

## ARGOS for NSO Dashboard

### ACCESS OPTION 1:

Log into myMemphis.

Click on the Advising page.

Look for the NSO Dashboard link in the Advising Forms section.

Click the NSO Dashboard link.

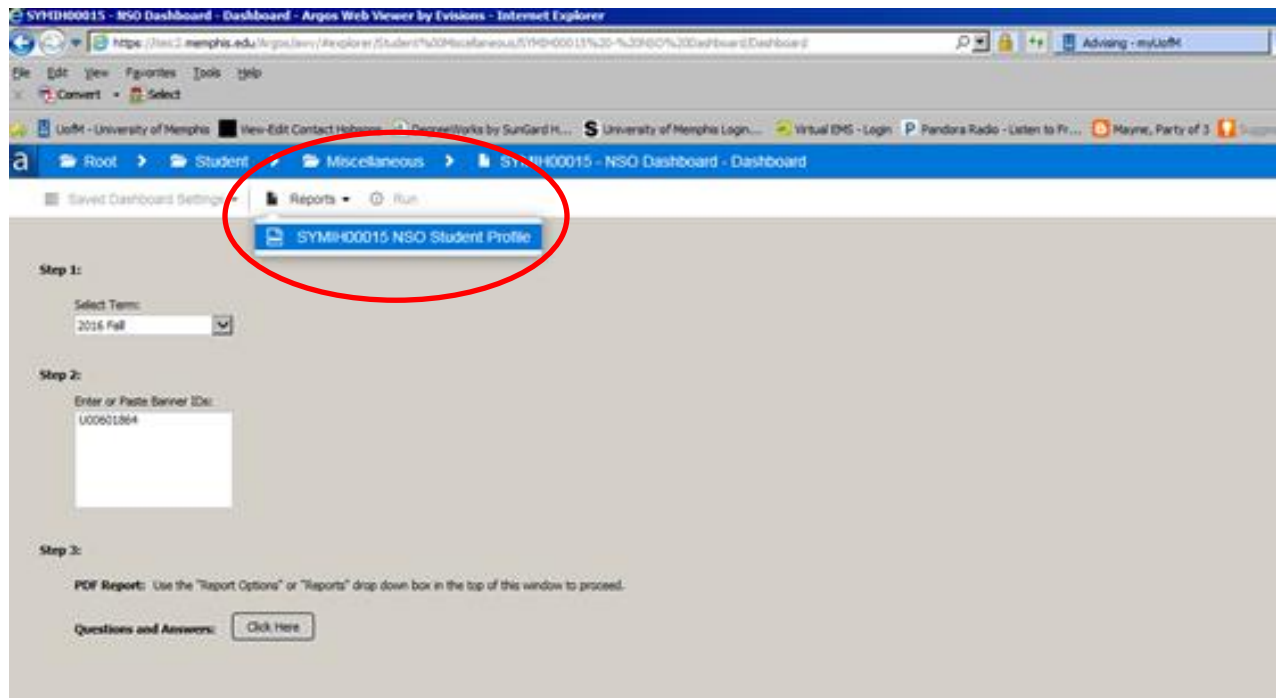
Log in using your UM Username and password.

Choose the term you want to search for.

Type in U number(s) or paste in a list of U numbers of the students whose profiles you need.

(Skip Step 3 which is used when you want only the answers to the NSO questions instead of individual profiles.)

Click the Drop Down Arrow beside “Reports, and highlight “SYMIH00015 NSO Student Profile.”



Then click Run (to the right of “Reports”).

Choose to save the reports by using the Save icon and choosing where on your computer you want to save them, or use the printer icon to print the Profile(s).

## ACCESS OPTION 2:

Go to the Employee age in myMemphis.

Click on Argos (above Hyperion).

Log in using UUID and password for all UM resources.

Click OK in the “Systems Message” box to agree to the terms in the box.

Double click on the Student folder.

Double click on the Miscellaneous folder.

Double click on the report name – SYMIH00015-NSO Student Profile

Click on “Run Dashboard.”

Select Term.

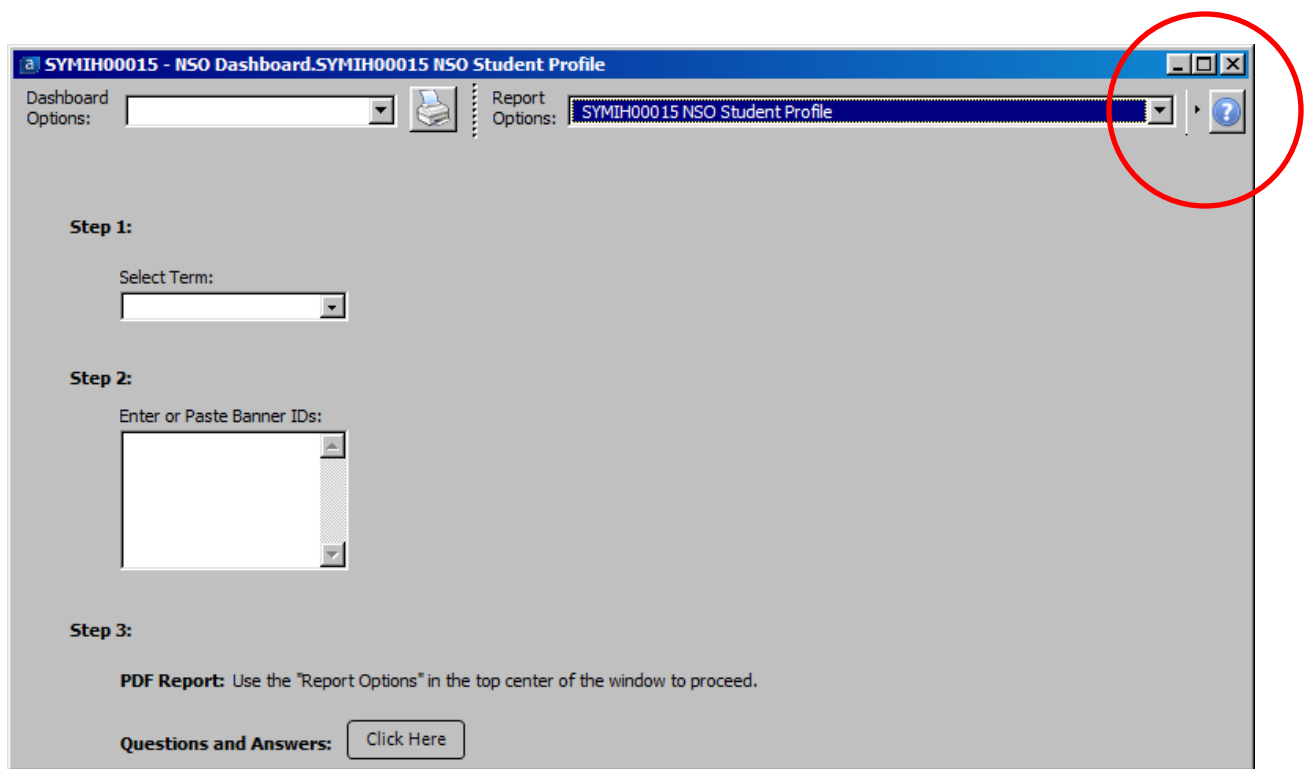
Type in or copy U numbers from spreadsheet of students you want to check. Paste these numbers in the space under Step 2.

Choose “SYMIH00015” under Report Options.

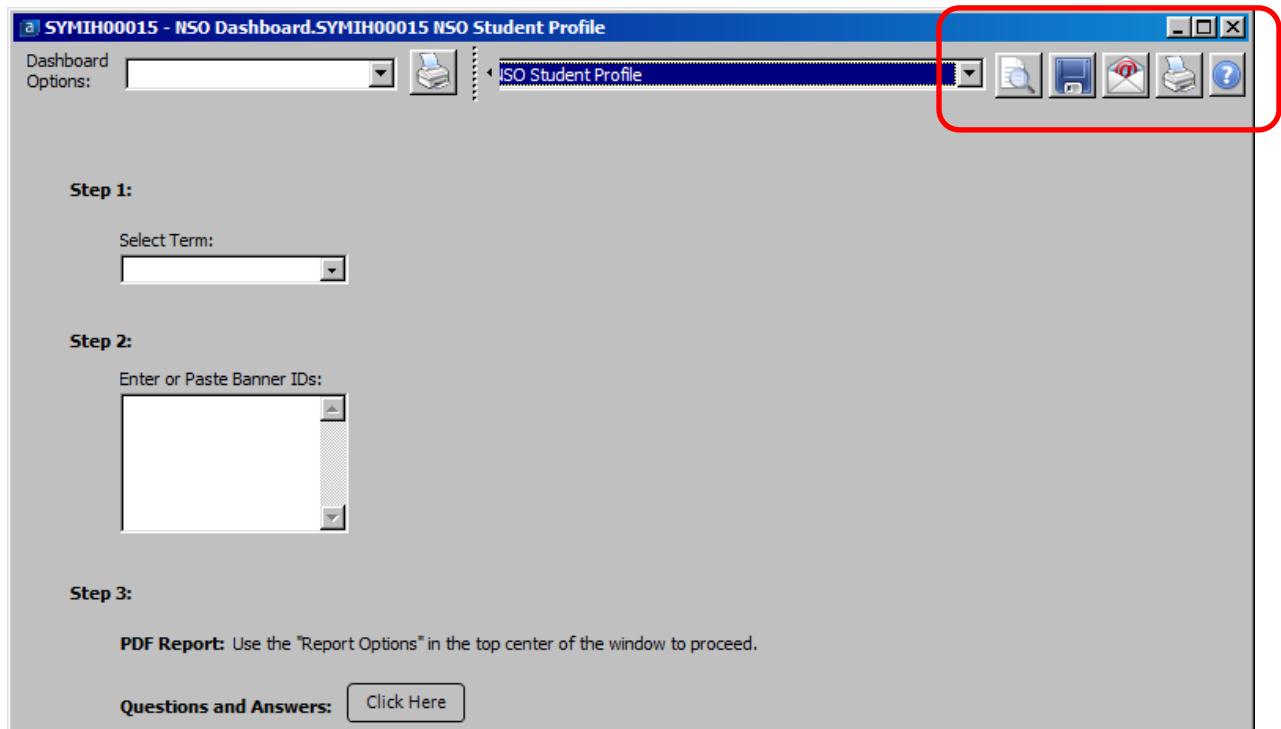
The screenshot shows a web application window titled "SYMIH00015 - NSO Dashboard.SYMIH00015 NSO Student Profile". The interface is divided into several sections:

- Dashboard Options:** A dropdown menu is currently empty.
- Report Options:** A dropdown menu is open, showing two options: "Banded" and "SYMIH00015 NSO Student Profile". The "SYMIH00015 NSO Student Profile" option is highlighted.
- Step 1:** Labeled "Select Term:", it contains an empty dropdown menu.
- Step 2:** Labeled "Enter or Paste Banner IDs:", it contains a large, empty text input area.
- Step 3:** Labeled "PDF Report:", it contains the text "Use the 'Report Options' in the top center of the window to proceed."
- Questions and Answers:** A button labeled "Click Here" is located at the bottom right.

Click the arrow to the right of Report Options, and choose which option you want to use for this report.



Choose whether you want to preview the report, save to your computer, e-mail, or print it.



You can choose to save as PDF for individual reports.

## Reading the Profile

- Student Information - In the box on the top left, student information can be viewed, including name, U number, NSO session registered for, birthdate and age, gender, high school and High School GPA. The UM advisor name and Honor code will only display if these have been entered in Banner. The Banner Major is what the student entered on the application; the NSO major was the one selected when the student registered for NSO.

- Immunizations –

| Immz | Full Time Restricted | Under 18 |
|------|----------------------|----------|
| CP2  | Y                    | Y        |
| MMR2 | Y                    | Y        |
| HEPB | N                    | Y        |
| MENG | N                    | Y        |

CP2 – with a Y in “Full Time Restricted” means student needs to provide proof of the 2<sup>nd</sup> chicken pox vaccination; 11.99 hours restriction (even if the student has an N for “Under 18)

MMR2 – with a Y in “Full Time Restricted” means student needs to provide proof of the 2<sup>nd</sup> MMR vaccination; 11.99 hours restriction (even if the student has an N for “Under 18)

HEPB – when there is an N in “Full Time Restricted AND a Y in “Under 18,” the student needs to submit a form signed by parent prior to registration (hepatitis B)

MENG – when there is an N in “Full Time Restricted AND a Y in “Under 18,” the student needs to submit a form signed by parent prior to registration (meningitis)

- Test Scores –

Math Placement Test = ALEKS score and date

Developmental Studies Reading, Math, and Writing – students with a 4 are ready for college level courses based on ACT (for MATH, we use the ALEKS to determine what course a student should take)

ACT Best – the best ACT/SAT score for each category pulls from Banner

- Transfer Credits – if the student has transfer courses they will display in this section
- Holds – ACTIVE holds should display here
- Enrolled Classes – if the student has registered for the upcoming term, the courses will display
- Dual Enrolled Classes – if the student took college courses in high school that are on the transcript, they will display in this section.
- History Requirement – if the student took a year of American history in high school, there will be a 1 under “Subj Years.” If there is no 1, ask the student if he/she had American history in high school, and enter a Petition in UMdegree for students who say they did take American history in high school. For Transfer students, check their transcript to see if they are transferring an American history course.

## Directions for an Excel file of the answers to the NSO questions (Step 3 in the report):

Enter the term.

Enter U numbers.

Beside “Questions and Answers,” choose “Click Here”

The screenshot shows a web application window titled "SYMIO00015 - NSO Dashboard.SYMIO00015 NSO Student Profile". The window has a top navigation bar with "ISO Student Profile" selected. Below the navigation bar, there are three steps:

- Step 1:** Select Term: 2016 Spring
- Step 2:** Enter or Paste Banner IDs: A list box containing U00377812, U00355231, U00609544, U00571310, and U00555923.
- Step 3:** PDF Report: Use the "Report Options" in the top center of the window to proceed.

At the bottom of the window, there is a section labeled "Questions and Answers" with a "Click Here" button circled in red.

Click on one line of the student information pulled.

Right click, and choose “Save Results.”

Click “Save” and name your file and save to your computer as a CSV file.

After you open the file, you can save it as Excel if you prefer to work with that format.

NOTE: The Argos system does not allow each question to pull into a column, so instead if you want to generate a list of students with the same NSO major, or with a Healthcare or ROTC interest, you should sort by the question.

- Questions and Answers – this section shows the questions added to the NSO registration regarding specific interests of the student. Only if the student has registered for NSO will questions and answers be displayed.
  - 1) Have you taken any dual enrollment courses? (yes/no response)
  - 2) Have you taken Advanced Placement/AP exams? (yes/no response)
  - 3) Are you interested in pursuing a healthcare career? (yes/no response)
  - 4) Are you interested in attending law school? (yes/no response)
  - 5) Which of these activities or services are you interested in at the University of Memphis?  
Select all that apply. (drop down list)
  - 6) Healthcare career interests (those who choose yes for number 3 choose career(s) from a drop down list)