V3 Report Starters for Advisors

Purpose: This document supports the transition from Navigate V2 reports (sunset date 12/31/25) to the new V3 reports. Below are commonly used reports requested by Cal State LA Advising Community users, and a direct link to the Report Starters.

Contents

1- Student Data Reports: Student Info (Students Active for Term) 1

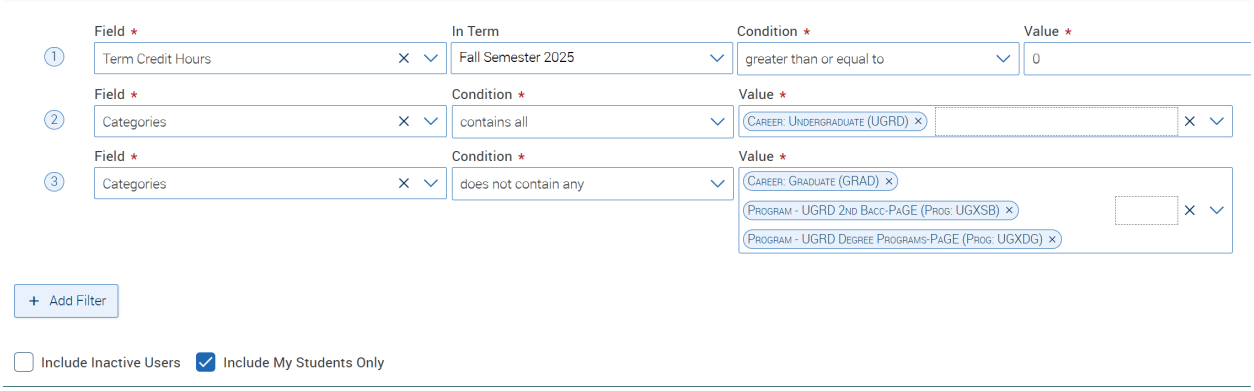
2- Progress Report for Timely Support Campaign 2

3- No Advising Appointment Report Seen Advisor 3

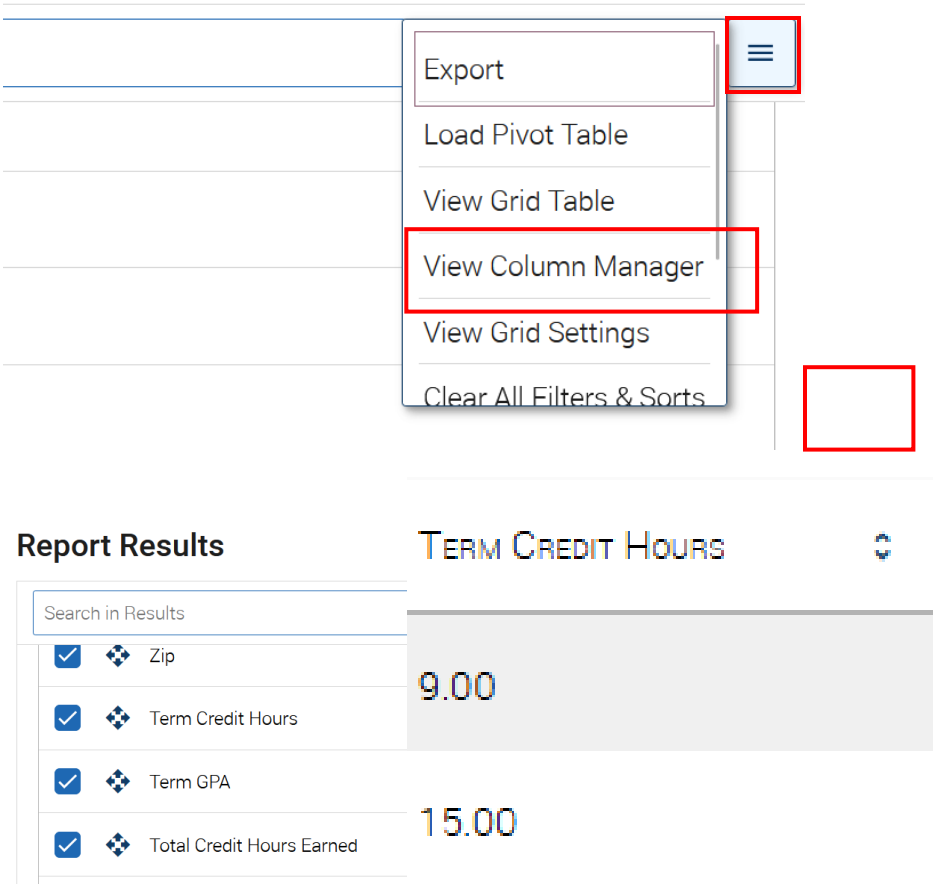
1- Student Data Reports: Student Info (Students Active for Term)

This report shows the number of units a student is taking in a specific term. This is often used by advisors to find students in 0 units or enrolled part-time so they can support students enroll full time. Advisors are advised to click "Include My Students Only"

V3 Link: "Student Info Report"



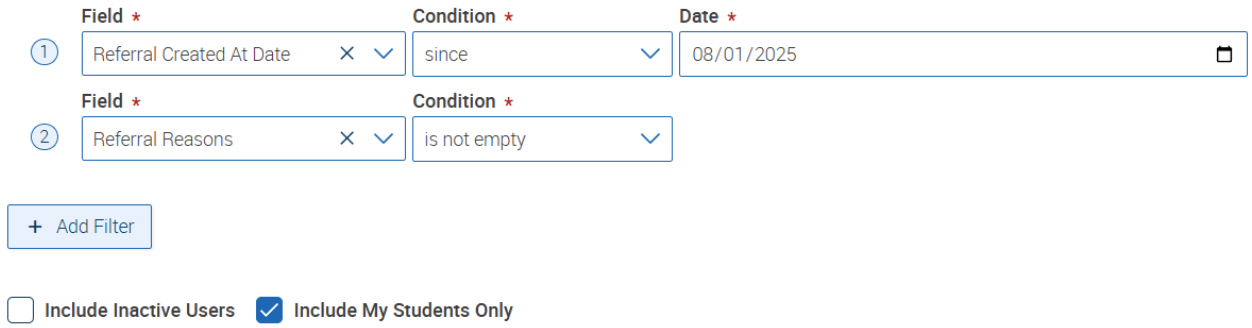
Make sure "Term Credit Hours" data is selected by clicking the 3 lines on right side of data, "View Column Manager" and select desired data:



2- Referrals Report for Timely Support Campaign

To find students who are in Timely Support classes, this search will give you all the students based on a time (since beginning of semester) and an assigned staff member (the advisor).

V3 Link: "Referrals Report" (For Advisors)



3- No Advising Appointment Report Seen Advisor

To find students who have not had an appointment with an Undergraduate Advising Center in a specific timeframe, by assigned advisor.

V3 Link: "No Advising Appointment Report"

