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.

Understanding Configuration Options

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

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

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