

EAB Accessing Institution Reports

To Access in Institution Reports in Navigate:

Log in to Navigate and click this icon.



Institution Reports opens in a separate browser tab. The timeout period is the same as Navigate - 60 minutes.

Choosing a Report

After opening Institution Reports, you can select reports from three categories:

- Graduation Rates
- Courses
- Major Change

You can switch between reports at any time by clicking the navigation bar on the left.



Refine Your Analysis

To narrow the population of students in the reports, use the drop-down filters above the reports. The filters are:

- Graduation Within timeframe
- Student population (Transfer/Non-Transfer)
- First Enrollment Between (Date Range)
- Within (Shows majors arranged by college)

The report will pull for all majors at the institution between the largest set of historical data available from your institution by default.

The screenshot shows the Student Success Collaborative interface. At the top, there are several filter dropdowns: "Graduation Within:" set to "Ever", "Students:" set to "Transfer & Non-Transfer", "First Enrolled Between:" set to "Fall 2002" - "Fall 2011", and "Within:" set to "All Majors". A "More..." link is visible to the right of these filters. Below the filters, the main content area is titled "Select a report to get started...". On the left, there is a navigation bar with icons for Home, Reports, and a list of reports. A callout box points to the navigation bar, stating "Navigation bar lets users access all reports from any". In the center, there are three report categories: "GRADUATION RATES", "COURSES", and "MAJOR CHANGE". Each category has a sub-report listed. A callout box points to the "First Enrolled Between:" filter, stating "Use this filter to narrow historical timeframe in your report". Another callout box points to the "Grad Rate by Grade Earned or Credit Range" report, stating "Choose a report from the Home Page. Reports are categorized". On the right, there is a section for "EAB Insights" with a "Download" button and a "Major Change Analysis" report.

Understanding Configuration Options

Hover over the "More..." text on the upper right to display the configurations set by your institution.

The screenshot shows a configuration dropdown menu. The main text reads "Analyze students within Anthropology who first enrolled b...". A callout box titled "Options set by your institution" is displayed, containing two bullet points: "• Include transfer students." and "• Exclude transient students. Students with less than 4 credits will be excluded." A "More..." link is visible to the right of the callout box.

For additional support, visit https://uhdforms.formstack.com/forms/eab_help_form