

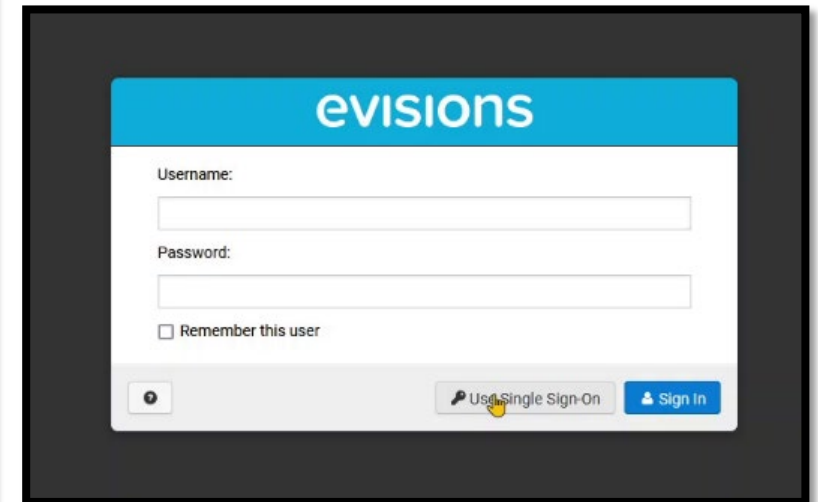
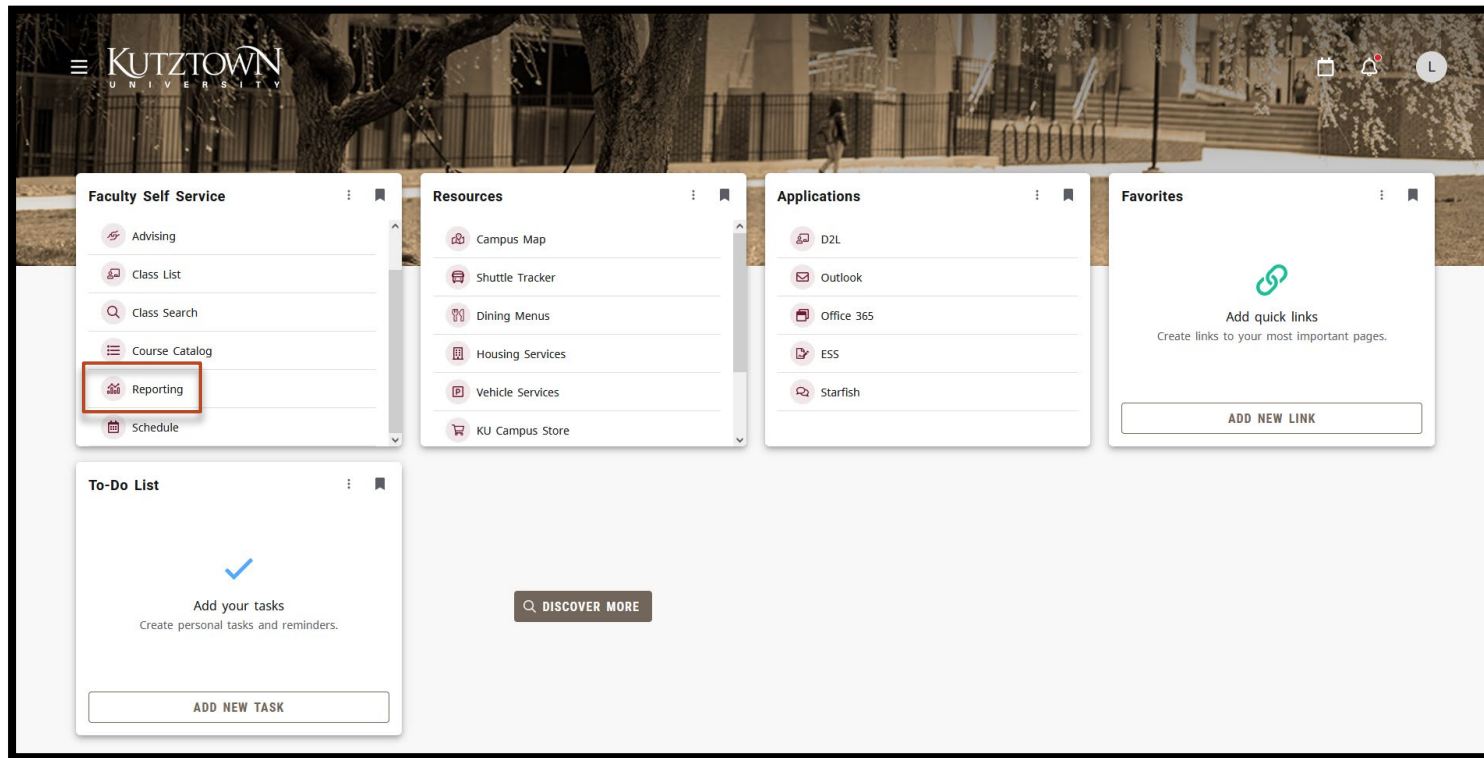


MyKU Experience

Reporting with Argos

Homepage

From the MyKU Experience Homepage, click on **Reporting** to go to the reporting portal. When prompted, click Use Single Sign-On. You will be taken to the Argos Reporting landing page.



Root > Kutztown > KU Modified Reports

English Help Settings Sign Out

Ar evisions
Argos

Enter Search String... Search

Explorer Shortcuts Recent

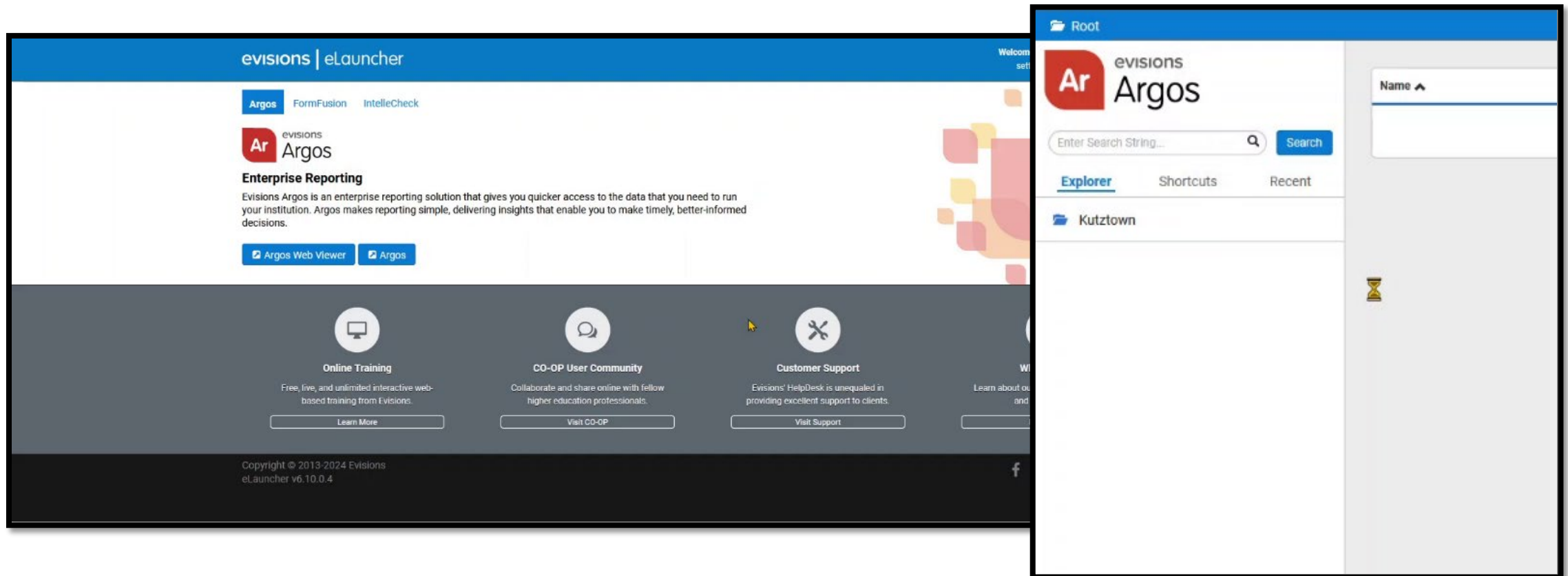
Parent Folder

Name		
★ Class Roster	3	Details
★ Count of Seats	2	Details
★ Course Prerequisites	2	Details
★ Course Restrictions	2	Details
★ Course Restrictions - New	2	Details
★ Course Schedule Management	11	Details
★ Reg transfer Credit Accepted	2	Details
★ Student Holds	4	Details
★ Students by Major	2	Details
★ Students Not Registered	2	Details

Finding Reports

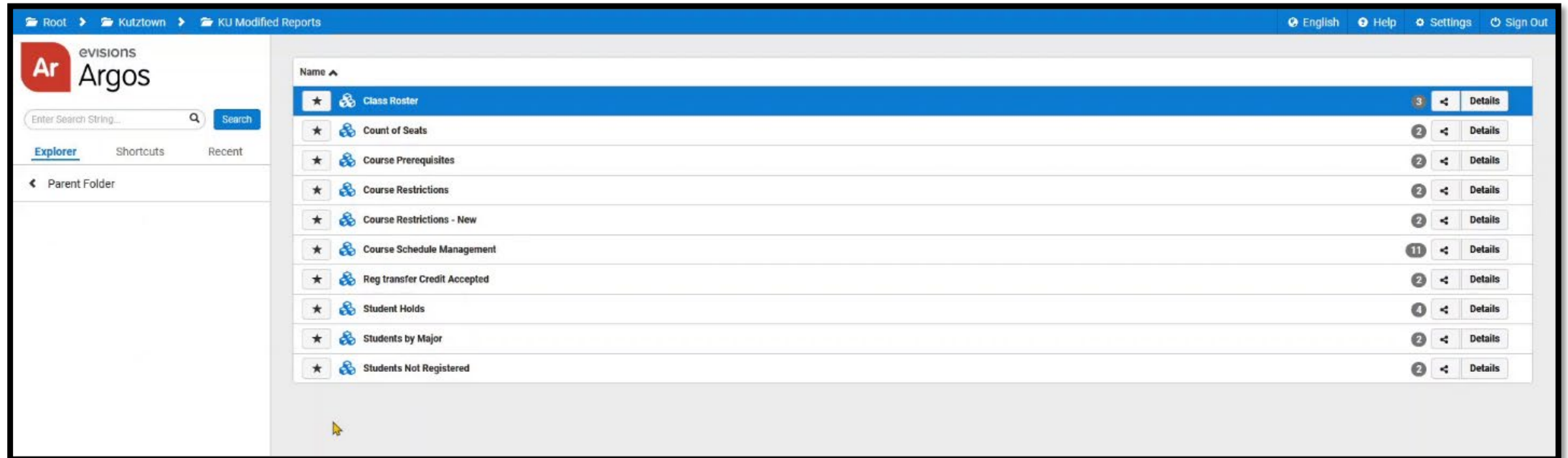
Argos Web Viewer

To generate a report, click on Argos Web Viewer. On the left hand side, you will see all the reports you have access to.



Argos Web Viewer

Once you navigate to a folder with available reports, they will show up in a list in the center of the screen.



The screenshot displays the Argos Web Viewer interface. The top navigation bar includes the breadcrumb path: Root > Kutztown > KU Modified Reports. On the right side of the top bar are links for English, Help, Settings, and Sign Out. The left sidebar features the Argos logo, a search bar with the placeholder text "Enter Search String...", and navigation options for Explorer, Shortcuts, and Recent. Below these is a "Parent Folder" section. The main content area shows a list of reports under the heading "Name". The reports are as follows:

Name	Count	Details
★ Class Roster	3	Details
★ Count of Seats	2	Details
★ Course Prerequisites	2	Details
★ Course Restrictions	2	Details
★ Course Restrictions - New	2	Details
★ Course Schedule Management	11	Details
★ Reg transfer Credit Accepted	2	Details
★ Student Holds	4	Details
★ Students by Major	2	Details
★ Students Not Registered	2	Details

Undergraduate								
Subj	Num	Sec	Title	Building	Room	Start Date	End Date	Instructor
	Days	Times						
ACCT 121 010			FINANCIAL ACCOUNTING 12					
	MWF			DeFrancesco Building	DF10G	08/26/2024	12/14/2024	SUPPORT, ELLUCIAN
ACCT 121 020			FINANCIAL ACCOUNTING					
	MWF			DeFrancesco Building	DF10G	08/26/2024	12/14/2024	Parson, Dale E.
ACCT 121 030			FINANCIAL ACCOUNTING					
	MWF			DeFrancesco Building	DF105	08/26/2024	12/14/2024	Kaufinger, Gregory G.
ACCT 121 040			FINANCIAL ACCOUNTING					
	TR			DeFrancesco Building	DF10G	08/26/2024	12/14/2024	Maksy, Mostafa M.
ACCT 121 50			FINANCIAL ACCOUNTING					
	TR			DeFrancesco Building	DF10G	08/26/2024	12/14/2024	Maksy, Mostafa M.
ACCT 122 010			MANAGERIAL ACCOUNTING					
	TR			DeFrancesco Building	DF10G	08/26/2024	12/14/2024	Hao, Qian
ACCT 122 020			MANAGERIAL ACCOUNTING					
	TR			DeFrancesco Building	DF10G	08/26/2024	12/14/2024	Hao, Qian
ACCT 122 030			MANAGERIAL ACCOUNTING					
	MW			DeFrancesco Building	DF10G	08/26/2024	12/14/2024	Hao, Qian
ACCT 305 010			COST ACCOUNT & DATA ANALYTICS					
	TR			DeFrancesco Building	DF105	08/26/2024	12/14/2024	Kaufinger, Gregory G.
ACCT 317 010			TAX ACCOUNTING I					
	MW			DeFrancesco Building	DF10G	08/26/2024	12/14/2024	DePaul, Michael B.

Generating Reports

Generating the Report

After selecting a report, you will see the options for that report.

For this report, you can narrow your report to a specific term, course level, and/or instructor, and can filter by college, department, and subject.

The screenshot shows the 'Count of Seats' report dashboard. The breadcrumb trail at the top reads: Root > Kutztown > KU Modified Reports > Count of Seats - Dashboard. Below the breadcrumb is a navigation bar with 'Saved Dashboard Settings', 'Reports', and 'Run' buttons. The main header area features the 'Count of Seats' title and the Kutztown University logo. The filter section includes three dropdown menus: 'Term' (set to '202430 - Fall 2024'), 'Course Level' (set to 'All Levels'), and 'Instructor' (set to 'All Instructors'). Below these are three checkboxes: 'Check here to filter by College', 'Check here to filter by Dept.', and 'Check here to filter by Subject'. At the bottom, there is a checkbox labeled 'Check this box to display only active courses'. Three data tables are visible, each with a settings gear icon in the bottom right corner. The first table is for 'College' with a single row 'Any College'. The second table is for 'Dept. Code' and 'Department Name' with a single row 'Any Department'. The third table is for 'Prefix' and 'Subject' with a single row 'Any Subject'.

College
Any College

Dept. Code	Department Name
	Any Department

Prefix	Subject
	Any Subject

Generating the Report

Once you are satisfied with your configuration, look for **Reports** at the top of the window. This drop down will show all of the available formats for a report. Select the one you want and click **Run**.

The image illustrates the process of generating a report in the 'Count of Seats' dashboard. It consists of three overlapping screenshots:

- First Screenshot:** The dashboard is titled 'Count of Seats - Dashboard'. The 'Reports' dropdown menu is open, showing options like 'Course Schedule and Seating' and 'Printable Course Schedule'. A mouse cursor is pointing at 'Course Schedule and Seating'.
- Second Screenshot:** The 'Run' button is highlighted with a mouse cursor. The dashboard title is 'Count of Seats - Dashboard'.
- Third Screenshot:** A 'Processing Report' dialog box is displayed over the dashboard. The dialog contains the text 'Your report is being generated.' and 'Status: Processing' with a circular progress indicator. A 'Cancel' button is visible at the bottom right of the dialog.

Generating the Report

The resulting file will be downloaded to your computer. Reports will either be downloaded as CSV files for use in Excel and other applications, or PDFs for printing.

The icons in the Report dropdown indicate what filetype will be downloaded.

Other reports will use the **Reports** drop down to show commonly used settings. This report shows a preview of data and uses the dropdown to offer several presets.

