

Instructions for running an ARGOSreport
Example used is the Course Schedule Report.

- (1) To access ARGOS
 - a. Open a web browser (i.e.-Chrome, Firefox)
 - b. Go to the DSU website, click on the Faculty/Staff page then click on the Argos link.
 - c. Log in using your Windows (Computer) user id and password

(2) Click

on the

Argos
Enterprise Reporting Solution
 You need access to information in order to make better and more timely decisions. Argos is Delta State's web reporting tool that provides a single, feature rich, user friendly, easily implemented tool.
**Currently access to Argos is only available for ON-CAMPUS use*

LOGIN

'ARGOS Web Viewer' button.

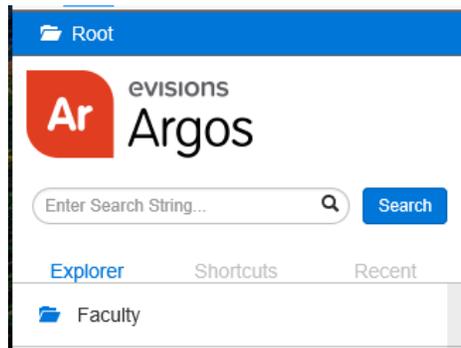


Enterprise Reporting

Evisions Argos is an enterprise reporting solution t institution. Argos makes reporting simple, deliverii decisions.



- (3) The Course Schedule report is located in the **Faculty folder**, the **Academic Deans** folder, and the **Department Chairs** folder. You should have access to at least one of these folders. Open one of these folders by clicking on it.



(4) Click on the Academic Affairs – Course Schedule Datablock.

A navigation menu with the following items:

- ★ Academic Affairs - Class Information by Department
- ★ Academic Affairs - Class Information by Instructor
- ★ Academic Affairs - Class Information by Term
- ★ **Academic Affairs - Course Schedule Datablock**
- ★ Advisee List by Advisor and Selected Term

(5) Enter the Parameters (Filters) for the Datablock.

Parameters: Select the Term. Leave the three check boxes unchecked unless you want to restrict the schedule to one of these conditions. Selecting 'All Departments' will give you the entire course schedule. Clicking the 'Filter by Department' checkbox will allow you to select individual departments. The course schedule should appear in the bottom datablock.

(6) Select a report to run. You can save/print the report as a PDF or you can save the report as a CSV file that opens in Excel.

Root > Faculty > Academic Affairs - Course Schedule Datablock - Dashboard

Reports Run

- All Course Schedule Report - PDF
- All Course Schedule Report- CSV
- General-- Course Schedule by Subject - CSV

Terms: (Control Click to Select Multiple Terms)

- 201802 - Summer I 2018
- 201801 - Spring 2018
- 201800 - CEU Academic Yr 2017-2018
- 201706 - CEU Academic Yr 2016-2017
- 201704 - Fall 2017
- 201703 - Summer II 2017
- 201702 - Summer I 2017
- 201701 - Spring 2017

Filter by Department

All Departments

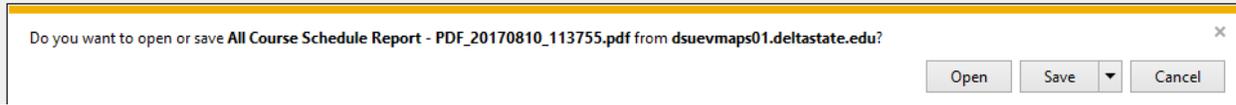
Include Only Courses With STAFF Instructor

Include Only Online Courses

Include Only Intersession Courses

College	CAMPUS	Department	Term	Closed	CRN	Subject	Course Number	SECTION	PART_OF_TERM	Title	INSTRUC
College of Art...	Main - Clevela...	Applied Music	201704		40304	AMU	101	01	Full Term	Flute	
College of Art...	Main - Clevela...	Applied Music	201704		40254	AMU	110	01	Full Term	Percussion	
College of Art...	Main - Clevela...	Applied Music	201704		40305	AMU	111	01	Full Term	Oboe	
College of Art...	Main - Clevela...	Applied Music	201704		40308	AMU	121	01	Full Term	Clarinet	
College of Art...	Main - Clevela...	Applied Music	201704		40310	AMU	131	01	Full Term	Bassoon	
College of Art...	Main - Clevela...	Applied Music	201704		40264	AMU	135	01	Full Term	Piano	
College of Art...	Main - Clevela...	Applied Music	201704		40265	AMU	135	02	Full Term	Piano	
College of Art...	Main - Clevela...	Applied Music	201704		45086	AMU	135	03	Full Term	Piano	
College of Art...	Main - Clevela...	Applied Music	201704		40312	AMU	141	01	Full Term	Saxophone	
College of Art...	Main - Clevela...	Applied Music	201704		40325	AMU	145	01	Full Term	Harpsichord	
College of Art...	Main - Clevela...	Applied Music	201704		40203	AMU	151	01	Full Term	Trumpet	
College of Art...	Main - Clevela...	Applied Music	201704		40205	AMU	161	01	Full Term	Horn	
College of Art...	Main - Clevela...	Applied Music	201704		40207	AMU	171	01	Full Term	Trombone	
College of Art...	Main - Clevela...	Applied Music	201704		40209	AMU	181	01	Full Term	Euphonium	
College of Art...	Main - Clevela...	Applied Music	201704	*	40290	AMU	185	01	Full Term	Voice	
College of Art...	Main - Clevela...	Applied Music	201704		40291	AMU	185	02	Full Term	Voice	
College of Art...	Main - Clevela...	Applied Music	201704	*	47942	AMU	185	03	Full Term	Voice	
College of Art...	Main - Clevela...	Applied Music	201704		40210	AMU	191	01	Full Term	Tuba	
College of Art...	Main - Clevela...	Applied Music	201704		41870	AMU	210	01	Full Term	Individual Per...	
College of Art...	Main - Clevela...	Applied Music	201704		40224	AMU	210	02	Full Term	Individual Per...	
College of Art...	Main - Clevela...	Applied Music	201704		40223	AMU	210	03	Full Term	Individual Per...	
College of Art...	Main - Clevela...	Applied Music	201704		40228	AMU	210	04	Full Term	Individual Per...	
College of Art...	Main - Clevela...	Applied Music	201704		43614	AMU	210	05	Full Term	Individual Per...	
College of Art...	Main - Clevela...	Applied Music	201704		40230	AMU	210	06	Full Term	Individual Per...	

- (6) Once you select a report the 'Run' button will be accessible. Run the Report. A pop-up box should appear at the bottom of the screen that will allow you to open or save the file.



Example of the PDF file

Delta State University												
201704 - Fall 2017				All Course Schedule								
CRN	Subject	Course	Section	Title	Days	Begin Time	End Time	Room	Instruction Method	Credits	Instructor	
School of Nursing												
Nursing												
45731	NUR	302	01	Fundamentals of Client Care	T	0800	1100	NSG101		3	Bates, Chrysta	
46032	NUR	302	02	Fundamentals of Client Care	T	0800	1100	NSG101		3	Bledsoe, Shara	
*	46033	NUR	302	03	Fundamentals of Client Care	T	0800	1100	NSG101		3	Bates, Chrysta
45732	NUR	303	01	Health Assessment\	R	0900	1200p	NSG101		3	Blessitt, Lacey	
46039	NUR	303	02	Health Assessment\	R	0900	1200p	NSG101		3	Dozier, Natalie	

Example of the CSV file

TERM	CRN	SUBJECT	COURSE_NUMBER	SECTION	TITLE	CURRENT_ENROLLMENT	MAXIMUM_ENROLLMENT	MEET_DAYS	BEGIN_TIME	END_TIME	ROOM	INSTRUCTOR	
201704	45731	NUR	302	1	Fundamentals of Client Care	14	15	T		800	1100	NSG101	Bates, Chrysta
201704	46032	NUR	302	2	Fundamentals of Client Care	7	15	T		800	1100	NSG101	Bledsoe, Shara
201704	46033	NUR	302	3	Fundamentals of Client Care	15	15	T		800	1100	NSG101	Bates, Chrysta
201704	45732	NUR	303	1	Health Assessment\	14	15	R		900	1200p	NSG101	Blessitt, Lacey
201704	46039	NUR	303	2	Health Assessment\	6	15	R		900	1200p	NSG101	Dozier, Natalie
201704	46040	NUR	303	3	Health Assessment\	15	15	R		900	1200p	NSG101	Blessitt, Lacey
201704	46046	NUR	306	1	Nursing the Adult Client II	15	15	T		800	1200p	NSG141	Koestler, Donna
201704	46047	NUR	306	2	Nursing the Adult Client II	14	15	T		800	1200p	NSG141	Hill, Donna
201704	47326	NUR	306	3	Nursing the Adult Client II	8	15	T		800	1200p	NSG141	Koestler, Donna
201704	47766	NUR	306	4	Nursing the Adult Client II	0	0	T		800	1200p	NSG141	Koestler, Donna