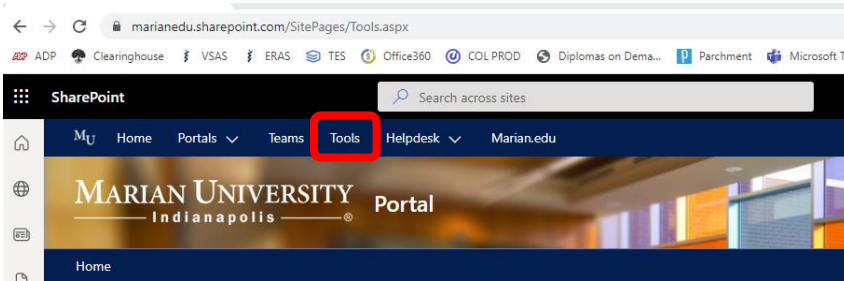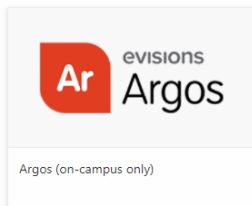# MARIAN UNIVERSITY
Indianapolis

Course Schedule by Department

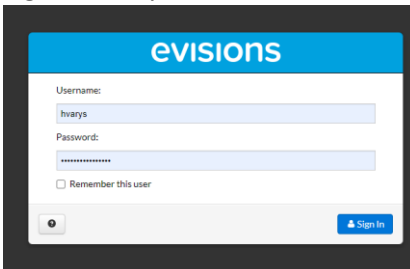Argos Report Pulling and Schedule Change Form Submission Steps

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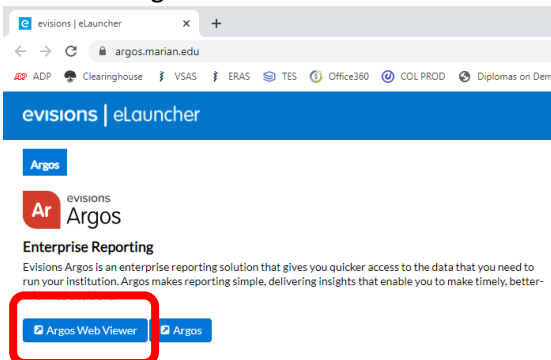2. Click on the Tools

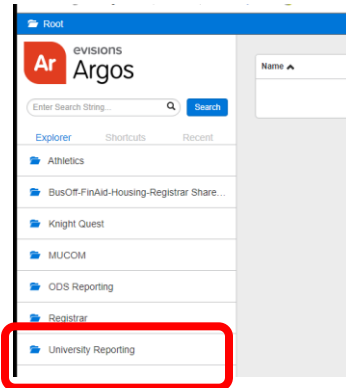3. Scroll down and click on the Argos icon
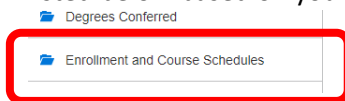

4. Sign in with your Marian credentials

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)
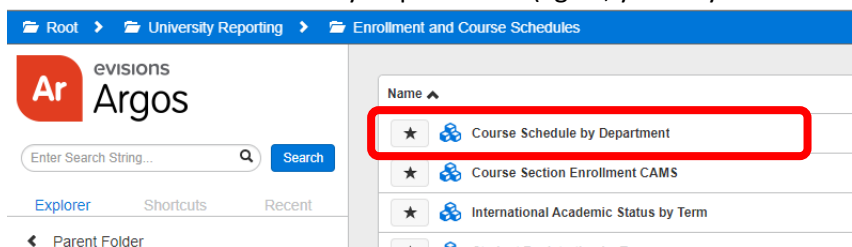
9. This will bring you to the page that allow you to view all or portions of the schedule. Select a Term, Academic Level, Location(s), and Department(s). *If you would like to view the entire schedule after selecting the term, hold down ctrl A to select all options in Academic Level, Location(s) and Department(s).*
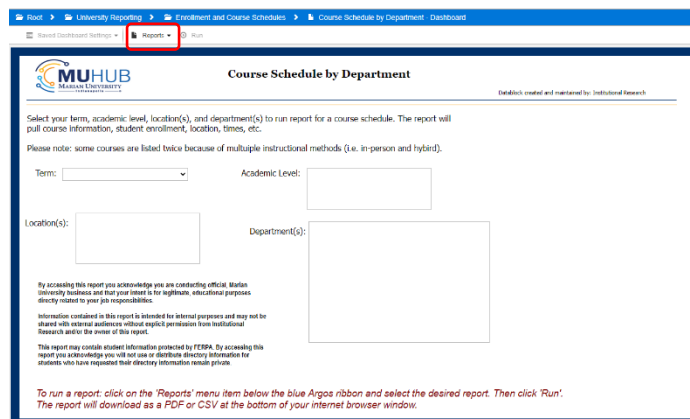
10. Once you have your criteria selected, click the "Reports" drop down and select an option and click the "Run" beside the option you select.
    a. Course Schedule by Department Report Active Only
        i. This will be used to report only active sections, to eliminate anything cancelled
   b. Course Schedule by Department ReportAll
        i. This will report all sections, including cancelled
    c. Course Schedule Change Form Report for Etrieve Attachment (condensed report)
        i. This is the preferred report to attach to an Etreive form for edits since it provides limited data fields. Etrieve forms will not allow attachments that are not converted to a PDF.
        ii. ONLY include course sections on your attachment that have edits and that you remove rows from excel that do not have edits before converting to a PDF.
        iii. Use these specifications when saving the excel document BEFORE converting the document to a PDF.
            1. Fit to page: 1 page wide by 1-5 pages tall (depending on number of changes)
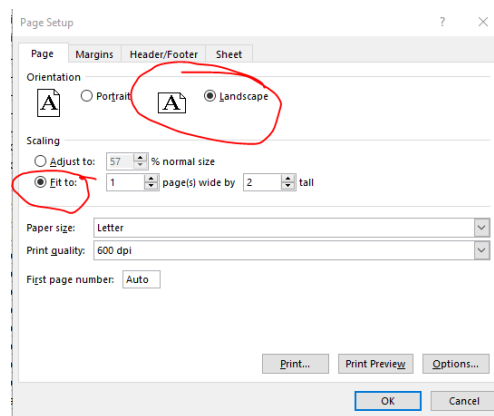
11. From the report, review each course section in your department(s) for edits. Check all details, of each section and each column. Please understand that not all details of the section can be rolled from one semester to the next and the section will default back to master course information. The below explains what information is and is not rolled but again please review each section fully.
    a. Section Number: rolled, not reset by offering time, we do attempt to clean this up as best as possible but this should NOT be edited (example: if the section is MM01 please do not attempt to adjust this because the MM02 is offered at an earlier time)
    b. *Start/End Dates:* not rolled, all reset to full semester dates, if any section should run outside of the standard semester dates please submit an edit using the approved dates *SPECIAL NOTE for MAP and 2ⁿᵈ Degree Online Nursing: Dates were adjusted manually but still should be reviewed for any edits made in error.*
    b. *Meeting Days/Times:* rolled from previous semester, please submit edits

  c. *Instructional Method:* not rolled from previous semester but defaulted is generally classroom, please submit edits

  d. *Course Credits (Max and Min):* not rolled but taken from master course information, use caution with variable credit courses, edits will not be accepted outside of APC unless a variable credit course should be locked into a specific credit amount by section

  e. *Instructor(s):* rolled from previous semester, please submit edits

  f. *Capacity:* rolled from previous semester, please submit edits

  g. *Cross Listing:* rolled from previous semester, please submit edits

  h. Submit edits via the *Schedule Change Form* in Etrieve

  c. The Requestor Information at the top of the form is required, and must be completed

  d. Then, you have <u>two options</u> to submit edits:

    i. Directly on the fillable form (six edits per form)
    THIS OPTION IS STRONGLY PREFERRED!
        - OR -

    ii. Using the Argos report as an attachment
    Please only use this option if you have <u>extensive edits</u>. For any edits that can be done directly on the fillable form, that is <u>strongly preferred.</u> Only use the condensed repot to submit the excel as a PDF (instructions in step #10). Please make edits clear using color coding or strike out tools.

12. Final Step: Click the submit button

Important 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 provides reports and edits cannot be submitted through Argos. All edits must be submitted via a Schedule Change Request Form electronically.