








Export Instructions for Scholarship Data in Naviance




Historical scholarship data in Naviance is not easily exportable. The following instructions will enable you to gather your historical data by generating a combination of scholarship reports. However, reporting limitations might not enable all scholarships to be associated with related colleges.

1. Go to “Reports” in your top-level navigation, choose *Scholarship Data by Scholarship* and select “Customize”

 NAVIANCE Students Planner Scholarships Colleges Careers Connections **Reports**  Search for Student  























ALL REPORTS 

 [show info](#)









jump to: [Student](#) | [Scholarship](#) | [Career](#) | [College](#) | [Score](#) | [Planner](#) | [Alumni Tracking](#)

My Custom Reports
You have not saved any custom reports yet. When you do, they will be listed here.



Student Reports [[back to top](#)]


Report Name	Details	Type	Sharing	Actions
 Class Profiles		standard		View Schedule Email Customize
 Learning Style Status		standard		View Schedule Email Customize
 MI Advantage Status		standard		View Schedule Email Customize
 Parent Usage		standard		View Schedule Email Customize
 Student Data		standard		View Schedule Email Customize
 Student Outcome List		standard		View Schedule Email Customize
 Student Outcome Statistics Detail		standard		View Schedule Email Customize
 Student Outcome Statistics Summary		standard		View Schedule Email Customize
 Student Plan Milestone Completion Summary		standard		View Schedule Email Customize
 Student Plan Milestones		standard		View Schedule Email Customize
 Student Usage		standard		View Schedule Email Customize

Scholarship Reports [[back to top](#)]

Report Name	Details	Type	Sharing	Actions
 Scholarship Detail by Scholarship		standard		View Schedule Email Customize
 Scholarship Detail by Student		standard		View Schedule Email Customize
 Scholarship Summary by Scholarship		standard		View Schedule Email Customize
 Scholarship Summary by Student		standard		View Schedule Email Customize

Career Reports [[back to top](#)]

Report Name	Details	Type	Sharing	Actions
 Assessment Status		standard		View Schedule Email Customize





My Custom Reports

You have not saved any custom reports yet. When you do, they will be listed here.

CUSTOMIZE REPORT

[All Reports](#) » [Scholarship Detail by Scholarship](#) » Customize Report

Use the options below to choose the data and layout for your report.

This report has two tiers: Scholarships and Students.

Scholarships

Settings

Category: (does not matter) ▾

Ethnicity: White
Black/African American
Hispanic/Latino
Asian

Gender: (does not matter) ▾

Student Group: Academic contest or scholar
Advanced Placement
Artistic Talent
Athletic Recruiting

Counselor:

Do not apply
any data filters.

Columns

Hold down the Command key (Mac) or Alt key (PC) to select more than one option.

Available

Add >>

Add All >>

<< Remove

<< Remove All

Selected

REQUIRED
Scholarship

Up

Down

Sorting

Sort by: Scholarship ▾ Ascending ▾

And then by: N/A ▾ Ascending ▾

Students

Settings

Class Year/Grade: class of 2017 (grade 12) ▾

Columns

Hold down the Command key (Mac) or Alt key (PC) to select more than one option.

Available

Student ID

Add >>

Add All >>

<< Remove

<< Remove All

Selected

REQUIRED
Student

Dollars Awarded

Up

Down

Sorting


Sort by: Student ▾ Ascending ▾

And then by: N/A ▾ Ascending ▾

Back

View Report

2. You can only run reports for one class year at a time. Begin with last year's graduating class and then repeat process for previous 3-5 years, depending on the breadth of data you want to import.

 NAVIANCE

StudentsPlannerScholarshipsCollegesCareer

Search for Student

⚙️ ?

And then by:

Students

Settings

Class Year/Grade:

Columns

Hold down the Command key (Mac)

Available

Student ID

Selected

REQUIRED student

ollars Awarded

Up

Down

class of 2005

class of 2006

class of 2007

class of 2008

class of 2009

class of 2010

class of 2011

class of 2012

class of 2013

class of 2014

class of 2015

class of 2016

class of 2017

class of 2018 (grade 11)

class of 2019 (grade 10)

class of 2020 (grade 9)

class of 2021 (grade 8)

class of 2022 (grade 7)

class of 2023 (grade 6)

class of 2024 (grade 5)

class of 2025 (grade 4)

class of 2026 (grade 3)

class of 2027 (grade 2)

class of 2028 (grade 1)

class of 2029 (grade K)

<< Remove

<< Remove All

Sorting

Sort by: Student

Ascending

And then by: N/A

Ascending

Back

View Report

3. Add “Student ID” to list of report fields so that scholarship awards can be associated to specific students.

NAVIANCE Students Planner Scholarships Colleges Careers Connections Reports Search for Student

And then by: N/A Ascending

Students

Settings
Class Year/Grade: class of 2016

Columns
Hold down the Command key (Mac) or Alt key (PC) to select more than one option.

Available		Selected
Student ID	<div>Add >></div> <div>Add All >></div> <div><< Remove All</div> <div><< Remove All</div>	REQUIRED Student
		Dollars Awarded

Up
Down

Sorting
Sort by: Student Ascending
And then by: N/A Ascending

Back View Report

4. Select “View Report.”

The screenshot shows the NAVIANCE web application interface. The top navigation bar includes the NAVIANCE logo and links for Students, Planner, Scholarships, Colleges, Careers, Connections, and Reports. A search bar on the right says "Search for Student".

The main content area is titled "Students" and contains a "Settings" section with a "Class Year/Grade:" dropdown set to "class of 2016". Below this is a "Columns" section with a note: "Hold down the Command key (Mac) or Alt key (PC) to select more than one option." It features two columns: "Available" (empty) and "Selected" (containing "REQUIRED Student", "Dollars Awarded", and "Student ID" with a red checkmark). Between the columns are buttons: "Add >>", "Add All >>", "<< Remove", and "<< Remove All". To the right of the "Selected" column are "Up" and "Down" buttons.

At the bottom is a "Sorting" section with "Sort by:" set to "Student" and "Ascending", and "And then by:" set to "N/A" and "Ascending".

At the bottom right, there are two buttons: "Back" and "View Report". The "View Report" button is circled in red, and a red hand cursor is pointing at it.

5. Export scholarship report data as a CSV file.

NAVIANCE Students Planner Scholarships Colleges Careers Connections Reports Search for Student

VIEW REPORT

[All Reports](#) » **Scholarship Detail by Scholarship**

⇒ This report is not scheduled.

⇒ This report has changed. To save your changes, please use the options below.

Options: [Customize](#) [Print](#) [PDF](#) **CSV** [Email](#) [Schedule](#) [Save a Copy](#) [Revert](#)

Settings: Class Year/Grade: class of 2016
Sorting: Scholarships data sorted by Scholarship, Ascending
Students data sorted by Student, Ascending

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Scholarship Detail bycsv

Show All

Once you export scholarship data for each year you want to import, please **combine the data into a single file** and upload onto SCOIR.

CONGRATULATIONS!

