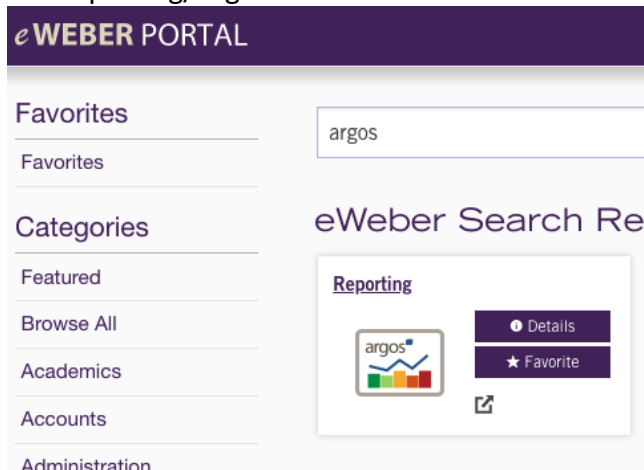


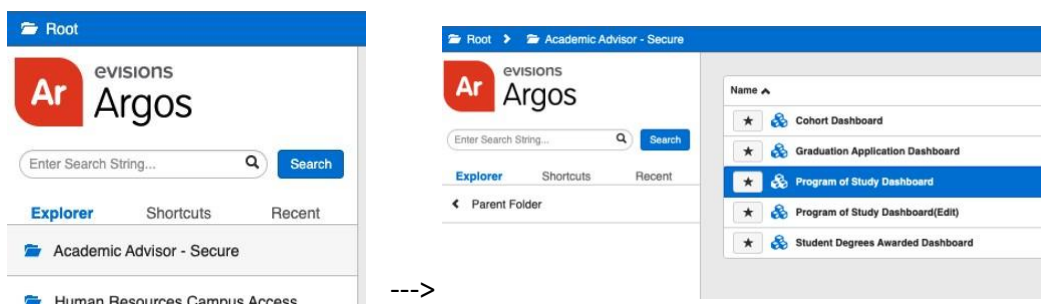
How to count your BIS concentrators using the Program of Study Dashboard.

Contact data@weber.edu with questions.

1. Access Argos by searching for Argos in the eWeber portal and clicking on the Reporting/Argos tile.



2. This will bring you to a simple Argos landing page. Select “Argos Web Viewer”, and fill in your CAS credentials on the following page.
3. Now you are in Argos! Look for the Academic Advisor – Secure folder in the left-hand menu. If you can’t see folders, which is sometimes the case, click back to “root” on the top of the screen. Then you should see it. Click on it! [If you don’t see this, see instructions at the end of this document to request access.]
4. This will pop up dashboard options. Select “Program of Study Dashboard”.

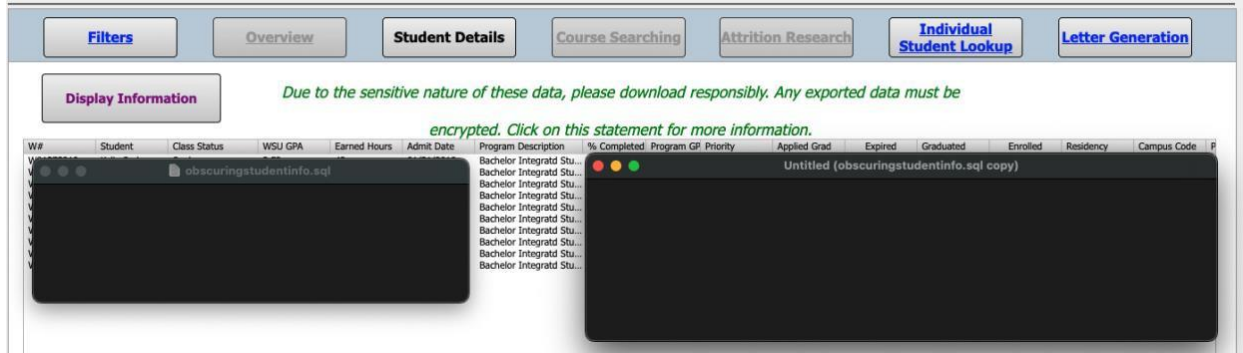


5. This will open to the filters page of the dashboard. Under Step 1, select “by concentrators” and then select your program. If you want to select multiple programs at once, you can do this by pressing command (on a mac) or ctrl (on a pc) while clicking.
6. Then select your time frame.
 - a. All currently declared students will show students declared in the program regardless of enrollment, so is likely not useful.

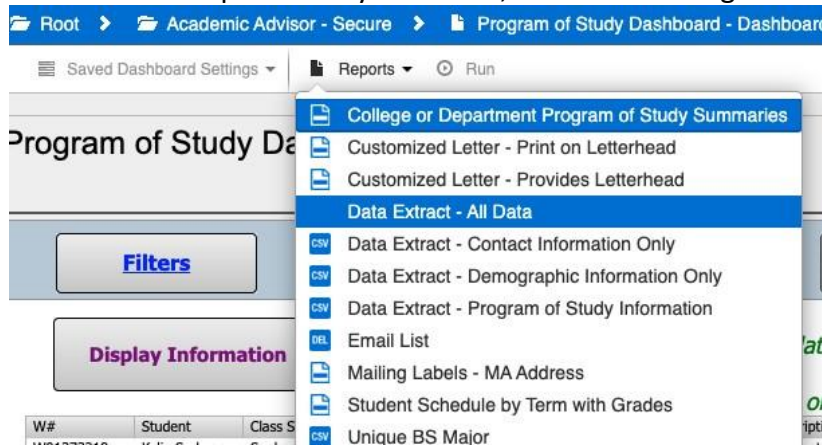
- b. **Currently Enrolled & Declared** is likely the one you want, but if you want to specify a time frame, you can do this with the last three options under time frame.

- Step 2 is optional but can be used to explore specific subsets of students.
- Next, select “Student Details”, the third button over at the top (blue text)
- On this page, click “Display Information” and it will display all concentrators in the program.

- Some concentrators may not be BIS concentrators. You can see the main program these students are declared in in the “Program Description” column. In this example, the students are all BIS students, but something to look out for if your interest is only counting BIS students.



11. You can download the data by clicking reports and selecting whichever of the data extract options fits your needs, and then clicking “Run”.



12. The file will download and go wherever your browser downloads end up.

The list you produced is a list of the BIS students who are concentrating in the program(s) you selected currently or during the time frame you selected.

Nice work.

Did you not have access to Academic Advisor – Secure? To request access, complete the following steps.

1. On eWeber, search for Security Access and click on the tile. As it indicates, click on the Select Function drop down and select Request Security.



Scroll all the way to the bottom until you see “Didn't see what you needed above? Enter it here:”

2. Say that you need access to the Academic Advisor – Secure folder in Argos to access the Program of Study Dashboard.
3. Submit the request.