

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.

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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”

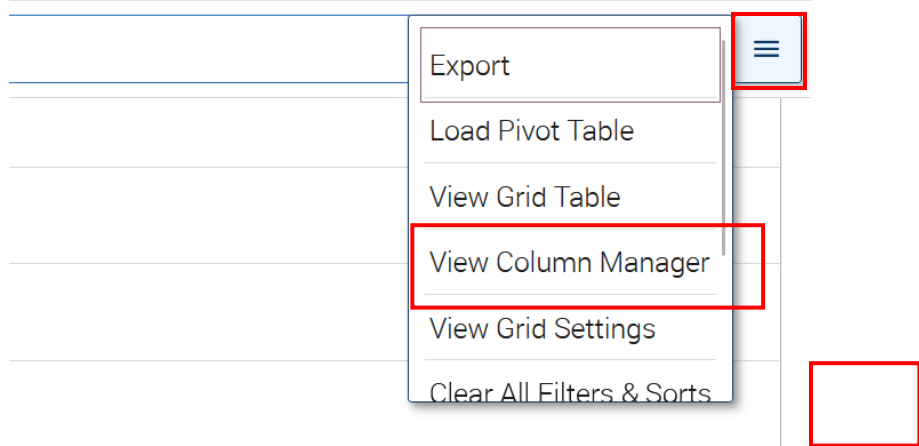
V3 Link: “Student Info Report”

	Field *	In Term	Condition *	Value *
①	Term Credit Hours ✕ ▼	Fall Semester 2025 ▼	greater than or equal to ▼	0
②	Categories ✕ ▼		contains all ▼	CAREER - UNDERGRADUATE (UGRD) ✕ ▼
③	Categories ✕ ▼		does not contain any ▼	CAREER - GRADUATE (GRAD) ✕ PROGRAM - UGRD 2ND BACC-PAGE (PROG: UGXSB) ✕ PROGRAM - UGRD DEGREE PROGRAMS-PAGE (PROG: UGXDG) ✕

+ Add Filter

☐ Include Inactive Users
 ☒ Include My Students Only

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:



Report Results

TERM CREDIT HOURS

Search in Results	
☒  Zip	9.00
☒  Term Credit Hours	
☒  Term GPA	
☒  Total Credit Hours Earned	15.00

2- Progress 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: "Progress Reports Report" \(For Advisors\)](#)

1	Field *	Condition *	
	Referral Reasons	is not empty	
2	Field *	Condition *	Date *
	Date Submitted	since	08/01/2025

+ Add Filter

☐ Include Inactive Users
 ☒ Include My Students Only
 ☐ Progress Reports Marked At-Risk Only
 ☐ Include Dropped Courses

Run Report

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"

1	Field *	Condition *	Value *
	Appointments	exactly	0
+ Add Sub-Filter			
	Field *	Condition *	Value *
	Care Unit	contains any	UNDERGRADUATE ADVISING
	Field *	Condition *	Start Date *
	Timeframe	date range	08/01/2025
	Field *	Condition *	End Date *
	Categories	contains all	10/13/2025
2	Field *	Condition *	Value *
	Categories	contains all	CAREER UNDERGRADUATE (UGRD)
3	Field *	Condition *	Value *
	Categories	does not contain any	CAREER GRADUATE (GRAD)
			PROGRAM - UGRD 2ND BACC-PAGE (PROG: UGXSB)
			PROGRAM - UGRD DEGREE PROGRAMS-PAGE (PROG: UGXDG)
4	Field *	Condition *	Value *
	Relationship Type (then choose Assigned To)	is	Academic Advisor
+ Add Sub-Filter			
+ Add Filter			

☐ Include Inactive Users
 ☒ Include My Students Only