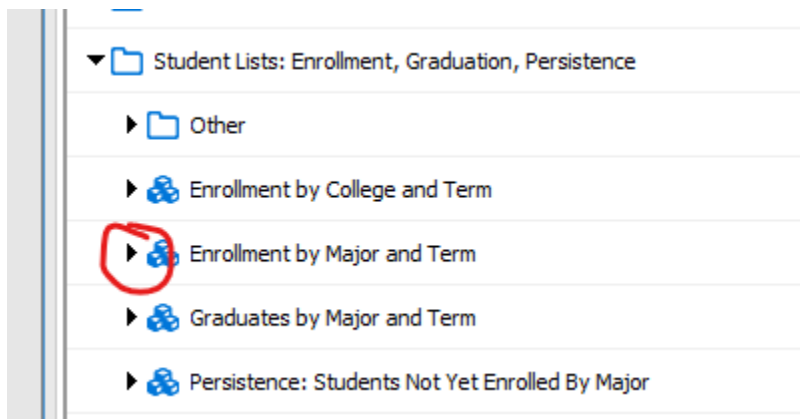


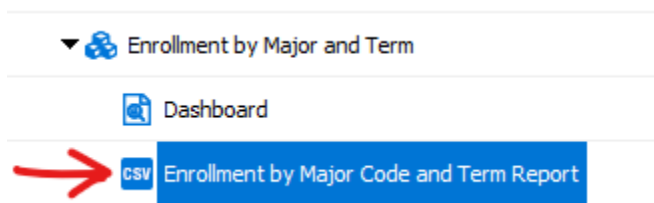
Instructions for Retrieving a Report from Argos

Created 1/3/25

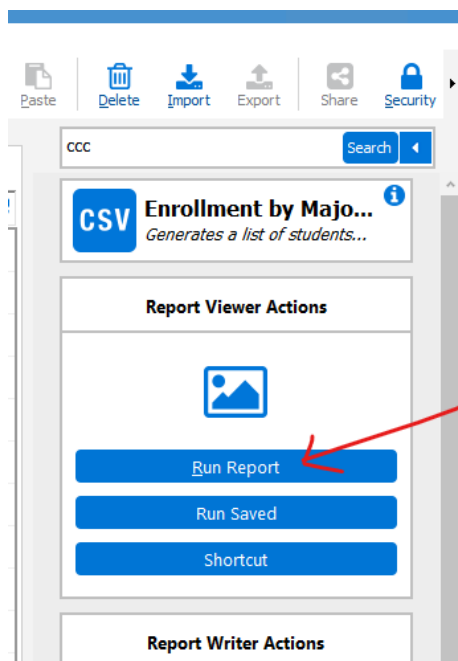
1. Find the dashboard you would like to work with in Argos. Here, we are going to work with *Enrollment by Major and Term*. Click the small black triangle icon to the left of the name.



2. If there is a Reporting feature built in, you will see a CSV icon and name of the report. **Click the name of the report.**



3. Next, you will see several blue boxes on the right side of the screen. **Click the box that says Run Report**



- You will see a dashboard where you can select Enrollment Term(s), Program Level(s) and Major(s). **Make your selections;** aggregated data will populate in the empty box on the right.

CHICAGO STATE UNIVERSITY

To select multiple options, on your keyboard use Ctrl + mouse click. To highlight all options use Ctrl + A.

Enrollment by Major and Term

Select enrollment term(s):
 Fall 2025
 Summer 2025
 Spring 2025
 Fall 2024
 Summer 2024
 Spring 2024
 Fall 2023
 Summer 2023
 Spring 2023
 Fall 2022
 Summer 2022
 Spring 2022
 Fall 2021

Select enrollment major(s):
 0200 - Board of Governors
 3432 - Business&Admin:Management Opt
 6200 - Elementary Education
 9900 - Graduate-at-Large
 ACCT - Bus&Admin, Accounting Opt
 ADGN - Art: Design Option
 AFAM - African-American Studies
 AFST - Africana Studies
 AIL - Adult Integrated Learning
 AILA - Adult Integrated Learning
 AILS - Adult Integrated Learning
 ALDA - Alcohol & Other Drugs of Add.
 AODA - Alcohol & Drg Abuse (PBCert)
 ARMC - Archives & Records Management
 ART - Art
 ARTT - Art: Teach Prep Prog K-12 Opt
 BEPB - Bilingual Education Cert.
 BHLT - Biology:Pre-Health Professions
 BIL - Bilingual Elem Education
 BILE - Bilingual Education
 BILS - Bilingual Specialist: Non Tch
 BIOA - Biology, Applied Physiology
 BIOC - Biolov. Chemical Biolov

Select program level(s):
 Certificate Programs
 Doctorate
 Graduate
 Professional
 Undeclared
 Undergraduate

MAJOR	LEVEL	TERM	HEADCOUNT
0 Items			

- After populating the aggregated data, export a student list by clicking the small blue icon at the top right of the tool bar at the top of the screen (looks like a cog ... or the sun).

CHICAGO STATE UNIVERSITY

To select multiple options, on your keyboard use Ctrl + mouse click. To highlight all options use Ctrl + A.

Enrollment by Major and Term

Select enrollment term(s):
 Fall 2025
 Summer 2025
 Spring 2025
 Fall 2024
 Summer 2024
 Spring 2024
 Fall 2023
 Summer 2023
 Spring 2023
 Fall 2022
 Summer 2022
 Spring 2022
 Fall 2021

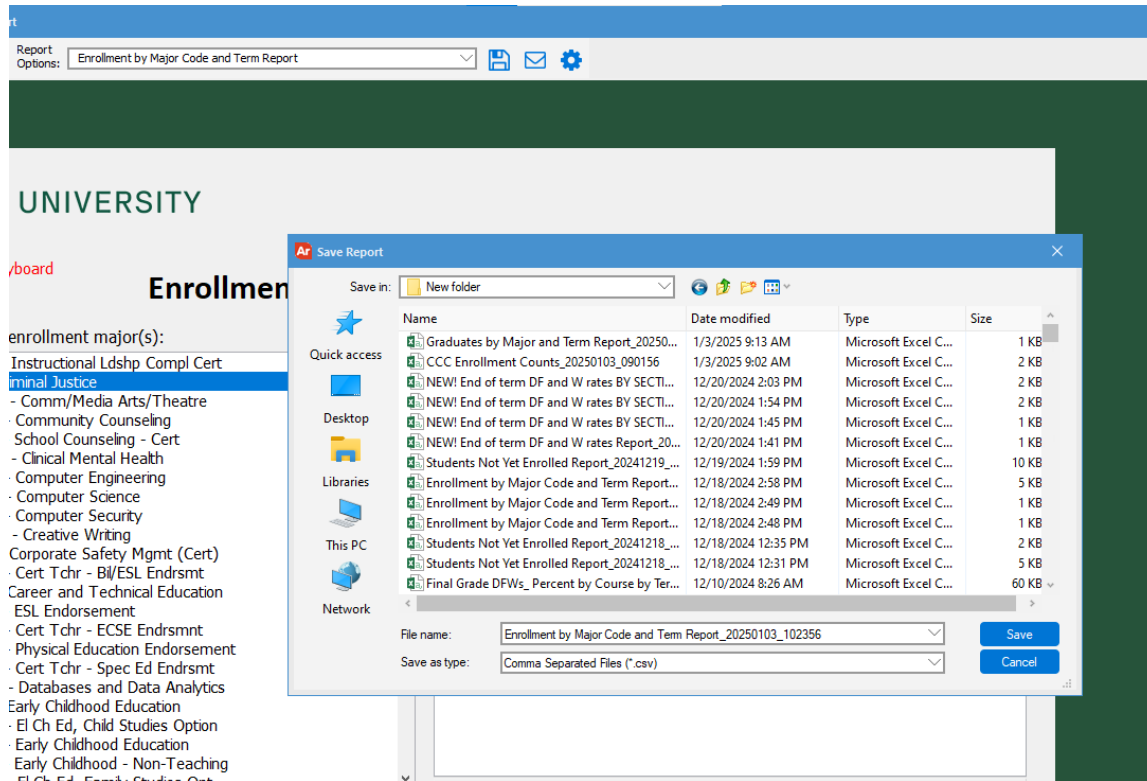
Select enrollment major(s):
 CILC - Instructional Ldshp Compl Cert
 CJ - Criminal Justice
 CMAT - Comm/Media Arts/Theatre
 CNLC - Community Counseling
 CNLS - School Counseling - Cert
 CNMH - Clinical Mental Health
 CPEG - Computer Engineering
 CPTR - Computer Science
 CPTS - Computer Security
 CRWT - Creative Writing
 CSM - Corporate Safety Mgmt (Cert)
 CTBL - Cert Tchr - BI/ESL Endrsmt
 CTE - Career and Technical Education
 CTES - ESL Endorsement
 CTES - Cert Tchr - ECSE Endrsmt
 CTPE - Physical Education Endorsement
 CTSP - Cert Tchr - Spec Ed Endrsmt
 DBDA - Databases and Data Analytics
 ECH - Early Childhood Education
 ECHC - El Ch Ed, Child Studies Option
 ECHF - Early Childhood Education
 ECNL - Early Childhood - Non-Teaching
 FCNT - Fl Ch Fd. Famiv. Studies. Ont

Select program level(s):
 Certificate Programs
 Doctorate
 Graduate
 Professional
 Undeclared
 Undergraduate

MAJOR	LEVEL	TERM	HEADCOUNT
Criminal Justice	UG	Fall 2022	85
Criminal Justice	UG	Fall 2023	91
Criminal Justice	UG	Fall 2024	102

3 Items

- You will be prompted to save a .csv file to your computer.** Select where you would like to save the file and name the file. The filename defaults to the name of the Argos report with the date and a timestamp.



Optional: Save as Excel Workbooks (.xlsx file type)

.xlsx file types have advantages over .csv files. For example, you can save multiple worksheets with an Excel Workbook, but not with a .csv file.

1. Select Save As, Browse for a location to save your file.
2. Then select Excel Workbook from the "Save as Type" drop-down menu.

