

EAB Navigate Resource Guide: How to Download Tutoring Attendance and Access Reports

Option 1: Download Mass Tutoring Attendance

This report will indicate who has attended tutoring for a given course/subject and the duration of their tutoring session. Each instance of attendance is marked as a separate line in the report.

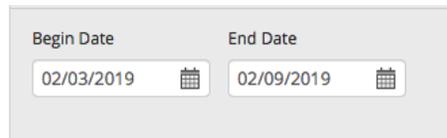
1. Login to <https://umw.campus.eab.com> using your UMW single sign-on
2. Click on the **Reporting** icon, , located along the blue bar at the leftmost of the page to access the Reports interface
3. Find the **Appointments** box and select **Check-ins**

Reports



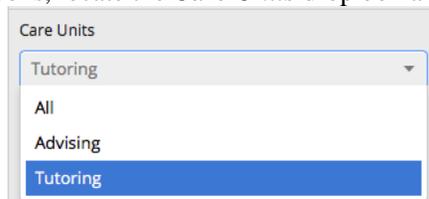
The screenshot shows a box titled "Appointments" with four links: "Cancellation Summaries", "Cancellation Summary Stats", "Check-ins", and "At-Risk Progress Reports And Appointments". The "Check-ins" link is highlighted in blue.

4. The Check-ins interface contains many options of which you need four:
 - a. Click on the **calendar** icons, , next to **Begin Date** and **End Date** to select the range of your search. (If you do not have a specific time range, it is best to select dates which encompass the entire term.)



The screenshot shows two date selection fields. The first is labeled "Begin Date" and contains the date "02/03/2019" with a calendar icon to its right. The second is labeled "End Date" and contains the date "02/09/2019" with a calendar icon to its right.

- b. Directly under the calendar icons, locate the **Care Units** drop box and select the **Tutoring** option



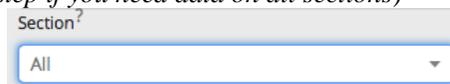
The screenshot shows a dropdown menu titled "Care Units". The menu is open, showing four options: "Tutoring", "All", "Advising", and "Tutoring". The "Tutoring" option at the bottom is highlighted in blue.

- c. Scroll down and select the **Course Data** drop-box,  **Course Data** Course, Section, Status, and enter the course including a hyphen (ex. STAT-180) or enter the course title (ex. Introduction to Statistics)



The screenshot shows a dropdown menu titled "Course?". The menu is open, showing the option "All".

- d. Select the section number of the desired course (ex. 1, 2, 3, etc.) from the newly populated **Section** drop-box option. (*Skip this step if you need data on all sections*)



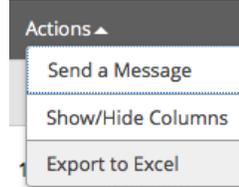
The screenshot shows a dropdown menu titled "Section?". The menu is open, showing the option "All".

- e. Scroll to the bottom of the page and click the **Search** button, , to run

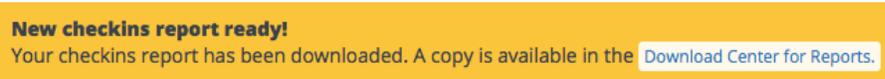
EAB Navigate Resource Guide:

How to Download Tutoring Attendance and Access Reports

- To export data:
 - Click the *check-box*, , at the beginning of each row desired for export or click the *check-box*, , above the rows along the gray header to select all rows
 - Then, click *Actions* and choose *Export to Excel*

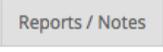


- Access the export in the *Download Center for Reports* along the yellow bar at the top of the page once the download has finished



Option 2: Access Individual Tutor Appointment Reports

This section will lead you to individual detailed tutor reports logged per session, per student.

- Login to <https://umw.campus.eab.com> using your UMW single sign-on
- Click the *small magnifying glass*, , located in the top righthand of your profile page and enter a student name (ex. John Smith) or student ID and select that student from among the suggestions
- On the student profile page, click the *Reports/Notes* tab, , located just under the student name near the top of the page



- Scroll down to the bottom of the page and locate the *Appointment Summaries For (Student First Name)* section

Appointment Summaries For John

- Click on the *Care Unit* drop-box, **Care Unit:** , and select *Tutoring* to only display tutoring reports
- Click on the blue *View Report* link, , [02/21/2019 10:00 AM](#), to access the individual appointment report