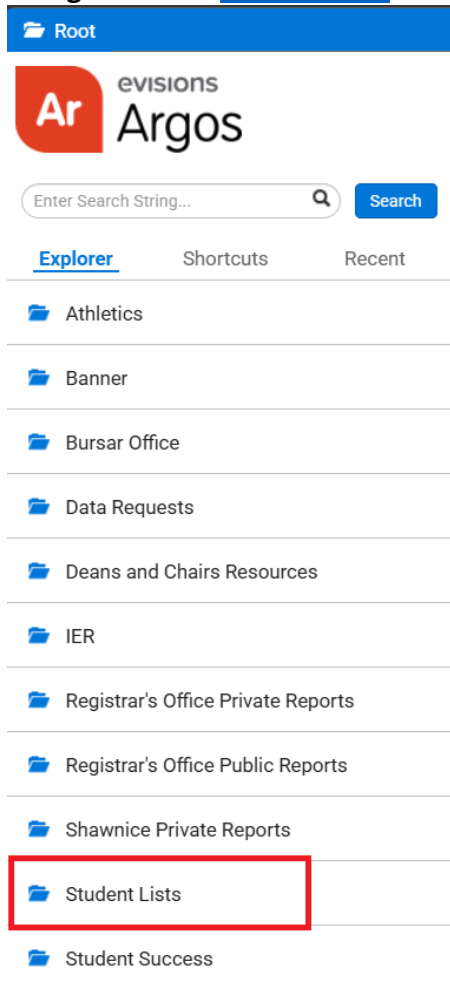# ARGOS WEB VIEWER
HOW-TO GUIDE
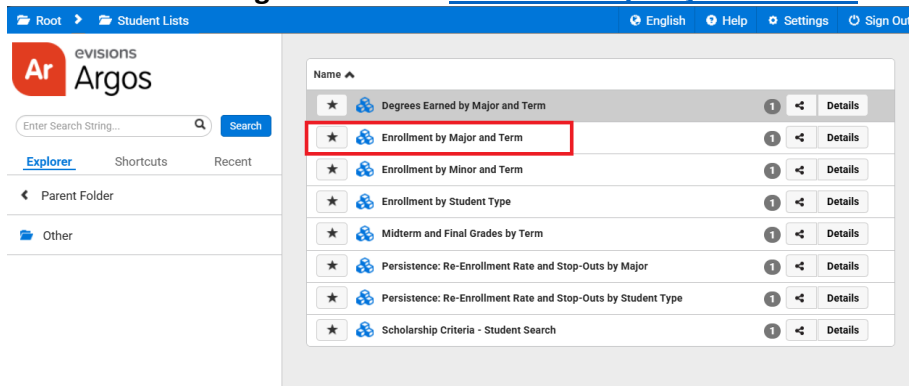## Retrieving Student Lists

Scenario 1: Obtain a list of undergraduate students enrolled for the Fall 2025 term, majoring in Psychology.

1. **Log in to Argos Web Viewer – https://evprod.csu.edu/Argos/AWV/**
   a. You will need to be on-campus to access this site or connected to VPN if off-campus.
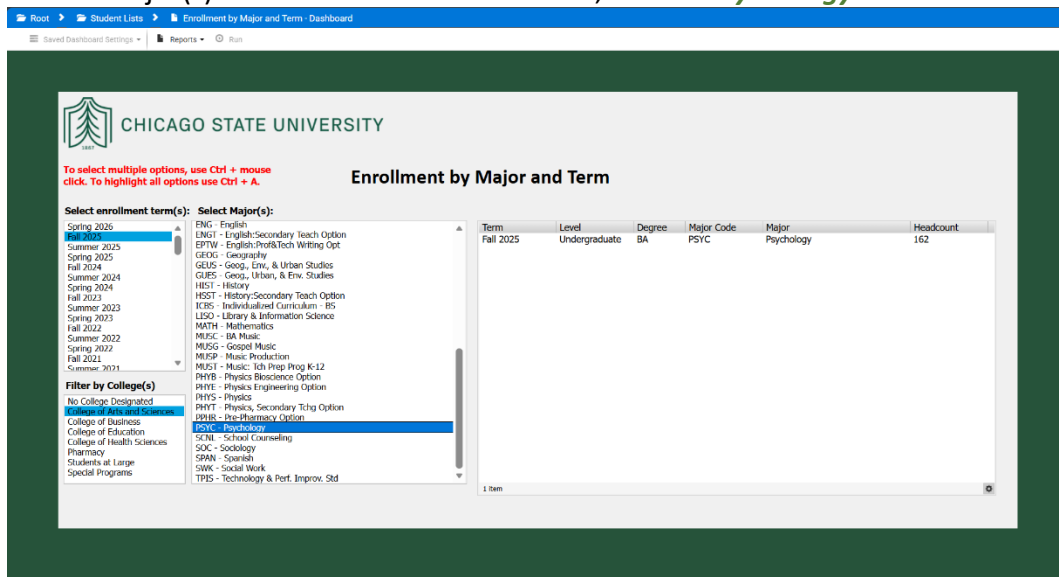
2. **Navigate to the Student Lists folder**

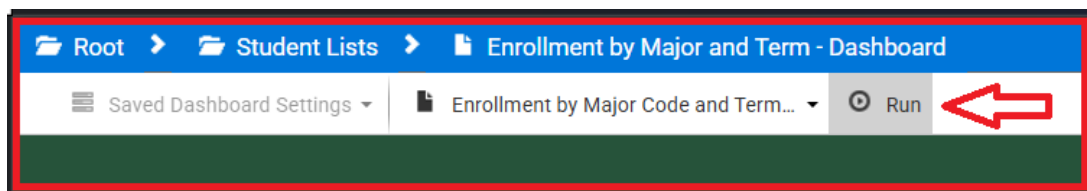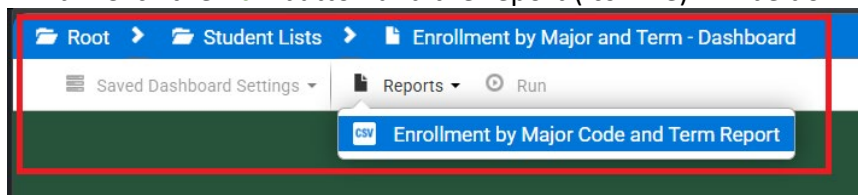**3. Select the following dashboard – <u>Enrollment by Major and Term</u>**

4. Select your criteria:
   a. Enrollment term(s) of interest – for this scenario, *Fall 2025*
   b. College(s) of interest – for this scenario, *College of Arts and Sciences*
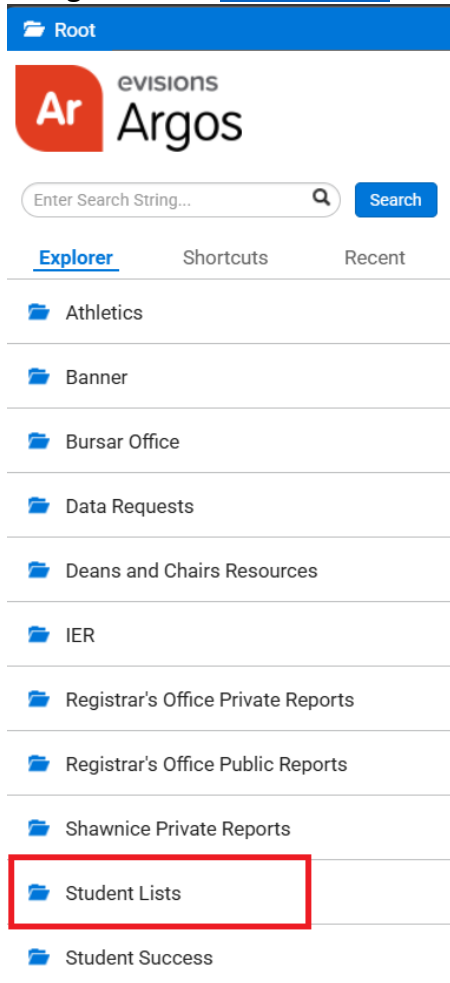   c. Major(s) of interest – for this scenario, *PSYC – Psychology*

5. Export your student listing:
   a. Click the **Reports** button and highlight the name of the report, **Enrollment by Major Code and Term Report.**
   b. Click the **Run** button and the report (.csv file) will be download to your computer.
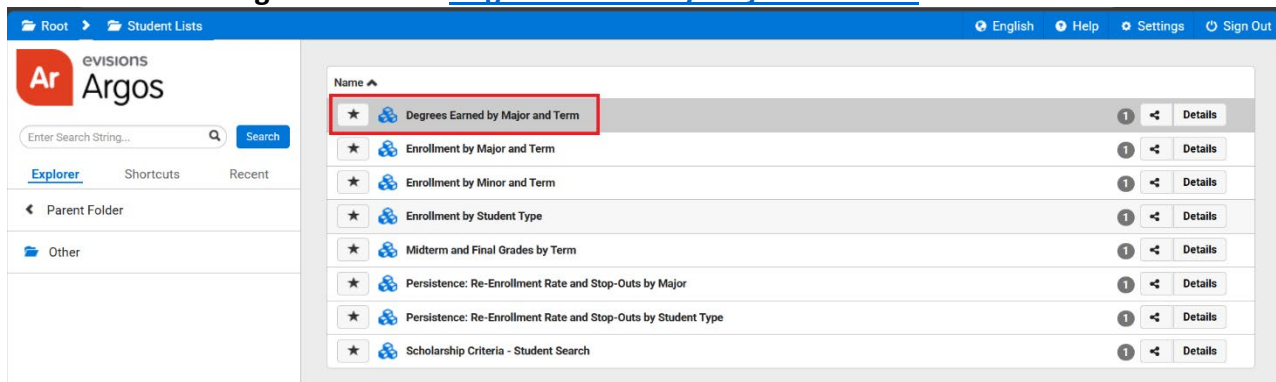
Scenario 2: Obtain a list of undergraduate and graduate students that graduated in Summer 2024 and Fall 2024 with a degree in Biology, Criminal Justice, and Computer Science.

1. **Log in to Argos Web Viewer – https://evprod.csu.edu/Argos/AWV/**
   a. You will need to be on-campus to access this site or connected to VPN if off-campus.

2. **Navigate to the Student Lists folder**

3. **Select the following dashboard – Degrees Earned by Major and Term**

4. **Select your criteria:**
   a. Graduation term(s) of interest – for this scenario, *Summer 2024 and Fall 2024*
      i. To select multiple items, hold down **CTRL (Windows) or Command (Mac)** while clicking each option. To select all items, use **CTRL + A (Windows) or Command + A (Mac)**.
   b. College(s) of interest – for this scenario, *College of Arts and Sciences*
   c. Student Level(s) of interest – for this scenario, *Undergraduate and Graduate*
   d. Major(s) of interest – for this scenario, *BIOL – Biology, CJ – Criminal Justice, CPTR – Computer Science*

5. **Export your student listing:**
   a. Click the **Reports** button and highlight the name of the report, **Degrees Earned by Major and Term Report.**
   b. Click the **Run** button and the report (.csv file) will download to your computer.