

Report: Cases (Students Flagged)

Advisors-Pulling Students with Cases in Nanook Navigator

What is a case?

An electronic “case file” where staff and instructors across departments (e.g., financial aid, bursar, tutoring, and advising) can coordinate and collaborate on the follow up with students. Cases create a more formalized next step for action or intervention on an issued alert. [Alerts](#) provide **staff** and **faculty** with the ability to draw attention to students or prompt a referral with another department using the platform. Alerts are completed as necessary between early alert progress report campaigns.


Who manages the cases?

The primary assigned advisor in the Banner screen SGAADVR for each student. When the primary advisor is unable to manage the case/s then a secondary advisor is to step in.

Why review cases reports?

Alerts and cases provide **staff** and **faculty** with the ability to draw attention to students that maybe at-risk of failing and/or need support. We encourage advisors to monitor the at-risk students and are encouraged to reach out to the students.

Pulling Student With Cases by Advisor



1. Click on the Reports icon (left side panel) from Staff Home page. 
2. Click on Intervention Reports → Cases

Intervention Reports

[Alerts](#)

[Cases](#) ←

3. Set the timeline you wish to review

Begin Date	End Date
01/01/2020 	03/25/2020 

←

4. Select the assigned to → advisor and type in the name of the advisor (assigned advisor in Banner- SGAADVR).

Assigned To

Student has relationship

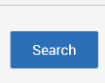
Advisor ←

Staff

× Kinne, Ginny ←

Report: Cases (Students Flagged)

Pulling Student With Cases by Advisor, continued

5. Click Search 
6. Select All (be sure it selects all if more than 100 students)



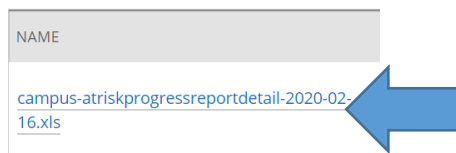
7. Click actions and export results, then choose the columns to export. ***You can also create a watchlist directly from your results by clicking “watch”.**



8. Click on the link to the download center (banner at the top of the page).

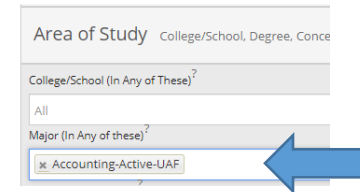
New Detailed Student Progress Reports Flagged At-Risk Report ready!
Your Detailed Student Progress Reports Flagged At-Risk Report has been downloaded. A copy is available in the [Download Center for Reports](#).

9. Click on the report in the download center. File downloads as a CSV file, recommend saving as an excel workbook file before editing. ***Keep a copy as excel and save as CSV file to [create a watchlist](#) from your edited list.**

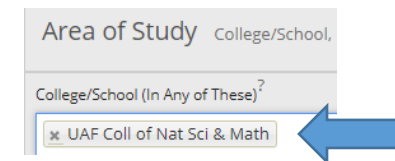


Pulling Student With Cases by Major or College

1. Complete **steps 1-3** from page 1.
2. If by Major: Click on area of student and type in the major/majors in the “in any of these” box.



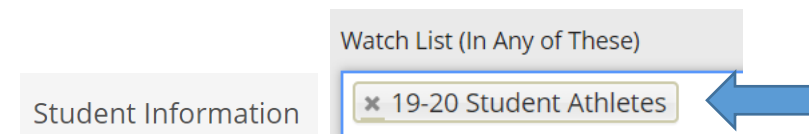
3. If by College: Click on area of student and type in the college in the “in any of these” box.



4. Complete **steps 5-9** from page 2.

Pulling Student With Cases by Watch list

1. Complete **steps 1-3** from page 1.
2. Click on student information, click in the watch list box, and choose the watch list or lists.



3. Complete **steps 5-9** from page 2.