Missing Grades Report - Step 1

- Access Banner web page from the UTHSC homepage.

Click "Banner"
Missing Grades Report - Step 2

- Access the available reports page.
Missing Grades Report - Step 3

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

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

- On the next screen, select “Start Here.”
Missing Grades Report - Step 6

- On the next screen, select “Start Here.”
Missing Grades 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.

Step 1:
Find the Information Bar at the top of this screen.

Step 2:
Click the Information Bar and choose Install ActiveX Control.

Step 3:
When the Security Warning appears, click Install.
Missing Grades 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 “C30 – Grades Issued by Class By Semester.”
- Click “C30.1-Total Grades by Grade by Class.”
- Click the [Execute] button in the middle of the screen.
Missing Grades Report - Step 9

- Select the appropriate options.
- Once all options have been selected, click the [next] button at the bottom right.

Select College

Select Term: Fall 2010

Select Attribute:
- 1st Year Graduate
- 2nd Year Graduate
- 3rd Year Graduate
- 4th Year Graduate
[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.

This report shows the number of grades issued by course and will show the number of students in the course without a grade assigned but does not list the students individually.