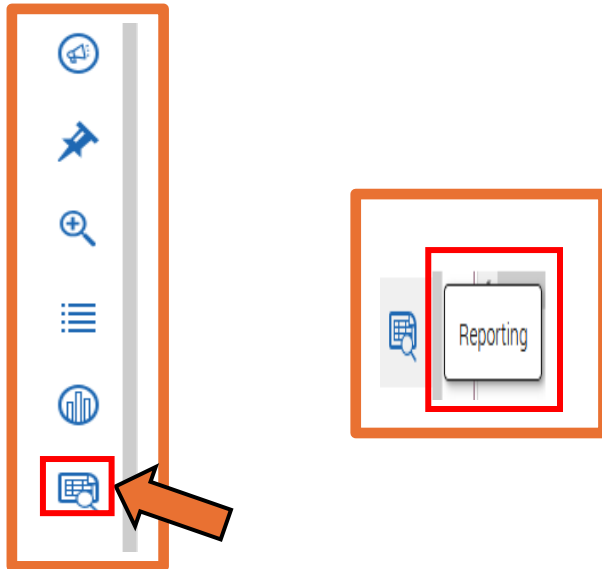


## Navigate: How to Pull Midterm Grades

1. Click on the **Reporting** icon.



2. On the **Reports** page, click the **Standard Reports** tab, type **Students Enrollments Report**, and hit Enter.

My Saved Reports

**Standard Reports**

### Standard Reports

Select a report type below to customize and run a new report. To save a report for future use, click save from the report results.

**Report Finder**

Hi there! I'm Report Finder, an AI-powered assistant that helps you choose the right report and apply filters for you.

What are you trying to find?

You can tell me what data you're looking for and any filters you'd like to use, and I'll recommend the best report and apply those filters automatically.

[+ Report Finder](#)

REPORT TYPE	CATEGORY
<a href="#">Availabilities Report</a>	Staff Reports
<a href="#">Attendance Report</a>	Student Data Reports
<a href="#">Notes Report</a>	Student Data Reports
<a href="#">Students Enrollments Report</a>	Student Data Reports

My Saved Reports

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✦ Report Finder

Students Enrollments Report

REPORT TYPE



CATEGORY

[Students Enrollments Report](#)

Student Data Reports



## **Students Enrollments Report**

This Report shows any course enrollments a student has in a selected term. A single row represents a single enrollment instance within the selected term. Users find one row per student course enrollment with the associated data. This means if a student is enrolled in five classes, you see five lines for that particular student. For a student to be returned in the Report, the student must be active in the selected term. This Report includes one row for every currently or previously enrolled course per student.

## Data Filters [?](#)

Filters Logic: Match all Filters (AND) [?](#)

Results must match ALL filters: 1 AND 2

	Field *	Condition *	Value *
①	Enrollment Term <a href="#">×</a> <a href="#">▼</a>	is <a href="#">▼</a>	Fall 2025 <a href="#">×</a> <a href="#">▼</a>
②	Midterm Grade <a href="#">×</a> <a href="#">▼</a>	is not empty <a href="#">▼</a>	

+ Add Filter

☐ Include Inactive Users ☒ Include My Students Only

Run Report



In the example above, the **Students Enrollments Report** will return all reported midterm grades that were entered into Banner during the Fall 2025 term. The data returned will also only include students on your assigned caseload. The reason is because the **Include My Students Only** box is checked.

## Data Filters [?](#)

Filters Logic: Match all Filters (AND) [?](#)

Results must match ALL filters: 1 AND 2

	Field *	Condition *	Value *
①	Enrollment Term <a href="#">x</a> <a href="#">v</a>	is <a href="#">v</a>	Fall 2025 <a href="#">x</a> <a href="#">v</a>
②	Midterm Grade <a href="#">x</a> <a href="#">v</a>	is <a href="#">v</a>	E

+ Add Filter


☐ Include Inactive Users ☒ Include My Students Only

Run Report










In the example above, the **Students Enrollments Report** will return all reported **E** midterm grades that were entered into Banner during the Fall 2025 term. The data returned will also only include students on your assigned caseload. The reason is because the **Include My Students Only** box is checked.

## Data Filters

 Filters Logic: Match all Filters (AND) 

Results must match ALL filters: 1 AND 2

	Field *	Condition *	Value *
①	Enrollment Term  	is 	Fall 2025  
②	Midterm Grade  	between 	<div>Low * C</div> <div>High * E</div>

+ Add Filter

☐ Include Inactive Users
 ☒ Include My Students Only

Run Report



In the example above, the **Students Enrollments Report** will return all reported **C+**, **C**, **C-**, **D+**, **D**, **E**, and **EV** midterm grades that were entered into Banner during the Fall 2025 term. The data returned will also only include students on your assigned caseload. The reason is because the **Include My Students Only** box is checked.

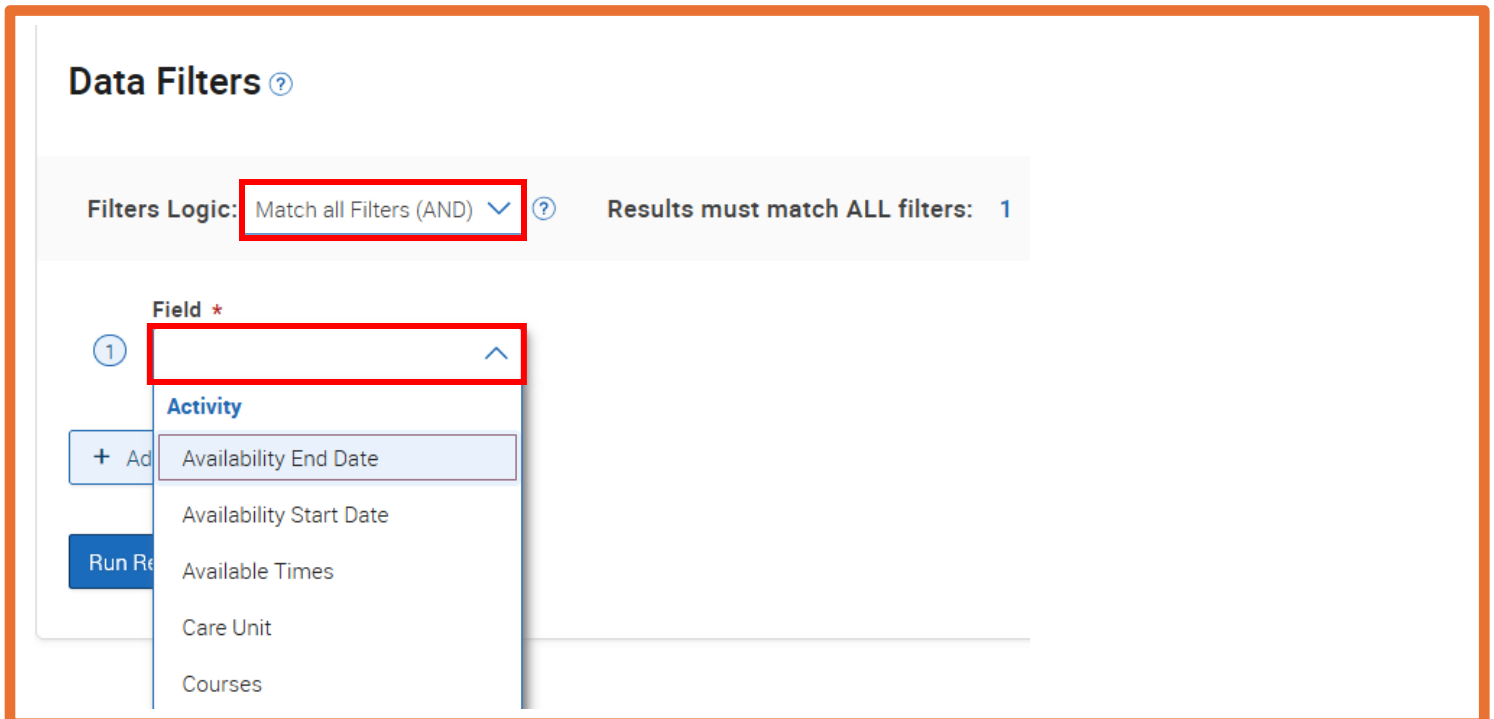
## **Building a Report**

### **Add a Data Filter**

To generate a Report, begin with creating your search parameters. Use **Data Filters** to define Report-specific behavior or objects. Select a field, condition, and value for each row. Filters can be mixed and matched for more precision in your Report.

### **Tips and tricks:**

- Fields are specific to your **Report Type**.
- Custom Attributes can be used as filters.
- Conditions vary by data type. For example, if a field contains **dates**, you can **filter by a date range**.
- Values are specific to each field.
- Want all available data? Filter by a required field and select the **"is not empty"** condition.



**Data Filters** ?

Filters Logic: Match all Filters (AND) ? Results must match ALL filters: 1

Field \*

1

Activity

- + Add Availability End Date
- Availability Start Date
- Run Report Available Times
- Care Unit
- Courses

## **Filters Logic**


**Filters Logic** options determine how your criteria are interpreted by the platform. By default, Navigate has the Report match **all filters**.

Option	Description
<b>Match all Filters (AND)</b>	Use the <b>match all filters</b> option to create a logical condition that requires all specified criteria <b>to be true</b> for a record to be included in the Report results. <b>AND logic will narrow</b> your results.
<b>Match any Filters (OR)</b>	Use the <b>match any filters</b> option to a logical operator that connects multiple conditions, where <b>at least one condition must be true</b> for a record to be included in the Report results. <b>OR logic will broaden</b> your results.
<b>Advanced (AND/OR)</b>	Use <b>Advanced</b> to create <b>more complex logic</b> when creating a Report to specify conditions that must be met. <ul style="list-style-type: none"> <li>• <b>"AND"</b> requires all conditions to be true.</li> <li>• while <b>"OR"</b> requires at least one condition to be true.</li> </ul>

### **Add Additional Search Criteria**

You can add multiple filters to a Report. Click **+Add Filter** to add another filter to the Report.

#### **Data Filters**

Filters Logic: Match all Filters (AND) 

Results must match ALL filters: **1 AND 2**

Field \*

①

Field \*

②

**+ Add Filter**



**Run Report**