# CREATING GROUP ADVISING REPORTS ON NAVIGATE
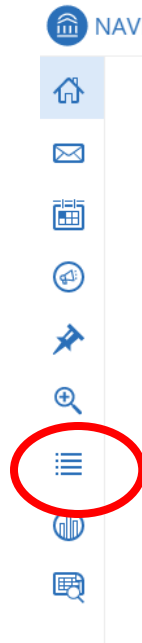
Select LISTS & SEARCHES on the home menu.

NAV

Click NEW SAVED SEARCH.
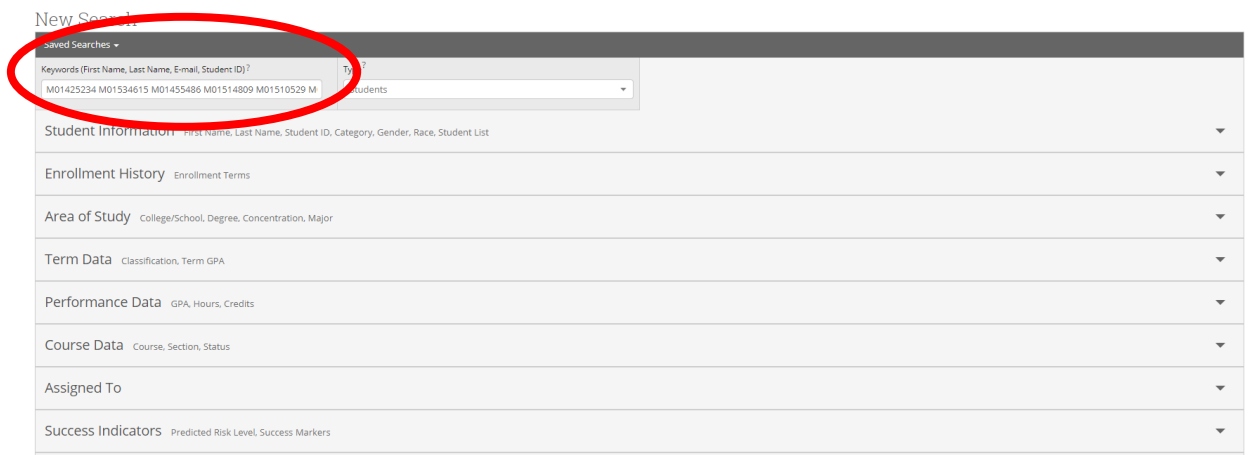
Saved Searches

| Actions ▾ | | New Saved Search |
|---|---|---|
| ☐ | NAME | |

Copy list of student M#s and paste numbers into Keywords.

Search

TENNESSEE
STATE UNIVERSITY

New Search

Saved Searches ▾

Keywords (First Name, Last Name, E-mail, Student ID)?

M01425234 M01534615 M01455486 M01514809 M01510529 M

Type?

Students

| M | TN | |
|---|---|---|
| udentM | Student ID | Class |
| ige | M0142523 | JR |
| zabeth | M0153461 | SR |
| | M0145548 | JR |
| thryn | M0151480 | FR |
| organ | M0151052 | FR |
| te | M0145504 | SO |
| | M0140185 | SO |
| | M0148910 | SO |
| eann | M0145320 | SO |
| cole | M0153229 | SR |
| aria | M0150983 | FR |
| thryn | M0101696 | JR |
| arie | M0148924 | FR |
| arie | M0142454 | SO |
| se | M0149674 | FR |
| cole | M0145738 | SO |
| ne | M0149708 | JR |
| | M0145172 | SO |

Student Information  First Name, Last Name, Student ID, Category, Gender, Race, Student List

Enrollment History  Enrollment Terms

Area of Study  College/School, Degree, Concentration, Major

Term Data  Classification, Term GPA

Performance Data  GPA, Hours, Credits

Course Data  Course, Section, Status

Assigned To

Success Indicators  Predicted Risk Level, Success Markers
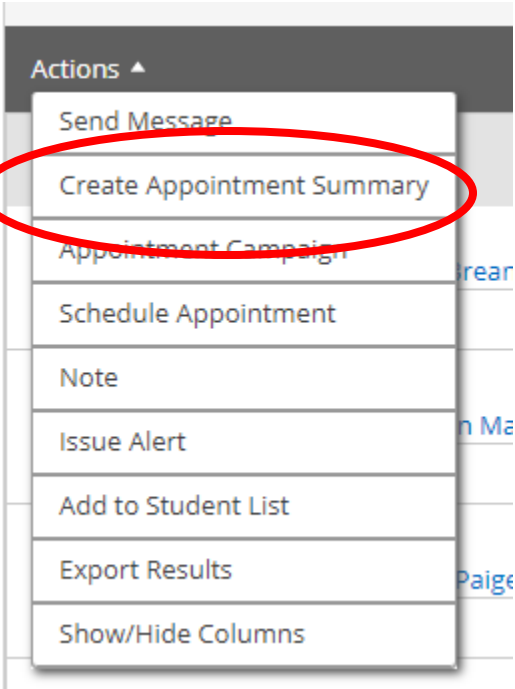
Click Search.

Click ALL to select all students.
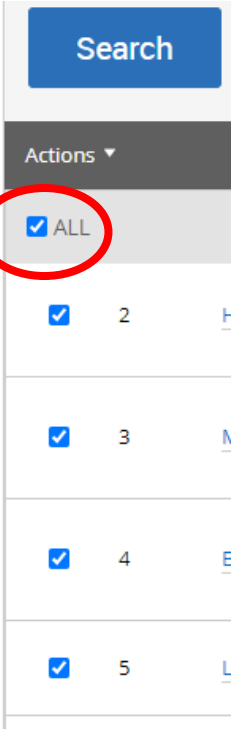


Click the arrow to access the ACTIONS pull down menu and select CREATE APPOINTMENT SUMMARY.

The Appointment Report for Multiple Students will pop up.

APPOINTMENT REPORT FOR MULTIPLE STUDENTS                                    _ ✕

You must first choose a Care Unit before adding any additional data in this form.

Appointment Details

Care Unit

Select Care Unit                                    ⌄

Location

Select Location                                     ⌄

Service

Select Service                                      ⌄

Course

Start typing to search all courses                  ⌄

Meeting Type

Select Meeting Type                                 ⌄

Date of visit

04/29/2021

Meeting Start Time          Meeting End Time

10:32am              to

All times listed are in Central Time (US & Canada).

Attendees

**Alicia Abney**
Advisor, Professor

Appointment Summary

B  *I*  :≡  ≡  𝒫  | Paragraph  ⌄ |  ↶  ↷

ⓘ  An appointment will be created after you submit this report. If a Meeting End Time is not entered, this will default to the time you Save this Report.

Select Care Unit: ADVISING

Select Location:

Service:

Course: (if discussing a specific course)

Meeting Type:

Date: (date of orientation)

Meeting Start Time: (time orientation started)

Meeting End Time: (time orientation ended)