Student Enrollment Data

Pulling course roster, mid-term, or final grades report in Nanook Navigator (EAB Navigate)

Where do the mid-term and final grades come from?

Grades are entered into UAOnline and then Nanook Navigator pulls this data from Banner within 48 hours later.
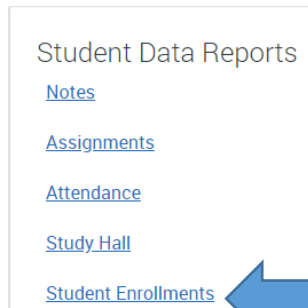
Where are Reports?

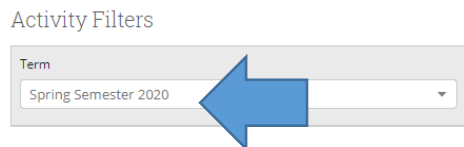Reports are located on the Staff Home page→left side panel→ last icon.

Grades Report by Advisor Assignment

1. Click on the Reporting icon on the Staff Home page.
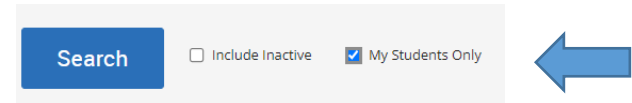2. Go to Student Data Reports and click on the Student Enrollments report

3. Choose the term you would like to see the active students data for:

Grades Report by Advisor Assignment, continued

4. Scroll down to "My students only" click the checkbox.

5. Click on Search.
6. Within the report, click on actions and "export results" if you would like to download this data into an excel sheet. Or click "Add to student list" if you would like to create a student list.
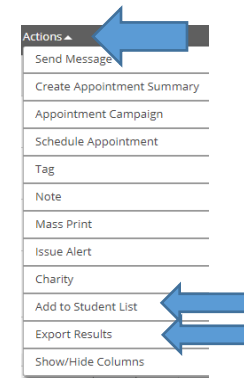
7. Choose the columns to export and click export.
8. View you file in your downloads bar as an excel file or download center.
   a. *See here to create a student list from this data*.
9. You can then sort and filter the excel file to see which students currently are assigned you.

Student Enrollment Data

Grades Report by <u>Major</u>

1. Complete **steps 1-3** from page 1.
2. After setting your semester, scroll to the "Area of Study" and then type in the major/s in the major (in any of these) box. Be sure to click on the *major*-active-UAF.

3. Complete **steps 5-9** from the Grades Report by Advisor Assignment section.

Grades Report by Student List

1. Complete **steps 1-3** from page 1.
2. After setting your semester, scroll to the "Student Information" and click on Student List and type in your student list or lists.

4. Complete **steps 5-9** from the Grades Report by Advisor Assignment section.

How to create a student list [handout](#).

Grades Report by <u>College/School</u>

1. Complete **steps 1-3** from page 1.
2. 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.

3. Complete **steps 5-9** from the Grades Report by Advisor Assignment section.

NANOOK NAVIGATOR

Student Enrollment Data

Save Report

1. After clicking search you can click Save next to unsaved report to save the report criteria for future use or to schedule report downloads.

2. Add a name and click save report

3. Access your save report, click on Lists & Save Items

4. You can click on the link to run the report.

Saved Reports

Use reports to access data and analytic insights related to student success programs. Use Saved Reports to run a p
Just adjust your dates and go.

Actions ▾			
☐	NAME	REPORT TYPE	ACTIVE SCHEDUL
☐	2017 to current Alerts	Alerts	No
☐	Spring 22 Alerts- Advisees	Alerts	No
☐	Advisees SP22- Grades	Student Enrollments	No

Report Schedule Download

1. Access your save report, click on Lists & Save Items
2. Check the box next to the report you wish to schedule, click actions and configure schedule

3. Set up your schedule details.
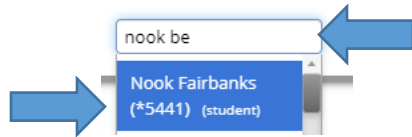

4. You can see the report is schedule when active "Yes"

☐	Advisees SP22- Grades	Student Enrollments	Yes

NANOOK NAVIGATOR
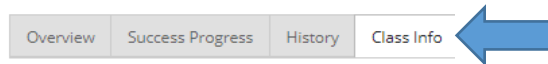
Student Grade Data

View student mid-term or final grades in Nanook Navigator (EAB Navigate)

Grades on Student Profile

1. Search the student by name, student ID number, or preferred email address. Then click on their name.

2. Click on the student's "Class Info" tab

3. The classes will default to the current term. If the instructor entered a midterm grade into UAOnline then it will appear within 48 hours under the "MID" column. The same is true for final grades ("FINAL" column).

4. Course information can also be viewed further down on the "Class Info" page. See here for the course status code key (last page). **Note:** the grades column will show any midterm grades entered each semester until final grades are entered.

Grades by Progress Reports- Report by Advisor

1. Click on the Reporting icon on the Staff Home page.
2. Go to Student Data Reports and click on the Progress Reports report.

3. Choose the timeline you would like to see the student progress reports (not at-risk and at-risk). Recommend: start of the semester to current date.

4. Scroll down to "My student only" click the check box.
5. Click on Search.
6. Within the report, click on actions and "export results" if you would like to download this data into an excel sheet. Or click "Add to student list" if you would like to create a student list.
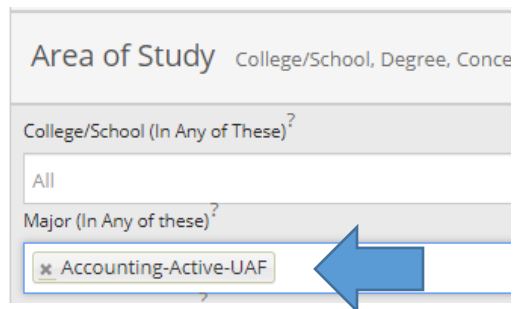
Student Grade Data

Grades by Progress Reports- Report by Advisor, *continued*

7. Click on the link to the download center (banner at the top of the page).
8. Click on the report in your downloads bar. Keep in mind the file downloads as a CSV file, recommend saving as an excel workbook file before editing. *See here to create a student list from this data.*
9. You can then sort and filter the excel file to see which students currently are assigned you.

Grades by Progress Report by Student List

1. Complete **steps 1-3** from above.
2. After setting your semester, scroll to the "Student Information" and click on Student List and type in your student list or lists.

Student List (In Any of These)

x Athletics Test

3. Complete **steps 5-9** from the Progress Reports by Advisor Assignment section.

How to create a student list handout.

Grades by Progress Report by Major

1. Complete **steps 1-3** from above.
2. After setting your semester, scroll to the "Area of Study" and then type in the major/s in the major (in any of these) box. Be sure to click on the *major*-active-UAF.

Area of Study   College/School, Degree, Conce
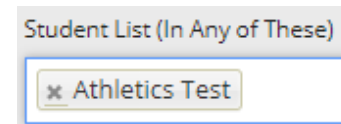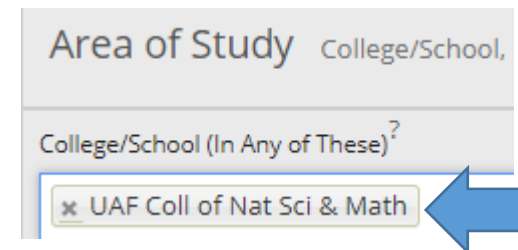
College/School (In Any of These)?

All

Major (In Any of these)?

x Accounting-Active-UAF

4. Complete **steps 5-9** from the Progress Reports by Advisor Assignment section.

Grades by Progress Report by College/School

1. Complete **steps 1-3** from above.
2. 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.

Area of Study   College/School,

College/School (In Any of These)?

x UAF Coll of Nat Sci & Math

3. Complete **steps 5-9** from the Progress Reports by Advisor Assignment section.