5ᵗʰ Week Check-In – Fall 2017
Report Instructions

Students can access their assessment report via [TopNet](#) by following this path:
- Student Services
- Student Records
- View 5ᵗʰ Week Check-In Report
- Term: Fall 2017
- Display 5ᵗʰ Week *Assessment*

Advisors can also view individual student reports via [TopNet](#) by following this path:
- Advising & Student Data Inquiry
- TopNet Reports
- View 5ᵗʰ Week Check-In Report
- Term: Fall 2017
- Enter the Student ID of an advisee for access to their report
- View 5ᵗʰ Week Check-In Report

Advisors can also run an [InfoView](#) report for a complete list of their advisees
- Document List
- Public Folders
- WKU Campus Community
- 5ᵗʰ Week *Assessment*
- Right click the report named: ADVISOR - Advisee List of 5ᵗʰ Week *Assessment* Results
  - This is currently the second report on the page
- Schedule
- Prompts
- Term Code 201730, click ok
- Enter Advisor WKU ID, click ok
- Click Schedule
- Click the refresh icon until the date is hyperlinked in blue
- Click the date of your report to display your advisees

Instructors can view reports for students on their course roster(s) via [Infoview](#) by the following path:

- Document List
- Public Folders
- WKU Campus Community
- 5ᵗʰ Week *Assessment*
- Right click on the report named: INSTRUCTOR – 5ᵗʰ Week *Assessment* List (dw)
  - This is currently the 16ᵗʰ report on the page
- Schedule
- Prompts
- Term Code 201730, click ok
- Enter Instructor ID, click ok
- Click Schedule
- Click the refresh icon until the date is hyperlinked in blue
- Click the date of your report to display your roster(s)

To run an [InfoView](#) for all courses in a **department**
- Public Folders
- WKU Campus Community
- 5ᵗʰ Week *Assessment*
- Right click the report named: DEPT – 5ᵗʰ Week *Assessment* Course/Student Grades By Dept
  - This is currently the 12ᵗʰ report on the page
- Schedule
- Prompts
- Term Code 201730, click ok
- Enter department abbreviation
- Click Schedule
- Click the refresh icon until the date is hyperlinked in blue
- Click the date of your report to display your department