

ARGOS TUTORIAL

Instructions for running an ARGOS report.

(1) To access ARGOS

c.

- a. Open a web browser (Internet Explorer, FireFox, Chrome, etc.)
- b. Enter the URL -- ev-maps.deltastate.edu or go to the Faculty/Staff page on the DSU website and click on the Argos link.



d. Log in using your Windows (Computer) user id and password

VEVISIONS	
Username:	
pvaughn	
Password:	
Remember this user	
9	1 Log



LOGIN

(2) Click on the 'ARGOS Web Viewer' button



(3) Open the 'Faculty' Folder by clicking on the folder. Select the 'DSU Custom' folder.



(4) Select the 'Course Roster by Instructor' Datablock to run by clicking on it.

File Edit View Favorites Tools Help	
a 🕿 Root 🔪 🕿 Faculty	
Enter Search String Q Search	Name 🔺
Explorer ★ Shortcuts O Recent	* Academic Affairs - Class Information by Department
 Parent Folder 	* Academic Affairs - Class Information by Instructor
Transcripts	* Academic Affairs - Class Information by Term
	* Advisee List by Advisor and Selected Term
	* Advisee Registration Alternate Pins by Advisor and Term
	* 🔥 Course Roster by Instructor
	★ Course Roster with Majors by CRN
	* A DMDL Student Data
	* 👗 Student GPA by Term
	★ 🛛 💑 Student Report - Mid-Term with D, F
	* 👗 Student Schedule by Term
	* Students by College (SZZCOLL)
	* 👗 Students by Major (SZZMAJ1)

(5) Enter the Parameters (Filters) for the Datablock. Note: Not all Datablocks will have filters.

Parameters: Select the Term, the Instructor; Enter then select one of the Instructor's Courses. The course roster should appear in the bottom datablock.

a 🕿 Root 🖉 Faculty 🕨 Course Roster by Instructor - Dashboard						
E No	■ No Saved Settings Reports O Run					
DELTA STAT						
UNI	VERS	¥11 🗖				
Term:				Instructor:		
201704 -	Fall 2017		\checkmark	Abraham, C	harles - 900060699	
Instruct	or's Courses	Hold CTRL Ke	ey down to s	elect multiple co	urses.	
CRN	TERM	SUBJ	CRSE	SECT	TITLE	
45762	201704	DMI	100	01	Intro to Multimedia	
46777	201704	DMI	302	01	History of Recorded Music	
47019	201704	DMI	320	01	Audio Production	
47744	201704	DMI	100	02	Intro to Multimedia	

4 items - 1 sele	ected						0
Course Ro	ster(s)	GR-G	rade / AU-Audit				
CRN	ID	STUDENT	STATUS	Level	CLASSIFICATION	MAJOR	
45762 45762 45762 45762 45762 45762 45762 45762 45762 45762 45762 45762 45762 45762 45762 45762 45762 45762 45762 45762	900137471 900136563 900135113 900134122 900111824 900113823 900134125 900126885 900126885 900126885 900126846 900123634 900123785 900133025 900133025	Ball, Madelyn Barnes, Tyler Blacishear, Gavin Case, Keelan Coleman, Kimani Crout, Adrianna George, Lucy Jacobs, Hannah Kerr, Avery McDaniel, Robert Newton, Lev Schmalz, Krystal Sprague, Elizabeth Switzer, Elizabeth Taylor, Le'Jerrion Welch, Caleb Wing, Blake Word, Biake	GR GR GR GR GR GR GR GR GR GR GR GR GR G	UG UG UG UG UG UG UG UG UG UG UG UG UG U	Junior Junior Freshman Freshman Sophomore Sophomore Freshman Freshman Freshman Freshman Junior Freshman Senior Junior Freshman Senior	Art Entertainment Industry Studies Digital Media Arts Entertainment Industry Studies Music Industry Studies Entertainment Industry Studies Music Undeclared Biology Music Digital Media Arts Entertainment Industry Studies Entertainment Industry Studies Digital Media Arts Digital Media Arts Digital Media Arts Digital Media Arts Digital Media Arts Digital Media Arts Digital Media Arts	

18 items - 0 selected

(6) Select a report to run. The CSV report saves as a file that can be opened in Excel. The printable report creates a pdf file that is formatted and printable



(6) Run the Report. The report should display at the bottom of the screen or a pop up box will appear asking you if you want to open or save the file. Click on th report to open it or select open or save.

Windows Internet I	Explorer	23
What do you	want to do with report (2).csv?	
From: ev-maps.d	eltastate.edu	
 Open The file wo 	n't be saved automatically.	
→ Save		
→ Save as		
		Cancel