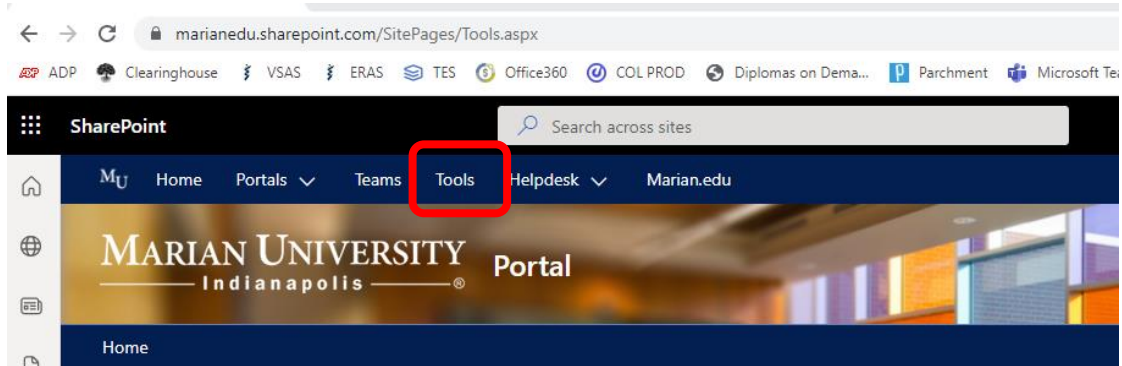
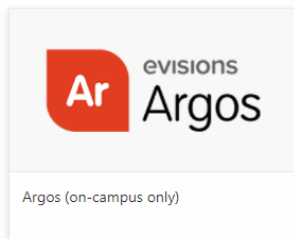


Argos Course Schedule by Department

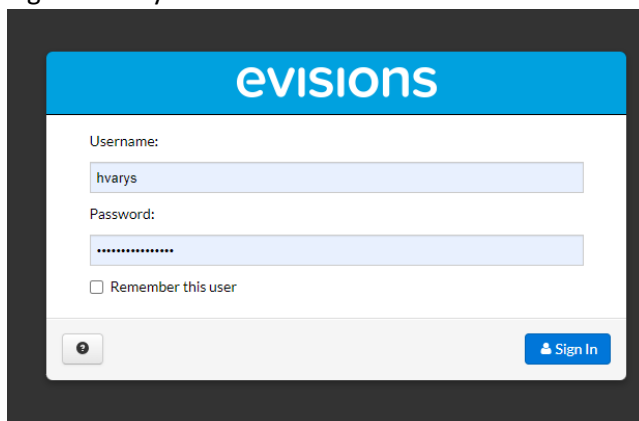
1. Go to portal.marian.edu it will redirect you to marianedu.sharepoint.com
2. Click on the Tools



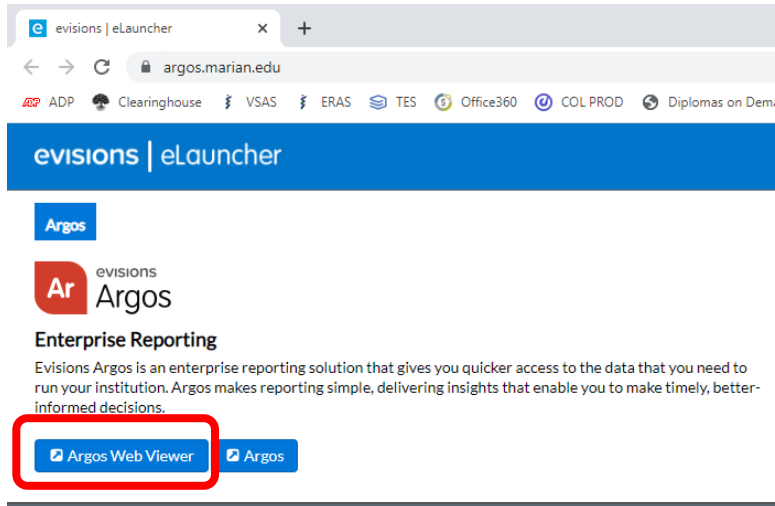
3. Scroll down and click on the Argos icon



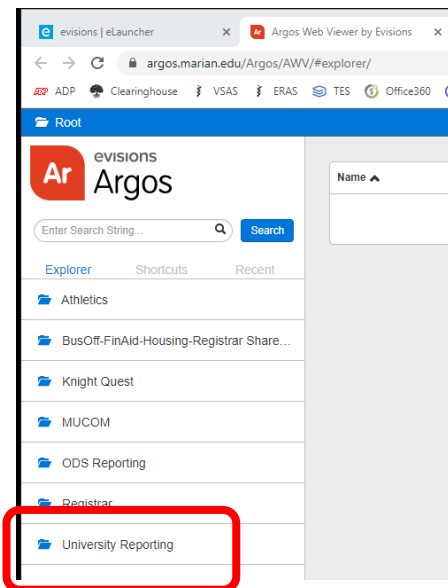
4. Sign in with your Marian credentials



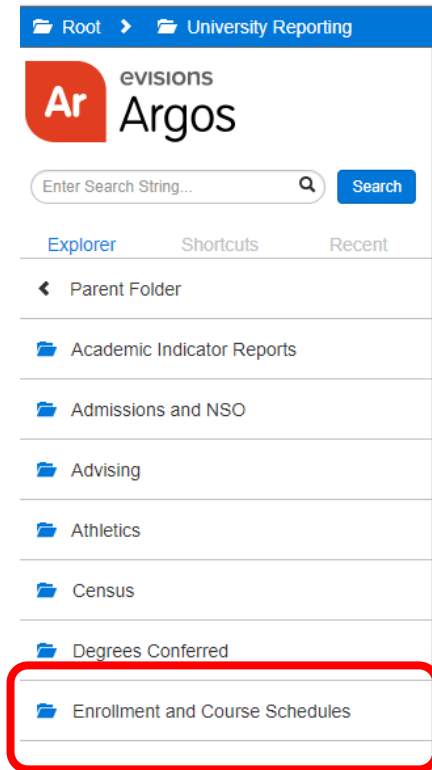
5. Click the “Argos Web Viewer”



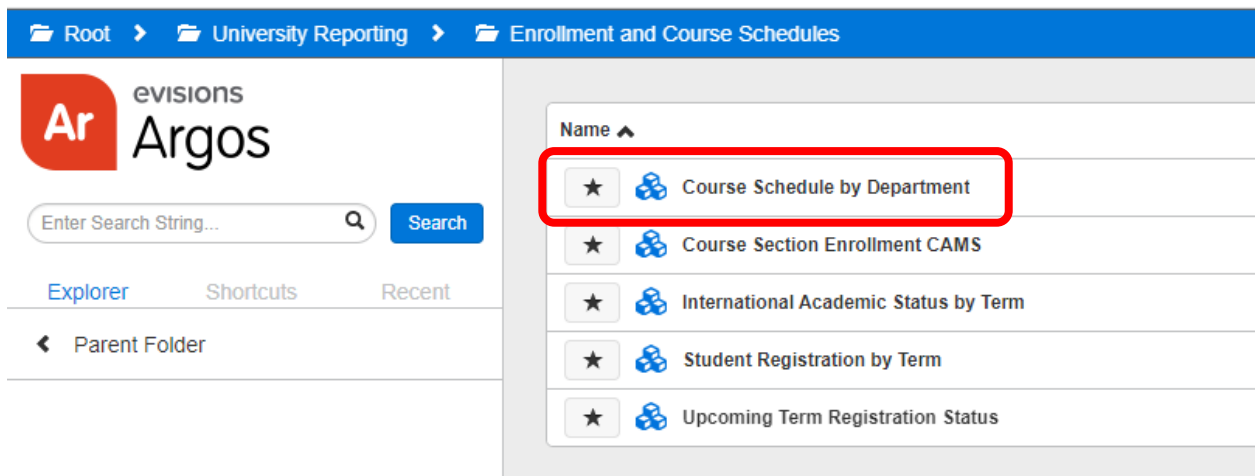
6. Click the “University Reporting” folder (please note, you may not have access to see all the folders listed below)



7. Click the “Enrollment and Course Schedules” folder (again, you may not see all of the folder listed below based on your specific access)



8. Click the “Course Schedule by Department” (again, you may not see all the same options below)



9. This will bring you to the page that allow you to view all or portions of the schedule. Select a Term, Academic Level, Location(s), and Department(s).

If you would like to view the entire schedule, after selecting the term, hold down ctrl A to select all options in Academic Level, Location(s) and Department(s).

Root > University Reporting > Enrollment and Course Schedules > Course Schedule by Department - Dashboard

Saved Dashboard Settings | Reports | Run

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Datablock created and maintained by: Institutional Research

Select your term, academic level, location(s), and department(s) to run report for a course schedule. The report will pull course information, student enrollment, location, times, etc.

Please note: some courses are listed twice because of multiple instructional methods (i.e. in-person and hybrid).

Term: Academic Level:

Location(s): Department(s):

By accessing this report you acknowledge you are conducting official, Marian University business and that your intent is for legitimate, educational purposes directly related to your job responsibilities.

Information contained in this report is intended for internal purposes and may not be shared with external audiences without explicit permission from Institutional Research and/or the owner of this report.

This report may contain student information protected by FERPA. By accessing this report you acknowledge you will not use or distribute directory information for students who have requested their directory information remain private.

To run a report: click on the 'Reports' menu item below the blue Argos ribbon and select the desired report. Then click 'Run'. The report will download as a PDF or CSV at the bottom of your internet browser window.

10. Once you have your criteria selected, click the “Reports” drop down and select an option and click the “Run” beside the option you select.
- a. Course Schedule by Department Report Active Only
 - b. Course Schedule by Department ReportAll
11. It should generate an excel spreadsheet based on your search criteria. Depending on your computer settings, it may be located at the bottom of your screen as a download but you can also check your downloads folder because a copy will be saved there.
12. The generated report will show all the course information pulled directly from Colleague.

Special Notes:

- Argos reports only update once daily overnight. Edits made by The Registrar’s Office the current day will not be reflected until the next day.
- Argos is just read only report. Edits cannot be submitted through Argos. All edits must be submitted via a Schedule Change Request Form electronically.