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

This report will return results for all Tutoring and Academic Support Check-Ins (any Course or Service) for Students Enrolled in a 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 Data section

4. Select the appropriate section from the Sections drop down menu in the Course Data section

5. Click the blue Search button at the bottom of the screen

Note: this report may take several minutes to run

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

Check-Ins

Activity Filters

Student Filters

Note: Results will include visits to other Student and Academic support Locations and Services. Use the Filter by Location drop down (in Activity Filters section) when running the report to show results for a specific location. Alternatively, search for All locations, Export to Excel, and then filter for specific Location(s) and/or Service(s)