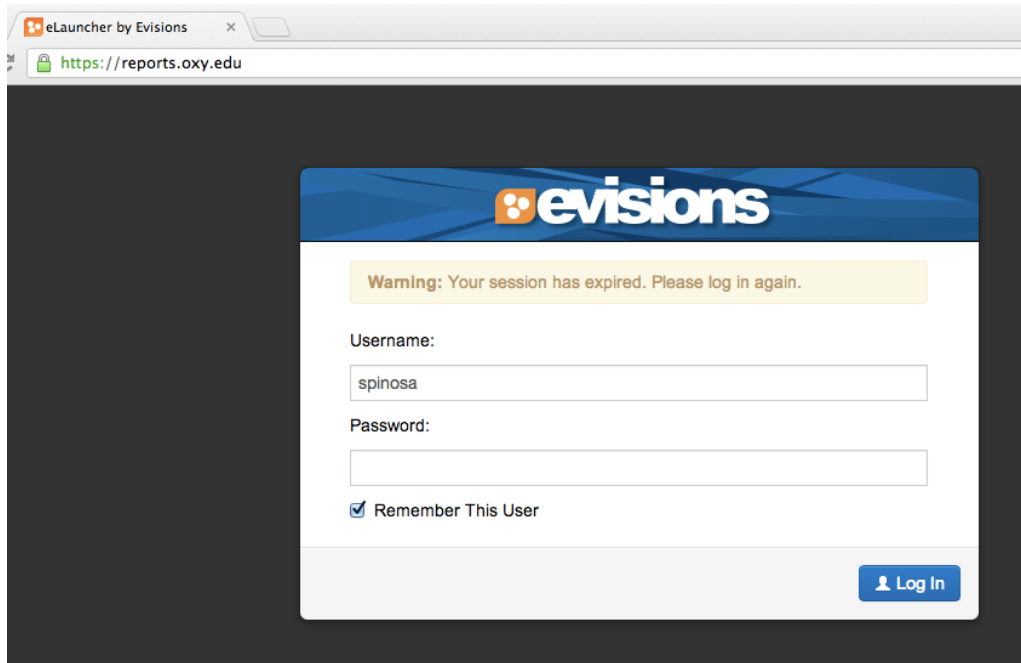


ARGOS: Report Viewer

INDIVIDUAL DEPARTMENT PROFILE

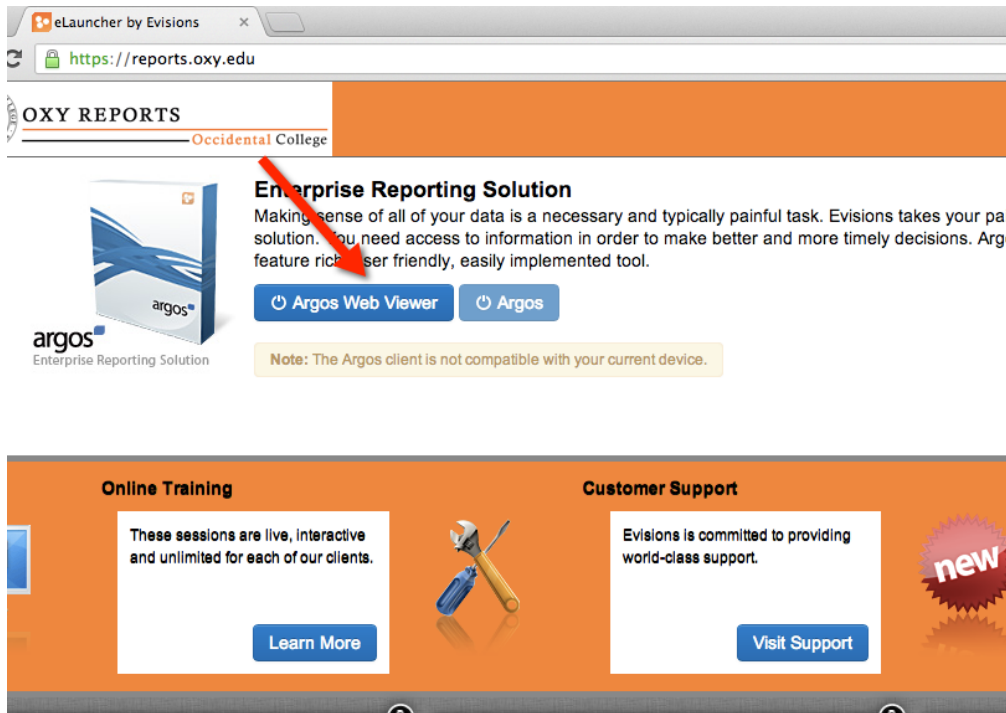
1. Launch the internet application of your choice and type in the following URL:

<https://reports.oxy.edu/>

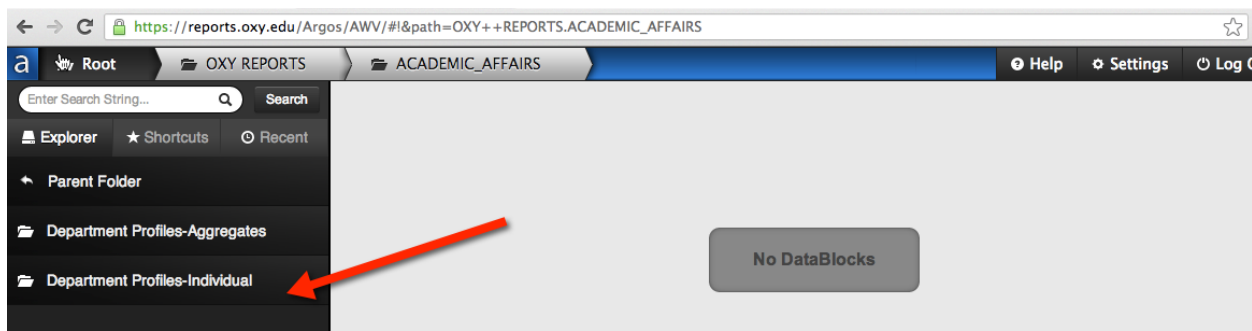
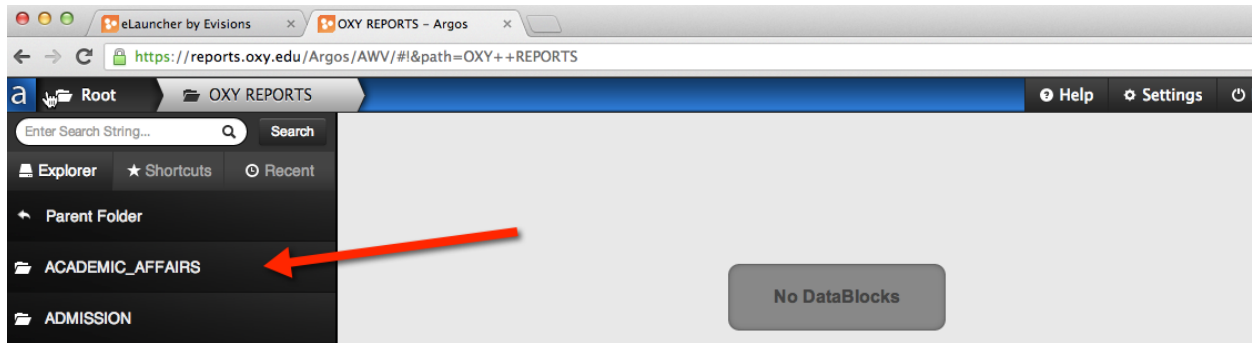
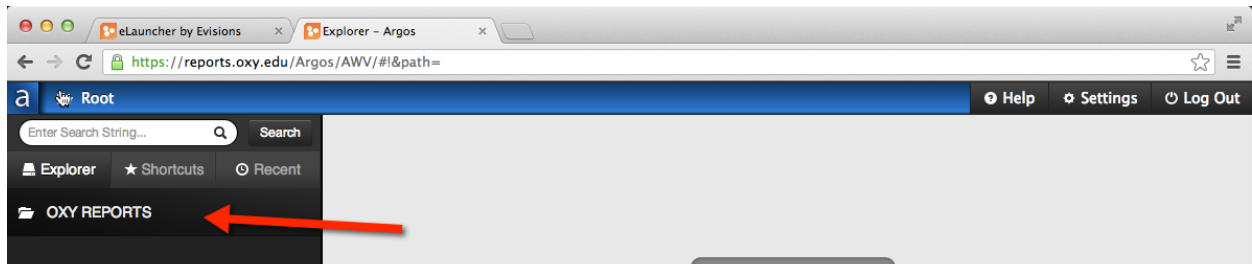


2. Enter your username and password in the Login box (same as Oxy email and myOxy) and click log-in.

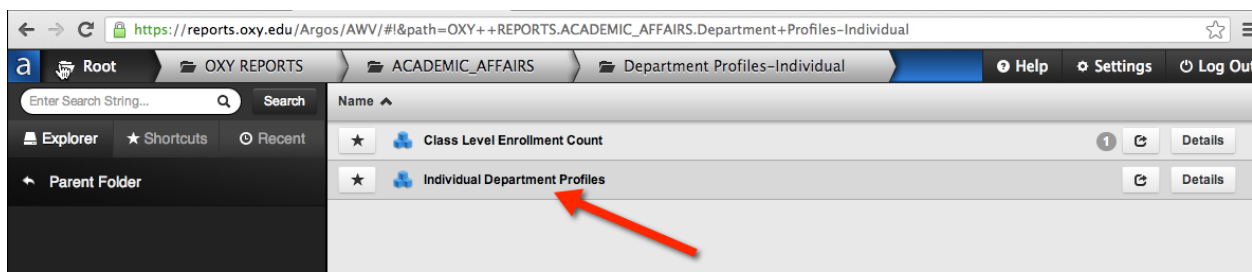
3. Click on "Argos Web Viewer"



4. To execute a report, double click on the Oxy Reports folder, then the appropriate folder that the report exists. Note: You will only see reports that you have permissions to see.



Within the folders, you will see multiple reports. Each of the blue building blocks is a separate report:



DEPARTMENT PROFILES

1. Choose a department

Occidental College

Select Department: From: (Academic Year) To: (Academic Year)

2. Pick the academic years. Use the spring semester to determine the year. EX/ to see 2012-2013 data, type in 2013.
NOTE: You can choose one year (2013 and 2013) or get trend data (2009 and 2013).

GRADUATION **COURSE ENROLLMENT** **FACULTY WORKLOAD** **MAJORS** **ADVISING**

Graduation Counts

Grad Year	Total	Female	Male	Asian/Pacific Islander	Black/Black and 1 or more	Hispanic/Latino and 1 or more	Native American	International	Other/Unknown
0 items									

Percentages

Grad Year	Total	Female	Male	Asian/Pacific Islander	Black/Black and 1 or more	Hispanic/Latino and 1 or more	Native American	International	Other/Unknown
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- Click on the tab you are interested in- Graduation, Course Enrollment, Faculty Workload, Majors, and Advising.
- Pick the department
- Pick the years of interest
 - o Note: Academic years should be the spring semester. For example, 2012-2013 academic year should be 2013.
 - o Do not use years prior to 2003 as the data may be incorrect.
 - o You can look just at one year (2013 and 2013) or trend data (2005 and 2010), etc.
- Click RUN