ARGOS Dashboard Training

Presented by the Office of Institutional research

**1**. Login to ARGOS at <https://myreports.utoledo.edu> using your UTAD credentials.

**2**. Locate the dashboard entitled **IR Dashboard for Enrollment Tracking Fall 2019** underthe **Institutional Research > Restricted** folder.

**3**. The first tab is the **Parameters** tab. Use this tab to pre-filter your data before moving to another tab.

**4**. Select Student level, College, and then department. If you want to view all programs, use **Select All** under Major. You then need to click on the “Show Results” button to display all other tabs.

**5.** Once you move to another tab, the data for your department will display using OnLine Analytical Processing (**OLAP**) cubes except for the last tab, which displays the charts.

**6**. Click on the **Headcount Summary** tab.

This OLAP cube displays current enrollment headcounts for Fall 2019 compared to Fall 2018 based on the number of days remaining to census day (15th day after the start of the term). Undergraduates and Graduate headcounts are in separate columns. The total appears on the far right hand side.

You can view differences in headcounts by department, major and entry action by expanding the **+** signs next to these dimensions.

**7.** Use **Toggle** full-screen and **Export OLAP to Excel** buttons on upper right hand side of the OLAP cube.

**8**. Add new dimensions (such as ethnicity and gender) by selecting **Dimensions.**

-- drag and drop dimensions from rows, columns to available.

- -apply filters to dimensions

-- hide values

-- view results in a chart format

**9**. Add measures (such as % by c group) by selecting **Measures.**

-- select each column for which you want to add a measure.

**10**. Locate the **Non-enrolled Students Fall 2019** dashboard under the **Student> Institutional Research** folder.

**11**. This dashboard is used to contact students who were enrolled Spring 2018 but have not yet enrolled for Fall. Student success coaches and colleges can add notes after making contact with these students and enter decision codes indicating why they have not yet registered for Fall.

**12.** A listing is different from an OLAP. To download data in csv format you will need to click on the gear located in the bottom right and select ‘Export all to CSV’.

