

Utilizing Argos in Advising

Collin Stout
COORDINATOR OF ACADEMIC ADVISING

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Accessing the Course Schedule Through Argos

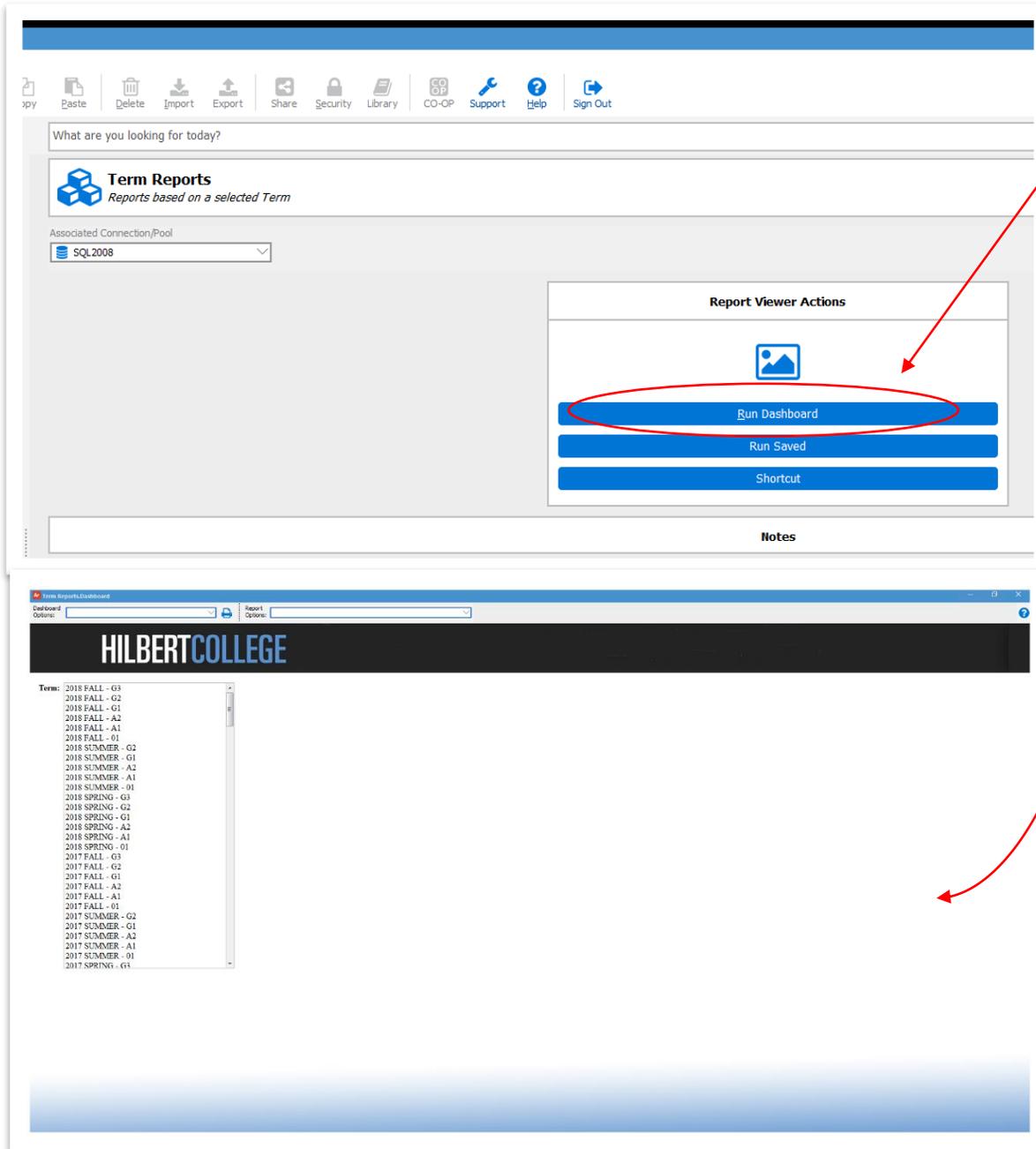
1) In the “Hilbert” folder in Argos select “Student Records”

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.

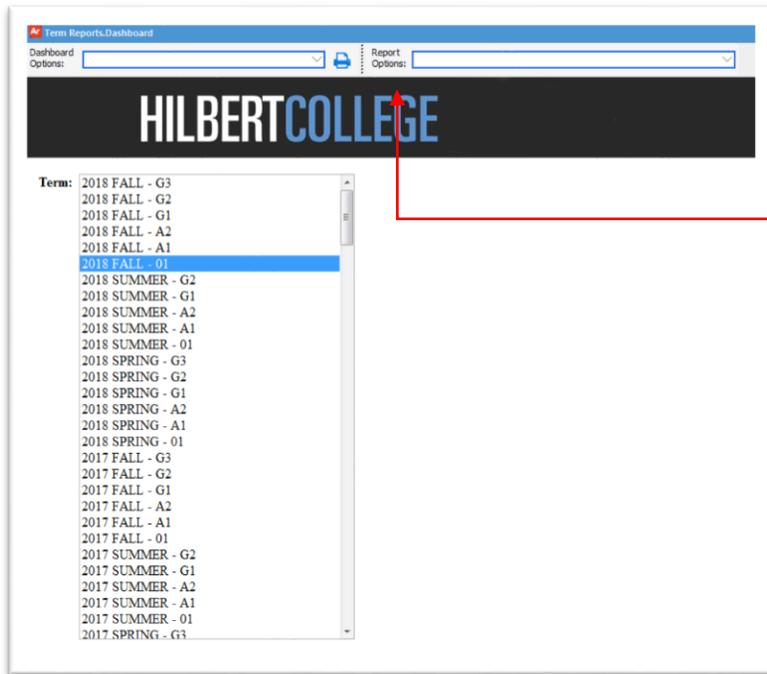
The image displays three screenshots illustrating the navigation process:

- Top Left:** A file explorer view of the “Hilbert” folder. The “Student Records” folder is circled in red.
- Bottom Left:** A browser screenshot showing the Argos interface. The “Term Reports” folder is circled in red.
- Right:** A detailed view of the “Student Records” folder. The “Term Reports” folder is circled in red.



3) Once you are brought here, select “Run Dashboard”

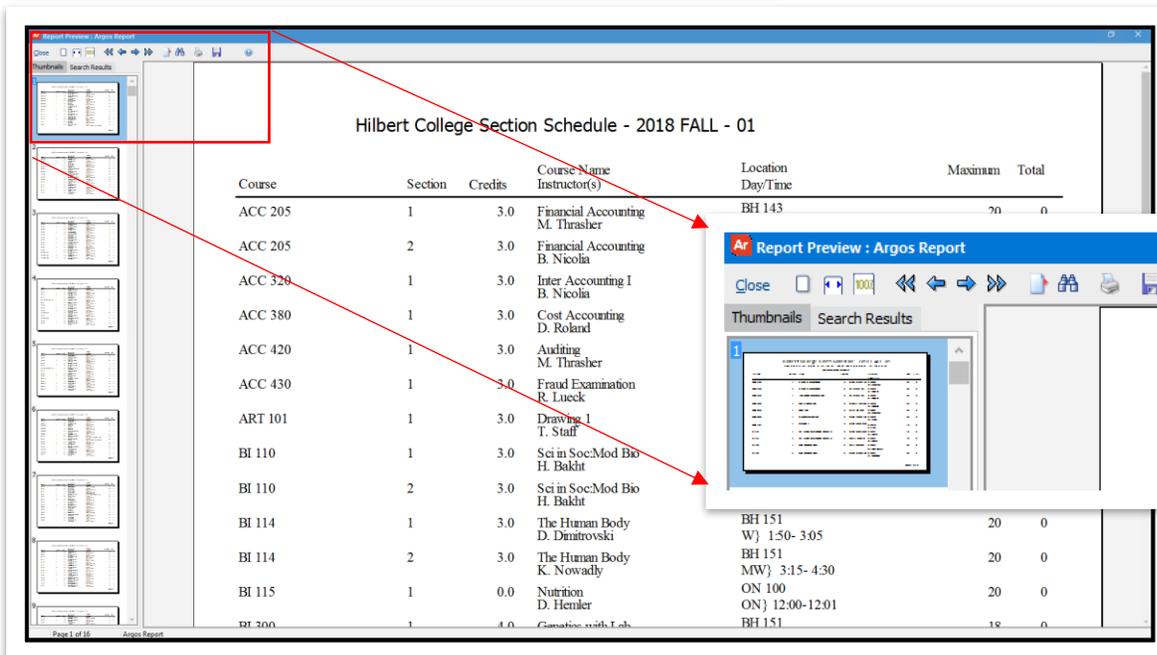
4) This will bring you to the actual report/dashboard.



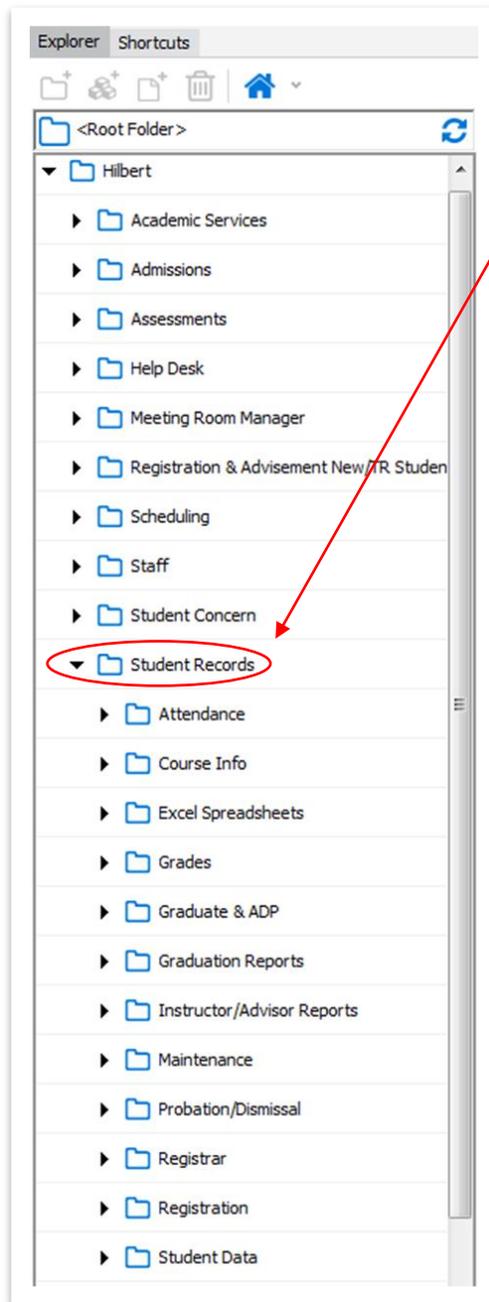
5) Select the semester and term you would like to see the schedule for.

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.

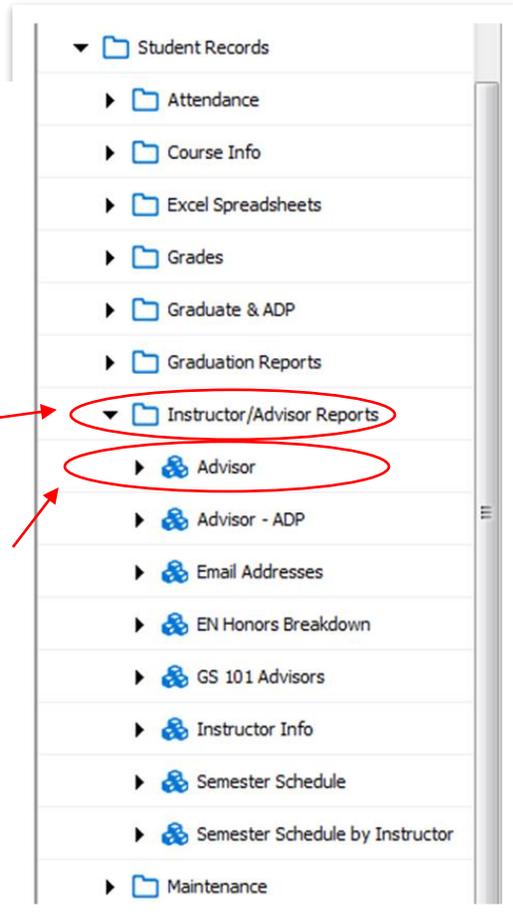


Accessing the Advisor Dashboard in Argos



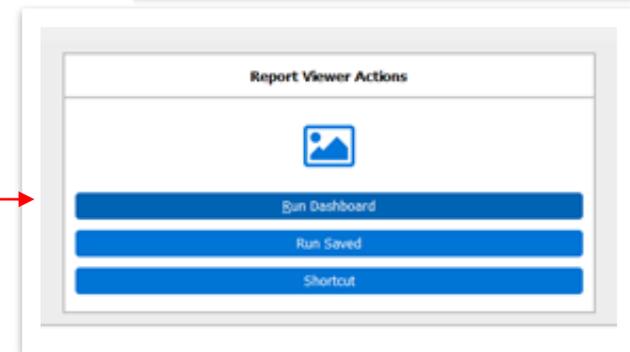
1) In Argos navigate within the “Hilbert” folder to the “Student Records” folder.

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”



Advisor Dashboard

Dashboard Options: Report Options:

Overview Honors

HILBERT COLLEGE

[Student Detail](#)

All Students?

a. Last Term Registered:

b. Advisors:

c. Schedule for Term:

d. Sessions: 01 02 03
 A1 A2
 G1 G2 G3

Term	ID	Student	Birth Date	Age	Age Range	Gender	Hispanic	American N...	Asian	Black	Na
2018/SPRING				18	18-20	F	0	0	0	0	
2018/SPRING				22	21-24	M	0	0	0	0	
2018/SPRING				20	18-20	M	0	0	0	0	
2018/SPRING				18	18-20	M	0	0	0	1	
2018/SPRING				20	18-20	M	0	0	0	0	
2018/SPRING				20	18-20	F	0	0	0	0	
2018/SPRING				21	21-24	F	0	0	0	0	
2018/SPRING				18	18-20	M	0	0	0	0	
2018/SPRING				26	25-30	M	0	0	0	0	
2018/SPRING				20	18-20	M	0	0	0	0	
2018/SPRING				19	18-20	M	0	0	0	0	
2018/SPRING				18	18-20	F	0	0	0	0	
2018/SPRING				23	21-24	M	0	0	0	0	
2018/SPRING				20	18-20	F	0	0	0	0	
2018/SPRING				19	18-20	M	0	0	0	0	
2018/SPRING				19	18-20	M	0	0	0	0	
2018/SPRING				18	18-20	M	0	0	0	0	
2018/SPRING				20	18-20	F	0	0	0	0	
2018/SPRING				21	21-24	M	0	0	0	0	
2018/SPRING				20	18-20	M	0	0	0	0	
2018/SPRING				23	21-24	M	0	0	1	0	
2018/SPRING				20	18-20	M	0	0	0	0	
2018/SPRING				18	18-20	M	0	0	0	0	

24 items

- 5) In the report you need to select:
- The current term under “Last Term Registered”
 - Your name from “Advisors”
 - What semester you are scheduling for
 - Select the student you will be advising
 - Select “Student Detail”

Advisor Dashboard

Dashboard Options: [Dropdown] Report Options: [Dropdown]

Overview Honors

HILBERT COLLEGE

Associations Attendance Course History **Program Sheet**

Overview Probation/Dismissal Holds Honors Test Scores

Advisor Name: Stout, Collin

A Typ	Street1	Street2	City	State	Zip
HOME	[Redacted]		Amherst	NY	14226

Student Information

Name: [Redacted]
 ID: [Redacted]

Phone

Cell_Phone	Home_Phone	Day_Phone
[Redacted]		

Last Term: 2018/SPRING
 Registration Hold: N

Program: BS - Cyber Security
 Level: Sophomore
 Student Type: First Time College
 Birth Date: [Redacted]
 Last School: Saint Josephs Collegiate Inst
 Last GPA: 91

Overall Credits: 48
 Term Credits: 16

Hilbert Email: [Redacted]
 Overall GPA: [Redacted]
 Term GPA:
 Res/Comm: C

Expected Graduation: 05/2020

Need Reg

Course	Section	Course Name	Credit	Credit Type	Day/Time/Rooms	Instructor	Mid Term	Final Grade	Repeated
CJ 300	1	Probation, Parole, and Commu...	3	LETT	ON} 12:00-12:01 - ON 100	D. Zimpfer			N
CJ 321	1	Terrorism and Homeland Security	3	LETT	MW} 11:00-12:15 - BH 206	J. Rath			N
CJ 330	1	Ethics in the Criminal Justice S...	3	LETT	TR} 1:50-3:05 - BH 206	K. Pierino			N
CS 131	1	Computer Science I with Lab	4	LETT	W} 3:30- 5:30 - BH 104 / M...	S. Andrianoff/D. Le...			N
EN 340	1	Professional and Technical Wri...	3	LETT	MW} 1:50- 3:05 - BH 143	C. Ernst			N

Year	Term	Degree	Curriculum	Type
2016	FALL	BS	Cyber Security	Actual

(Select a program and click the Print button.)

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.

Advisor Dashboard

Dashboard Options: [Dropdown] Report Options: [Dropdown]

Overview Honors

HILBERT COLLEGE

Student Detail

Program Offering	Module	Class	Completed By
Required Courses	Required Courses	COM 151	COM 151
Required Courses	Required Courses	CS 131	CS 131
Required Courses	Required Courses	CS 132	
Required Courses	Required Courses	CS 231	
Required Courses	Required Courses	CS 254	
Required Courses	Required Courses	CS 354	
Required Courses	Required Courses	CSIA 10	
Required Courses	Required Courses	ECI 333	
Required Courses	Required Courses	ECI 355	
Required Courses	Required Courses	ECI 450	
Required Courses	Required Courses	ECI 498	
Required Courses	Required Courses	EN 101	EN 101
Required Courses	Required Courses	EN 102	EN 102
Required Courses	Required Courses	EN 340	EN 340
Required Courses	Required Courses	GS 101	GS 101
Required Courses	Required Courses	MA 145	MA 145
Required Courses	Required Courses	MA 200	MA 200
Required Courses	Required Courses	MA 235	
Required Courses	Required Courses	PS 402	
General Education Core Modules	Intercultural Awareness	Elective	HI 215
General Education Core Modules	Interdisciplinary Studies	Elective	CJ 204
General Education Core Modules	Literature and Art	Elective	
General Education Core Modules	Moral Reasoning	Elective	PH 202
General Education Core Modules	Political Science/History/Geography	Elective	HI 288
General Education Core Modules	Religious Studies	Elective	RST 101
General Education Core Modules	Science	Elective	
General Education Core Modules	Sociology/Psychology/Economics	Elective	SO 101
General Education Core Modules	General Education Elective	Elective	
Upper-Level Courses	Cyber Security Upper	Elective	
Upper-Level Courses	Cyber Security Upper	Elective	
Upper-Level Courses	ECI/CJ/LW Upper-Level	Elective (SL 1)	CJ 300
Upper-Level Courses	ECI/CJ/LW Upper-Level	Elective	CJ 321
Upper-Level Courses	Liberal Arts Upper-Level	Elective	CJ 330
Upper-Level Courses	Liberal Arts Upper-Level	Elective	
Upper-Level Courses	Upper Level Elective	Elective	
Upper-Level Courses	Upper Level Elective	Elective	
General Electives	All College Elective	Elective	CIS 170
General Electives	All College Elective	Elective	CJ 101
General Electives	All College Elective	Elective	CJ 200

39 items, 1 selected
(SL 1 - Offered, SL 2 - Completed, SL 3 - Declined, SL 4 - Incomplete, SL 5 - Cancelled)

Schedule: M - Monday, T - Tuesday, W - Wednesday, R - Thursday, F - Friday, S - Saturday, O - Open

If no course appears in the box below, this program/class selection has no available courses for registration.

Required Courses - Required Courses - PS 402

Class	Section	Schedule	Seats Available
PS 402	1	TR} 12:25- 1:40	50
PS 402	2	TR} 12:25- 1:40	50

Course Info

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.

- 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.
- 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.

Advisor Dashboard

Dashboard Options: [Dropdown] Report Options: [Dropdown]

Overview | Honors

HILBERT COLLEGE

Student Detail

PS 402

Junior Symposium

Has your education changed who you are? Has it changed, perhaps even radically, your perceptions and values? The purpose of this course is to witness this transformation in action. Specifically, three professors from three different disciplines will guide and facilitate discussion on current events of importance and of concern to students. As representatives of three different disciplines, the professors will discuss and debate issues utilizing their own disciplinary training as well as their own life experiences. Students will frequently hear the professors disagree, and moreover recognize that each professor's understanding and evaluation of a current event has been shaped by the professor's own education. Moreover, when students enter the discussion they will also be utilizing their own educational training, which has fostered their own unique set of perceptions. Put simply, the Current Event Symposium is a forum for students to apply what they have learned to aspects of their life that do not necessarily have anything to do with their career. Consequently, students who complete the Symposium will be more reflective and better informed citizens ready to impact the world around them.

Pre-requisites:

(Minimum grade on CREDIT)

Return

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

Advisor Name: Stout, Collin

A Typ	Street1	Street2	City	State	Zip
HOME	[REDACTED]		Amherst	NY	14226

Student Information

Name: [REDACTED]
 ID: [REDACTED]

Phone

Cell_Phone	Home_Phone	Day_Phone
[REDACTED]		

Last Term: 2018/SPRING
 Registration Hold: N

Program: BS - Cyber Security
 Level: Sophomore
 Student Type: First Time College
 Birth Date: [REDACTED]
 Last School: Saint Josephs Collegiate Inst
 Last GPA: 91

Overall Credits: 48
 Term Credits: 16

Hilbert Email: [REDACTED]
 Overall GPA: [REDACTED]
 Term GPA:
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Expected Graduation: 05/2020

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Year	Term	Degree	Curriculum	Type
2016	FALL	BS	Cyber Security	Actual

(Select a program and click the Print button.)

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

Advisor Dashboard

Dashboard Options: Report Options:

Overview | Honors

HILBERT COLLEGE

[Student Detail](#)

NOTE_DATE	NOTES	NoteTakeBy
3/28/2018	ca...	cstout

1 items, 1 selected

Note Date:

ca... came in today to discuss his advising for the fall. He had prepared and picked out six courses he wanted to take, I suggested he only take five this semester because he will only have 13 courses left after the fall if he takes 5 courses and he wants to make sure he can be full time each semester. We discussed him taking:

- CS 132 - Required Course
- CSIA 101 - Required Course
- MA 235 - Required Course
- MU 103 - Literature and Arts Gened. Course
- BI 115 OR CS 231

- 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.