Introduction to Argos for Schedule of Classes Data Entry

1. Access Argos Enterprise Reporting Solution at http://www.lehigh.edu/go/argos. Argos is not dependent on any particular browser or operating system so use whichever you prefer.
2. Login with your credentials (the ones you would use to access your computer or Lehigh email).
3. Choose the Argos Web Viewer option.

4. If you're launching Argos for the first time, you'll see a brief tutorial. After that, you'll be presented with the Argos menu. Choose Registrar>Course Information>Schedule of Classes Data Entry from the menu on the left.
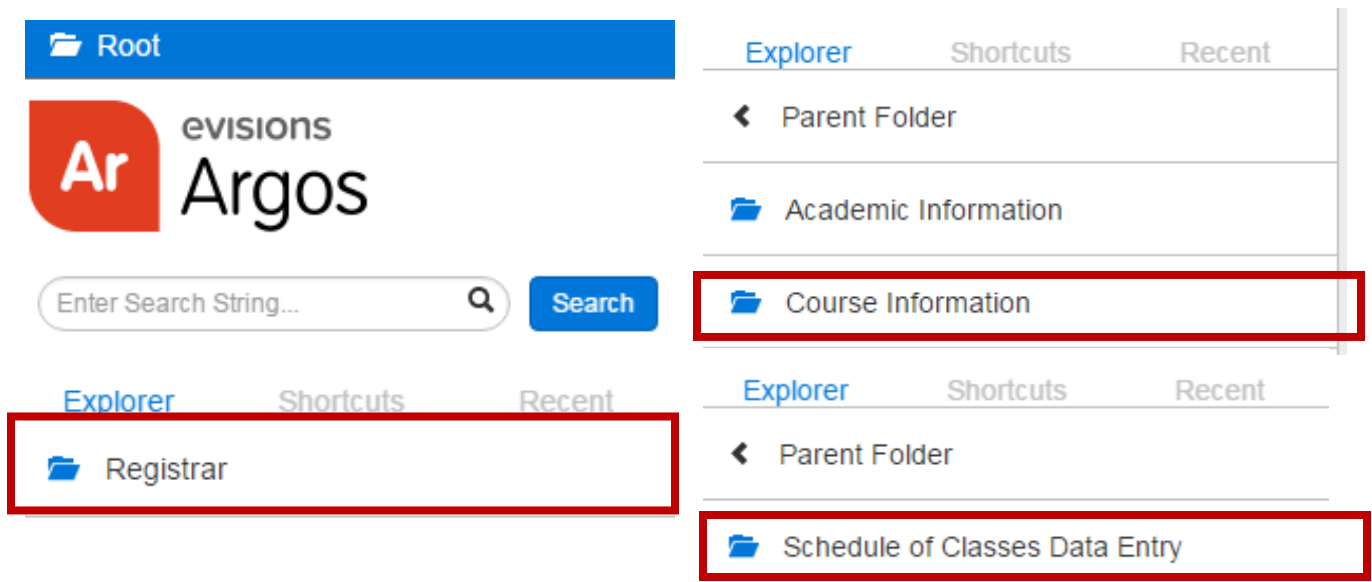
5. You should now see the reports that will be used for the Schedule of Classes Data Entry.
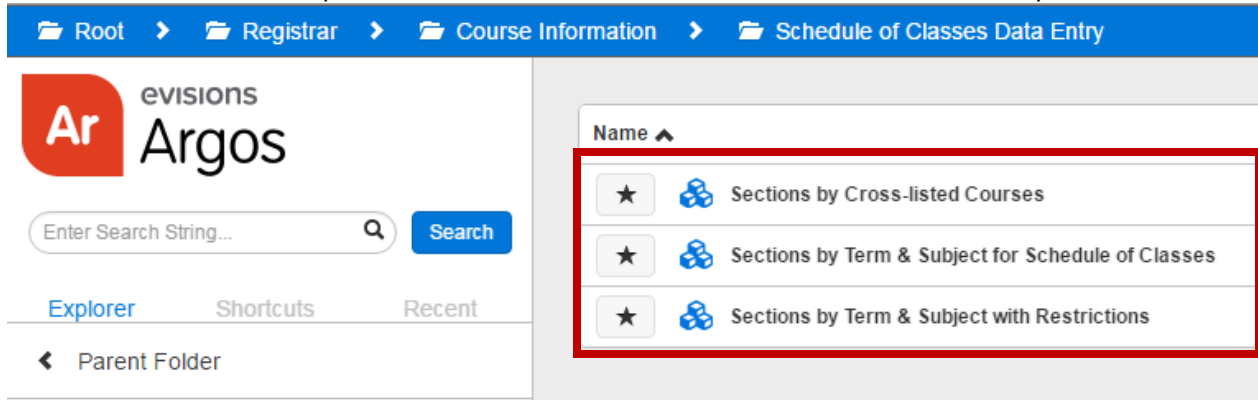

Notice the breadcrumb navigation at the top which will allow you to get back to any previous folder in Argos. Let's look at the navigation of one of the reports in detail. I'll choose the Sections by Term & Subject for Schedule of Classes.

6. Upon selecting the report, you'll be presented with the main form for the Sections by Term & Subject for Schedule of Classes. There is a more detailed description of this report form on the last page of this document.
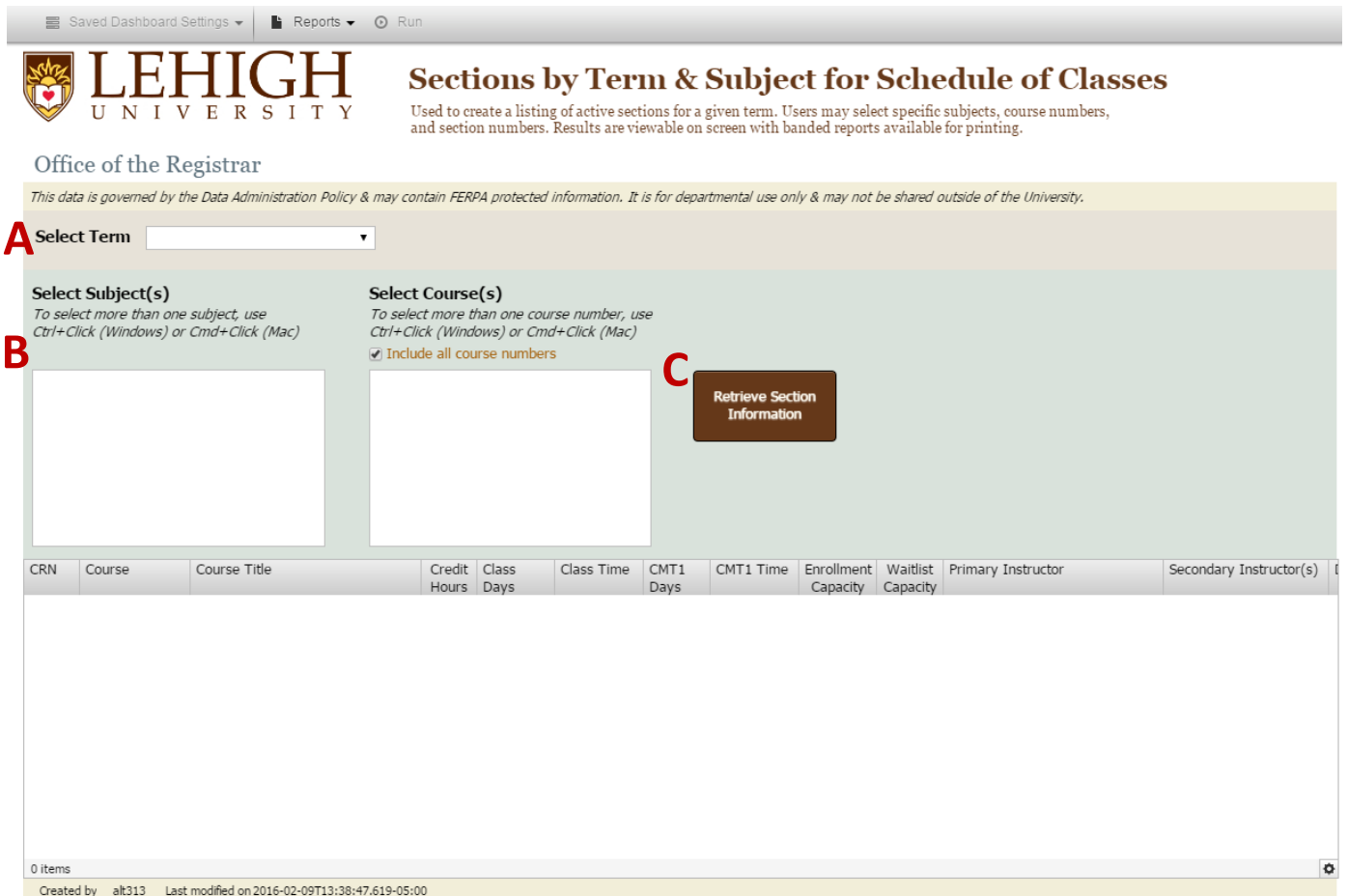
A. We'll start by selecting a term from the dropdown menu. This will populate the subject menu.
B. Now, we'll select a subject. By default, all course numbers are included in our search.
C. Then, we'll click Retrieve Section Information. Results of our search will be displayed in the results panel on the datablock form.

7. You can view the results on your screen or you can also export the results in two formats using the Reports option at the top of your screen.
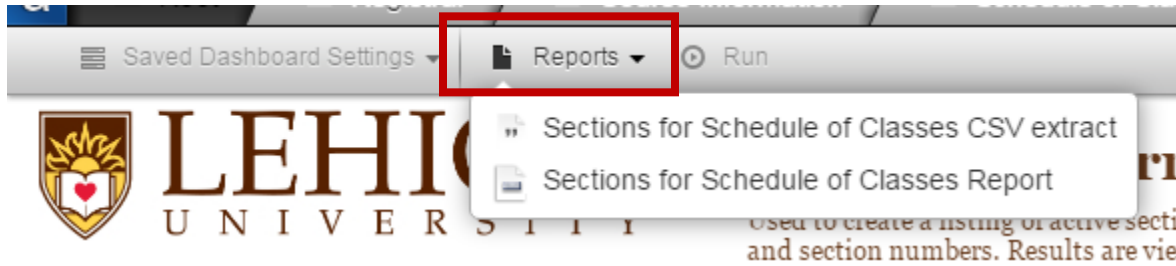
   a. **Sections for Schedule of Classes CSV extract** provides an Excel formatted file of most of the data elements that may need to be reviewed to complete the data entry for the schedule of classes for the upcoming term.
   b. **Sections for Schedule of Classes Report** provides a pdf file of some of the data elements associated with a course. It is similar to previous pdf files associated with the previous line schedule process.

8. Once you make a report selection, choose Run. Your report will be saved to your default downloads folder based upon your individual web browser settings.

9. That's it! You've successfully run a report in Argos. You can make additional selections for this datablock or choose a new datablock entirely.

Report export options are here.

Name of the datablock.

Saved Dashboard Settings ▾   📄 Reports ▾   ⊙ Run

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Sections by Term & Subject for Schedule of Classes

Used to create a listing of active sections for a given term. Users may select specific subjects, course numbers, and section numbers. Results are viewable on screen with banded reports available for printing.

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Term changes dynamically & determines which subjects are seen below.

Description of the type of information this datablock is designed to produce.

Select Term [▼]

Select Subject(s)
To select more than one subject, use Ctrl+Click (Windows) or Cmd+Click (Mac)

Select Course(s)
To select more than one course number, use Ctrl+Click (Windows) or Cmd+Click (Mac)
☑ Include all course numbers

Retrieve Section Information

Runs datablock for reports and data display panel below.

Uncheck this box to select individual course numbers.

CRN	Course	Course Title	Credit Hours	Class Days	Class Time	CMT1 Days	CMT1 Time	Enrollment Capacity	Waitlist Capacity	Primary Instructor	Secondary Instructor(s)	

0 items   ⚙

Created by   alt313   Last modified on 2016-02-09T13:38:47.619-05:00

Data display panel. Shows results of datablock. Can be rearranged, filtered, and sorted by the user by using the gear icon.

Gear icon

Last modified: September 2, 2016