Accessing Program Review Data Updated Fall 2013

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

2/	2	site	Po	rtal		Search this site
Home	Staff	Colleague Resources	Committees	District Resources		
Home	> Staff	62	WebAdviso	or and the second s		
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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



 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

🝯 LOS MEDANOS COLI	LEGE INSTRUCTIONAL PROG				
Home > Research [Department > LMC REPORTS > PROGRAM R	EVIEW >	LOS MEDANOS COLLE	GE INSTRUCTIONAL PRO	GRAM REVIEW
PROGRAM / UNIT	<select a="" value=""> <select a="" value=""></select></select>	•	Report Ending Term:	<select a="" value=""> 💌</select>	
	Administration of Justice Appliance Service Technology Arts/Humanities/Graphic Communications Astronomy Athletes Automotive Technology Behavioral Science Biological Sciences Brentwood Non-departmental Business Chemistry Child Development Computer Science Cooperative Education Counseling Dramatic Arts Electrical/Electronic Technology EMS English – Developmental English – Developmental English – Developmental Environmental Science Fire Technology Journalism Licensed Vocational Nursing Math – Developmental Math – Transfer	•			

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

🟉 LOS MEDANOS COL	LEGE INSTRUCTIONAL PROG					
Home > Research [Department > LMC REPORT	S > PROGRAM REVIEW	> LOS MEDANOS COLLE	GE INSTRUCTIONAL PRO	OGRAM REVIEW	
PROGRAM / UNIT	Administration of Justice	•	Report Ending Term:	<select a="" value=""> -</select>		
				<select a="" value=""></select>		
				Spring 2013		
				Spring 2012		
				Fall 2011		
				Spring 2011		
				Fall 2010		

10)	Click	the	"View	Report"	button
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Home > Research Department > LMC REPORTS > PROGRAM REVIEW > LOS MEDANOS COLLEGE INSTRUCTIONAL PROGRAM REVIEW	Home My Subscriptions Help 📥
PROGRAM / UNIT Administration of Justice Report Ending Term: Fail 2012	View Report

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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.

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1 2010FA			TOTAL ==>	460	369	435	43.840	2.200	19.927		
3 2011SP			TOTAL ==>	425	351	446	44.953	2.000	22.477		
1 2011FA			TOTAL ==>	415	365	417	42.060	2.000	21.030		
2012SP			TOTAL ==>	375	330	360	36.000	1.800	20.000		
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12) You can export your data to Excel (recommended) by clicking on the "Save" icon and choosing Excel in the dropdown box.

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TERM 1 2010 SP	DEPARTMENT	SUBJECT	COURSE NO TOTAL ==>	MAX 469	CURRENT 445	Word CENSUS 524	FTES 52.787	FTEF 2.200	FTES/FTEF 23.994	
TERM 1 2010 SP 2010FA	DEPARTMENT	SUBJECT	COURSE NO TOTAL ==> TOTAL ==>	MAX 469 460	CURRENT 445 369	Word CENSUS 524 435	FTES 52.787 43.840	FTEF 2.200 2.200	FTES/FTEF 23.994 19.927	
TERM 2010SP 2010FA 2011SP	DEPARTMENT	SUBJECT	COURSE NO TOTAL ==> TOTAL ==>	MAX 469 460 425	CURRENT 445 369 351	Word CENSUS 524 435 446	FTES 52.787 43.840 44.953	FTEF 2.200 2.200 2.000	FTES/FTEF 23.994 19.927 22.477	
TERM	DEPARTMENT	SUBJECT	COURSE NO TOTAL ==> TOTAL ==> TOTAL ==>	MAX 469 460 425 415	CURRENT 445 369 351 365	Word CENSUS 524 435 446 417	FTES 52.787 43.840 44.953 42.060	FTEF 2.200 2.200 2.000 2.000	FTES/FTEF 23.994 19.927 22.477 21.030	
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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 has 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.

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

