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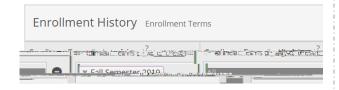Reports are located on the Staff Home page   left side panel   last icon.

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

Notes

Student Enrollments

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

Term

Fall Semester 2019

Student Info Reports by Assigned Advisor, continued

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

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.

7. Click on Search.
8. Within the report, click on actions and export results if you would like to download thi