

# **NANOOK NAVIGATOR DASHBOARD TILES CUSTOMIZATION**

# DASHBOARD TILE REPORTS AND FIELDS CUSTOMIZATION

CHOOSE YOUR DATA FILTERS

A REPORT MUST BE BUILT AND SAVED TO CREATE A TILE

FIND SAMPLE REPORTS HERE:  
NANOOK NAVIGATOR  
STAFF DASHBOARD LIBRARY

EXAMPLE:  
ALERTS CREATED WITHIN A DATE RANGE THAT HAVE CASES



### Data Filters

Filters Logic: Match all Filters (AND) Results must match ALL filters: 1 AND 2

Field *	Condition *	Start Date *	End Date *
1 Alert Created At Date	date range	01/02/2023	12/31/2025
2 Has Case	is	Value *	True

+ Add Filter

☐ Include Inactive Users ☒ Include My Students Only

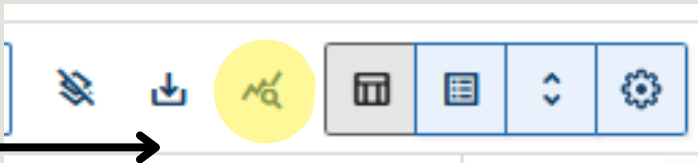
RUN THE REPORT

CLICK THE PIVOT TABLE ICON

CUSTOMIZE THE FIELDS BY DRAGGING IN THE CRITERIA YOU WANT TO SORT BY

CLICK APPLY

EXAMPLE:  
SORTED BY STUDENTS WHO HAVE A CASE FROM AN ALERT



### Fields

Drag and drop fields to arrange

All fields

- From Progress Re...
- Has Case
- Issuer
- Majors
- Student ID
- Student Is Active
- Student Name
- Tags

Report filters

- Email
- Student ID
- Alternate ID

Columns

Σ Values

Drop field here

Rows

Student Name

Drop field here


Values


Count of Has Case Σ


Drop field here


APPLY CANCEL


# DASHBOARD CHART CUSTOMIZATION


 Column


 Bar


 Line

 Scatter

 Pie

 Funnel

 Stacked column

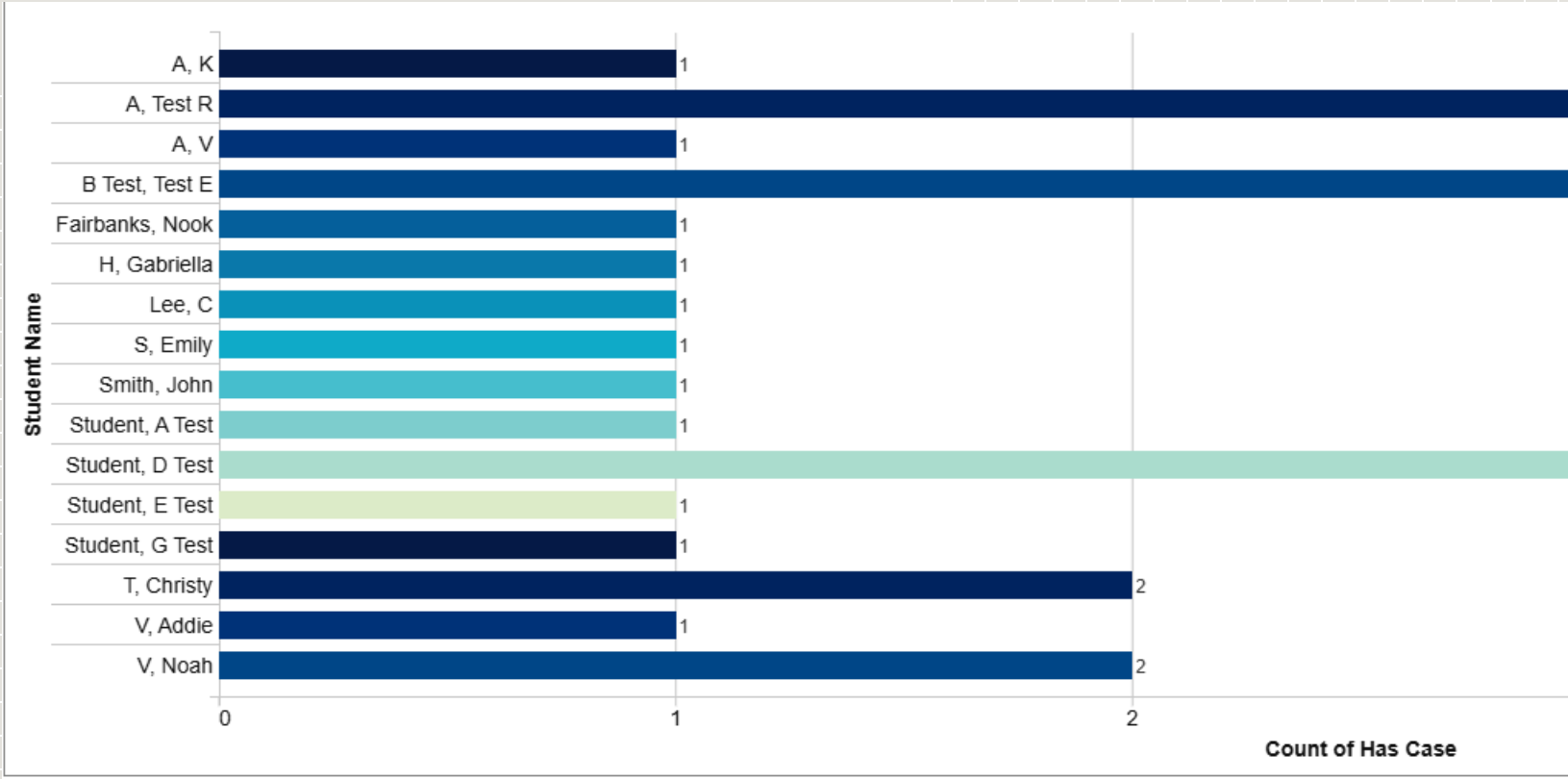
 Column line



CHOOSE YOUR CHART VIEW

SAVE AND NAME THE REPORT

NAVIGATE TO THE STAFF DASHBOARD TO BUILD YOUR TILE



DASHBOARD LAYOUT CUSTOMIZATION

IF YOU MAKE ANY CHANGES TO THE LAYOUT

ADD NEW TILES AND  
ADD PREMADE TILES  
HERE

EDIT TILES

UAF Students With Alerts

[Alerts 3.21.25 ↗](#)

Save Layout

Settings

Refresh

REARRANGE TILES

⛶

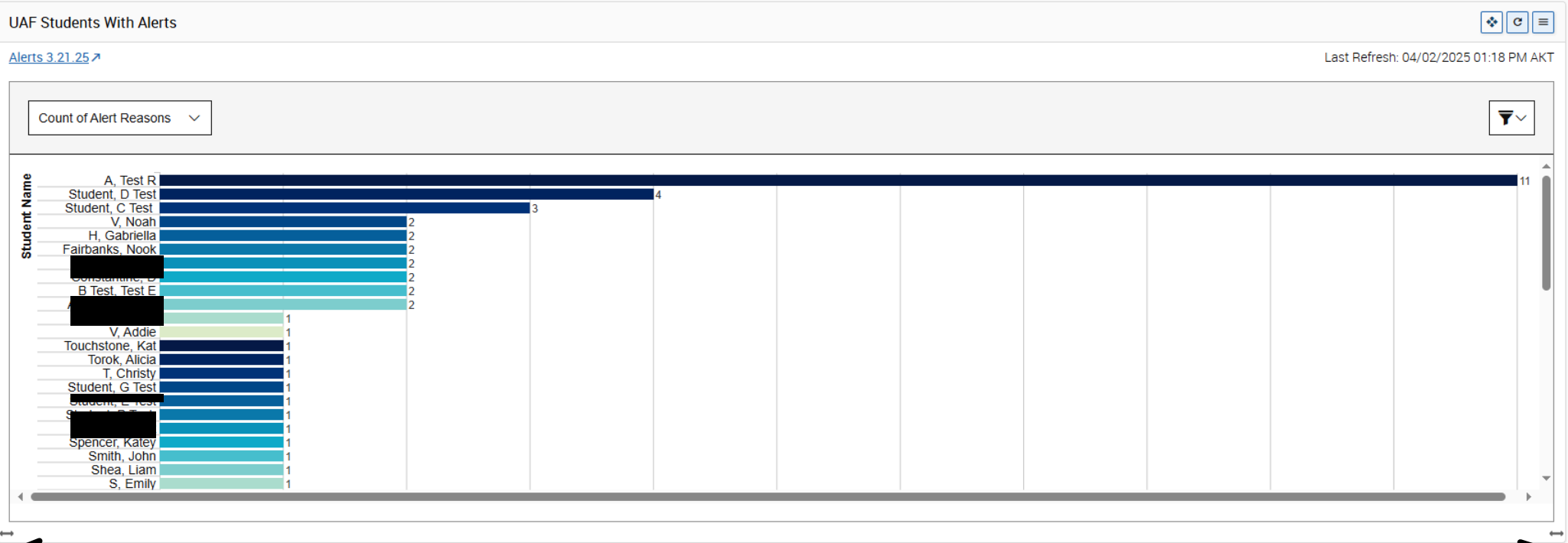
↺

☰

Last Refresh: 04/02/2025 02:07 PM AKT

EDIT YOUR ORIGINAL REPORT HERE

IF YOU MAKE CHANGES TO YOUR REPORT  
BE SURE TO REFRESH THE TILE



YOU CAN ELONGATE TILES BY HOVERING OVER THE CORNER  
THEN CLICKING AND DRAGGING THE ARROWS

# DASHBOARD TILE CUSTOMIZATION

## EXAMPLES OF DIFFERENT VIEWS:

Search in Results

	STUDENT NAME	EMAIL	STUDENT ID	ALTERNATE ID
	A. Amy			
	A. K			
	A. M			
	A. Test R			
	A. Test R			
	A. Test R			
	A. Test R			
	A. Test R			

### Add Tile

To create a tile, add the name, select a report to pull data from, and choose how that data will display. You MUST create a saved report before using it in a tile. If you edit an existing tile or its underlying saved report, then the dashboard will reflect these updates.

Tile Name \*

Enter Display Name

Select Saved Report \*

Select Report

Don't see your report? You can [create a report now](#).

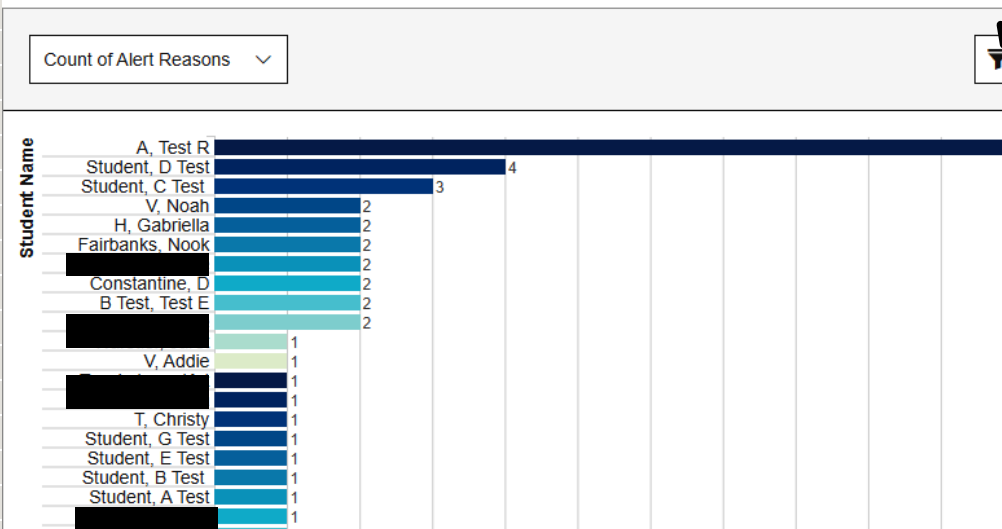
Select View ⓘ

Detail View (Disaggregated)

Detail View (Disaggregated)

Chart Summary (Aggregated)

Table View (Aggregated)



EMAIL	STUDENT ID	ALTERNATE ID	CATEGORIES	MAJORS	CLASSIFICATION	ASSIGNED STA
1	2	3	4	5	6	7
1	STUDENT NAME	Total Count of Alert Reasons				
2	A, Test R	11				
3	Student, D Test	4				
4	Student, C Test	3				
5	V, Noah	2				
6	H, Gabriella	2				
7	Fairbanks, Nook	2				
8		2				
9	Constantine, D	2				
0	B Test, Test E	2				
1		2				
2		1				
3	V, Addie	1				

## RESOURCES

PHONE: (907) 474-6300

EMAIL: [UAF-NANOOKNAVIGATOR@ALASKA.EDU](mailto:UAF-NANOOKNAVIGATOR@ALASKA.EDU)

FIND THE REPORTS LIBRARY [HERE](#)

NEED TRAINING? [CLICK HERE](#)