Accessing Navigate

Login to Navigate at https://memphis.campus.eab.com or use the link in the myMemphis Faculty page.
Navigate to the Reporting Page

1. Click on the Reporting icon (2nd icon from the bottom on the left side of the screen)

2. Select the Check-Ins Report in the Appointment/Visit Reports section
Running the Report
Search for Tutor Check-Ins Only for Specific Course

1. Set appropriate **date** filters

2. Select **Tutoring and Academic Support** from the **Care Units** drop down menu

3. Select the appropriate course from the **Course drop down menu** in the **Activity Filters** section

4. Click the blue **Search** button

**Note:** this report may take several minutes to run

5. Once the report has returned results, you can click on **Actions** and then select **Export Data** to export results to Excel