UH Navigate V3 Reports Starter Pack

V3 Reports contain data and analytic insights related to student success programs. These are example report scenarios based on common UH data activities.

Student Enrollments Report

➢ Identify students enrolled in prior semester but not future semester (in this example, students enrolled Spring 2024, not enrolled Fall 2024 in any of the Biology, Chemistry, or Mathematics majors.0

  o Change *Enrollment Term* and *Major* value(s) to your selected value(s).

Filters Logic: Match all Filters (AND) ⌄ ⑦   Results must match ALL filters: **1 AND 2 AND 3 AND 4**

① **Field** *: Enrollment Term   **Condition**: is   **Value** *: Spring 2024

② **Field** *: Term Credit Hours   **In Term**: Fall 2024   **Condition**: exactly   **Value** *: 0

③ **Field** *: Major   **Condition**: contains any   **Value** *: Biology, BA ✕ Biology, BS ✕ Chemistry, BA ✕ Chemistry, BS ✕ Mathematics, BS ✕

④ **Field** *: Categories   **Condition**: does not contain any   **Value** *: Completed UH Bachelor Degree (CompBach) ✕ Apply to Graduate for Spring 2024 (ATG2220) ✕ Apply to Graduate for Summer 2024 (ATG2230) ✕

Student Enrollments Report

➢ Find students in a major who have not yet taken required courses (in this example, students in Psychology major who have not yet taken either PSYC 2301 or PSYC 2305 course.)

  o You can change *Major* and *Enrollment Course* value(s) to your selected value(s).

Filters Logic: Match all Filters (AND) ⌄ ⑦   Results must match ALL filters: **1 AND 2**

① **Field** *: Major   **Condition**: contains any   **Value** *: Psychology, BA ✕ Psychology, BS ✕

② **Field** *: Enrollment Course   **Condition**: does not contain any   **Value** *: PSYC-2301 | Introduction to Psychology ✕ PSYC-2305 | Introduction to Methods in Psychology ✕

Appointments Report - Students without Appointments

➢ Recreate the V2 *Students Without Appointments* report

  o Set filter *Number of Appointments* to zero

  o Set filter *Appointment Created at* condition to *Since* and a date to get students who haven't had an appointment since a certain date

  o Can automate - students with no appointments within time range, add to appt. campaign

① **Field** *: Appointments   **Condition**: exactly   **Value** *: 0
  + Add Sub-Filter

② **Field** *: Appointment Created At Date   **Condition**: since   **Date** *: 01/01/2024

Appointment Summaries Report
- ➢ Search all details on Appointment Summaries, including no-shows, cancellations scheduled or drop-in sessions
  - o Change *Scheduled Start Date* range and *location* value(s) to your selected values(s).
  - o If the appointment summary was created for multiple students, you will find one row per student with the summary report data.

	Field *	Condition	Value *
①	Location ✕ ⌄	contains any ⌄	GHL - GLOBAL HOSPITALITY LEADERSHIP ONLINE/REM GHL - CONRAD N. HILTON COLLEGE OF GLOBAL HOSP ✕ ⌄

	Field *	Condition	Start Date *	End Date *
②	Scheduled Start Date ✕ ⌄	date range ⌄	04/01/2024 🗓	05/07/2024 🗓

Availabilities Report
- ➢ Filter for all details on any appointment, campaign, or drop-in availability created by a user within the platform.
  - o The Availabilities report allows you to learn who or how many staff are available for particular services, care units, locations, or courses.
  - o The "active" field will show whether the availability is active or inactive on the day that you run this report.
  - o Save report for regular monitoring of office availabilities.

	Field *	Condition	Value *
①	Location ✕ ⌄	contains any ⌄	BAUER - IN-PERSON ADVISING FOR BUSINESS, RM. 262 MELCHER HALL ✕ BAUER - ADVISING ONLINE FOR DECLARED BUSINESS MAJORS ✕ ✕ ⌄

	Field *	Condition	Start Date *	End Date *
②	Availability End Date ✕ ⌄	date range ⌄	05/07/2024 🗓	05/17/2024 🗓

Progress Reports Report
- ➢ Locate all Progress Reports issued across date range, for major
  - o Be sure to add a field for *Marked at Risk* and set value to *True.*
  - o Further customize with student categories or GPA range

	Field *	Condition	Start Date *	End Date *
①	Date Submitted ✕ ⌄	date range ⌄	05/30/2024 🗓	08/16/2024 🗓

	Field *	Condition	Value *
②	Major ✕ ⌄	contains any ⌄	EXPLORATORY STUDIES, DEG UN ✕ ⌄
③	Marked At-Risk ✕ ⌄	is ⌄	True ⌄
④	Categories ✕ ⌄	contains any ⌄	⌄