Navigate Analytics and Reports Overview

This document gives a brief overview of what information can be found in Navigate Analytics and Reports, and why you might use one or the other.

Please keep the following in mind:
- This is not everything! Only the most commonly used items are addressed below.
- Access to information in Navigate in controlled by role. You may not see all of these reports and dashboards in Navigate.

What is in Navigate Analytics?

Activity Dashboard
- Student Appointments (Also in Reports; Analytics is better for quick visualizations, Reports is better for exporting to Excel for a deep dive.)

Student Milestone Dashboard
- Navigate Logins
- Intake Poll Results (Also available as a filter in Reports and Advanced Search.)

Survey Analytics Dashboard
- Early Term Check in Poll Results
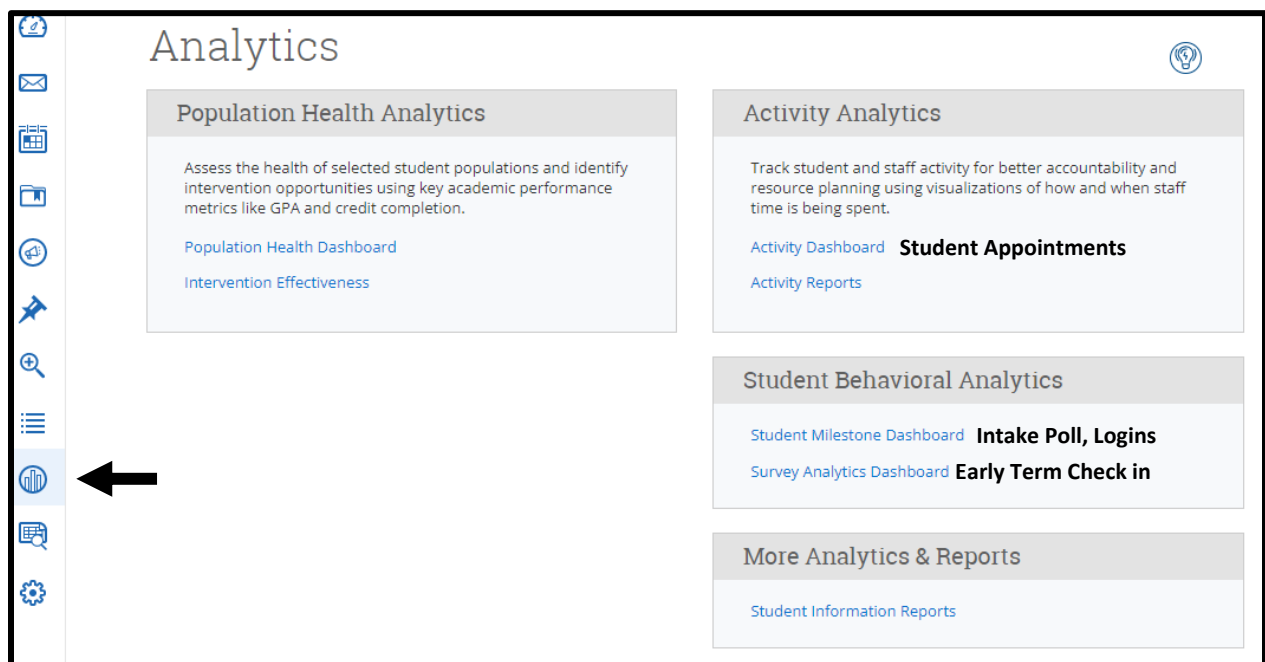
What is in Navigate Reports?

Appointment/Visit Reports

Appointment records for Advising, Tutoring, Financial Aid, Career Planning and Placement, and any other Care Units that use Navigate to track service delivery.

- Appointments (Includes all cancellations and no-shows; does not include summaries.)
- Appointments Summaries (Does not include all cancellations; does include summaries.)
- Check-Ins (Only location of "record a visit" appointments, which are often used in Kiosk mode. Some duplication of other appointment reports.)

Appointment Details

Care Unit
[Advising X]

Location
Select Location

Service
Select Service

Course
Start typing to search all courses

Meeting Type
Select Meeting Type

Date of visit
02/15/2022

Summary Details For Harry Truman Test

Items to watch (holds, payment, future classes):

Integrated information about life, career, finances, or academics into plans — ○ Yes ○ No ○ N/A
Coaching took place this session — ○ Yes ○ No ○ N/A
Advisor made referral in session — ○ Yes ○ No ○ N/A
Student made a concrete commitment for their next step — ○ Yes ○ No ○ N/A
Goals defined/discussed (academic, personal, transfer, career) — ○ Yes ○ No ○ N/A
Plan for advisor follow-up set — ○ Yes ○ No ○ N/A

Advising Appointment Summary

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The information within this red box is not included in the Appointment report. It is only in the Appointment Summaries report.

Intervention Reports

- Alerts
- Cases

Staff Reports

- Availabilities (Staff appointment availabilities. Use to check when services are offered.)

Reports

CITY COLLEGES of CHICAGO

Appointment/Visit Reports

Appointments — **Includes all cancellations; does not include notes**

Appointment Summaries — **Does not include all cancellations; does include notes**

Appointment Requests

Appointment Campaigns

Check-Ins — **Some duplication with other Appointment reports. Kiosk check-ins will only appear here**

Intervention Reports

Alerts

Cases

Progress Reports

Progress Report Campaigns

Enrollment Census

Student Data Reports

Notes

Assignments

Attendance

Study Hall

Student Enrollments

Student Info (Students Active for Term)

Staff Reports

Availabilities

Calendar Statistics