Expected Graduation List Report - Step 1

- Access Banner web page from the UTHSC homepage.
Expected Graduation List Report - Step 2

- Access the available reports page.

Banner Information

As the new Ellucian Project Manager for the Banner implementation at UTHealth, I am charged with the responsibility of crafting a plan to address the needs of Banner users. This plan will continue to evolve as I work closely with the new email contact (banner@u) to ensure that your report is set up or to ask specific questions. I will be available to meet and be directed to the member of the Banner team that can best address your needs. The second part of this service plan is to provide a major upgrade to our Banner webpage, providing you with information and a variety of links to assist you. These include log-ins for Faculty and Student Self-Service, a list of Frequently Asked Questions (FAQs), training videos and guides, and a comprehensive issues log that will be updated weekly. You can access this log by clicking on the issue log and follow their resolution, or review the regular status updates that can be viewed online.

We recognize that the Banner implementation has created challenges for us all. The Banner backbone is now working and we are still learning and we have not yet replaced some of the features that were developed in our Legacy system. Those were developed over fifteen years and cannot be replaced over night. Your patience and for your assistance in setting the priorities and enhancing the system. Please give us feedback and report your needs.
Expected Graduation List Report - Step 3

- Access the Argos reporting software by clicking “Argos” at the top of the page.
Expected Graduation List Report - Step 4

- On the next screen, select “Argos” from the left menu options.
Expected Graduation List Report - Step 5

- On the next screen, select “Start Here.”
Expected Graduation List Report - Step 6

- On the next screen, select “Start Here.”
Expected Graduation List Report - Step 7

- Following the directions presented on the next screen to ensure that your web browser will load the Argos software.
- The software will load in a separate pop-up window.
Expected Graduation List Report - Step 8

- Click the [plus] button to the left of “Administrative Reporting” to expand the options.
- Click the [plus] button to the left of “Colleges” to expand the options.
- Click the [plus] button to the left of “C100 – Expected Graduation List.”
- Click “C100.2-Expected Graduation List.”
- Click the [Execute] button in the middle of the screen.
Expected Graduation List Report - Step 9

- Select the appropriate college (or check the “Select All Colleges” box to pull a report for all colleges).
- Select the appropriate program (or check the “Select All Programs” box to pull a report for all programs in the selected college(s)).
- Select the appropriate expected graduation term [e.g. Spring 2011].
- When all options are selected, click the [Next] button at the bottom right.
Expected Graduation List Report - Step 10

- [Preview] allows you to view the report on the screen.
- [Save to file] allows you to save the output as html, pdf, rtf, xls, or txt formats.
- [Email] allows you to email the output in one of the file options listed above.
- [Print] allows you to immediately print the document to a local printer.

IMPORTANT: To go back, click the [back] button at the bottom right; to return to the Argos reports menu, click the [close] button at the bottom right. Argos will not continue to function if you do not select one of these two options.