

Report: Student Info (Students Active for Term)

Pulling Student Data Reports in Nanook Navigator

What data is provided?

Student Name, ID, Categories, Tags, Classification, Major, Cumulative GPA, Assigned Advisors, phone number, gender, ethnicity, address, Term Credit hours, Term GPA, Total Credit Hours Earned, student opted out of SMS, and opt in SMS.

* Annual FERPA training required to access this platform.

Where are Reports?

Reports are located on the Staff Home page → left side panel → last icon.



Pulling Student Info Reports by Assigned Advisor

1. Click on the Reporting icon on the Staff Home page.
2. *program defaults to the new reports.*
3. Go to Student Data Reports and click on the Student Info report

Student Data Reports

[Notes](#)

[Student Enrollments](#)

[Student Info \(Students Active for Term\)](#)

4. Choose the activity term (defaults to current term, pulls anyone enrolled in the past 2 years, required to search data) and enrollment term (optional):

Activity Filters

A screenshot of the 'Activity Filters' section. It shows two dropdown menus. The first is labeled 'Term' and has 'Fall Semester 2019' selected. The second is labeled 'Enrollment Terms (In Any of these)?' and has 'All' selected. A blue arrow points to the 'Term' dropdown, and another blue arrow points to the 'Enrollment Terms' dropdown.

Student Info Reports by Assigned Advisor, continued

5. Scroll down to "Assigned To" click on the Any drop down and choose advisor.

A screenshot of the 'Assigned To' dropdown menu. The menu is open, showing 'Any' selected. A blue arrow points to the 'Advisor' option.

6. Search for the **advisor/s name** in the Staff section (type first or last name). *Multiple names will bring up anyone assigned to person A or person B.

A screenshot of the 'Staff' search bar. Two search results are visible: 'x Kinne, Ginny' and 'x Howdeshell, Stacey'. A blue arrow points to the search bar.

7. Click on Search.
8. Within the report, click on actions and export results if you would like to download this data into an excel sheet. *You can also create a watchlist directly from your results by clicking "watch".

A screenshot of the 'Actions' dropdown menu. The menu is open, showing various options like 'Send a Message', 'Create Ad hoc Appointment Summary', etc. 'Export Results' is highlighted at the bottom. A blue arrow points to the 'Export Results' option.

Need assistance? See more resources at <https://uaf.edu/gs/nanooknavigator/> or contact jrskipper@alaska.edu.

Report: Student Info (Students Active for Term)

Student Info Reports by Assigned Advisor, continued

- Click on the link to the download center (banner at the top of the page).

New Student Info (Students Active for Term) Report ready!

Your Student Info (Students Active for Term) Report has been downloaded. A copy  the [Download Center for Reports.](#)

- Click on the report in the download center. Keep in mind the file downloads as a CSV file, recommend saving as an excel workbook file before editing.

*[See here to create a watchlist from this data.](#)

Download Center for Reports

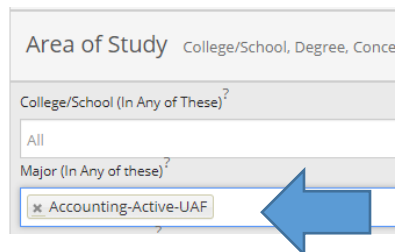
NAME

[campus-v2report-student-2020-03-04.csv](#)

Student Info Reports by Major

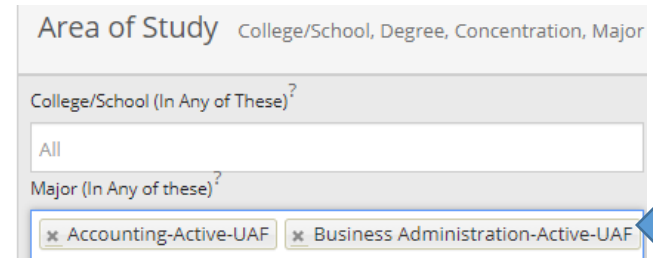
If you would like to see student data and filter the students based on their primary or secondary major...

- Complete **steps 1-4** from page 1.
- After setting your semester, scroll to the “Area of Study” and then type in the major/majors in the “Major (in any of these)” box. Be sure to click on the *major-active-UAF*.



Student Info Reports by Major, continued

- You can also search for multiple majors (In any of these).

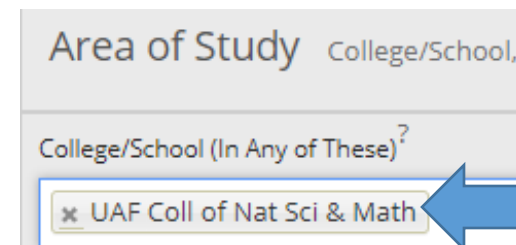


- Complete **steps 7-10** from the Reports by Assigned Advisor section.

Student Info Report by College/School

If you would like to see student data and filter the students based on their College/School...

- Complete **steps 1-4** from page 1.
- After setting your semester, scroll to the “Area of Study” and then type in the UAF *College/School* in the College/School (in any of these) box.



- Complete **steps 7-10** from the Report by Advisor Name section.