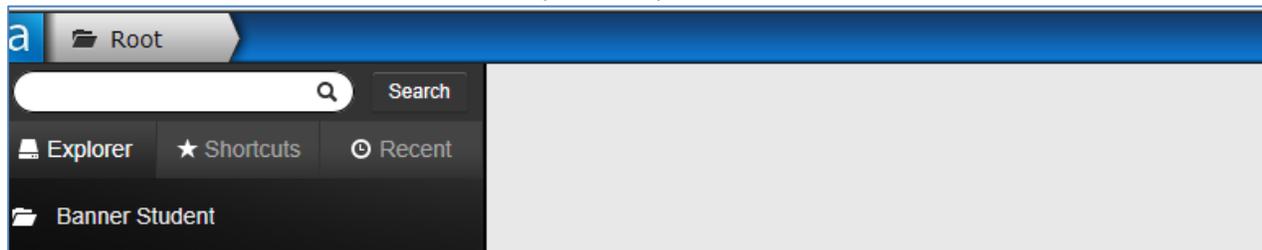


Argos: Course Roster (includes printing method)

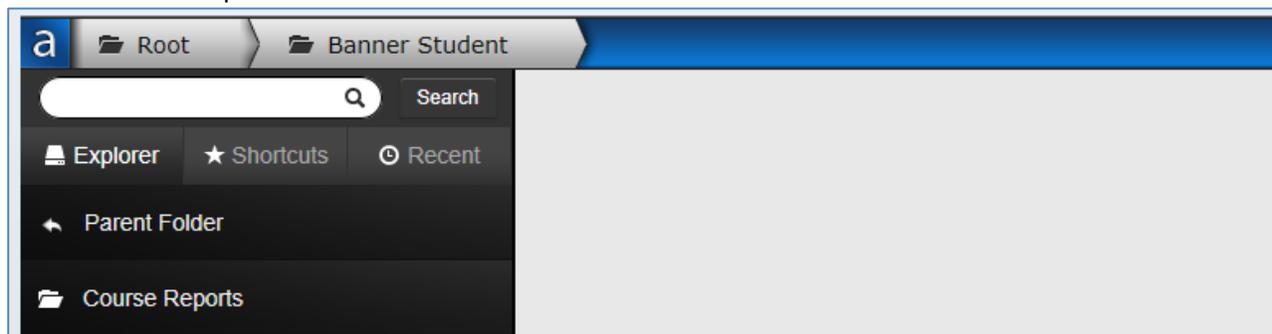
Please note:

- These instructions will help you create *any* Argos report as the basic functions are similar for all reports.
- Reports can only be printed by exporting to a .csv file in Excel.

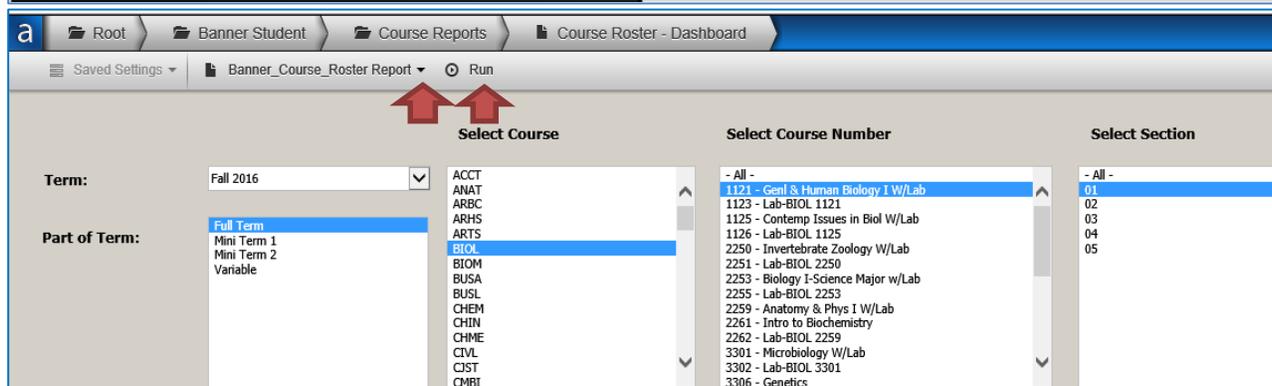
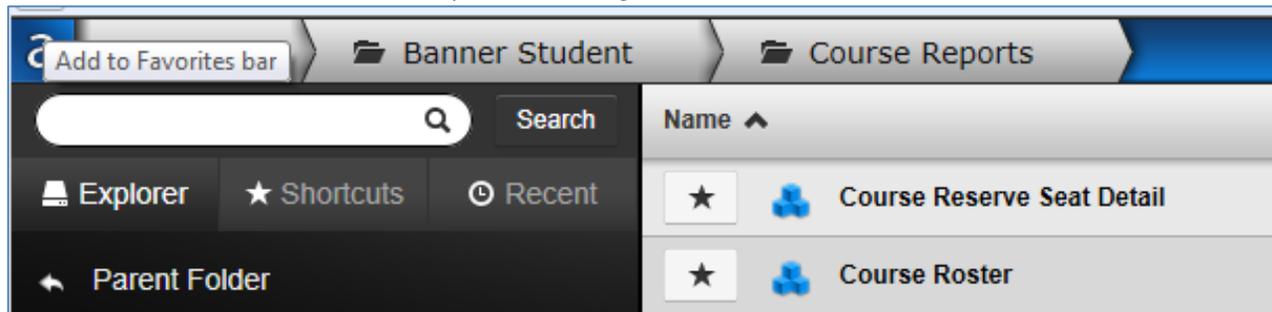
1. Go to <http://unh-maps:8080/Argos/AWV/> or go through [myCharger](#).
2. Enter your UNH network username and password and click on the Log In icon .
3. Click on the Banner Student folder in the left pane to open the folder.



4. Click on Course Reports.



5. Click on Course Roster in the content pane on the right.

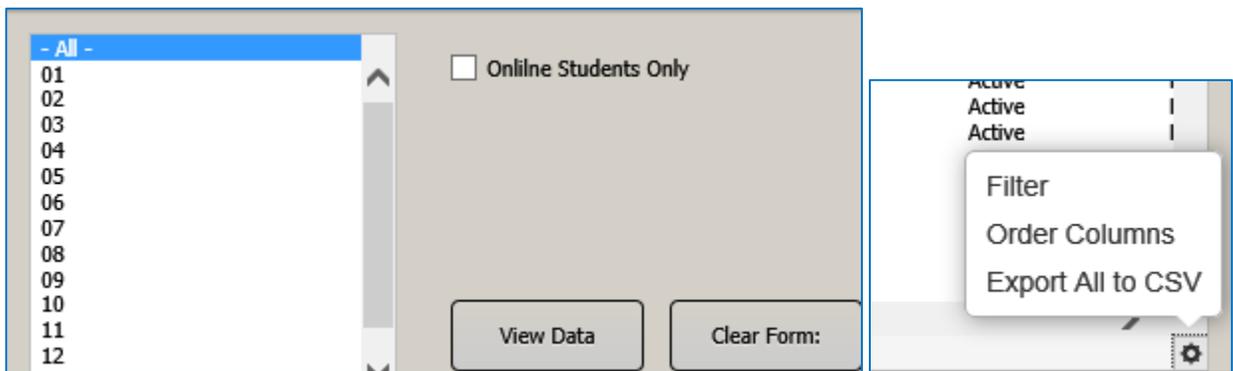


6. Click on the arrow next to Term and select the term
You can hold down the CTRL key to select multiple criteria in steps 7-10 or select single criteria to limit the report returned.
7. Select the Part of Term

8. Select the Course
9. Select the Course Number
10. Select the Section
11. Click the arrow next to Banner_Course_Roster Report to select the report you want to run from the list and then click Run. The report will download to your computer and then you can open or save the report.



Alternatively, you can click View Data (to view on screen where you can also sort data by clicking on a column heading) and then use the gear icon to Filter or Order Columns and then export the data (see Using the Gear Icon below for instructions). **To use the gear icon, slide the bottom scroll bar all the way to the right side of the screen then click the gear icon and choose one of the options.**



Using the Gear Icon

You can filter results based on the values in a particular column. Click the gear icon and select Filter to open the Filter Options dialog. Click on the icon next to the column that you want to filter. Then, select an operator (less than, equal to, contains, etc.). Enter the value to filter on and click the plus symbol to add the filter. (Ex: filter is Primary Program contains Accounting) You can add as many filters as you need on a column. *Note, however, that you can only filter on one column at a time. Selecting a different column changes the filter to use that column instead of the one originally selected.* When finished, click Apply Filters to display the filtered result set.

CATION	DAYS_TIMES	STUDENTS_...	SEATS_AVAI...	TOTAL_WAI...	WAITLIST_S...	HAS_RESER...	ALLOWS_W...	STUDENT_ID	STUDENT	PRIMARY_PROGRAM	PROGRAM_...	REGISTRATI...
plan Hall...	TR - 12:15 P...	39	21	0	15	No	Yes	00271443	Ward, Jared...	BS in Accounting	BS-ACCT	**Web Regi...
plan Hall...	TR - 12:15 P...	39	21	0	15	No	Yes	00272835	Perticaro, A...	BS in Accounting	BS-ACCT	**Registere...
plan Hall...	TR - 12:15 P...	39	21	0	15	No	Yes	00274101	Stewart-Gra...	BS in Accounting	BS-ACCT	**Registere...

You can reorder columns. Click the gear icon and select Order Columns to open the Column Ordering dialog. Click and hold on one column at a time and drag and drop the column where you want it to be placed in the array. Click Apply to retain your array layout.

