# Utilizing Argos in Advising

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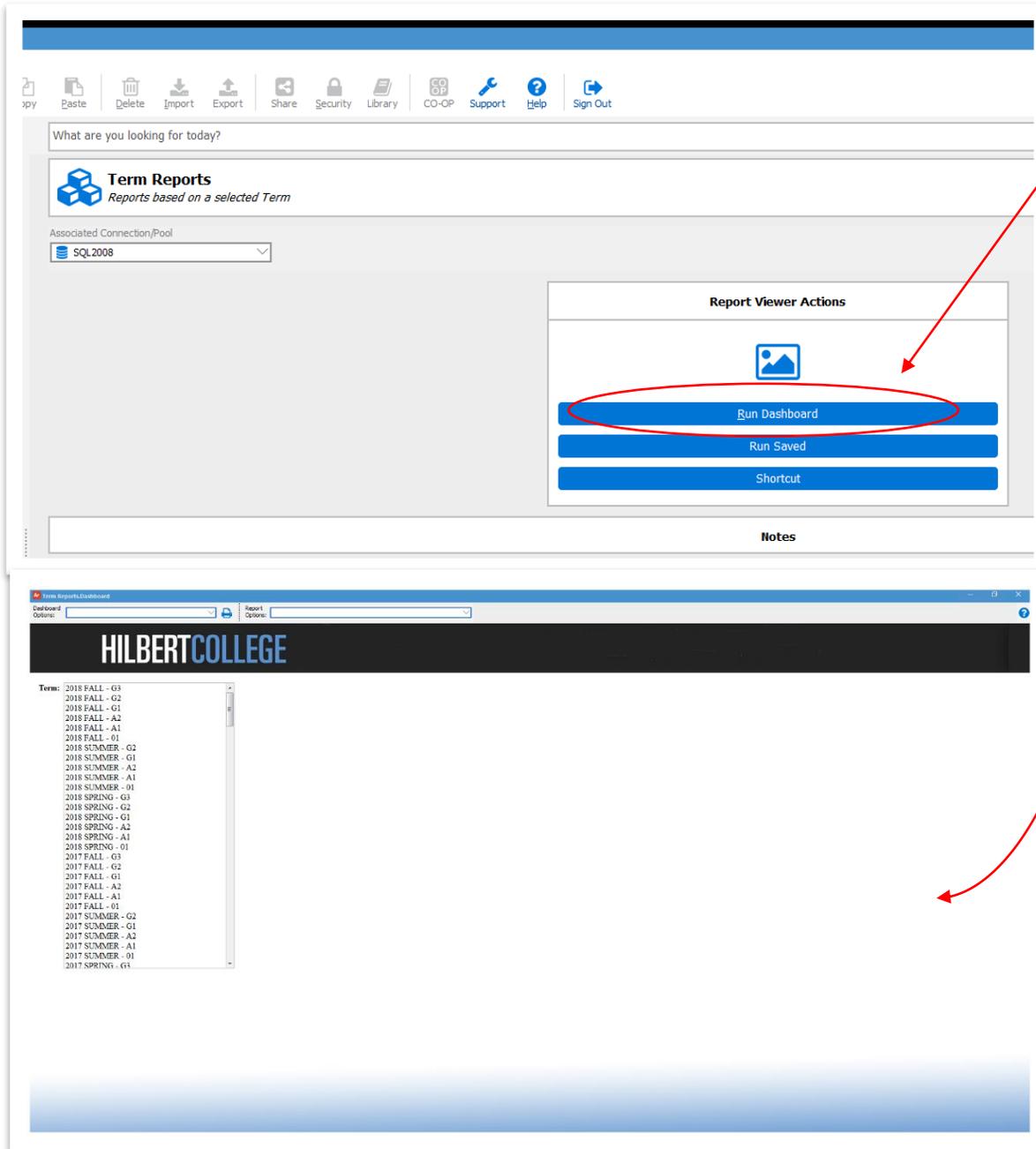
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# Accessing the Course Schedule Through Argos

1) In the "Hilbert" folder in Argos select "Student Records"

2) Once in the "Student Records" folder, at the bottom of the list select "Term Reports"

- Argos web users: "Term Reports" will appear in the window to the right.
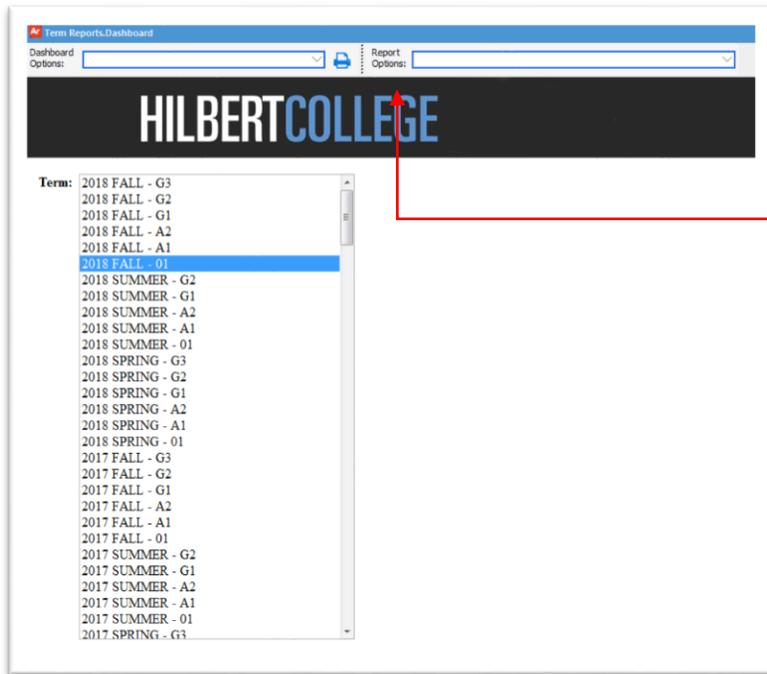
3) Once you are brought here, select "Run Dashboard"

4) This will bring you to the actual report/dashboard.

5) Select the semester and term you would like to see the schedule for.

6) Once you have selected the term, in the drop-down menu next to "Report Options" select "Semester Schedule" (you will have to scroll). Once you select "Semester Schedule" in the drop-down, press the magnifying glass next to the drop-down and the report will open.

7) To print or save the document, select the appropriate icons in the menu bar at the top of the screen.
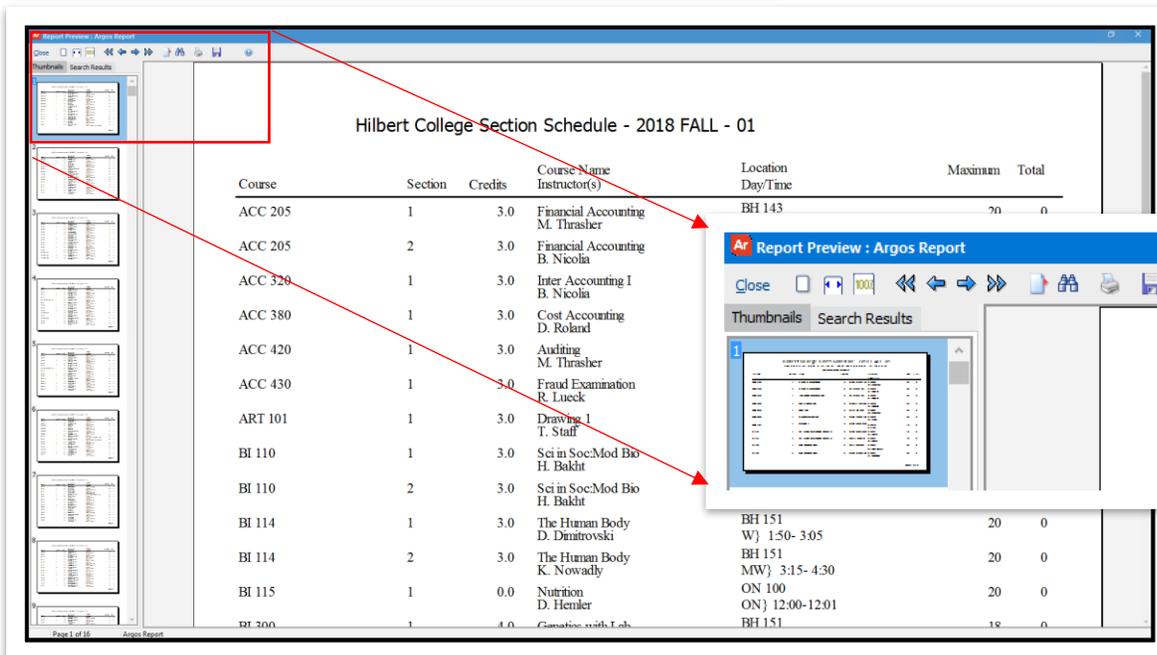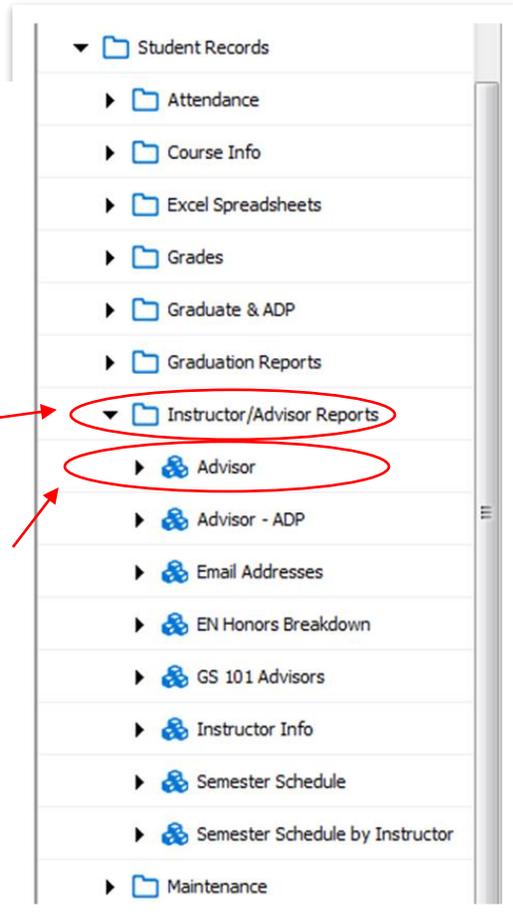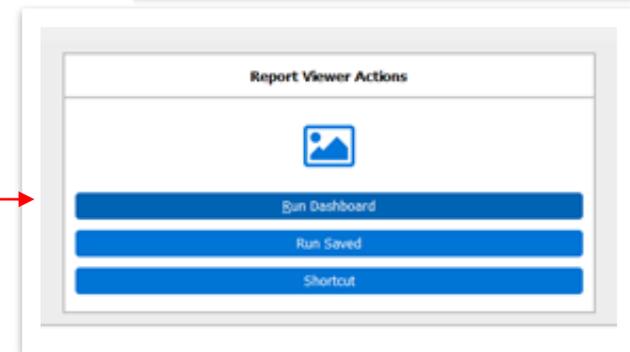
# Accessing the Advisor Dashboard in Argos
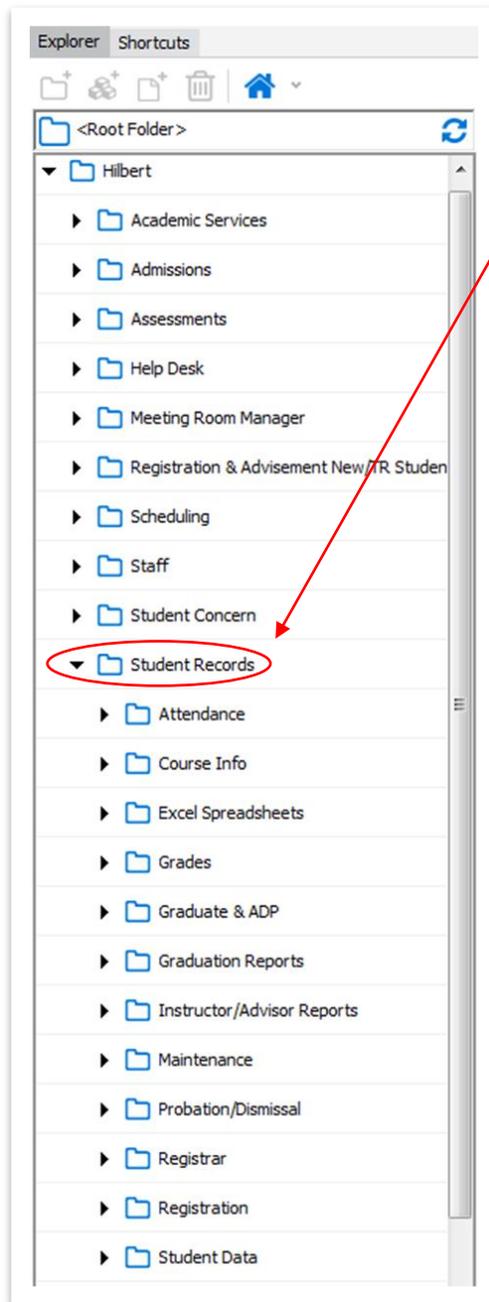


1) In Argos navigate within the "Hilbert" folder to the "Student Records" folder.

2) Within the "Student Records" folder select the "Instructor/Advisor Reports" folder.

3) Within the "Instructor/Advisor Reports" folder select the "Advisor" report.

4) Select "Run Dashboard"

5) In the report you need to select:
   a. The current term under "Last Term Registered"
   b. Your name from "Advisors"
   c. What semester you are scheduling for
   d. Select the student you will be advising
   e. Select "Student Detail"

6) From the student profile screen select "Program Sheet" to access the interactive program sheet.

*This profile matches that found in the "Student Info" dashboard on Argos. It contains plenty of useful information about the student, and for advisement.*

7) On this page you will find a version of the student's program sheet. Just like the PDF program sheet that can be accessed from Argos, this displays courses the student has completed, and which courses remain.

a. If you select a remaining course or requirement, sections of that course that are being offered in the coming semester will be displayed in the box on the right of the screen.

b. By selecting a section of the course you are viewing, and clicking "Course Info" it will bring you to a separate screen displaying info about the course (continued on next page).

*This tool will give you an in depth look at which courses count for each requirement (specific electives, Gened. Module courses, all college electives, etc.) if they are being offered in the selected semester.*

8) By selecting "Course Info" you will be taken to this page, displaying the Catalog description and any prerequisites associated with the course.

*To return to the interactive program sheet make sure to select "Return" and NOT "Student Detail"*

*To return to the Student Profile select "Student Detail"*

# Advisor Notes from the Advisor Dashboard in Argos



1) From the student profile screen select "Add Notes" to access notes associated with this student.

2) Once in the notes report you can enter a note by typing in the provided text box, and then by pressing "Add note."

    a. The note will be added and automatically include the date, and the user who added it.

*When entering notes please DO NOT enter any sensitive information for students. This space can be utilized for appointment notes, course advisement notes, or any information you (or other advisors) may find useful in the future.*