GPA Ranking Report - Step 1

- Access Banner web page from the UTHSC homepage.
GPA Ranking Report - Step 2

- Access the available reports page.

Banner Information

As the new EAB II Project Manager for the Banner implementation at UT Health Science Center, I am charged with the responsibility of crafting a customer support plan for Banner users. This plan will continue to evolve with new email contact (banner@uthealth.hsc.edu) and help desk report issues to ask specific questions. Please come to me and be directed to the member of the Banner team best equipped to address your needs.

The second part of this service is a major upgrade to our Banner webpage, providing you with information and a variety of links to assist you. These include

- Faculty and Student Self-Service
- Frequently Asked Questions (FAQs)
- Training videos and guides
- Issues log

These issues logs will be updated weekly. You, our Banner users, can submit issues to the log and follow their resolution. Regular updates will be available online.

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

- Access the Argos reporting software by clicking “Argos” at the top of the page.
GPA Ranking Report - Step 4

- On the next screen, select “Argos” from the left menu options.
GPA Ranking Report - Step 5

- On the next screen, select “Start Here.”
GPA Ranking Report - Step 6

- On the next screen, select “Start Here.”
GPA Ranking 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.
GPA Ranking 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 “C20 – GPA/Rank without Level.”
- Click “C20.1- GPA without Level.”
- Click the [Execute] button in the middle of the screen.

Select “GPA without level”
Select “Execute” to run the report.
GPA Ranking Report- Step 9

- Select the appropriate college.
- Available programs will populate based on selected college. Select the appropriate program(s). Multiple programs may be selected by holding the [ctrl] button while selecting the program.
- Select the appropriate student attribute (student year). Multiple years may be selected by holding the [ctrl] button while making selections.
- “In Which Term” allows the user to select, as an example, the 2nd year graduate students in the spring 2011 semester for which the user will desire a calculation of GPA/rank for more than one term (to be selected in the next option) [e.g. I want the 2nd year graduate students, who are 2nd year in the spring term of 2011.]
- Select the appropriate terms for which a GPA/rank calculation is desired. Multiple terms may be selected by holding the [ctrl] button while making the selections [e.g. I want the selected 2nd year student GPAs for fall 2009 and spring 2010]. If you desire a cumulative GPA, simply check the box above the term options (you will not be required to select terms as the system will appropriately compute the cumulative GPA.
- When all options are selected, click the [Next] button at the bottom right.
GPA Ranking 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.