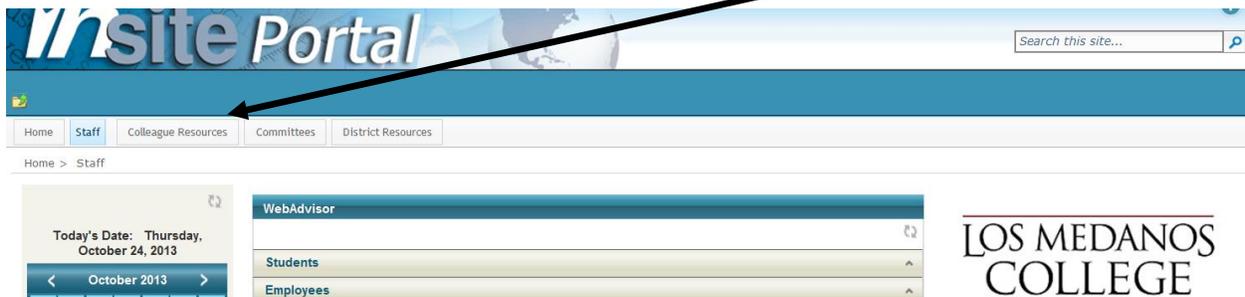


Accessing Program Review Data Updated Fall 2013

- 1) Click on the "Colleague Resources" the third tab located in the top left corner



- 2) Click on the "Microsoft SQL Reporting Services" icon

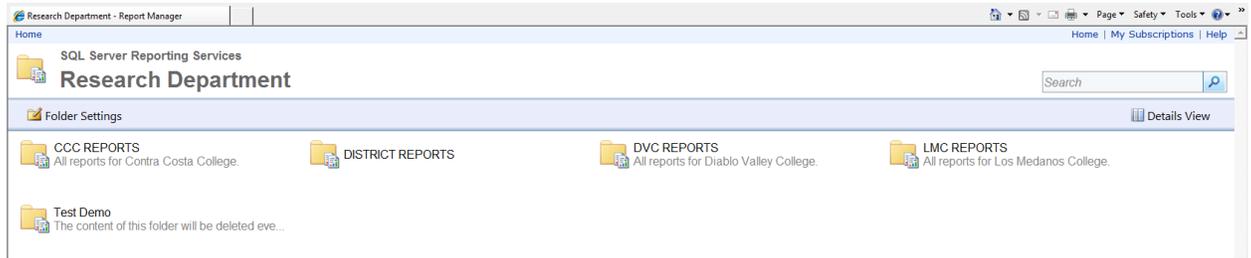


- 3) Login using your InSite or Webadvisor login and password

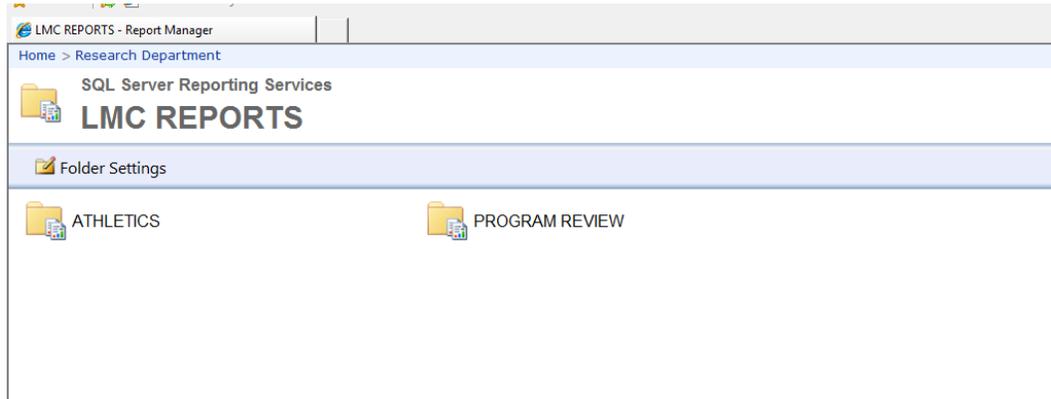


4) Click on the “Research Department” Folder

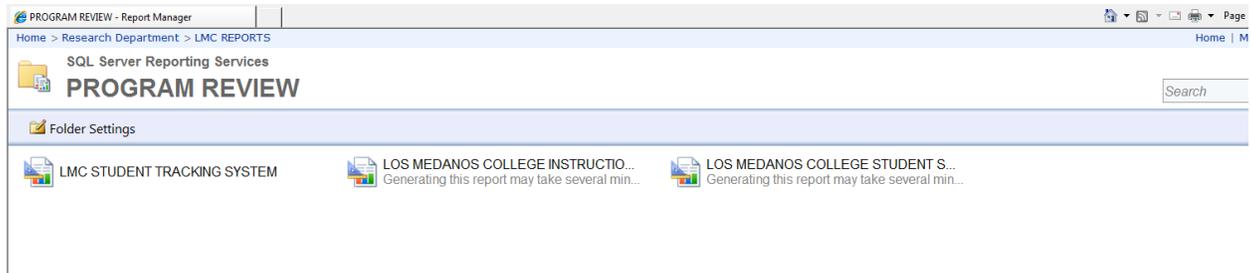
5) Click on the “LMC REPORTS” folder



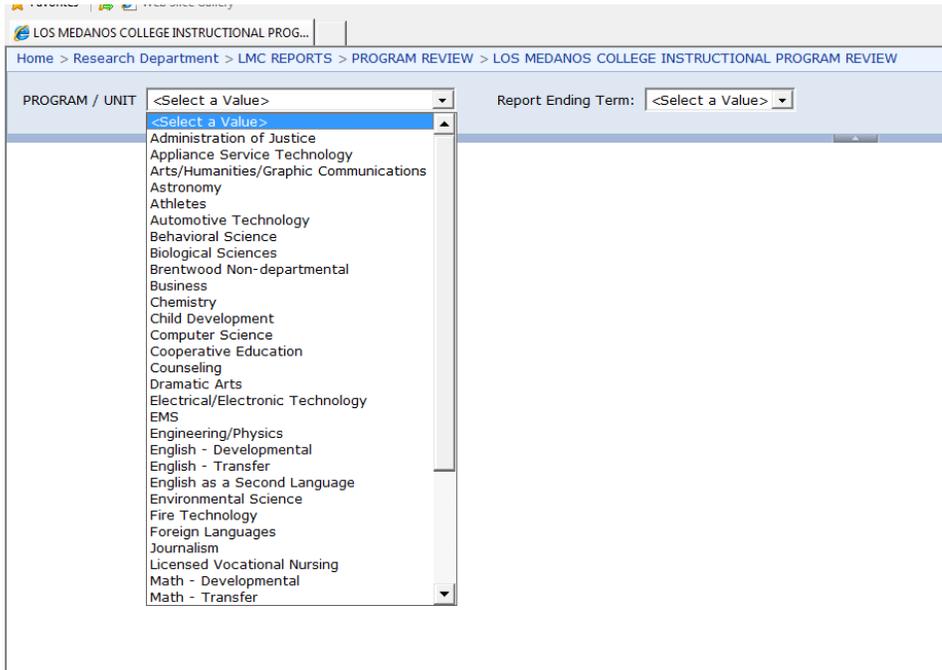
6) Click on the “PROGRAM REVIEW” folder



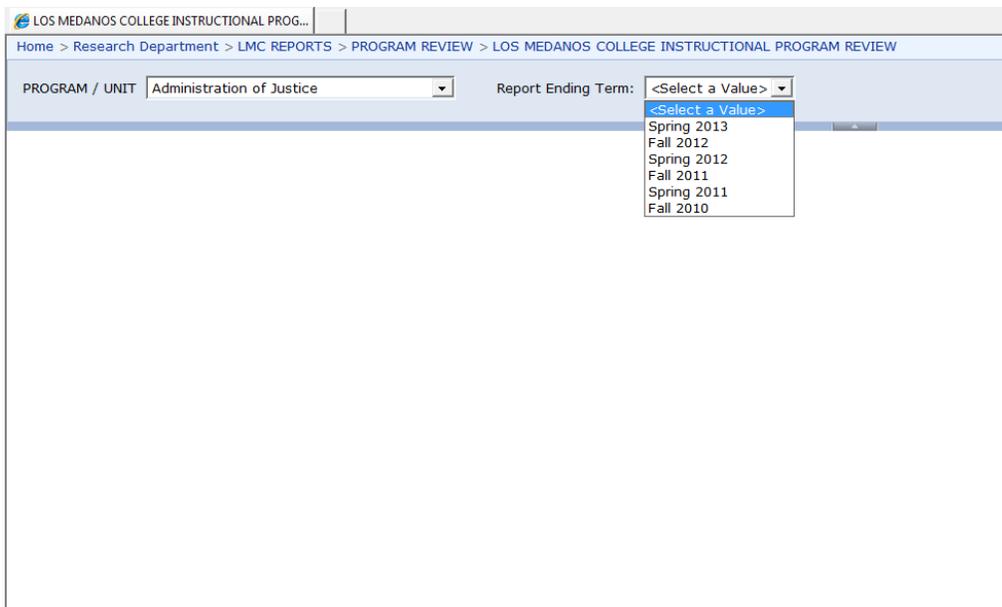
7) Instructional Programs click on “Los Medanos College Instructional Program Review”.
Student Services Programs click on “Los Medanos College Student Services Program Review”.
The example provided is Instructional Program Review.



8) Select your unit/program



9) Select the "Report Ending Term". This will give you data for the selected term and the previous 6 semesters prior to the selected term.



10) Click the "View Report" button



11) Notice that there are 5 pages of data. You can page through the pages by clicking on the arrows next to the page numbers.

LOS MEDANOS COLLEGE INSTRUCTIONAL PROG... | Home > Research Department > LMC REPORTS > PROGRAM REVIEW > LOS MEDANOS COLLEGE INSTRUCTIONAL PROGRAM REVIEW

PROGRAM / UNIT: Administration of Justice | Report Ending Term: Fall 2012

1 of 5 | 100% | Find | Next

LMC INTRUCTIONAL PROGRAM REVIEW

Administration of Justice

10/25/2013 1:33:48 PM

Productivity

TERM	DEPARTMENT	SUBJECT	COURSE NO	MAX	CURRENT	CENSUS	FTES	FTEF	FTES/FTEF
2010SP			TOTAL ==>	469	445	524	52.787	2.200	23.994
2010FA			TOTAL ==>	460	369	435	43.840	2.200	19.927
2011SP			TOTAL ==>	425	351	446	44.953	2.000	22.477
2011FA			TOTAL ==>	415	365	417	42.060	2.000	21.030
2012SP			TOTAL ==>	375	330	360	36.000	1.800	20.000
2012FA			TOTAL ==>	415	385	429	43.507	2.000	21.753

Data captured from SQL_snapshot on 10/25/2013 1:33:52 PM

12) You can export your data to Excel (recommended) by clicking on the "Save" icon and choosing Excel in the dropdown box.

LOS MEDANOS COLLEGE INSTRUCTIONAL PROG... | Home > Research Department > LMC REPORTS > PROGRAM REVIEW > LOS MEDANOS COLLEGE INSTRUCTIONAL PROGRAM REVIEW

PROGRAM / UNIT: Administration of Justice | Report Ending Term: Fall 2012

1 of 5 | 100% | Find | Next

LMC INTRUCTIONAL PROGRAM REVIEW

Administration of Justice

10/25/2013 1:33:48 PM

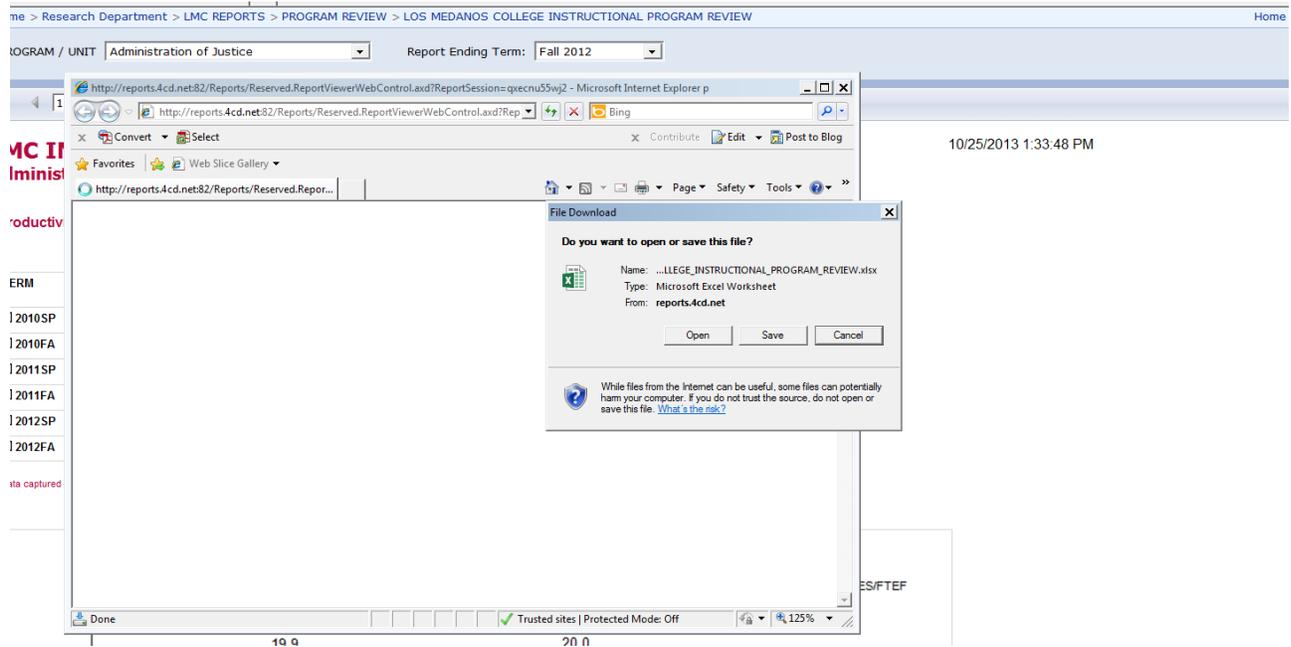
Productivity

TERM	DEPARTMENT	SUBJECT	COURSE NO	MAX	CURRENT	CENSUS	FTES	FTEF	FTES/FTEF
2010SP			TOTAL ==>	469	445	524	52.787	2.200	23.994
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Data captured from SQL_snapshot on 10/25/2013 1:33:52 PM

Administration of Justice Productivity

13) A file download box will appear asking if you would like to open or save the file. Click on the open button and the report will have been exported to Excel.



14) Also, many of the detail rows are hidden, and can be viewed by expanding the rows by clicking on the "+" signs located on the far left.

The screenshot shows an Excel spreadsheet titled 'LMC INSTRUCTIONAL PROGRAM REVIEW' with the subtitle 'Math - Transfer'. The table below shows productivity data for various terms. The left margin contains '+' signs to expand hidden rows. A red circle highlights these signs, and an arrow points to the '+' sign for the 2010FA row.

TERM	DEP	SUBJECT	NUMBER	MAX	CURRENT	CENSUS	FTES	FTEF	FTES/FTEF
2009FA			TOTAL ==>	999	690	841	168.630	10.945	15.407
2010SP			TOTAL ==>	930	636	851	168.050	10.092	16.652
2010FA			TOTAL ==>	1,056	789	1,009	204.080	11.426	17.861
2011SP			TOTAL ==>	1,100	872	1,060	211.700	11.677	18.130
2011FA			TOTAL ==>	996	825	1,003	192.100	10.826	17.744
2012SP			TOTAL ==>	1,129	894	1,092	206.740	12.627	16.373

Data downloaded from XWRF on 7/17/2012

15) Notice that the pages of data are separated into 5 tabs in the exported Excel file.

