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Student Success Collaborative

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Appointment Reports

CHAPTER 1

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Appointments

Fields

Student Email

Student

Care Unit

Begin Date Time

End Date Time

Location

Duration

Reported Duration

Appointment Type

Organizer External

Staff Name

Staff Email

Student ID

Student Name

Classifications

Major

Appointment Created By

Appointment Created At

Is No Show

Scheduled Course Number

Scheduled Course Name

Appointment Reasons

Reported Reasons

Appointment Comments

Is Report Filed

Date Submitted

Reported Course Number

Reported Course

Appointment Cancelled By

Cancellation Reason

Cancellation Comment

Meeting Type

Arrived At

Departed At

Unused Slots

Summary

Cumulative GPA

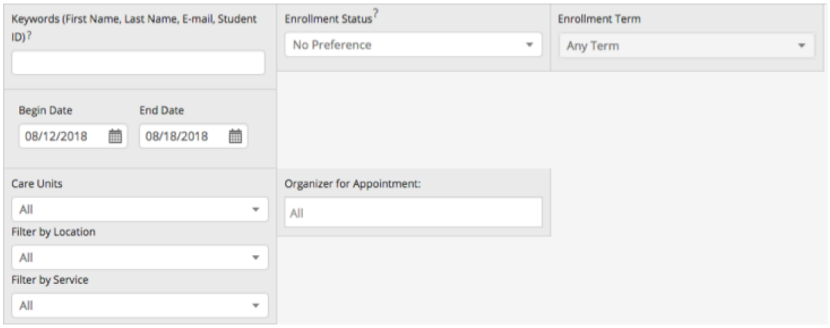
Categories

Alternate

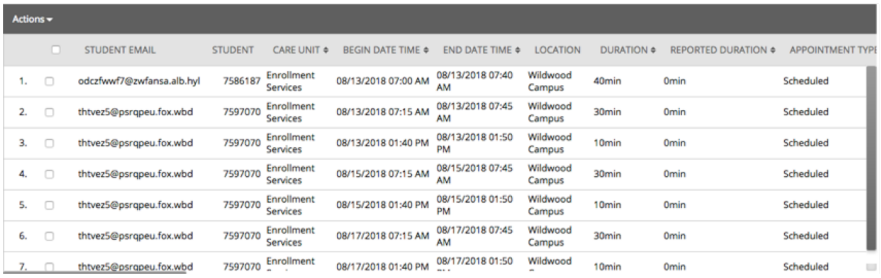
Assigned Advisors

Description

This report gives you information about appointments and related data, including summary and cancellation details within the selected date range. Users will need access to view appointments and summaries for at least one Care Unit to access the data and filters in this report.



Report Filters for Appointment Report



Generated Appointment Report

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Appointment Summaries

Fields

Student ID

Alternate ID

Student Email

Care Unit

Staff Name

Student Name

Categories

Appointment Reasons

Reported Reasons

Appointment Comments

Course Number

Course

Location

Appointment Type

Appointment Date

Date Submitted

Appointment Created By

Classifications

Majors

Term Credits

Duration

Arrived At

Departed At

Reported Duration

Did Attend

Follow-Up?

Assigned Advisors

Staff Email

Cumulative GPA

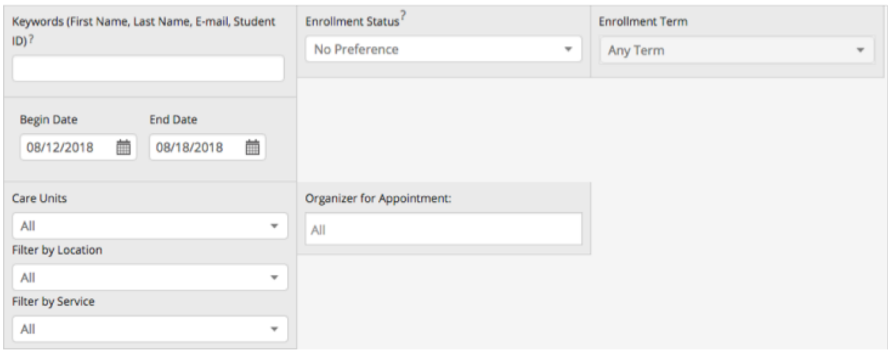
Q1, Q2, Q3, Q4, Q5, Q6, Q7, Q8, Q9, Q10

Summary

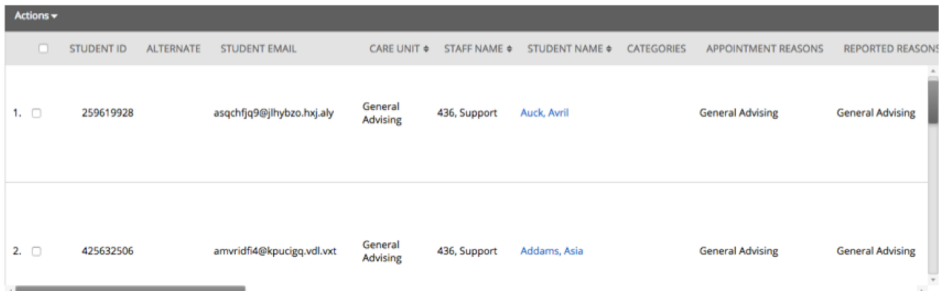
Meeting Types

Description

This report gives you information about appointment summaries created within the selected date range. Only appointments with summary reports will show. To find appointments without summary reports, please use the "Appointments" report. Users will need access to view appointments and summaries for at least one Care Unit to access the data and filters in this report.



Report Filters for Appointment Summaries Report



Generated Appointment Summaries Report

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Daily Appointments

Fields

Student

Care Unit

Begin Date Time

Location

Appointment Type

Duration

Reported Duration

Staff Name

Student ID

Student Name

Assigned Staff

Categories

Scheduled Course Number

Scheduled Course Name

Appointment Reasons

Reported Reasons

Appointment Comments

Student Phone

Student Email

Organizer Cell Phone

Organizer Work Phone

Staff Email

Appointment Created By

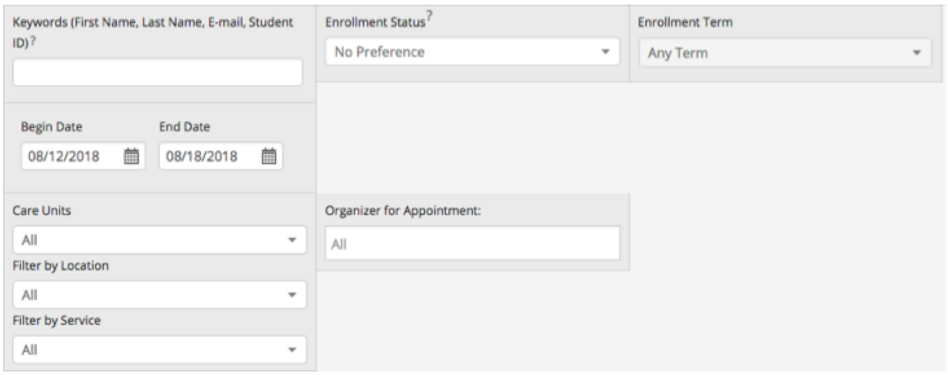
Alternate

Major

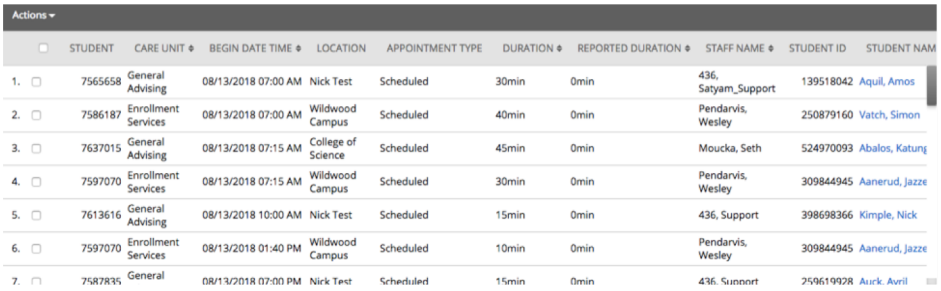
Cumulative GPA

Description

This report gives you information about appointments and related data, including summary details for appointments within the selected date range. Users will need access to view appointments and summaries for at least one Care Unit to access the data and filters in this report.



Report Filters for Daily Appointments Report



Generated Daily Appointments Report

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Students With/Without an Appointment

Fields

Care Unit

Student Name

Had Appointment

Student Primary (ID)

Assigned Advisors

Categories

Tags

Student Email Address

Majors

Classifications

Appointment Type

Date of the Appointment

Appointment Advisor

Was Cancelled

Cancellation Date

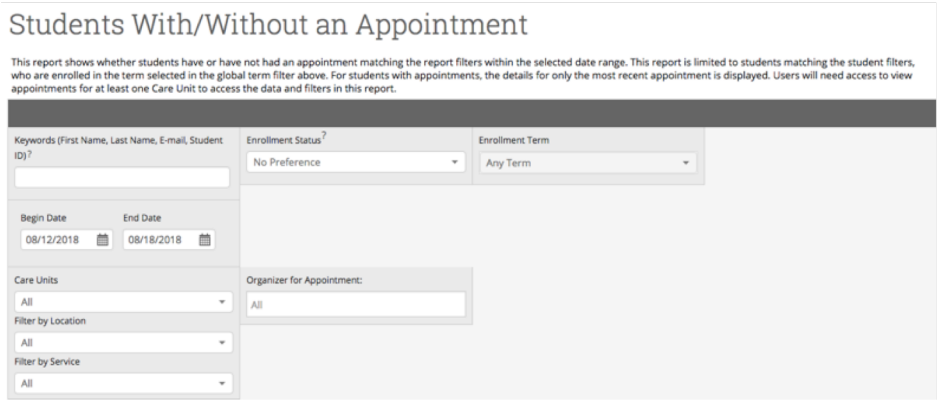
Is No Show

Is Report Filed

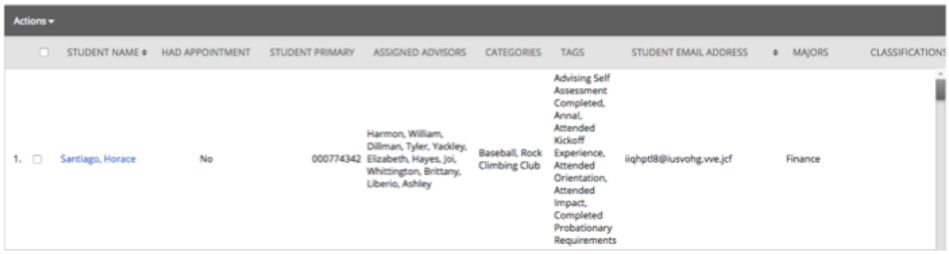
Calendar Instance

Description

This report shows whether students have or have not had an appointment matching the report filters within the selected date range. This report is limited to students matching the student filters, who are enrolled in the term selected in the global term filter above. For students with appointments, the details for only the most recent appointment is displayed. Users will need access to view appointments for at least one Care Unit to access the data and filters in this report.



Report Filters for Students With/Without an Appointment Report



Generated Students With/Without an Appointment Report

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Cancellation Summaries

Fields

Student ID

Care Unit

Student Name

Classification

Categories

Staff Name

Appointment Reasons

Appointment Type

Location

Begin Date Time

Cancelled On

Counted as No Show

Appointment Cancelled By

Cancellation Reason

Cancellation Comment

Appointment Created By

Alternate

Student Email

Staff Email

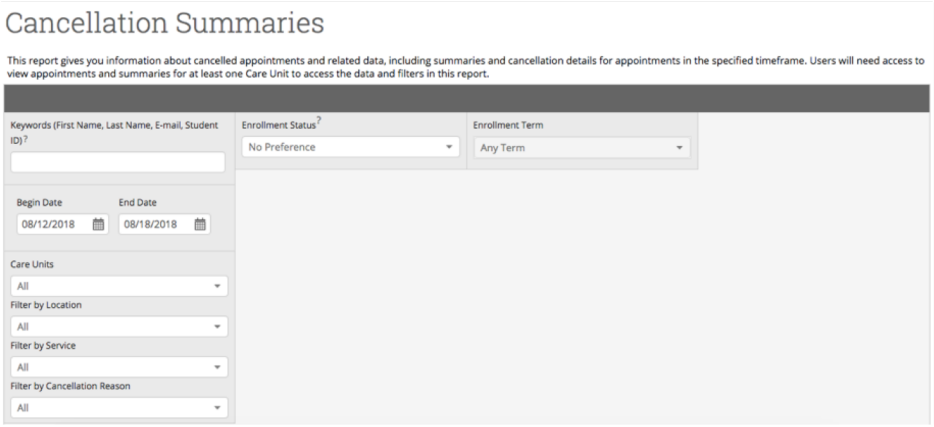
Major

Cumulative GPA

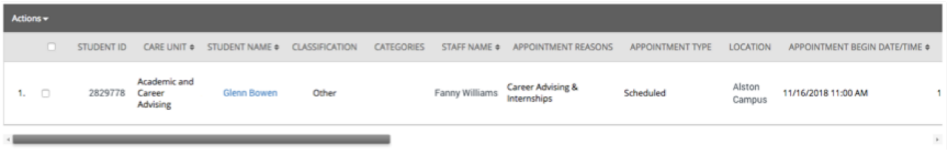
Assigned Advisors

Description

This report gives you information about cancelled appointments and related data, including summaries and cancellation details for appointments in the specified timeframe. Users will need access to view appointments and summaries for at least one Care Unit to access the data and filters in this report.



Report Filters for Cancellation Summaries Report



Generated Cancellation Summaries Report

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Appointment Stats

Fields

Staff Name

Care Unit

Student Count

Appointment Count

Appointment Attendee Count

Evaluation Count

Attended Count

No Show Count

Cancelled Count

Scheduled

Walkins

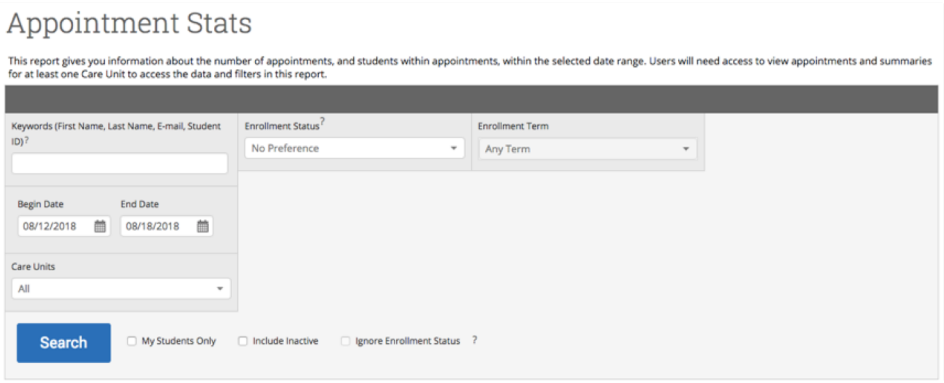
Logged Time

Calendar Time

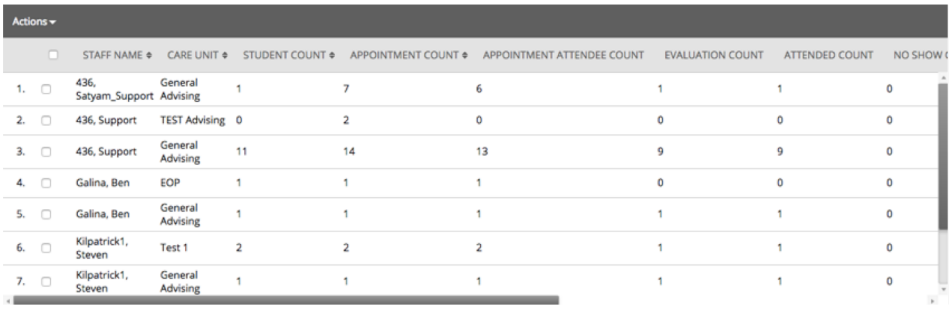
Staff Email

Description

This report gives you information about the number of appointments, and students within appointments, within the selected date range. Users will need access to view appointments and summaries for at least one Care Unit to access the data and filters in this report.



Report Filters for Appointment Stats Report



Generated Appointment Stats Report

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No-Shows

Fields

Care Unit

Begin Date Time

Organizer Name

Student ID

Alternate

Student Email

Staff Email

Staff Name

Student Name

Appointment Created By

Course Number

Course

Appointment Reasons

Appointment Comments

Location

Summary

Major

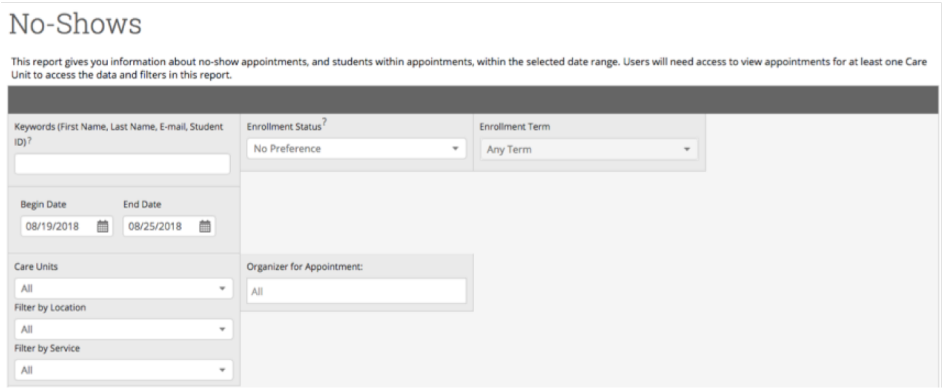
Assigned Advisors

Overall GPA

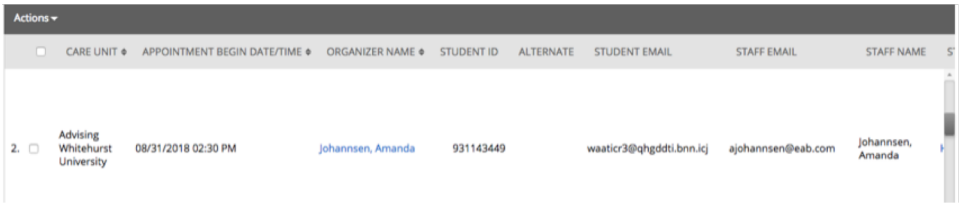
Categories

Description

This report gives you information about no-show appointments, and students within appointments, within the selected date range. Users will need access to view appointments for at least one Care Unit to access the data and filters in this report.



Report Filters for No-Shows Report



Generated No-Shows Report

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Availabilities

Fields

Care Unit

Staff Name

Location

Student Services

Courses

Available Times

Days

Is Active

Duration

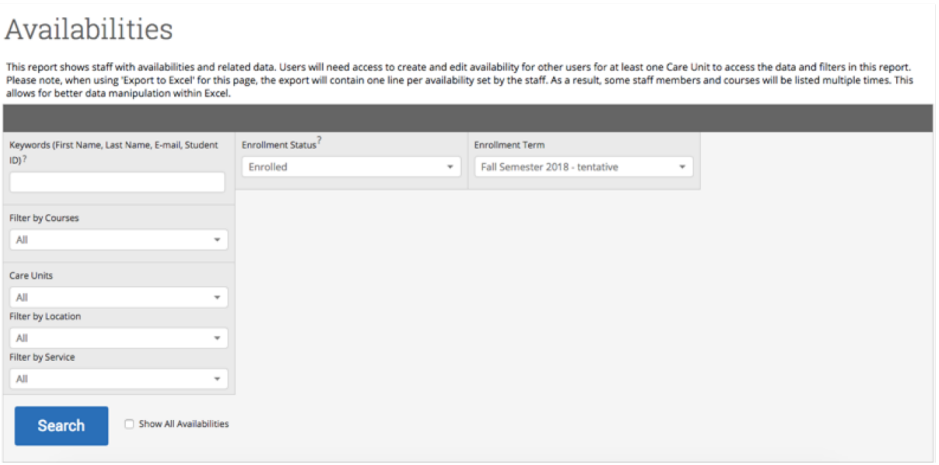
Purpose

Staff Email

Description

This report shows staff with availabilities and related data. Users will need access to create and edit availability for other users for at least one Care Unit to access the data and filters in this report.

NOTE: when using 'Export to Excel' for this page, the export will contain one line per availability set by the staff. As a result, some staff members and courses will be listed multiple times. This allows for better data manipulation within Excel.



Report Filters for Availabilities Report

Generated Availabilities Report

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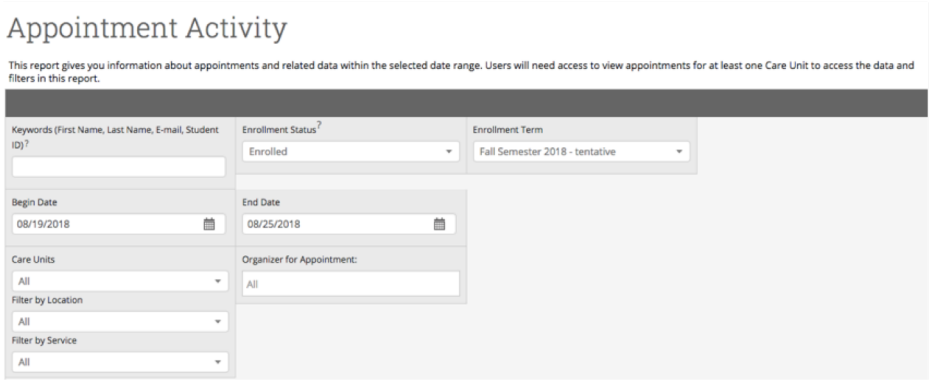
Appointment Activity

Fields

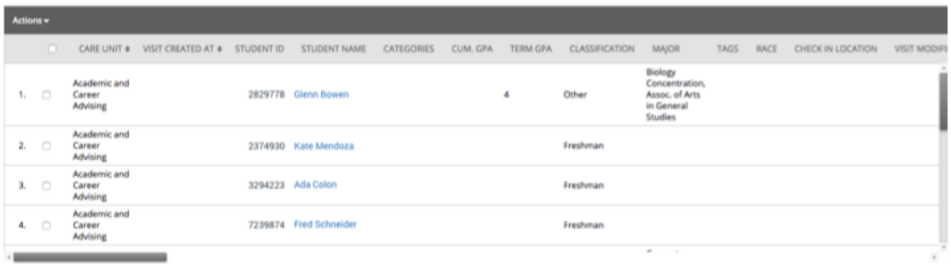
Care Unit
Visit Created At
Student ID
Student Name
Categories
Cumulative GPA
Term GPA
Class
Majors
Tags
Race
Check In Location
Visit Modified At
Duration
Check Out Date
Check Out Locations
Checked Out From Report
Checked Out From Profile
Appointment Created By
Appointment Created At
Begin Date Time
End Date Time
Scheduled Duration
Location
Arrived At
Departed At
Reported Duration
Appointment Type
Is Report Filed
Date Submitted
Is No Show
Unused Slots
Scheduled Course Number
Scheduled Course
Appointment Reasons
Reported Reasons
Appointment Comments
Course Number
Course Name
Date of Birth
Student Email
Reported Course Name
Reported Course
Summary
Appointment Cancelled By
Cancellation Reason
Cancellation Comment
Alternate
Assigned Advisors
Staff Name
Staff Email

Description

This report gives you information about appointments and related data within the selected date range. Users will need access to view appointments for at least one Care Unit to access the data and filters in this report.



Report Filters for Appointment Activity Report



Generated Appointment Activity Report

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Cancellation Summary Stats

Fields

Care Unit

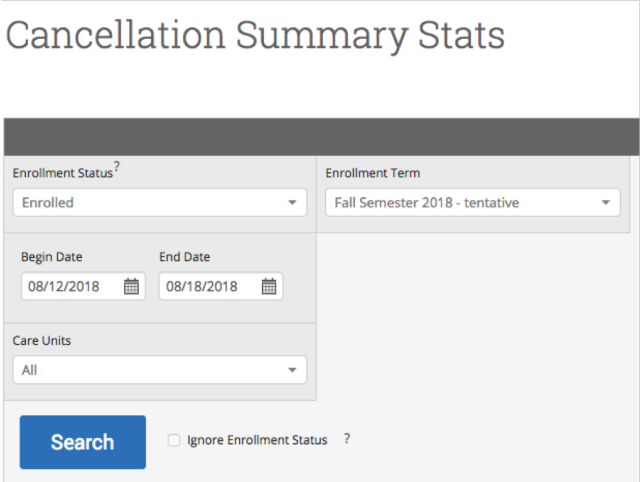
Cancellation Reason

Recorded Cancellations

Percentage of Cancelled Appointments

Description

This report gives you information about the number of cancelled appointments and cancellation reasons, for appointments in the specified timeframe. Users will need access to view appointments for at least one Care Unit to access the data and filters in this report.



Report Filters for Cancellation Summariy Stats Report

Actions

CARE UNIT	CANCELLATION REASON	RECORDED CANCELLATIONS	PERCENTAGE
General Advising	Out Sick	3	75%
General Advising	Campus Event	1	25%
	Total Users Marked as Cancelled	4	100%
	Total Appointments Created	31	
	Total Appointments Cancelled	4 or 13%	

Generated Cancellation Summary Stats Report

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Service Totals

Fields

Reason

Care Unit

Number of Appointments

Percentage of Appointments

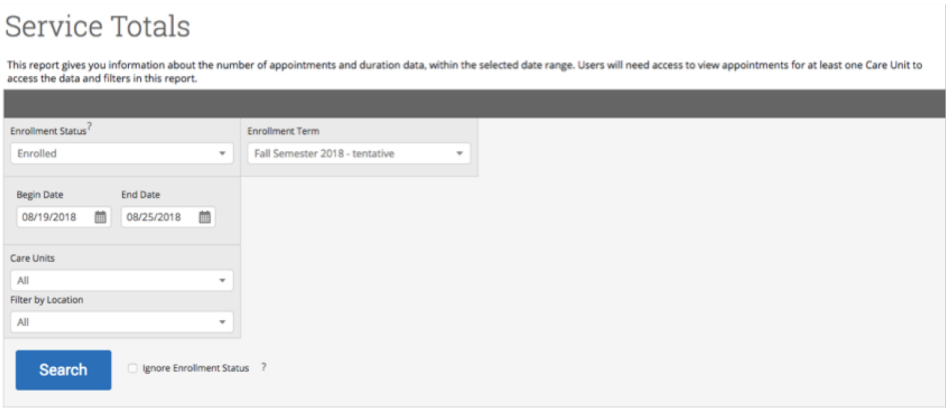
Average Duration

Longest Duration

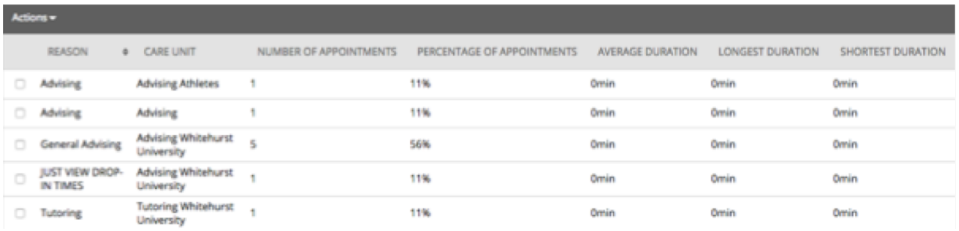
Shortest Duration

Description

This report gives you information about the number of appointments and duration data, within the selected date range. Users will need access to view appointments for at least one Care Unit to access the data and filters in this report.



Report Filters for Service Totals Report



Generated Service Totals Report

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Availabilities by Course

Fields

Staff Name

Cell Phone

Staff Email

Course Number

Course

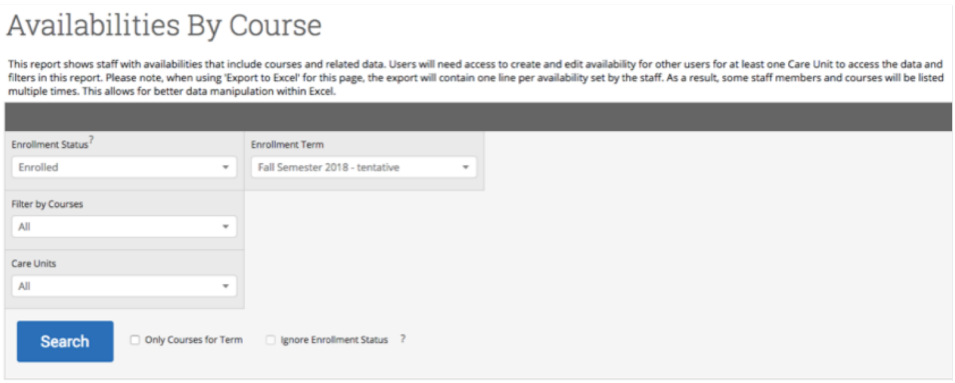
Care Unit

Available Times

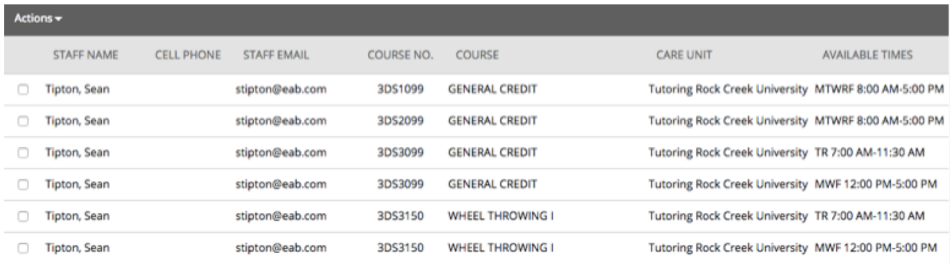
Description

This report shows staff with availabilities that include courses and related data. Users will need access to create and edit availability for other users for at least one Care Unit to access the data and filters in this report.

NOTE: when using 'Export to Excel' for this page, the export will contain one line per availability set by the staff. As a result, some staff members and courses will be listed multiple times. This allows for better data manipulation within Excel.



Report Filters for Availabilities by Course Report



STAFF NAME	CELL PHONE	STAFF EMAIL	COURSE NO.	COURSE	CARE UNIT	AVAILABLE TIMES
Tipton, Sean		stipton@eab.com	3DS1099	GENERAL CREDIT	Tutoring Rock Creek University	MTWRF 8:00 AM-5:00 PM
Tipton, Sean		stipton@eab.com	3DS2099	GENERAL CREDIT	Tutoring Rock Creek University	MTWRF 8:00 AM-5:00 PM
Tipton, Sean		stipton@eab.com	3DS3099	GENERAL CREDIT	Tutoring Rock Creek University	TR 7:00 AM-11:30 AM
Tipton, Sean		stipton@eab.com	3DS3099	GENERAL CREDIT	Tutoring Rock Creek University	MWF 12:00 PM-5:00 PM
Tipton, Sean		stipton@eab.com	3DS3150	WHEEL THROWING I	Tutoring Rock Creek University	TR 7:00 AM-11:30 AM
Tipton, Sean		stipton@eab.com	3DS3150	WHEEL THROWING I	Tutoring Rock Creek University	MWF 12:00 PM-5:00 PM

Generated Availabilities by Course Report

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Appointment Requests by Course

Fields

Care Unit

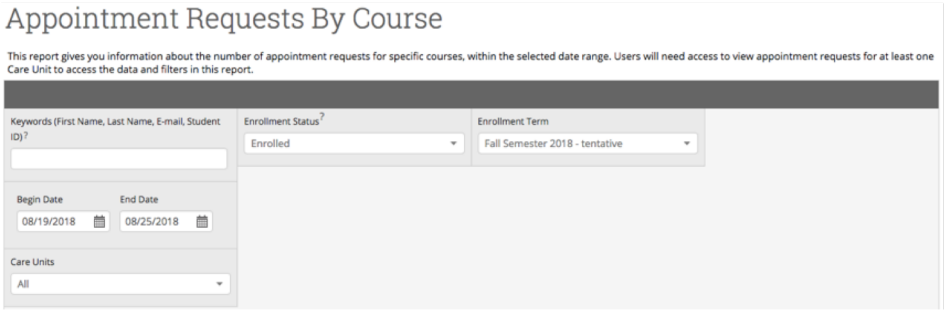
Course Number

Course

Number of Appointment Requests

Description

This report gives you information about the number of appointment requests for specific courses, within the selected date range. Users will need access to view appointment requests for at least one Care Unit to access the data and filters in this report.



Report Filters for Appointment Requests by Course Report

Actions

CARE UNIT	COURSE NO.	COURSE	NUMBER OF APPOINTMENT REQUESTS
Tutoring Whitehurst University	POLS2401	GLOBAL ISSUES	3
Tutoring Whitehurst University	3DS-3150	WHEEL THROWING I	1

Generated Appointment Requests by Course Report

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Appointment Requests

Fields

Created At

Student ID

Student Name

Assigned Advisors

Student Email

Classification

Service

Request Care Unit

Course Dropped At

Course Number

Course

Is Matched

Matched At

Matched By

Organizer Name

Organizer Email

Meeting Times

Begin Date Time

Requested By

Alternate

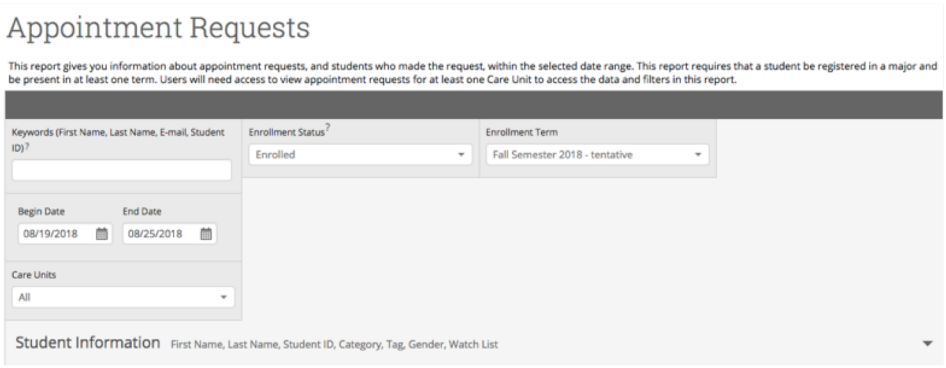
Cumulative GPA

Major

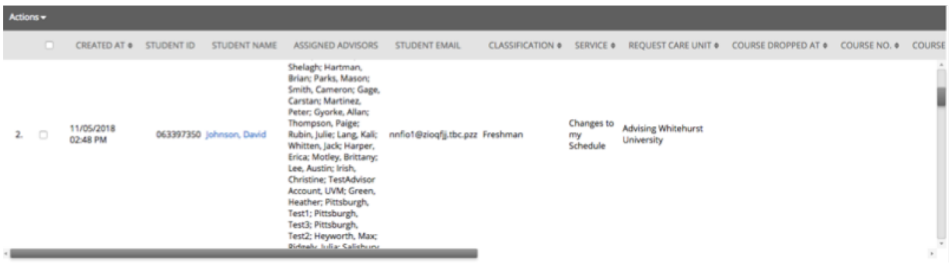
Categories

Description

This report gives you information about appointment requests, and students who made the request, within the selected date range. This report requires that a student be registered in a major and be present in at least one term. Users will need access to view appointment requests for at least one Care Unit to access the data and filters in this report.



Report Filters for Appointment Requests Report



Generated Appointment Requests Report

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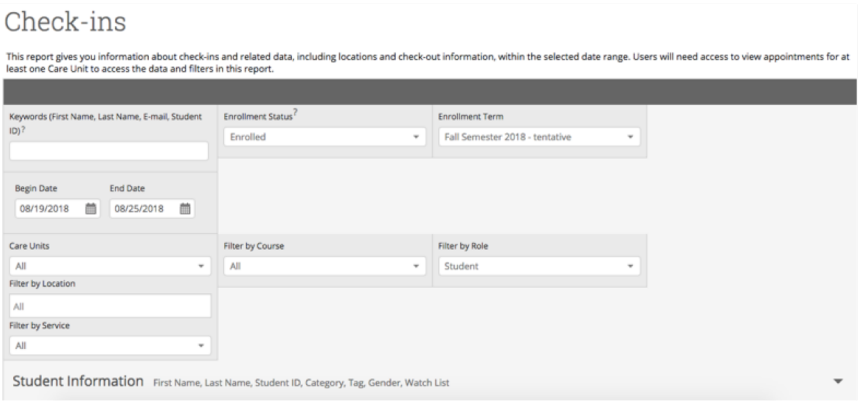
Check-Ins

Fields

Created At
Care Unit
Student ID
Student Name
Categories
Appointment Reasons
Appointment Comments
Appointment Type
Course Number
Course Name
Date of Birth
Cumulative GPA
Term GPA
Student Email
Class
Major
Tags
Race
Check In Location
Visit State
Visit Modified At
Duration
Arrived At
Departed At
Check Out Location
Checked Out from Report
Checked Out from Profile
Staff Name
Staff Email
Alternate
Assigned Advisors
Staff Member

Description

This report gives you information about check-ins and related data, including locations and check-out information, within the selected date range. Users will need access to view appointments for at least one Care Unit to access the data and filters in this report.



Report Filters for Check-Ins Report

Generated Check-Ins Report

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At-Risk Progress Reports and Appointments

Fields

Student ID

Student Name

Student Email

Major

Categories

Section

Course No

Course

Dropped?

Midterm Grade

Final Grade

Date Submitted

At Risk?

Number of Absences

Grade

Comment

Appointment Created

Appointment Care Unit

Student Attended

Instructor

Instructor Name

Instructor Email

Alternate

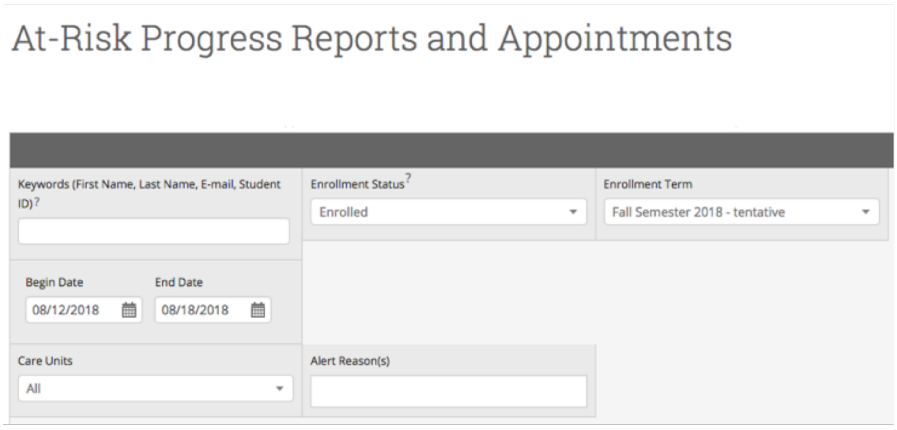
Cumulative GPA

Assigned Advisors

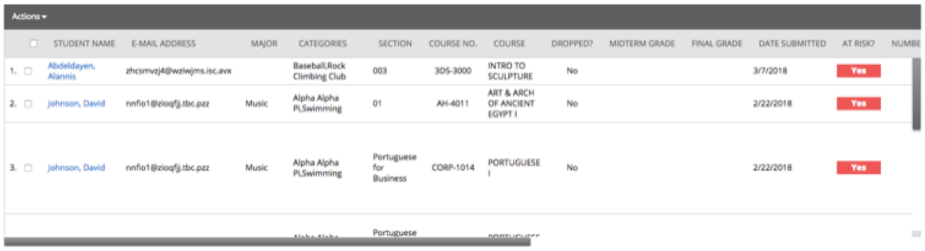
Alert Reasons

Description

This report gives you information about students who have been reported as 'At-Risk' in a course and any appointment for that course, within the selected date range. This can help you determine if students who are marked At-Risk are being processed effectively with appointments by staff members. Also, with Dropped Dates, Appointments Dates, and Grades, the report shows effectiveness of those actions. Users will need access to view appointments for at least one Care Unit to access the data and filters in this report.



Report Filters for At-Risk Progress Reports and Appointments Report



Generated At-Risk Progress Reports and Appointments Report

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Alerts & Cases

CHAPTER 2

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Alerts

Fields

Student ID

Student Name

Majors

Alert Reasons

Created At

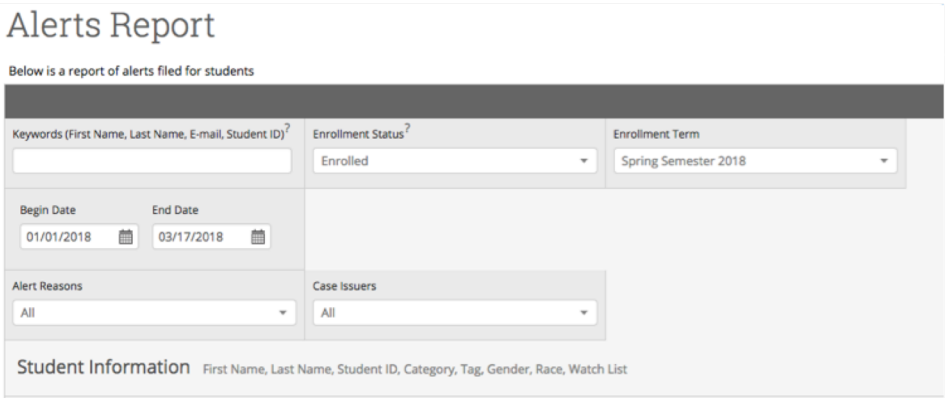
Issued By

Associated Courses

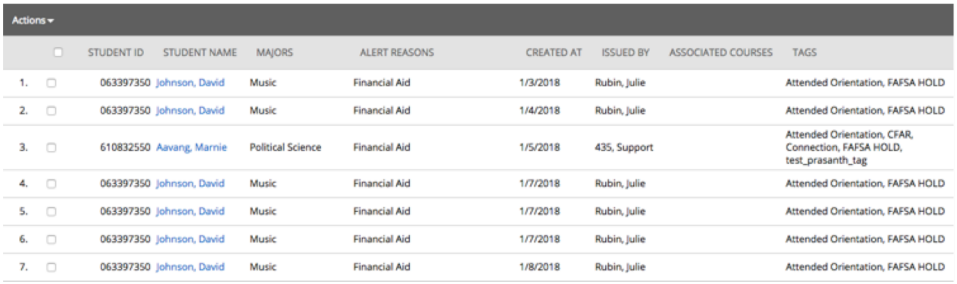
Tags

Description

This report will display all Alerts issued on students during the date range selected. This report is filterable by Alert Reason and Case Issuer to narrow down alerts as well as the usual set of search filters.



Report Filters for Alerts Report



Generated Alerts Report

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Cases

Fields

Student ID

Alternate ID

Student Name

Email Address

Cell Phone

Open

Alert Reasons

Created At

Course No

Campaign

Issued By

Assignees

Closed At

Closed By

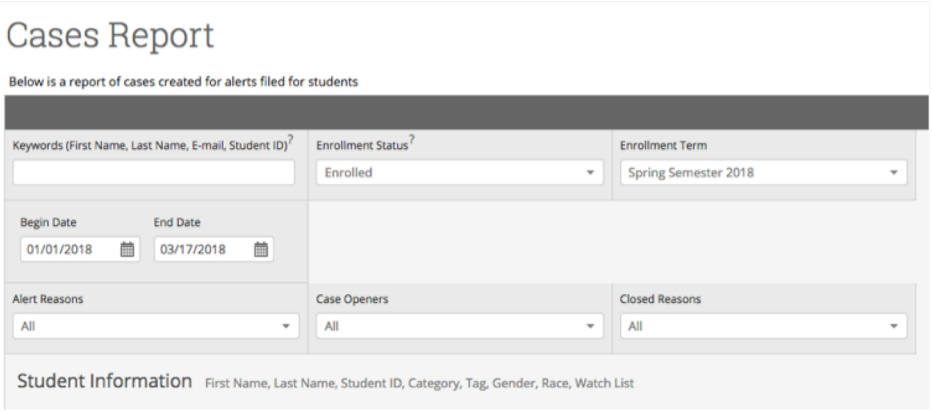
Tags

Comments

Closed Reason

Description

This report will display all Alerts issued on students during the date range selected. This report is filterable by Alert Reason and Case Issuer to narrow down alerts as well as the usual set of search filters.



Report Filters for Cases Report

Generated Cases Report

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Student Information Reports

CHAPTER 3

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Students Active for Term

Fields

Primary Student ID

Student Name

E-mail Address

Cell Phone

Home Phone

Term Credit Hours

Total Credit Hours Earned

Name

Gender

Ethnicity

Majors

Overall GPA

Term GPA

Minutes per Week

Enrolled Courses

Dropped Courses

Absences

Unexcused Absence Count Categories

Tags

Date of Birth

Race

Activated At

Address 1

Address 2

City

State

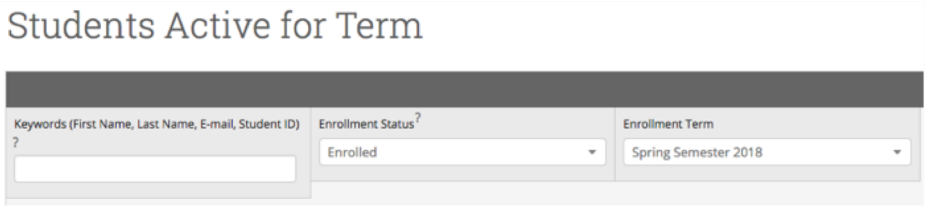
Zip

Assigned Advisors

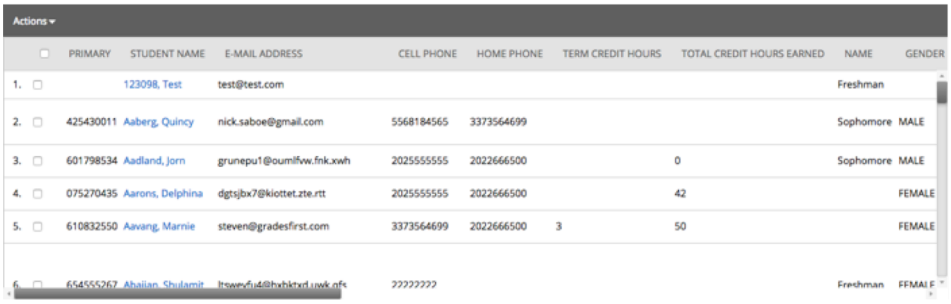
Description

Lists all students who are considered active for the current term. If you have questions about what your institution uses to determine active status, please contact your institution's technical team.

Note: The Students Active for Term report Classification field is populated from the classification table in the GradesFirst DB. It depends on the Global filter for the school. For example, a student might be a sophomore for athletics, but a junior under the larger filter for the whole institution.



Report Filters for Students Active for Term Report



Generated Students Active for Term Report

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Students With/Without Advisors

Fields

Student Name

E-mail Address

Class

Cell Phone

Categories

Majors

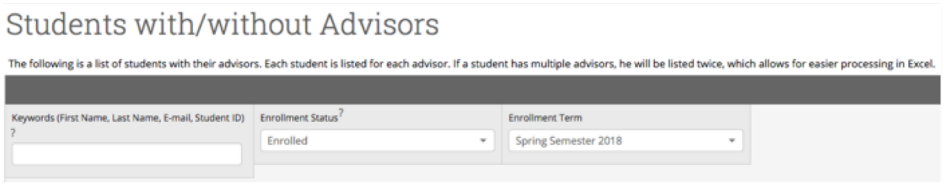
Advisor Name

E-mail Address

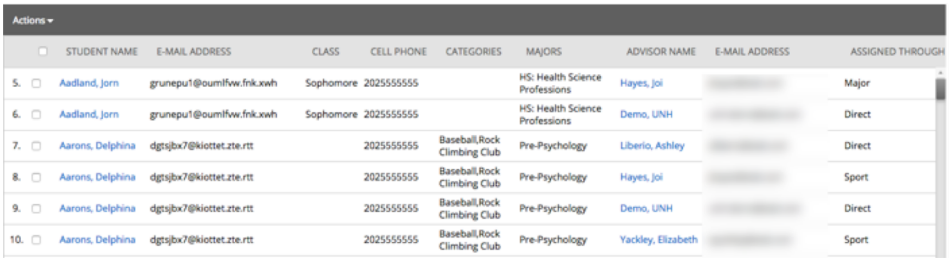
Assigned Through

Description

The following is a list of students and their assigned advisors, as well as students who do not have advisors. Each row contains a student and, if applicable, an assigned advisor. If a student has multiple advisors, the student will appear in multiple rows with a different advisor in each row, which allows for easier processing in Excel.



Report Filters for Students With/Without Advisors Report



Generated Students With/Without Advisors Report

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Students With Courses

Fields

Student Name

E-mail Address

Cell Phone

Home Phone

Name

Majors

Course Name

Dropped?

Course Dropped At

Term GPA;

Midterm Grade

Final Grade

Total Evaluations

At Risk Evaluations

Absences

Excused Absences

Appointment Requests

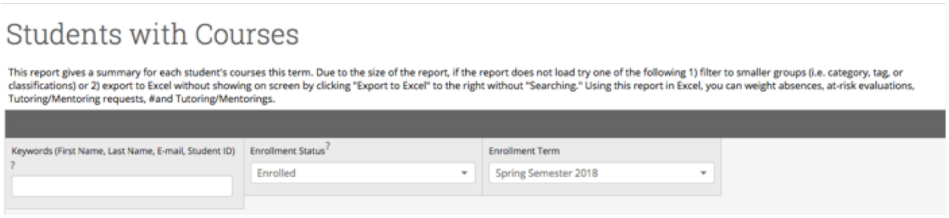
Appointment Requests Fulfilled

Gender

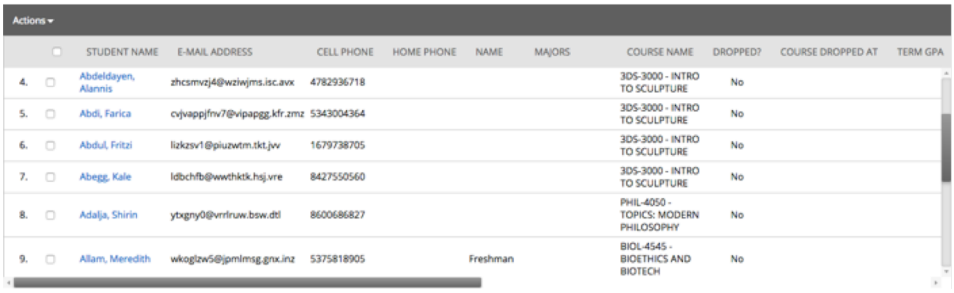
Description

This report gives a summary of each student's courses this term. Due to the size of the report, if the report does not load, try one of the following:
1) filter to smaller groups (i.e. category, tag, or classifications) or
2) export to Excel without showing on screen by clicking "Print Report" to the right without "Searching."

When using this report in Excel, you can weight absences, at-risk evaluations, tutor requests, and tutor appointments.



Report Filters for Students With Courses Report



Generated Students With Courses Report

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Students by Category and Course

Fields

Student Name

Categories

Classifications

Majors

Cumulative GPA

Term GPA

Term Credits

Hours

Course #

Course

Starts On

Ends On

Class Starts At

Class Ends At

Meets

Location

Midterm Grade

Final Grade

Dropped?

Course Dropped At

At Risk?

Number of Absences

Projected Grade

Professor's Name

Professor's Email

Professor Comments

Completed By

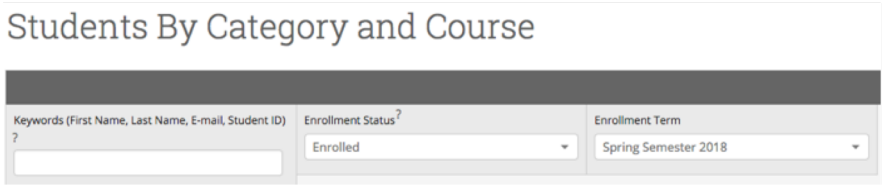
Gender

Enrollment Status

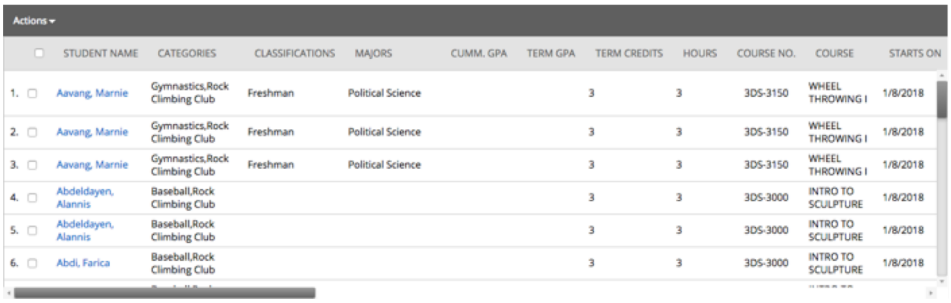
Enrollment Goal

Description

This report displays each student's course schedule.



Report Filters for Students By Category and Course Report



Generated Students by Category and Course Report

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Student Assignments

Fields

Student ID

Student Name

Course Number

Course

Cumulative GPA

Term GPA

Name

Description

Due At

Completed On Time

Completed At

Points Received

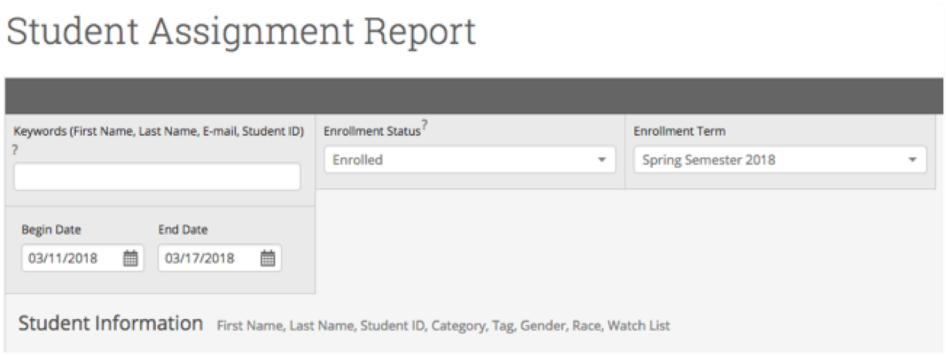
Points Available

Weight

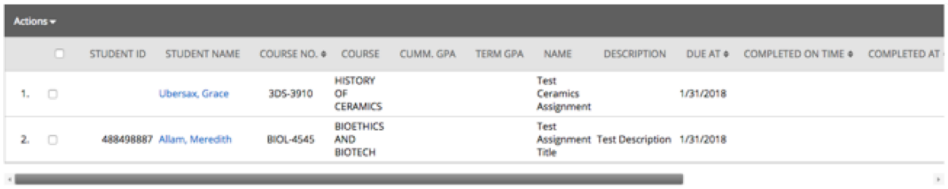
Comment

Description

Generates a list of all student assignments that have been created in the platform for students.



Report Filters for Student Assignments Report



Generated Student Assignments Report

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Student Assignments Past Due

Fields

Student ID

Student Name

Course Number

Course

Cumulative GPA

Term GPA

Name

Description

Due At

Completed On Time

Completed At

Points Received

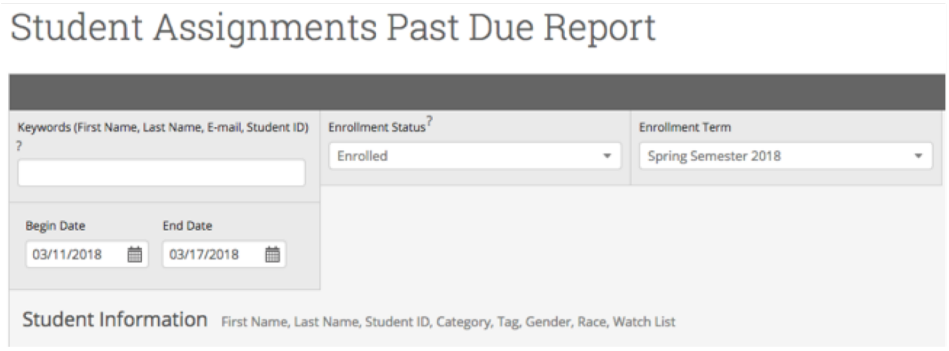
Points Available

Weight

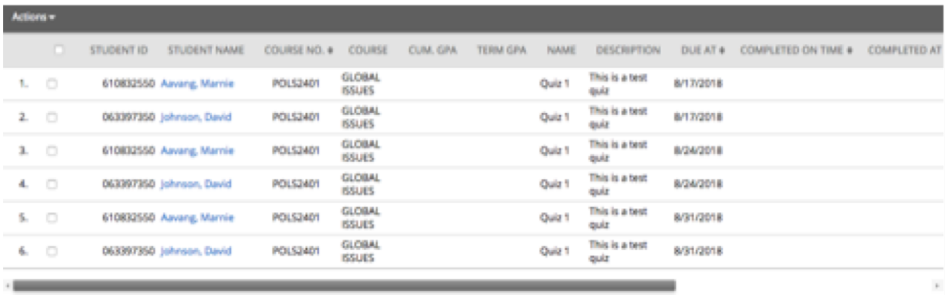
Comment

Description

Generates a list of all student assignments in the platform that are considered past due for students.



Report Filters for Student Assignments Past Due Report



Generated Student Assignments Past Due Report

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Notes

Fields

Student Name

Note

Note Reasons

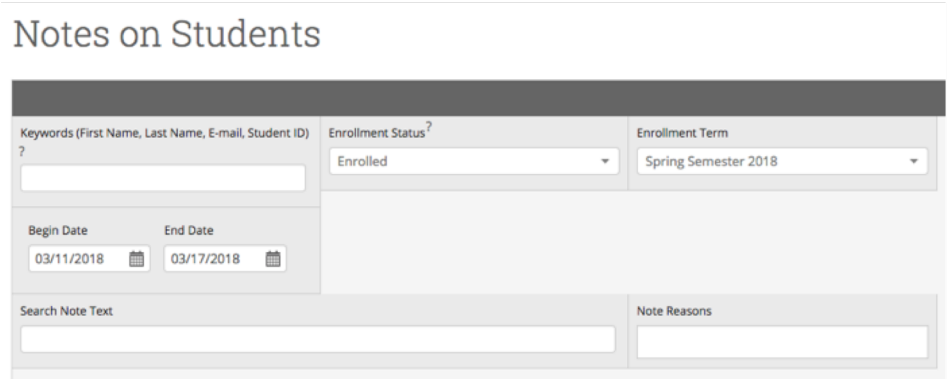
Created At

Author Name

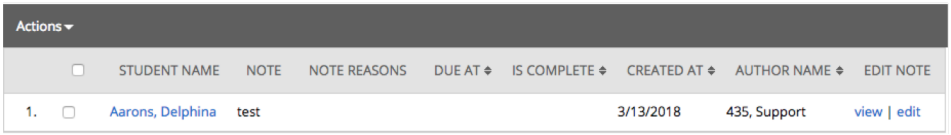
View Note

Description

This report will display any and all notes that have been created about a student within a specific date range. This report allows you to search within the text of notes as well as use the typical filters within the report advanced search.



Report Filters for Notes Report



Generated Notes Report

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Enrollments & Attendance

CHAPTER 4

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Absences

Fields

Student Name

Category

Course #

Section Name

Course Name

Total Class Absences

Total Class Excused

Total Absences

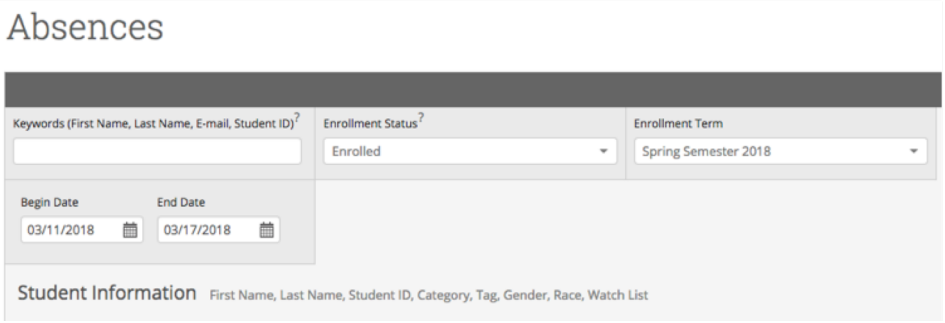
Total Excused

Instructor Name

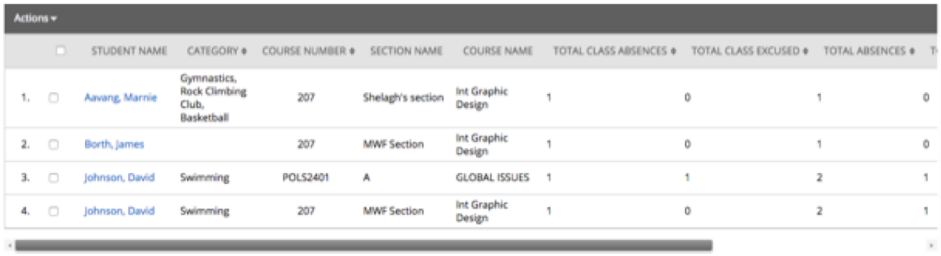
Instructor

Description

This report shows a summary of all student absences in the platform within a date range. It does not cover each absence in detail. If you are looking for detail on each student absence, please choose the Absence Details report.



Report Filters for Absences Report



Generated Absences Report

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Absence Details

Fields

Alternate ID

Student Name

Categories

Course #

Section

Course

Absence Date

Absence is Excused

Absence Comment

Travel Letter

Creator Name

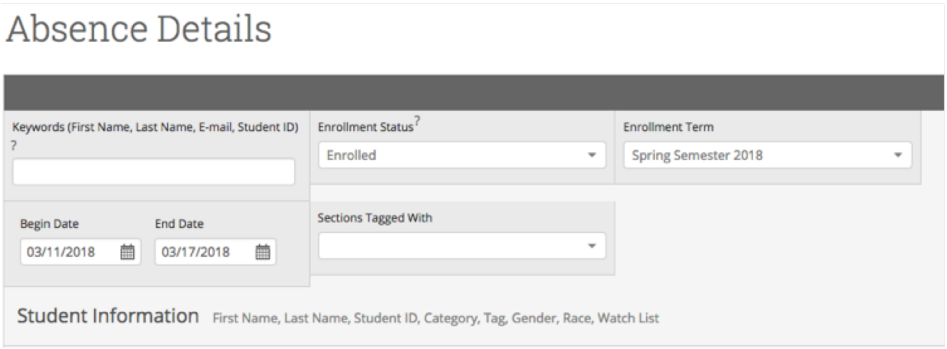
Created At

Instructor

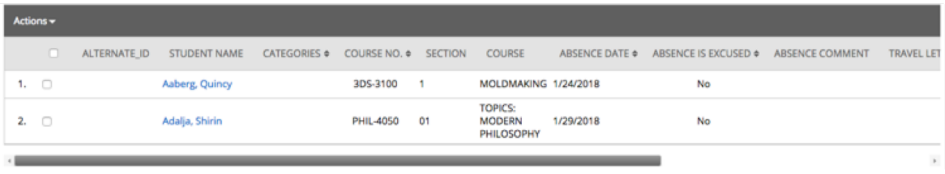
Instructor Name

Description

This report displays students who have absences recorded in the platform within a specific date range. It covers a more detailed range of fields than the Absences report.



Report Filters for Absence Details Report



Generated Absence Details Report

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All Recorded Attendances

Fields

Alternate ID

Student Name

Categories

Course

Instructor

Instructor Name

Course Time

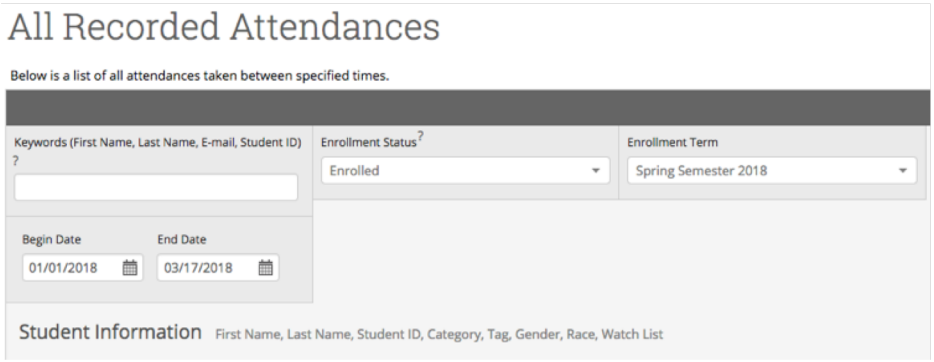
State

Excused?

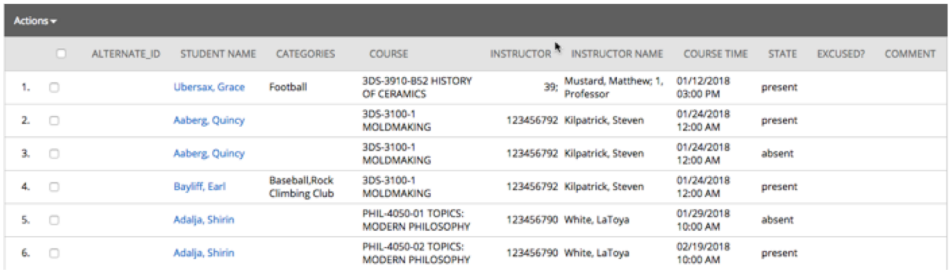
Comment

Description

This report displays all attendances taken in the selected date range. It will show whether attendance has been taken and if a student was marked absent, present or tardy.



Report Filters for All Recorded Attendances Report



Generated All Recorded Attendances Report

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Sections with/without Attendance

Fields

Instructor

Instructor Name

Course

Course Time

Recorded

Attendance Count

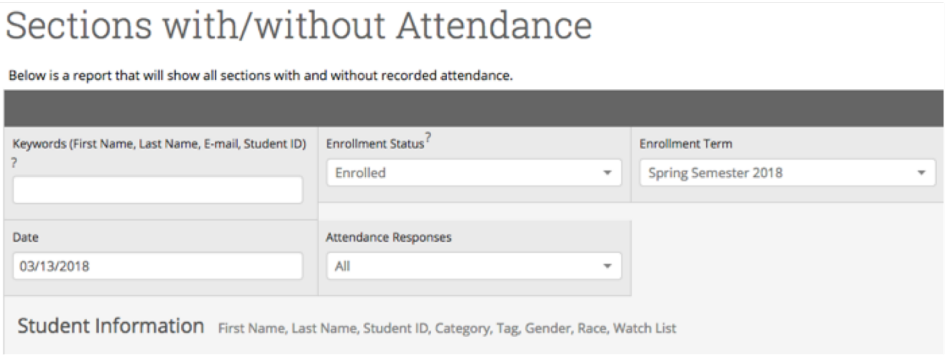
Enrollment Count

Attendance Recorded At

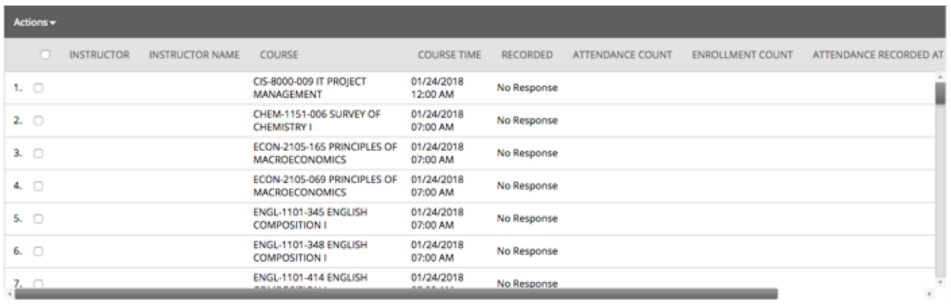
Attendance Creator Name

Description

This report will display all of the course sections in the selected term and whether or not they have had any recorded attendance. You are able to filter on Date, Complete, Incomplete, or No Response.



Report Filters for Sections with/without Attendance Report



Generated Sections with/without Attendance Report

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Dropped Classes

Fields

Student ID

Student Name

Course #

Section

Course

Class Times

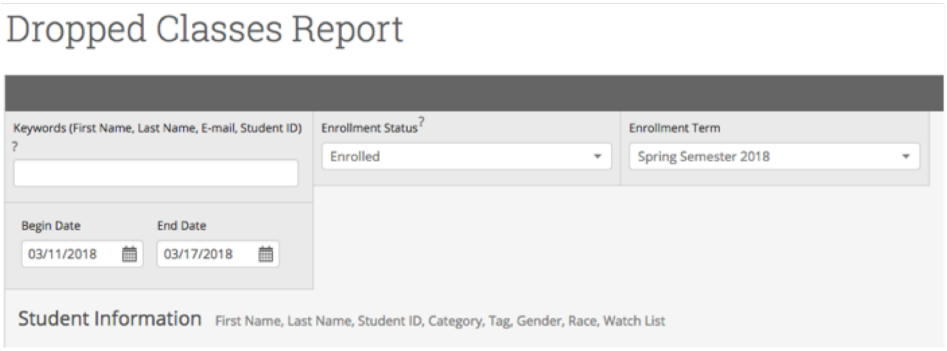
Instructor

Course Dropped At

Last Day of Attendance

Description

This report shows any students who have dropped a class.



Report Filters for Dropped Classes Report

Generated Dropped Classes Report

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Non-Campaign Enrollment Census Report

Fields

Student ID

Student Name

Enrollment Status

Last Day of Attendance

Course Dropped At

Professor Name

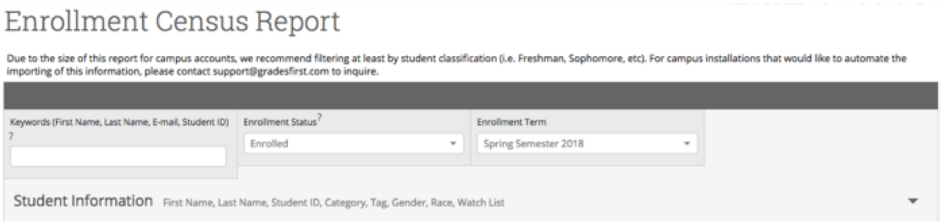
Course No.

Section

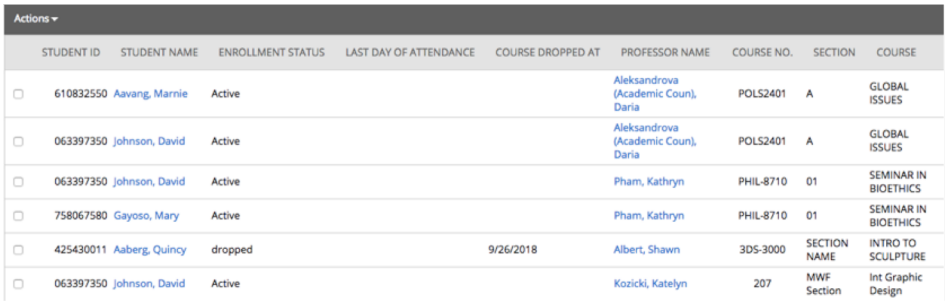
Course

Description

This report pulls from attendance information and will display the last day of attendance, and/or other enrollment information as provided by instructors.



Report Filters for Non-Campaign Enrollment Census Report



Generated Non-Campaign Enrollment Census Report

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Progress Reports

CHAPTER 5

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Student Progress Reports

Fields

Student Name

Category List

Course

At Risk?

Number of Absences

Grade

Comment

Evaluation Created By

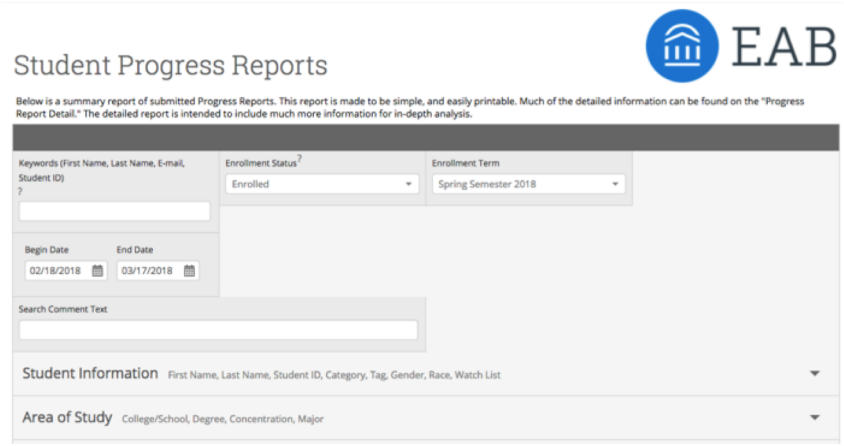
Date Submitted

Instructor

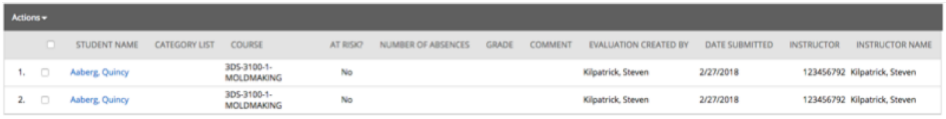
Instructor Name

Description

This report provides a simple summary of faculty/instructor reports on their students' academic progress. The report displays students who received any type of Progress Report for their course(s) for the given term. This report identifies if a student is "At-Risk" or not for a course, and, if applicable, provides the comments about the student's progress, displays number of absences, and displays the grade associated to the Progress Report.



Report Filters for Student Progress Reports Report



Generated Student Progress Reports Report

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Progress Report Requests

Fields

Student Name

Student ID

Class

Section

Course Number

Course

Name

Created At

Response

At Risk?

Grade

Comment

Number of Absences

Date Submitted

Alert Reasons

Dropped?

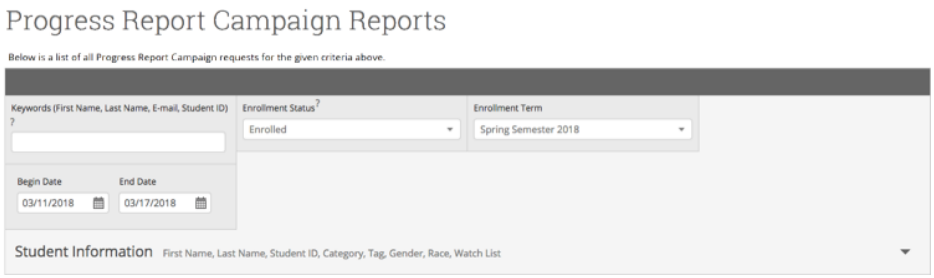
Dropped At

Instructor

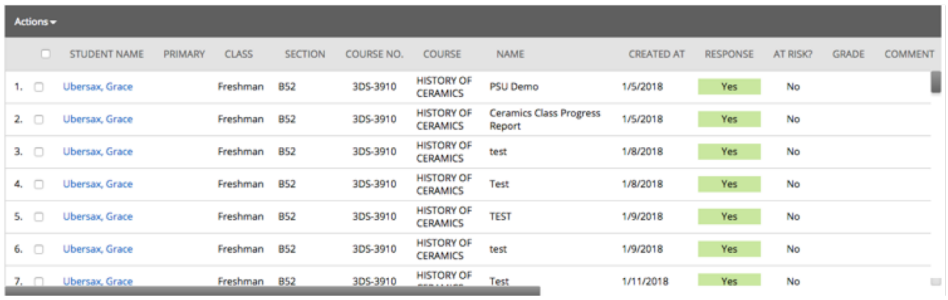
Instructor Name

Description

This report displays all Progress Report requests by instructor and student during the date range selected.



Report Filters for Progress Report Requests Report



Generated Progress Report Requests Report

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Students Flagged At-Risk

Fields

Student Name

Category List

Course

At Risk?

Number of Absences

Grade

Comment

Evaluation Created By

Date Submitted

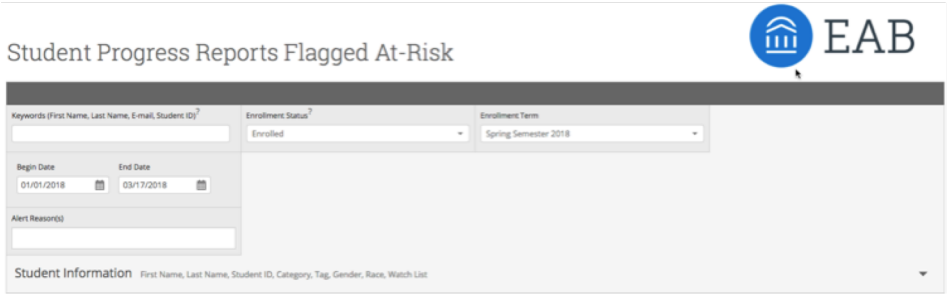
Instructor

Instructor Name

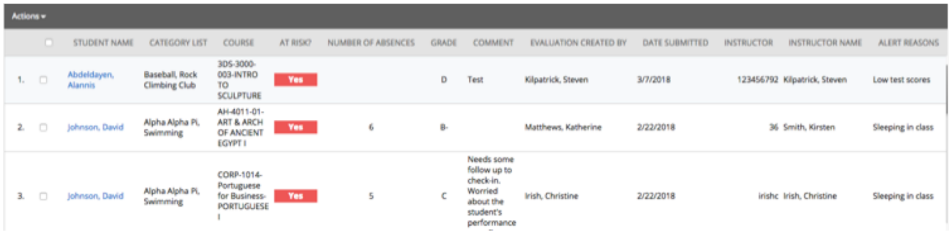
Alert Reasons

Description

The report is a condensed version of the Student Progress Report that only displays those students who have been marked At-Risk by faculty.



Report Filters for Students Flagged At-Risk Report



Generated Students Flagged At-Risk Report

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Detailed Students Flagged At-Risk

Fields

Student ID

Student

Email Address

Class

Sex

Race

Major

Categories

Section

Course Number

Course

At Risk?

Number of Absences

Grade

Comment

Date Submitted

Evaluation Created By

Dropped?

Midterm Grade

Final Grade

Completed

From Campaign

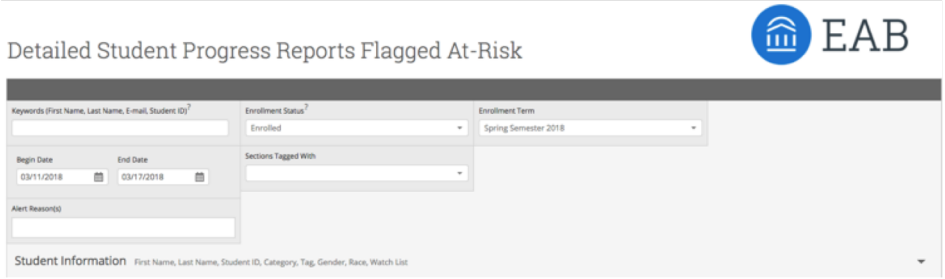
Instructor

Instructor Name

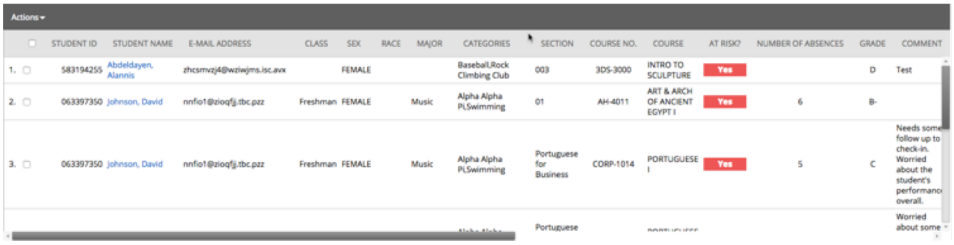
Alert Reasons

Description

This report displays the same type of information as the Student Progress Reports Flagged At-Risk, and identifies if the At-Risk status was from the Early-Alert Progress Report Campaign or not.



Report Filters for Detailed Students Flagged At-Risk Report



Generated Detailed Students Flagged At-Risk Report

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Detailed Student Progress Reports

Fields

Student ID

Student

Email Address

Class

Sex

Race

Major

Categories

Section

Course Number

Course

At Risk?

Number of Absences

Grade

Comment

Date Submitted

Evaluation Created By

Dropped?

Midterm Grade

Final Grade

Completed

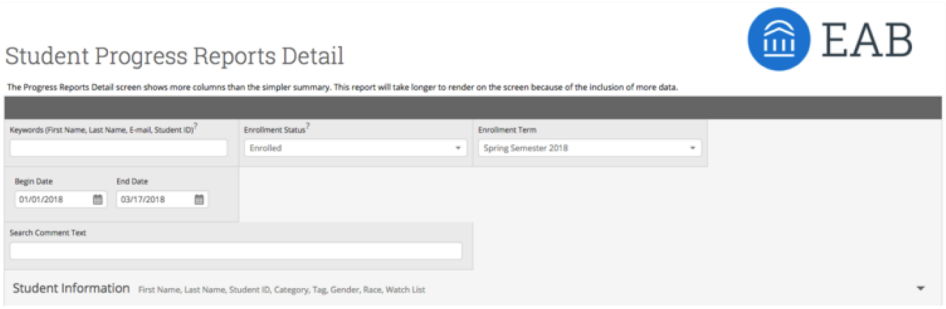
From Campaign

Instructor

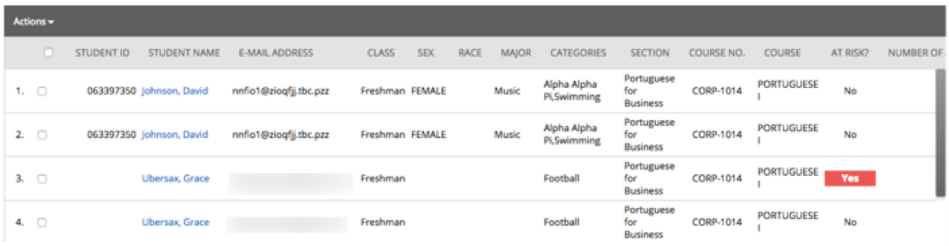
Instructor Name

Description

This report provides more information on a student's academic progress in courses in which a progress report has been submitted. This report displays students who received any type of Progress Report for their course(s) for the given term. This report identifies if a student is "At-Risk" or not for a course, and, if applicable, provides comments about the student's progress, displays number of absences, grade associated with the Progress Report, Midterm and Final grades, informs faculty if the report was from an Early Alert – Progress Report Campaign initiative or not, and displays the student's drop status for the course.



Report Filters for Detailed Student Progress Reports Report



Generated Detailed Student Progress Reports Report

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Users

CHAPTER 6

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Users Who Have Logged In

Fields

Name

Email Address

Cell Phone

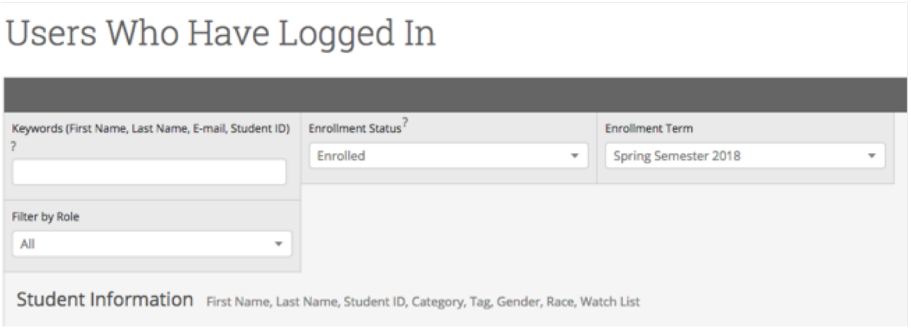
Activated On

Edit

Description

Displays a list of all users who have logged into Navigate.

NOTE: This report does not populate if your institution uses single sign-on (SSO)!



Report Filters for Users Who Have Logged In Report

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Users Who Have Not Logged In

Fields

Name

Email Address

Cell Phone

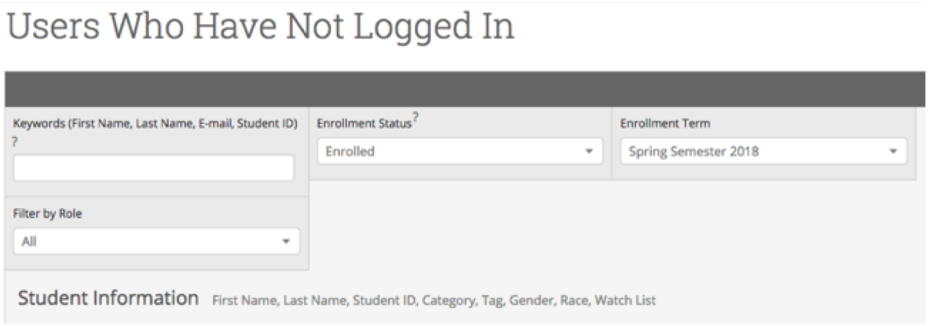
Activated On

Edit

Description

Displays a list of all users who have NOT logged into Navigate.

NOTE: This report does not populate if your institution uses single sign-on (SSO)!



Report Filters for Users Who Have Not Logged In Report

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Professors Active for Term

Fields

Professor Name

Email Address

Work Phone

Classes Taught

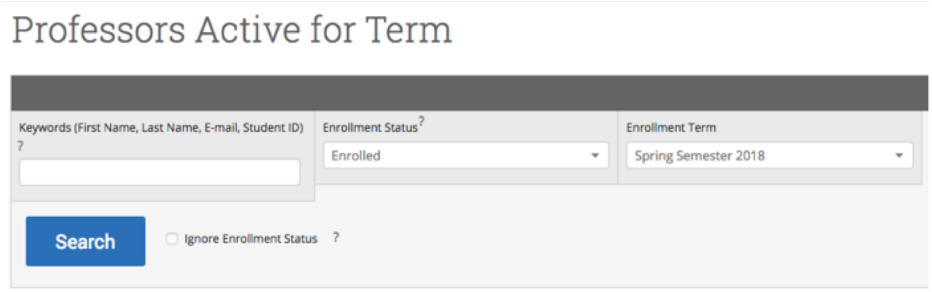
Activated At

Absences Marked

Progress Report Created

Description

Displays a list of all instructors that are active for the current term.



Report Filters for Professors Active for Term Report

Actions

	PROFESSOR NAME	E-MAIL ADDRESS	WORK PHONE	CLASSES TAUGHT	ACTIVATED AT	ABSENCES MARKED	PROGRESS REPORTS CREATED
1.	1, Professor	professor@eab.com		1		2	9
2.	Demastus, Ashlee	tests@test.com		2	7/13/2016	6	60
3.	Irish, Christine	cirish@eab.com	2029094124	1		0	7
4.	Kilpatrick, Steven	stevenkilpatrickdemo	2056127262	4	12/4/2015	1	23
5.	Liberio, Ashley	aliberio@eab.com		1	7/26/2016	0	60
6.	Mustard, Matthew	mmustard@eab.com		1	12/4/2015	2	9
7.	Pham, Kathryn	kpham@eab.com		1	10/9/2017	0	6
8.	Smith, Kirsten	ksmith@eab.com		1	12/4/2015	0	2

Generated Professors Active for Term Report

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Study Hall

CHAPTER 7

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Students Currently Checked In

Fields

Student Name

Check In Date

Location

Care Unit

Categories

Elapsed

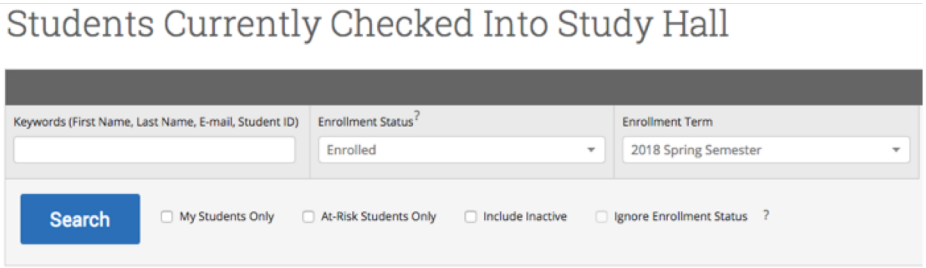
Required

This Week

Remaining

Description

Displays a list of all students who are currently checked into study hall.



Report Filters for Students Currently Checked In Report

Generated Students Currently Checked In Report

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Students Who Recently Checked Out

Fields

Student Name

Check In Date

Check In Location

Care Unit

Check Out Date

Check Out Locations

Categories

Elapsed

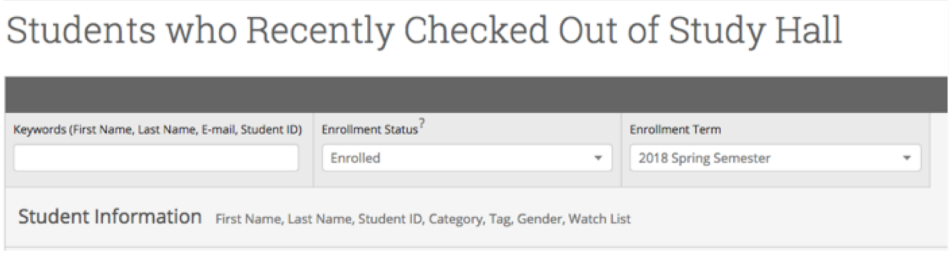
Required

This Week

Remaining

Description

Displays a list of all students who checked out of study hall today. If no students have checked out of study hall today, then you will see no students on the list. This report refreshes each day.



Report Filters for Students Who Recently Checked Out Report

Generated Students Who Recently Checked Out Report

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Charity Time

Fields

Student ID

Student Name

Date

Total Time (in minutes)

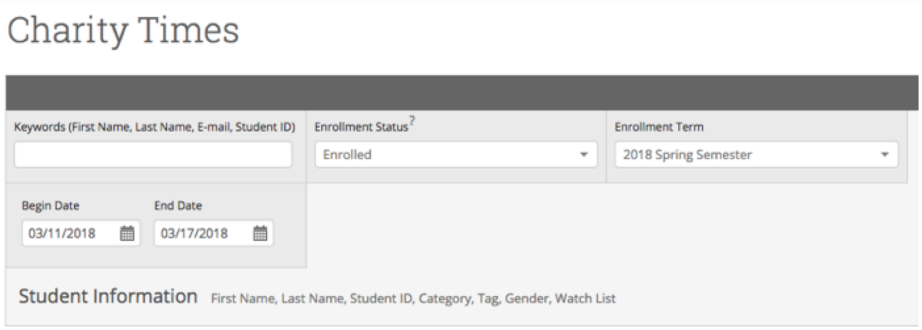
Comment

Creator Name

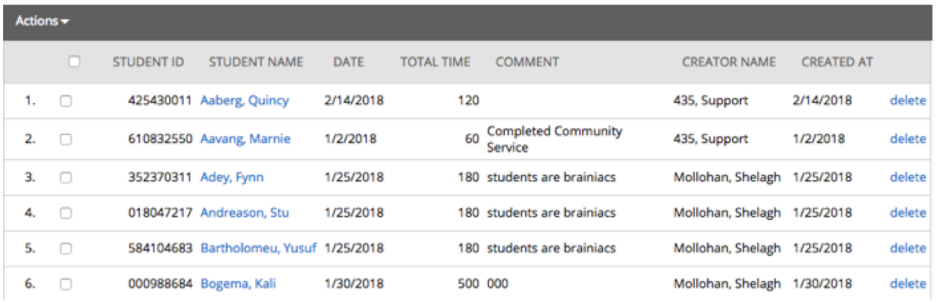
Created At

Description

Displays charity time that has been assigned to students within a specified date range.



Report Filters for Charity Time Report



		STUDENT ID	STUDENT NAME	DATE	TOTAL TIME	COMMENT	CREATOR NAME	CREATED AT	
1.		425430011	Aaberg, Quincy	2/14/2018	120		435, Support	2/14/2018	delete
2.		610832550	Aavang, Marnie	1/2/2018	60	Completed Community Service	435, Support	1/2/2018	delete
3.		352370311	Adey, Fynn	1/25/2018	180	students are brainiacs	Mollohan, Shelagh	1/25/2018	delete
4.		018047217	Andreason, Stu	1/25/2018	180	students are brainiacs	Mollohan, Shelagh	1/25/2018	delete
5.		584104683	Bartholomeu, Yusuf	1/25/2018	180	students are brainiacs	Mollohan, Shelagh	1/25/2018	delete
6.		000988684	Bogema, Kali	1/30/2018	500	000	Mollohan, Shelagh	1/30/2018	delete

Generated Charity Time Report

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Completed Required Study Hours

Fields

Last Name

First Name

Class

Categories

Required Time Per Week

Required Time for Date Range

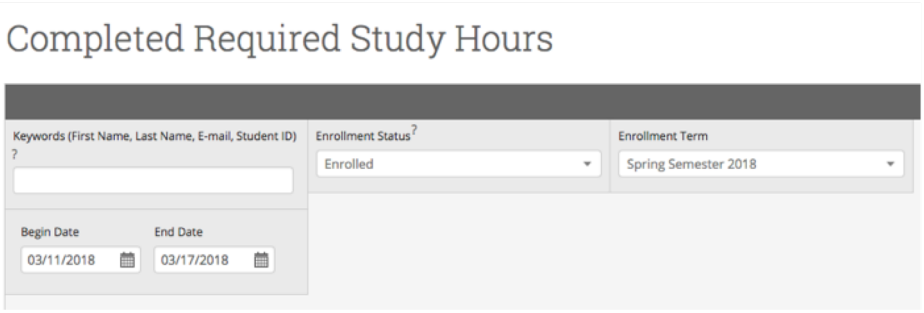
Total Time

Remaining Time

Student ID

Description

Displays a list of students who have completed their required weekly study hall hours.



Report Filters for Completed Required Study Hours Report

Generated Completed Required Study Hours Report

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Did Not Complete Required Study Hours

Fields

Last Name

First Name

Class

Categories

Required Time Per Week

Required Time for Date Range

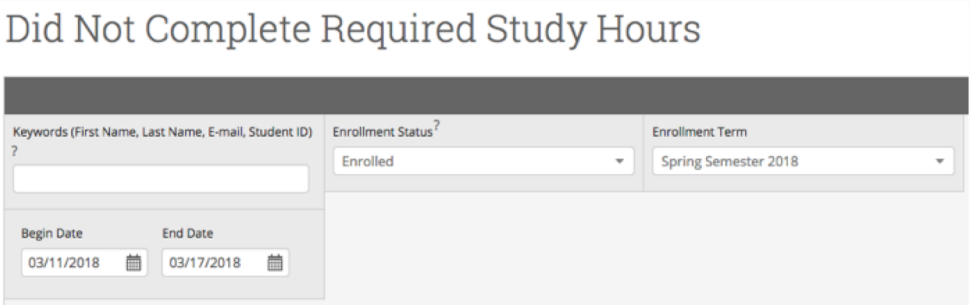
Total Time

Remaining Time

Student ID

Description

Displays a list of students who have not completed their required weekly study hall hours.



Report Filters for Did Not Complete Required Study Hours Report

Actions

LAST NAME	FIRST NAME	CLASS	CATEGORIES	REQUIRED TIME PER WEEK	REQUIRED TIME FOR DATE RANGE	TOTAL TIME	REMAINING TIME	STUDENT ID
Santiago	Horace		Baseball, Rock Climbing Club	10hrs 0min	108hrs 34min	0min	108hrs 34min	000774342
Bogema	Kali		Baseball, Rock Climbing Club	10hrs 0min	108hrs 34min	8hrs 20min	100hrs 14min	000988684
Meridieth	Jerrell		Baseball, Rock Climbing Club	10hrs 0min	108hrs 34min	0min	108hrs 34min	001104508
Sopp	Terena		Baseball, Rock Climbing Club	10hrs 0min	108hrs 34min	0min	108hrs 34min	001389043
Breitung	Gefjun		Baseball, Rock Climbing Club	10hrs 0min	108hrs 34min	0min	108hrs 34min	001393404
Azen	Donal		Baseball, Rock Climbing Club	10hrs 0min	108hrs 34min	0min	108hrs 34min	001503512

Generated Did Not Complete Required Study Hours Report

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Weekly, Monthly, Term Time

Fields

Last Name

First Name

Class

Categories

Required Time Per Week

Required Time For Date Range

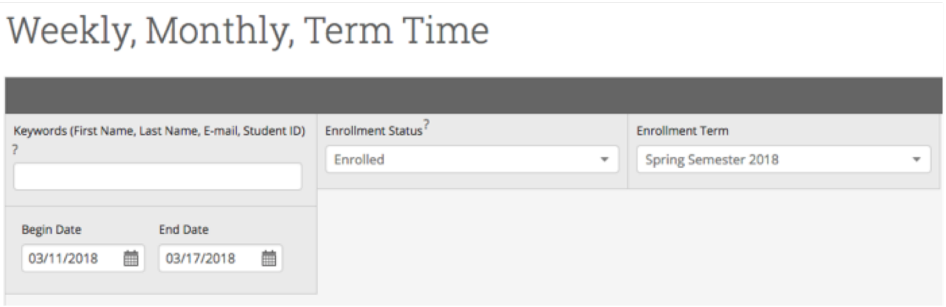
Total Time

Remaining Time

Student ID

Description

This report will display all Study Hall time required and captured within the date range that is chosen.



Report Filters for Weekly, Monthly, Term Time Report

LAST NAME	FIRST NAME	CLASS	CATEGORIES	REQUIRED TIME PER WEEK	REQUIRED TIME FOR DATE RANGE	TOTAL TIME	REMAINING TIME	STUDENT ID
Santiago	Horace		Baseball, Rock Climbing Club	10hrs 0min	108hrs 34min	0min	108hrs 34min	000774342
Bogema	Kali		Baseball, Rock Climbing Club	10hrs 0min	108hrs 34min	8hrs 20min	100hrs 14min	000988684
Meridieth	Jerrell		Baseball, Rock Climbing Club	10hrs 0min	108hrs 34min	0min	108hrs 34min	001104508
Sopp	Terena		Baseball, Rock Climbing Club	10hrs 0min	108hrs 34min	0min	108hrs 34min	001389043
Breitung	Gefjun		Baseball, Rock Climbing Club	10hrs 0min	108hrs 34min	0min	108hrs 34min	001393404
Azen	Donal		Baseball, Rock Climbing Club	10hrs 0min	108hrs 34min	0min	108hrs 34min	001503512
Dando	Zofia		Baseball, Rock Climbing Club	10hrs 0min	108hrs 34min	0min	108hrs 34min	001613592

Generated Weekly, Monthly, Term Time Report

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History Log

Fields

Student Name

Student ID

Checked In

Check In Location

Checked Out

Check Out Location

Total Time

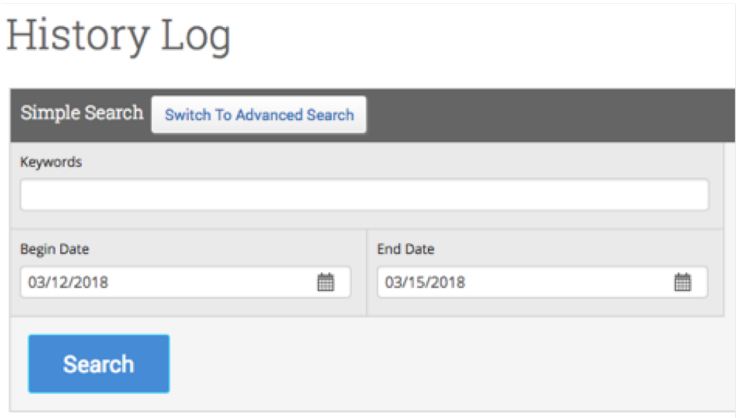
Auto-Check Out

Charity Time

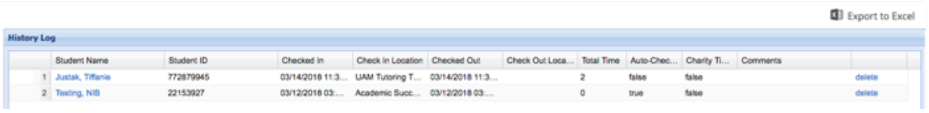
Comments

Description

Displays a detailed history log of study hall time including check-in and check-out location logged by students within a specific date range.



Report Filters for History Log Report



Generated History Log Report

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Additional Reports

CHAPTER 8

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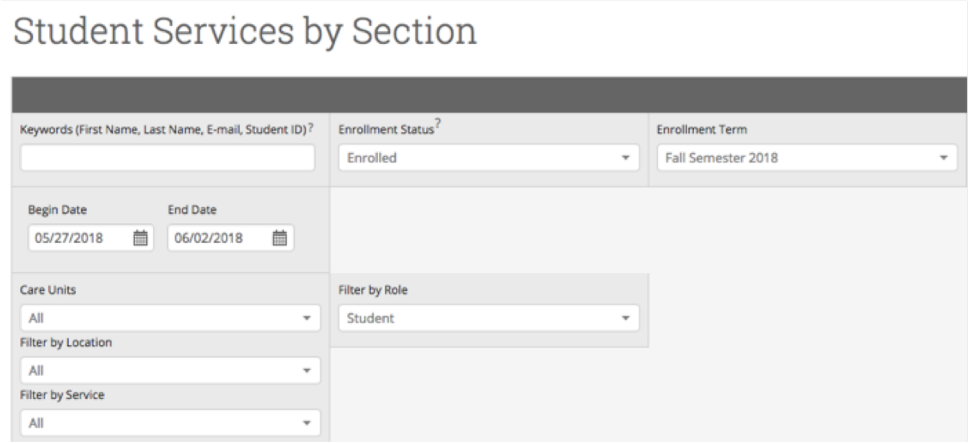
Student Services Report

Fields

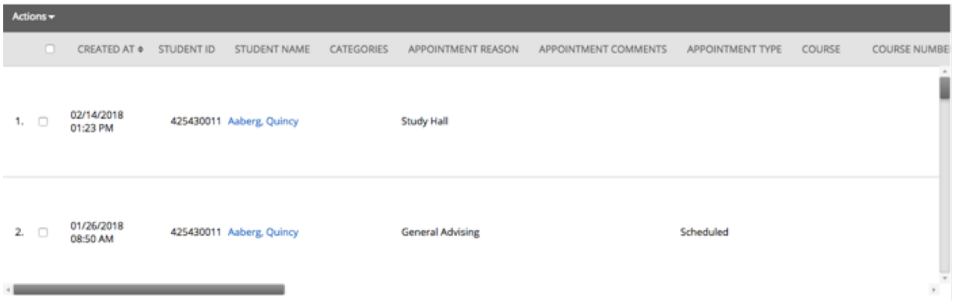
Created At
Care Unit
Student ID
Student Name
Categories
Appointment Reason
Appointment Comments
Appointment Type
Course
Course Number
Date of Birth
Cum. GPA
Term GPA
Email Address
Class
Majors
Tags
Race
Check In Location
Visit State
Visit Type
Visit Modified At
Duration
Check In Date
Check Out Date
Check Out Location
Checked out From Report
Checked out From Profile
Staff Member
Report Summary
Sections
Section External ID

Description

This report gives you information about appointments and related data, including services and students within appointments for the selected date range. Users will need access to view appointments for at least one Care Unit to access the data and filters in this report.



Report Filters for Student Services Report



Generated Student Services Report

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Conversation Stats

Fields

Staff Name

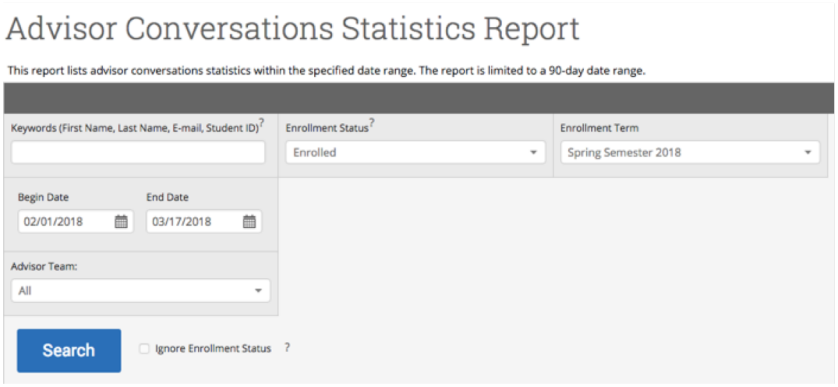
Email Sent Count

SMS Sent Count

Phone Call Count

Description

This report will display how many texts, emails, and phone calls each staff member has initiated during the date range selected. Users will need access to view appointments for at least one Care Unit to access the data and filters in this report.



Report Filters for Conversation Stats Report

Actions

	ADVISOR NAME	EMAIL SENT COUNT	SMS SENT COUNT	PHONE CALL COUNT
1.	Aaby, Benito	0	0	0
2.	Aborn, Olivia	0	0	0
3.	Account, Demo	0	0	0
4.	Advisor, Miami	0	0	0
5.	Aleksandrova, Daria	0	0	0
6.	Brown, Stephen	0	0	0
7.	Cavise, Fiona	0	0	0
8.	Demastus, Ashlee	0	0	0

Generated Conversation Stats Report

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Creating & Taking Action on Reports

CHAPTER 9

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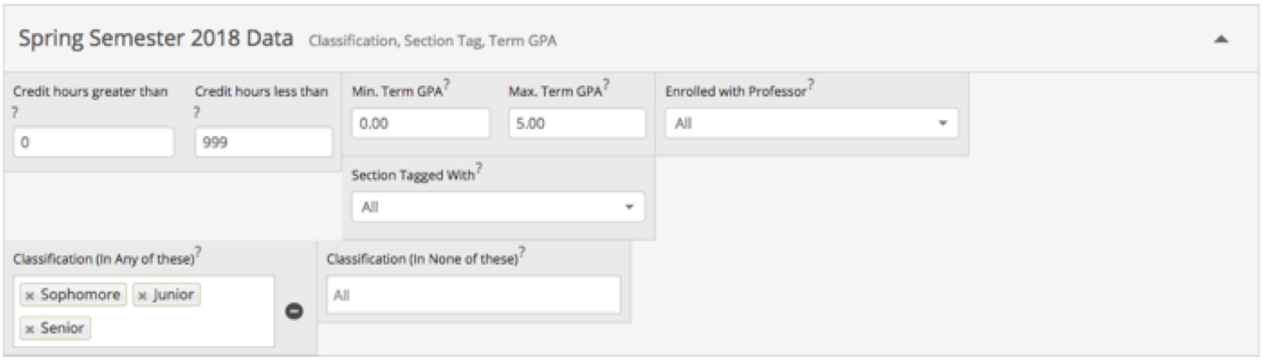
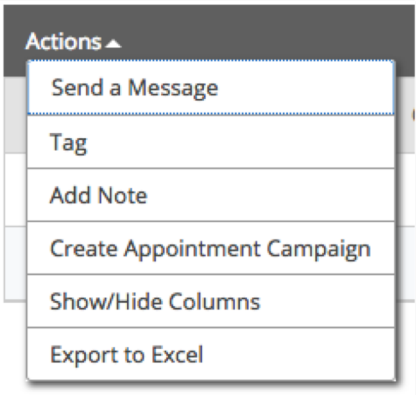
Generating a Report

Creating a report follows the same actions for all the existing reports. The fields will be different and some of the actions will be different, but the steps to create a report in Navigate are the same.

1. Click the report name.
2. An Advanced Search (not the same as the regular Advanced Search) opens.
3. Narrow the criteria for the search using the various drawers and fields at the top and the checkboxes at the bottom. Click Search to search and create the report.



4. The report will open.
5. Check the boxes of the students you wish to take action on and open the actions menu.



6. Select an action as desired.

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Actions Users Can Take on Reports

The list below are actions that may appear in the Action menu for various Reports. Not every action will appear for every report.

Action	Description
Send a Message	Send messages to selected students
Export to Excel	Export the report columns as an Excel file
Add Note	Allows user to add a note about the selected students
Create Appointment Campaign	Create an appointment campaign with the selected students
Tag	Add tags to the selected students
Checkout	Check selected students out of study hall
Charity Time	Allocate charity time to selected students
Show/Hide Columns	Allow user to show and hide columns in the report
Delete Cases	Allows user to delete selected cases

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Appendix

10

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Navigate Reporting: Fields

Column Name	Column Description	Source
Absence Comment	Text field for comments about student absence	Navigate Record Attendance Feature
Absence Date	Date of student absence	Navigate Record Attendance Feature
Absence is Excused	Y/N field, indicates if the absence is excused	Navigate Record Attendance Feature
Absences	Count of student absences	Navigate Record Attendance Feature
Activated At	When the student or professor account was activated in Navigate?	
Activated On	The date a user account was activated in Navigate	
Address 1	Student address, line 1	SIS/Institutional data import
Address 2	Student address, line 2	SIS/Institutional data import
Advisor Name	Name or names of the assigned advisors to a student	Institutional data import
Alert Reasons	Reasons selected when staff issues an alert on a student	Navigate Issue Alert Feature
Alternate		SIS/Institutional data import
Alternate ID	Alternate student ID	SIS/Institutional data import
Appointment Attendee Count	Distinct number of students who attended an appointment for a staff member in a care unit	Navigate Appointment functionality
Appointment Cancelled By	Name of the student or staff member who cancelled an appointment	Navigate Appointment functionality
Appointment Care Unit	The Care Unit the appointment is assigned to	Navigate Appointment functionality
Appointment Comments		Navigate Appointment Summary Reports
Appointment Count	Total count of appointments for a staff member in a single care unit	Navigate Appointment functionality
Appointment Created	Y/N field, indicates if appointment was created due to at-risk progress report	Navigate Progress Reports
Appointment Created At	Date and time the appointment was created	Navigate scheduling functionality
Appointment Created By	Staff or student who created the appointment	Navigate scheduling functionality
Appointment Reasons	Reasons selected when an appointment is created in Navigate	Navigate Appointment functionality
Appointment Request Fulfilled	Number of appointment requests made by a student that were fulfilled	Navigate Appointment functionality
Appointment Requests	Number of appointment requests made by an individual student	Navigate Appointment functionality
Appointment Type	Type of appointment, selected from appointment types created in Navigate	Navigate SSMS

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Navigate Reporting: Fields

Column Name	Column Description	Source
Arrived At	Time student arrived at appointment location	Navigate SSMS
Assigned Advisors	Advising staff assigned to the student	Navigate SSMS
Assigned Staff	Staff assigned to an individual student	Navigate SSMS
Assigned Through	The method an advisor/staff member was assigned to a student	SIS/Institutional data import
Assignees	Staff member(s) assigned to a case	Cases feature
Associated Courses	Courses associated to an alert for a student	Navigate Issue Alert Feature and institution data
At Risk Evaluations	Number of "at risk" progress reports evaluations a student has received in the term	Navigate Progress Reports
At Risk?	Y/N field, indicates if the student is marked as "at risk"	Navigate Progress Reports
Attendance Count	Count of students who have attended the section	Navigate Record Attendance Feature
Attendance Creator Name	Staff member who recorded attendance in a section/course	Navigate Record Attendance Feature
Attendance Recorded At	Time the class attendance was recorded	Navigate Record Attendance Feature
Attended Count	How is this different than student count in Appointment Stats?	Navigate Appointment functionality
Author Name	Name of staff member who created a note in Navigate	Navigate Notes Feature
Auto Check Out	True/false indicator if a student's study hall time had an auto-check out or not	Navigate Study Hall features
Available Times	Start and end time for a staff member's availability spot	Navigate Availabilities feature
Average Duration	Average duration (in minutes) of appointments for the student service in the associated care unit	Navigate Appointment functionality
Begin Date Time	Date and time for the beginning of an appointment (when staff starts appt?)	Navigate Appointment functionality
Calendar Instance		
Calendar Time		
Campaign	Name of campaign a case is associated with, if any	Navigate Cases feature
Cancellation Comment	Optional text field for person who does cancellation to fill in comment about cancellation	Navigate Appointment functionality
Cancellation Date	Date of student cancellation of an appointment	Navigate scheduling functionality
Cancellation Reason	Optional list option to explain reason for cancellation	Navigate SSMS
Cancelled Count	Number of cancelled appointments for single staff member in a care unit	Navigate Appointment functionality
Care Unit	Name of the care unit associated with the entity. This could be an appointment, an appointment cancellation, a staff member, or an availability	Navigate SSMS
Categories	Navigate categories the student has been assigned to	SIS/Institutional data import and Navigate configurations

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Navigate Reporting: Fields

Column Name	Column Description	Source
Category List	List of categories student belongs to	Navigate SSMS
Cell Phone (Staff)	Cell phone number of associated staff member	SIS/Institutional data import
Cell Phone (Student)	Student cell phone number	SIS/Institutional data import
Charity Time	True/False indicator if a student's study hall log is charity time or not	Navigate Study Hall features
Check In Date	Date and time a student checked in to a student service (study hall, kiosk, appointments)	Navigate SSMS
Check In Location	Location student checked into for a student service (study hall, tutoring, appointments)	Navigate SSMS
Check Out Date	Date and time a student checked out of a student service (study hall, kiosk, appointments)	Navigate SSMS
Check Out Location	Location student checked out of for a student service (study hall, tutoring, appointments)	Navigate SSMS
Checked Out From Profile		Navigate SSMS
Checked Out From Report		Navigate SSMS
City	Student address city	SIS/Institutional data import
Class	Same as classification (freshman, sophomore, etc)	SIS/Institutional data import
Class Ends At	Time the class ends	SIS/Institutional data import
Class Starts At	Time the class starts	SIS/Institutional data import
Class Times	Time and day a class meets for a term	SIS/Institutional data import
Classes Taught	Number of classes an individual faculty member teaches in the term	Institutional data import
Classifications	Student classification (e.g. freshman, sophomore)	SIS/Institutional data import
Closed At	Date case was closed	Navigate Cases feature
Closed By	Staff member who closed the case	Navigate Cases feature
Closed Reason	Reason a case was closed	Navigate Cases feature
Comment	Optional comment made by faculty member who filled out a progress report on student	Navigate Progress Reports
Completed	Clicking this link shows the details of a student progress report	Navigate Progress Reports
Completed At	Date assignment was completed	Navigate Manage Assignments feature
Completed By		
Completed On Time	Y/N field, indicates if student assignment was turned in on time	Navigate Manage Assignments feature
Counted as No Show	Y/N field, indicates if student is counted as a no-show to an appointment	Navigate Appointment functionality
Course	Course Name	SIS/Institutional data import
Course Dropped At	Date when student dropped the associated course	SIS/Institutional data import

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Navigate Reporting: Fields

Column Name	Column Description	Source
Course Name	Name of the course. Same as "Course"	SIS/Institutional data import
Course Number	Course number from the catalog	SIS/Institutional data import
Course Time	Date and time of single instance of the course	SIS/Institutional data import
Courses	If a course is associated with staff member availability, this field lists the courses associated with that availability	Navigate Availabilities feature
Created At	Refers to date several items in platform were created	Navigate Notes, Appointment Requests, Appointments
Creator Name	Staff member who created travel letter	Navigate SSMS
Cumulative GPA	Student's cumulative GPA	SIS/Institutional data import
Date of Birth	Student date of birth	SIS/Institutional data import
Date of the Appointment	Calendar date of the appointment with the student	Navigate Appointment functionality
Date Submitted	Date a staff member-generated entity like a progress report or Appointment Summary Report, was submitted for a student	Appointment Summary Reports, Progress Reports
Days	Days of the week of the availabilty slot	Navigate Availabilities feature
Departed At	Time student left the appointment	Navigate SSMS
Description	Text field to describe a student assignment	Navigate Manage Assignments feature
Did Attend	Y/N field, indicates if the student attended an appointment	Navigate Appointment functionality
Dropped Courses	Count of courses dropped for a term	
Dropped?	Y/N field, indicates if student dropped a course	SIS/Institutional data import
Due At	Date a student assignment is due	Navigate Manage Assignments feature
Duration	Length in minutes for an appointment slot a student has made an appointment for	Navigate Appointment functionality
Duration (Availabilities)	Length in minutes for an availability slot	Navigate Availabilities feature
Elapsed	Time a checked-in student has spent in study hall so far	Navigate Study Hall features
Email Address	Same as Student Email	SIS/Institutional data import
Email Sent Count	Count of emails sent through Navigate platform during the selected time period for an individual staff member	Navigate SSMS
End Date Time	Date and time for the end of an appointment (when staff ends it?)	Navigate Appointment functionality
Ends On	Date a class ends in the selected term	SIS/Institutional data import
Enrolled Courses	Count of courses a student enrolled in for the term	
Enrollment Count	Number of students enrolled in the section	SIS/Institutional data import
Enrollment Goal		Don't know

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Navigate Reporting: Fields

Column Name	Column Description	Source
Enrollment Status		
Ethnicity	Student ethnicity	SIS/Institutional data import
Evaluation Count	Count of how many Appointment Summary Reports were filed for a single staff member in a single care unit	Navigate Appointment Summary Reports
Evaluation Created By	Name of staff member who created the progress report in Navigate	Navigate Progress Reports
Excused Absences	Count of excused student absences	Navigate Record Attendance Feature
Excused?	Y/N field, indicates if absence was excused	Navigate Record Attendance Feature
Final Grade	Final grade in a course	SIS/Institutional data import
First Name	First name of the student	SIS/Institutional data import
Follow-Up?	Y/N field, indicates if the appointment was a follow-up	Navigate Appointment functionality
From Campaign	Y/N field, indicates if at-risk flagging was due to a Progress Report campaign or not	Navigate Progress Reports
Gender	Gender of the student (same as the sex of the student)	SIS/Institutional data import
Grade	Student's overall grade in a class, as submitted through a progress report	Navigate Progress Reports
Had Appointment	Y/N field, indicates if the student had scheduled an appointment	Navigate Appointment functionality
Home Phone	Student's home phone number	SIS/Institutional data import
Hours		SIS/Institutional data import
Instructor	Name or ID of the instructor teaching a class	SIS/Institutional data import
Instructor Email	Email address of instructor teaching a class	SIS/Institutional data import
Instructor Name	Name of instructor teaching a class	SIS/Institutional data import
Is Active	Y/N field, indicates if an availability is active	Navigate Availabilities feature
Is Matched	Y/N field, indicates if appointment request was matched	Navigate Appointment functionality
Is No Show?	Y/N field, indicates if student no-showed to a scheduled appointment	Navigate Appointment functionality
Is Report Filed?	Y/N field, indicates if an Appointment Summary Report has been filed	Navigate Appointment Summary Reports
Issued By	Staff member who issued an alert on a student	Navigate Issue Alert Feature
Last Day of Attendance	The last date of student attendance for a class based on Enrollment Census reports	Enrollment Census submissions
Last Name	Student last name	SIS/Institutional data import
Location	Location of a course, appointment, or availability	Navigate SSMS
Logged Time	Time logged in appointments, using TK to determine the logged time	

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Navigate Reporting: Fields

Column Name	Column Description	Source
Longest Duration	Longest appointment duration for a student service within a care unit	Navigate Appointment functionality
Major	Student major or majors	SIS/Institutional data import
Matched At	Date and time a student appointment request was matched by a staff member	Navigate Appointment functionality
Matched By	Staff member who matched an appointment request made by a student	Navigate Appointment functionality
Meeting Times	Times requested by a student in an appointment request	Navigate scheduling functionality
Meeting Type	Type of meeting, as selected from Appointment Summary Report options	Navigate Appointment Summary Reports
Meets	Day(s) of the week the course meets	SIS/Institutional data import
Midterm Grade	Student's midterm grade (usually recorded for Progress Report)	
Minutes per Week		
Name	Student classification (e.g. freshman, sophomore)	SIS/Institutional data import
No Show Count	Count of how many appointments were no-shows for a single staff member in a single care unit	Navigate Appointment functionality
Note	Title of a note in the Navigate SSMS	Navigate Notes Feature
Note Reasons	Reasons selected when staff creates a note in Navigate	Navigate Notes Feature
Number of Absences	Count of absences recorded for the student	Navigate Record Attendance Feature
Number of Appointment Requests	Number of appointment requests made for a course	Navigate Appointment functionality
Number of Appointments	Total number of appointments made per Student Service in a care unit	Navigate SSMS
Open	Y/N field, indicates if the case is open	Navigate Cases feature
Organizer Cell Phone		
Organizer Email		
Organizer External		
Organizer Name		
Organizer Work Phone		
Overall GPA	Student's cumulative GPA	SIS/Institutional data import
Percentage of Appointments	Percentage of total appointments appointments for this reason/service in the care unit represent	Navigate Appointment functionality
Percentage of Cancelled Appointments	The percentage a single reason within a care unit represents of total cancellations in the care unit	Navigate Appointment functionality
Phone Call Count	Count of phone calls a staff member made that were recorded in the platform during the selected time period	
Points Available	Highest possible number of points a student could score on an assignment	Navigate Manage Assignments feature

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Navigate Reporting: Fields

Column Name	Column Description	Source
Points Received	Number of points received by the student for the assignment	Navigate Manage Assignments feature
Professor Comments		
Professor's Email	Email of the professor/faculty member associated with a course	SIS/Institutional data import
Professor's Name	Name of the professor/faculty member associated with a course	SIS/Institutional data import
Progress Report Created	Date a progress report evaluation on a student was created	Navigate Progress Reports
Projected Grade	Student's projected grade in the course, based on progress report entry	Navigate Progress Reports
Purpose	Indicates type of availability - scheduled appointments, drop-in, or campaign	Navigate Availabilities feature
Q1-Q10	Answers for questions 1-10 in an Appointment Summary Report	Navigate Appointment Summary Reports
Race	Student race	SIS/Institutional data import
Reason	Student service associated with appointments in a care unit	Navigate Appointment functionality
Recorded	Attendance status for the class	Navigate Record Attendance Feature
Recorded Cancellations	Count of cancelled appointments for a specific reason within a single care unit	Navigate Appointment functionality
Remaining	Remaining required time for a student's study hall requirement	Navigate Study Hall features
Remaining Time	Remaining required time for a student's study hall requirement	Navigate Study Hall features
Report Summary	Student Appointment Summary Report summary	Navigate Appointment Summary Reports
Reported Course	Name of course if there is a course related to an appointment in the Appointment Summary Report	Navigate Appointment Summary Reports
Reported Course Name	Name of course if there is a course related to an appointment in the Appointment Summary Report	Navigate Appointment Summary Reports
Reported Course Number	Course number if there is a course related to an appointment in the Appointment Summary Report	Navigate Appointment Summary Reports
Reported Duration	Length of an appointment as noted in the Appointment Summary Report(?)	Navigate Appointment Summary Reports
Reported Reasons		
Request Care Unit	Care Unit the requested appointment request comes from	Navigate scheduling functionality
Requested By	Name of student who requested the appointment	Navigate scheduling functionality
Required	Required study hall time for a student overall	Navigate Study Hall features
Required Time for Date Range	Time in hours and minutes required in the time range for study hall for a student	Navigate Study Hall features
Required Time Per Week	Time required in study hall for the student per week	Navigate Study Hall features
Response	Y/N field, indicates if the progress report for a student was requested by an administrator	Navigate Progress Reports
Scheduled	Count of how many appointments were scheduled for a single advisor in a single care unit	Navigate Appointment functionality

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Navigate Reporting: Fields

Column Name	Column Description	Source
Scheduled Course Name	If an appointment is a course-based one, the course the student scheduled for	SIS/Institutional data import and Navigate configurations
Scheduled Course Number	If an appointment is a course-based one, the course number the student scheduled for	SIS/Institutional data import and Navigate configurations
Scheduled Duration	Scheduled appointment length	Navigate SSMS
Section	Name of section (instances of a course)	SIS/Institutional data import
Section External ID	How the section of a course is identified externally	SIS/Institutional data import
Section Name	Name of section (instances of a course)	SIS/Institutional data import
Service	Student Service	Navigate SSMS
Sex	Sex of the student, same as gender	SIS/Institutional data import
Shortest Duration	Shortest appointment duration for a student service within a care unit	Navigate Appointment functionality
SMS Sent Count	Count of SMS initiated by the staff member in the platform during the selected time range	
Staff Email	Email of a staff member	Institutional data import
Staff Member	Name of staff member	Institutional data import
Staff Name	Name of a staff member	Institutional data import
Starts On	Date class starts in selected enrollment term	SIS/Institutional data import
State	Student address state	SIS/Institutional data import
Student	Student's full name, same as Student Name	SIS/Institutional data import
Student Attended	Y/N field, indicates if student attended an appointment related to class with progress report	
Student Count	Count of distinct individual students who attended an appointment with a staff member in a specific care unit	Navigate Appointment functionality
Student Email	Primary email address associated with the student	SIS/Institutional data import
Student ID	Student ID number	SIS/Institutional data import
Student Name	Student full name	SIS/Institutional data import
Student Phone	Student phone number	SIS/Institutional data import
Student Primary (ID)	Student ID number, same as "Student ID" and "Student Primary"	SIS/Institutional data import
Student Services	Student service(s) a staff member is available for	Navigate Availabilities feature
Summary	Text field for comments about a student appointment	Navigate Appointment Summary Reports
Tags	Tags added to the student in Navigate	Navigate SSMS
Term Credit Hours	Not sure this is different from Term Credits	

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Navigate Reporting: Fields

Column Name	Column Description	Source
Term Credits	Number of credits being taken in a term	SIS/Institutional data import
Term GPA	Student GPA for the term selected	SIS/Institutional data import
This Week	Hours spent in study hall this week by a student	Navigate Study Hall features
Total Absences	Count of excused and unexecused student absences	Navigate Record Attendance Feature
Total Class Absences	Total absences (excused + unexcused) for a student in a class	Navigate Record Attendance Feature
Total Class Excused	Total class excused absences for a student	Navigate Record Attendance Feature
Total Credit Hours Earned	Total credit hours earned by the student	SIS/Institutional data import
Total Evaluations	Total number of progress reports for a student in the time range	Progress Reports
Total Excused	Count of excused absences per student	Navigate Record Attendance Feature
Total Time	Total time spent in study hall	Navigate Study Hall features
Total Time (in minutes)	Total charity time (in minutes) given to a student	Navigate SSMS
Travel Letter	Indicates if there is a travel letter associated with a student absence	Navigate Record Attendance Feature
Unexcused Absence Count	Count of unexcused student absences	Navigate Record Attendance Feature
Unused Slots	Number of attendance slots that were not used in an appointment in the selected date range for a single staff member in a single care unit	Navigate Appointment functionality
View Note	Link to allow user to view the actual note recorded	Navigate Notes Feature
Visit Created At	Date/time the visit was created	Navigate Appointment functionality
Visit Modified At	Time the visit state was last modified at	Navigate Appointment functionality
Visit State	The status of a visit (e.g. the queue the visit/appointment is in)	Navigate Appointment functionality
Walkins	Count of walk-in appointments for a single staff member in a distinct care unit	Navigate Appointment functionality
Was Cancelled	Y/N field, indicates if an appointment was canceled	Navigate Appointment functionality
Weight	The weight of the assignment toward the final grade in a course	Navigate Manage Assignments feature
Work Phone	Faculty member's phone number	LDAP/Institutional data upload
Zip	Student ZIP code	SIS/Institutional data import

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