

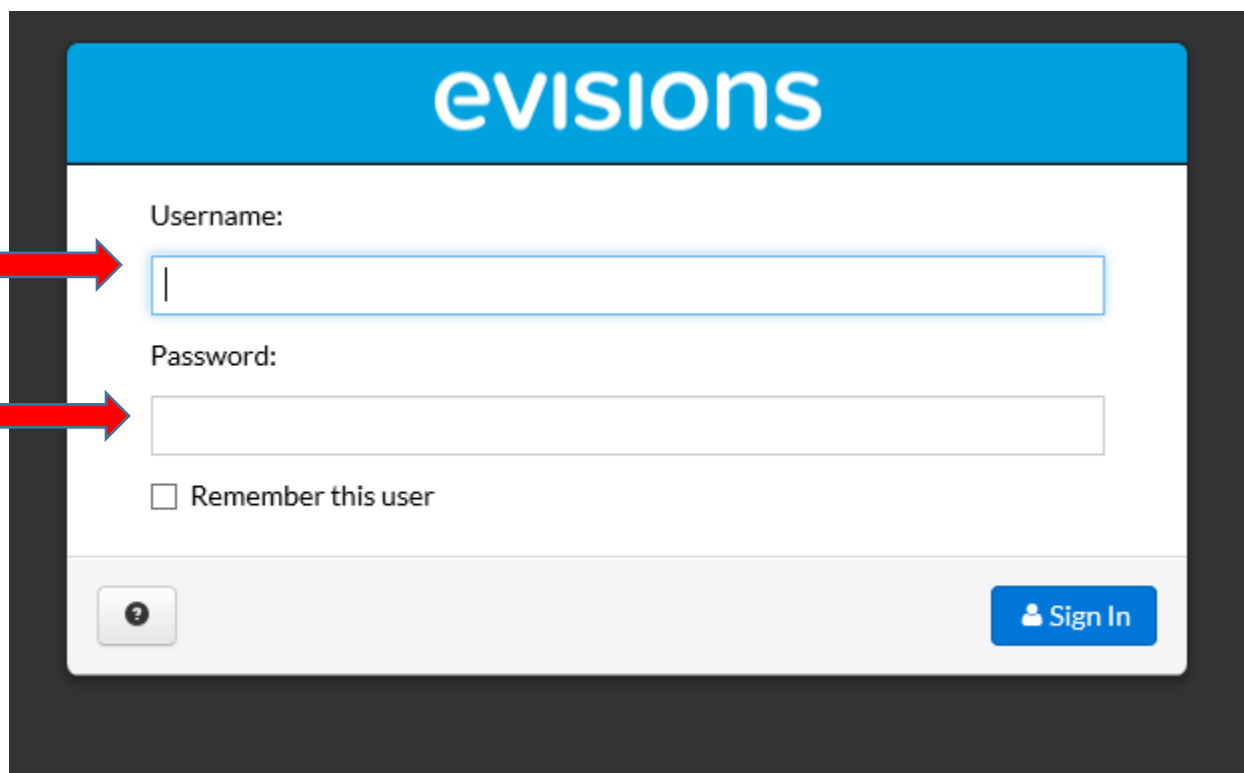
HOW TO ACCESS ARGOS REPORTS

STEP 1:

- Click here to access the Argos login screen: reports.tsu.edu

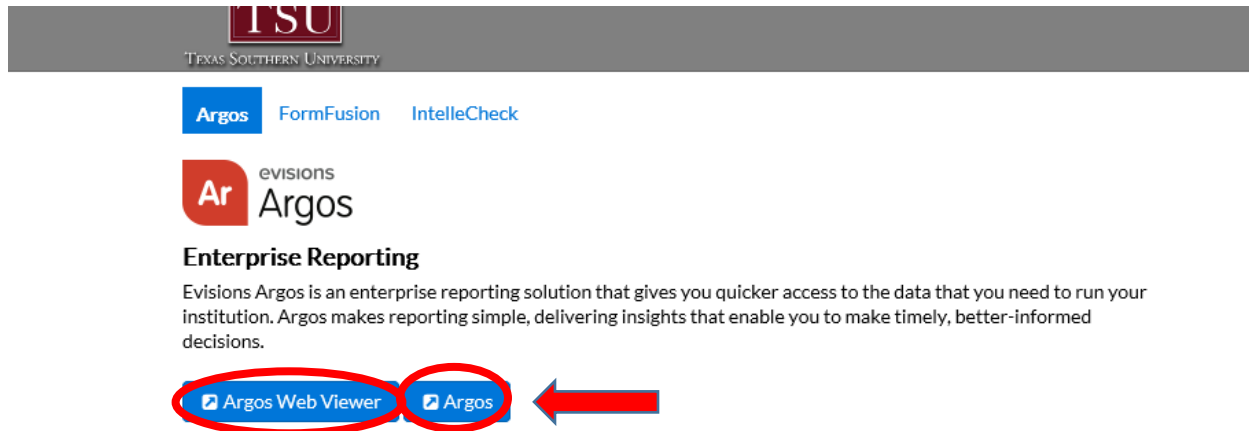
NOTE: You must be on campus or connected to VPN to access Argos.

- The login box below will appear. Enter your user name as follows FirstName.LastName (Do not include the @tsu.edu) and enter the password you use to log onto your computer.



STEP 2:

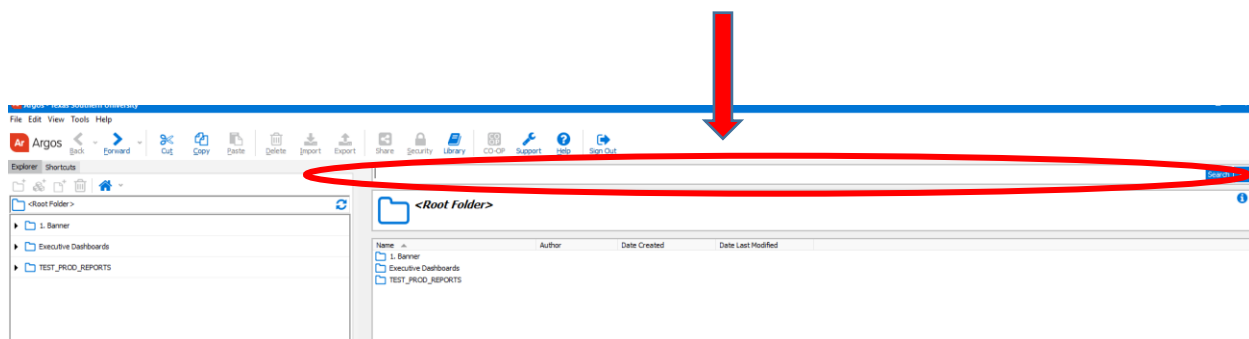
- The next step is to choose Argos report version you prefer to access. Both provide access to the same reports. “Argos Web Viewer” provides users more options regarding alternating chart types and displays charts in a *cleaner* looking manner.



- In the example below the “Argos” (which is the desktop version) option was selected. The “Argos Web Viewer” has a similar type of search function.
























STEP 3:

- Choose a “**key word**” to enter in search window and click “Search” and you will see a list of results. You may also use our Report Selector dashboard by [Clicking Here](#) This will show you the report names and their variables included.



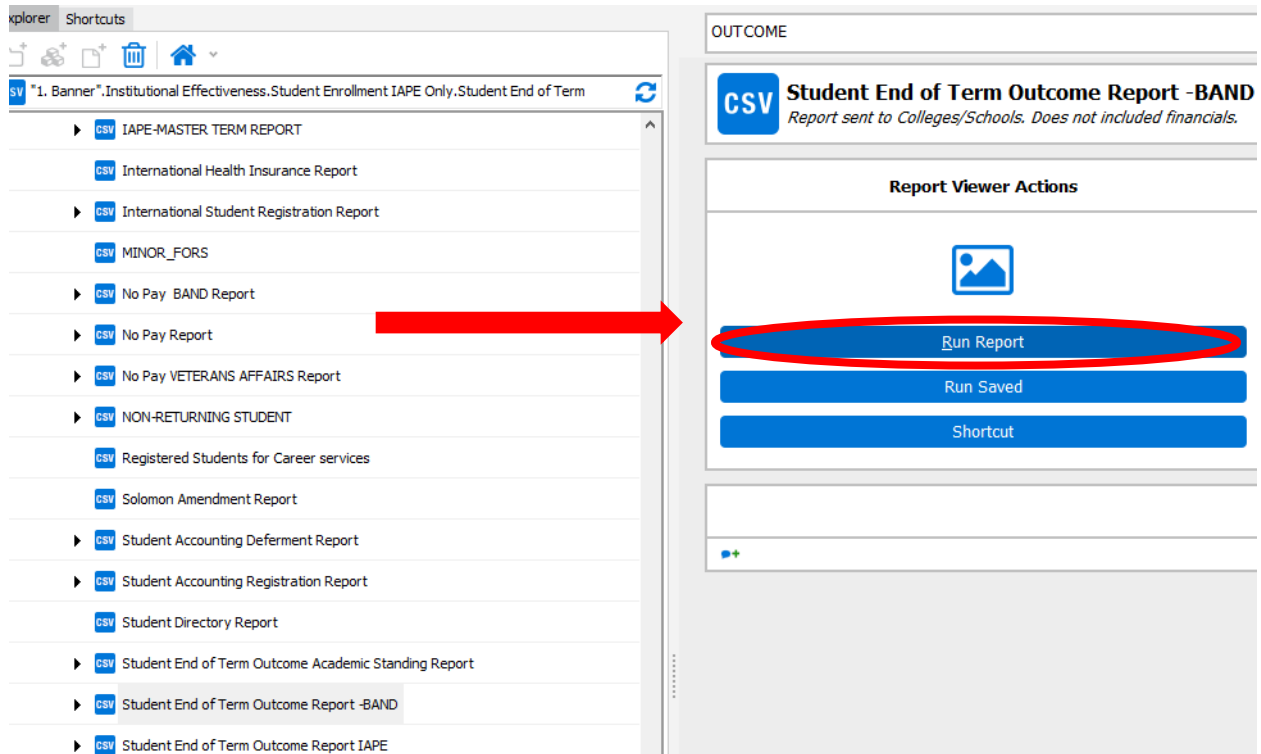


The available reports will appear as shown below.

| OUTCOME | | | | |
|--|--|-------------------------------------|---|--------|
|  "OUTCOME" Search Results | | | | |
| | Name | Path | Description | Date (|
|  | CBM00S | 1. Banner.Institutional Effectiv... | CBM00S Report showing students o... | 2/10/ |
|  | Student Schedule And Outcome Reports | 1. Banner.Student.Student Sch... | Dashboard Displaying Student enroll... | 7/26/ |
|  | CBM00S Report | 1. Banner.Institutional Effectiv... | CBM00S Edit Report shows Student ... | 2/10/ |
|  | Student End of Term Outcome Report - HOUSING | 1. Banner.Institutional Effectiv... | Enrollment Report and Academic Sta... | 9/9/2 |
|  | Student End of Term Outcome Report TF HONOR | 1. Banner.Institutional Effectiv... | Report sent to Colleges/Schools. Do... | 9/9/2 |
|  | Student End of Term Outcome Report -BAND | 1. Banner.Institutional Effectiv... | Report sent to Colleges/Schools. Do... | 9/9/2 |
|  | Student End of Term Outcome Report VETERAN | 1. Banner.Institutional Effectiv... | Report included financials for NON-A... | 9/9/2 |
|  | Honors Student End of Term Outcome Report | 1. Banner.Institutional Effectiv... | Outcome report for all Honors Colleg... | 9/9/2 |
|  | Student End of Term Outcome Academic Standing Report | 1. Banner.Institutional Effectiv... | Summary report of enrolled student'... | 4/5/2 |
|  | Student End of Term Outcome Report -BAND | 1. Banner.Institutional Effectiv... | Report sent to Colleges/Schools. Do... | 4/5/2 |
|  | Student End of Term Outcome Report IAPE | 1. Banner.Institutional Effectiv... | Report included financials for NON-A... | 4/5/2 |
|  | Student End of Term Outcome Report TF HONOR | 1. Banner.Institutional Effectiv... | Report sent to Colleges/Schools. Do... | 4/5/2 |
|  | Student End of Term Outcome Report VETERAN | 1. Banner.Institutional Effectiv... | Report included financials for NON-A... | 4/5/2 |
|  | Student End of Term Outcome Report - HOUSING | 1. Banner.Student.Student Enr... | End of Term Outcome Report with A... | 9/9/2 |
|  | Student End of Term Outcome Report - BAND | 1. Banner.Student.Student Enr... | End of Term Outcome Report with A... | 9/9/2 |
|  | Student End of Term Outcome Report - TF HONORS | 1. Banner.Student.Student Enr... | End of Term Outcome Report with A... | 9/9/2 |
|  | Student End of Term Outcome Report - VETERANS | 1. Banner.Student.Student Enr... | End of Term Outcome Report with A... | 9/9/2 |
|  | Student End of Term Outcome Report | 1. Banner.Student.Student Enr... | End of Term Outcome Report with A... | 9/9/2 |
|  | Student End of Term Outcome Report -ATHL | 1. Banner.Institutional Effectiv... | Report sent to Colleges/Schools. Do... | 9/9/2 |
|  | Student End of Term Outcome Report - INTLSTU-AFFAIRS | 1. Banner.Student.Student Enr... | End of Term Outcome Report with A... | 9/9/2 |
|  | Student End of Term Outcome Academic Standing Report | TEST_PROD_REPORTS.Intituti... | Summary report of enrolled student'... | 6/14/ |
|  | Student End of Term Outcome Report -BAND | TEST_PROD_REPORTS.Intituti... | Report sent to Colleges/Schools. Do... | 6/14/ |

STEP 4:

- Once you have chosen the report that best fits your data needs, choose **"Run Report"**.



explorer Shortcuts

SV "1. Banner".Institutional Effectiveness.Student Enrollment IAPE Only.Student End of Term

- ▶ CSV IAPE-MASTER TERM REPORT
- ▶ CSV International Health Insurance Report
- ▶ CSV International Student Registration Report
- ▶ CSV MINOR_FORs
- ▶ CSV No Pay BAND Report
- ▶ CSV No Pay Report
- ▶ CSV No Pay VETERANS AFFAIRS Report
- ▶ CSV NON-RETURNING STUDENT
- ▶ CSV Registered Students for Career services
- ▶ CSV Solomon Amendment Report
- ▶ CSV Student Accounting Deferment Report
- ▶ CSV Student Accounting Registration Report
- ▶ CSV Student Directory Report
- ▶ CSV Student End of Term Outcome Academic Standing Report
- ▶ CSV Student End of Term Outcome Report -BAND
- ▶ CSV Student End of Term Outcome Report IAPE

OUTCOME

CSV Student End of Term Outcome Report -BAND
Report sent to Colleges/Schools. Does not included financials.

Report Viewer Actions

Run Report

Run Saved

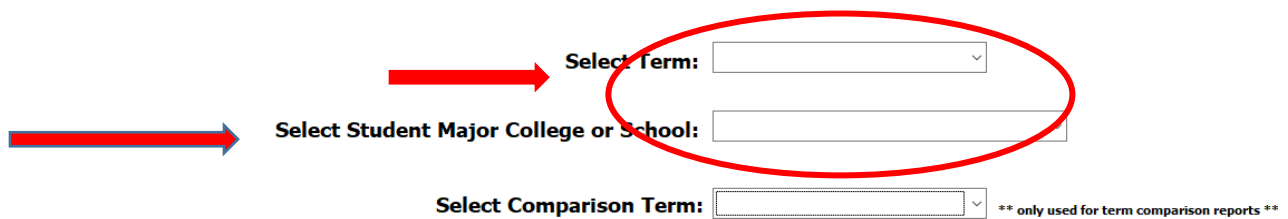
Shortcut

STEP 5:

- Most reports require you to select a specific term and/or category as shown below.
- Use the pulldown menus to select the type of report you need.
- If you want to compare two different terms/semesters, you may also use the “Select Comparison Term” option (Note: This option is not available on all reports). If you are NOT comparing terms/semesters leave it blank.

Student Enrollment IAPE Only

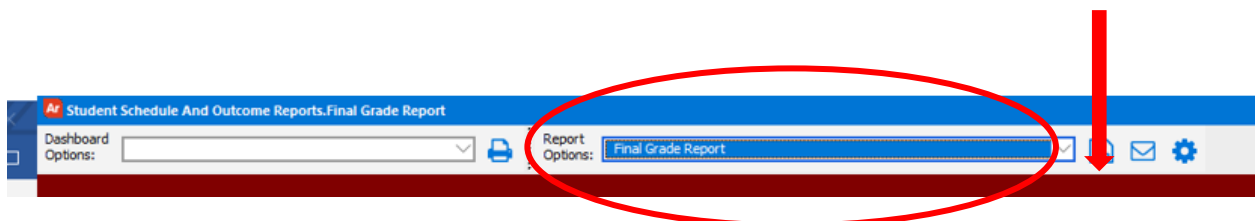
Report sent to Colleges/Schools. Does not include financials.



The form contains three dropdown menus. A red arrow points to the 'Select Term' dropdown, which is circled in red. Another red arrow points to the 'Select Student Major College or School' dropdown. A third red arrow points to the 'Select Comparison Term' dropdown, which is also circled in red. The text '** only used for term comparison reports **' is located to the right of the 'Select Comparison Term' dropdown.

STEP 6:

- At the top of the same window in the **Report Options** area you may select the report name you want to save. Then click the image of the disk as shown by the arrow. This allows you to save the report to your local computer as you would save any other file.



The screenshot shows a web application window titled 'Student Schedule And Outcome Reports.Final Grade Report'. The 'Report Options' section is circled in red. It contains a dropdown menu with 'Final Grade Report' selected. To the right of the dropdown is a disk icon, which is pointed to by a red arrow. Other icons for print, email, and settings are also visible.

Note: For dashboards that include a table in the body of the dashboard, you may click inside the table, then click your right mouse and use **Save results** option.

Course Dashboard

Enrollment Counts, Room Capacity and Assigned Faculty

Select Term Code

201930 - 1st Summer 2019

Select Subject

ACCT

Select College or School

ALL

Select Course Number

ALL

| Term | Part Of Term | School Or College | Department | CRN | Course Title | Subject | Course Number | Section |
|------------|--------------|-------------------|---------------|-------|---------------|---------|---------------|---------|
| 1st Summer | 1st Summer | TSU | Department... | 30266 | Intermedia... | ACCT | 331 | 01 |
| 1st Summer | 1st Summer | TSU | Department... | 30001 | Accounting... | ACCT | 446 | 01 |



You're ALL DONE. Happy Data Mining! 😊