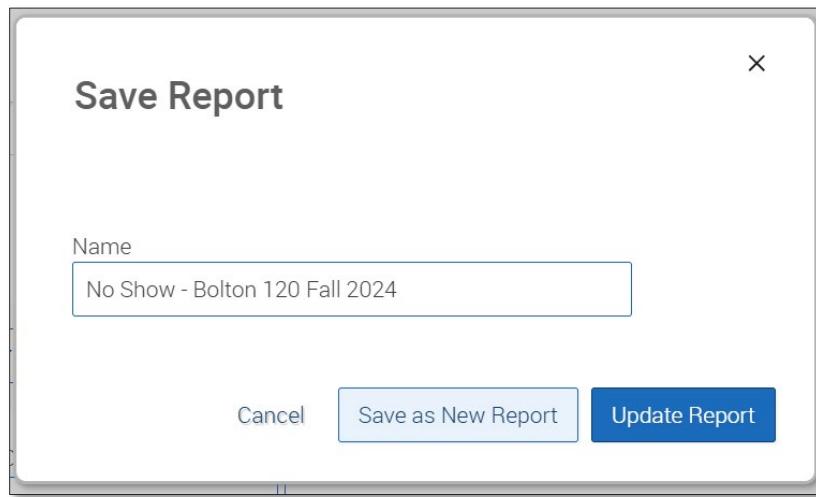
First, email navigate-support@uwm.edu to add this permission to your staff account. This report will automatically add a student who has been marked as No Show to an ongoing Appointment Campaign that will provide a timely and customized outreach message. Automating no show students to a campaign will address their absence and provide an opportunity to reschedule.

1. This advanced automation will require multiple steps between the Reporting and Appointment Campaign tools.

Start with the **Reporting** tool, then click the **Standard Reports** index tab to begin setting up an **Appointment Summaries Report** or [click here for the report filters](#).

Check the box for My Students Only. Adjust the Location and Care Unit, then click Run Report.

IMPORTANT: Save this report. We recommend including the words "no show" somewhere in the report name such as: "No Show – SSC Bolton 120 Fall 2024".



2. Next, go to **Campaigns & Events** to set up a new **Appointment Campaign**. Skip the part where you add recipients to the campaign.

IMPORTANT: Compose a customized welcome message and any scheduled nudges to specifically address that the student is being contacted because they did not appear for a scheduled appointment. Click Verify & Start.

OPTIONAL: Use Content Templates to create a template for future no show appointment campaign automations.

Reports

My Saved Reports Standard Reports **My Report Automations**

Report Automations

Use automations to apply common actions to your saved searches on a recurring basis. Note: this list contains automations associated with either a Saved Search or V3 Saved Report.

[+ Add Automation](#)

3. Once the Appointment Campaign has been set-up, go back to **Reporting**. Under the **My Report Automations** index tab, click **Add Automation**.
4. On the **New Automation Configuration** page, create an Automation Name and check the box next to Automation is Active.

New Automation Configuration

When you activate your automation, we will run your saved search or report at the frequency you specify below. New users who match your criteria will have the automation action applied according to the rules you specify below.

Automation Name *

No Show - Bolton 120 (Fall 2024)

Automation is active (i)

5. Next, set up the Automation Conditions as follows:

- a. Add your Saved Report from Step 1 under **IF users match the criteria in this saved search or report**
- b. Under **THEN take this action**, select Add to Appointment Campaign
- c. Leave the box for **Omit initial matches** unchecked
- d. Add your Appointment Campaign from Step 2 under **Select Campaign**

Automation Configuration

Automation Conditions

Choose a Saved Search or Saved Report to specify the criteria users must meet for inclusion in your automation. Then choose the action you would like to take when users meet the Saved Search or Report criteria. Choose any additional selection based on the automation action. Note that you will need to set these up in advance.

IF... users match the criteria in this saved search or report *

No Show - Bolton 120 Fall 2024

X ▾

[Preview Saved Search or Report](#) ↗

THEN... take this action *

Add to Appointment Campaign

▼

Omit initial matches ⓘ

Select Campaign

Choose one

▼

Don't see your campaign? You may need to [create one now](#).

Automation Schedule

Specify how long the automation should run. Then choose how often you want to check for new users that match the criteria. Any new users who meet the criteria will be added to the automation and the action will be applied on this schedule. You will be notified by email 2 hours before each automation run. You will be able to review a list of users included in the automation and have the opportunity to cancel an automation run or to omit individual users.

Automation Duration

How long would you like your automation to run?

Start

November 29, 2024

End

December 20, 2024

Automation Frequency

How often should we check for new matches? The selected action will be processed at the interval and time of day in your institution's time zone, subject to processing time delays.

Daily

Weekly

Monthly

Time *

▼

[Save Automation](#)

[Cancel](#)

- Finally, set up your preferred **Automation Schedule** by determining the duration you'd like to add students marked as No Show to the Appointment Campaign and the frequency you'd like to check for new matches. Click **Save Automation** and your automation is ready to go!

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.

- [Automated Actions](#)
- [Create a Campaign Automation](#)
- [Automated Actions New Feature Spotlight](#)
- [V3 Reports](#)
- [My Dashboard](#)