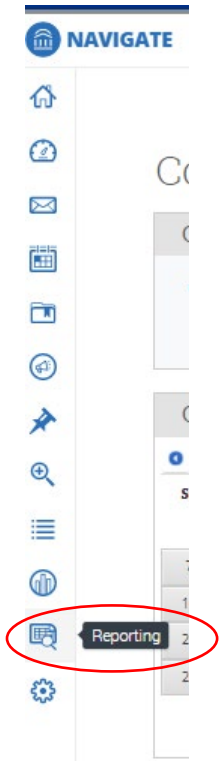


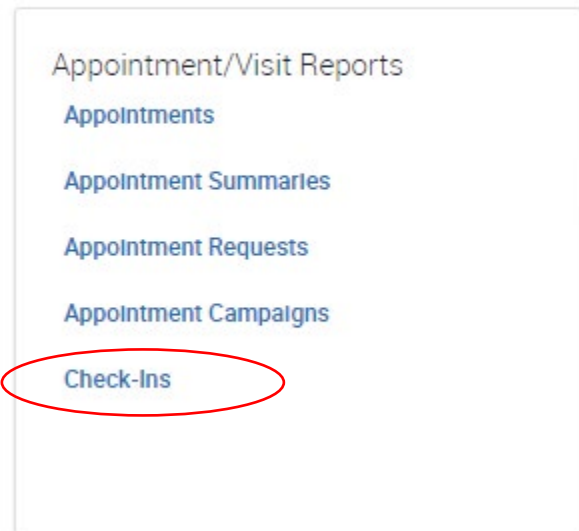
Navigate to the Reporting Page

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

Reports



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

Report Information

Activity Filters

Begin Date: 08/23/2021
End Date: 10/27/2021

Care Units: Tutoring and Academic Support
Course: [Empty]

Filter by Location: All
Filter by Service: All

At-Risk Students Only

Student Filters

Student Information: First Name, Last Name, Student ID, Category, Tag, 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

From Term: Fall Term 2021
To Term: Fall Term 2021
Add More Courses

Course: BIOM-1720 Intro Biomed Engr Tools
Section: 350
Status: Registered

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)