

Accessing Program Review Data Updated November 2013

When you click on SQL in the Program Review Submission Tool, it will take you directly to the following page in the InSite portal.

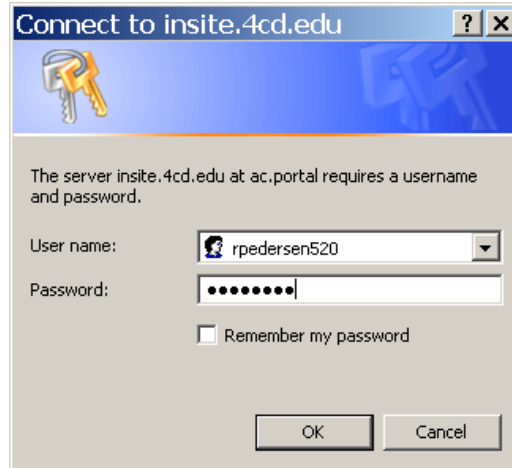
- 1) Click on the “Colleague Resources” the third tab located in the top left corner



- 2) Click on the “Microsoft SQL Reporting Services” icon

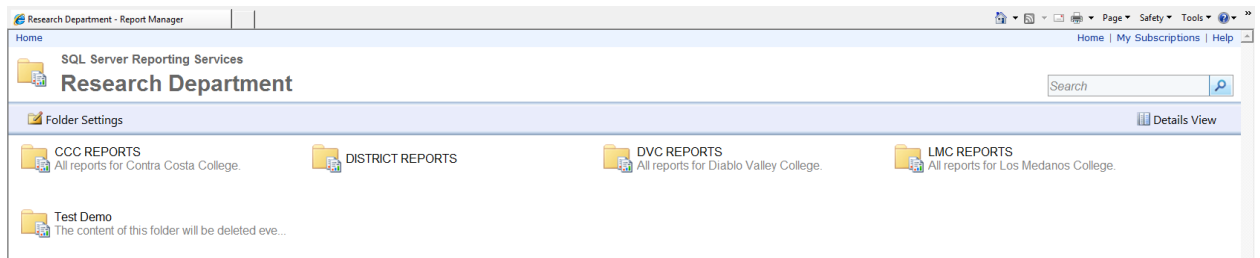


- 3) Login using your **InSite** or WebAdvisor login and password

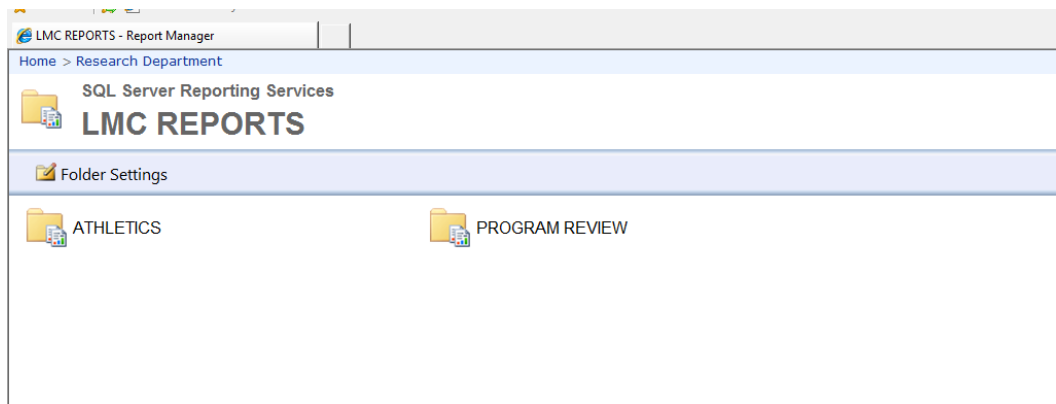


- 4) Click on the "Research Department" Folder

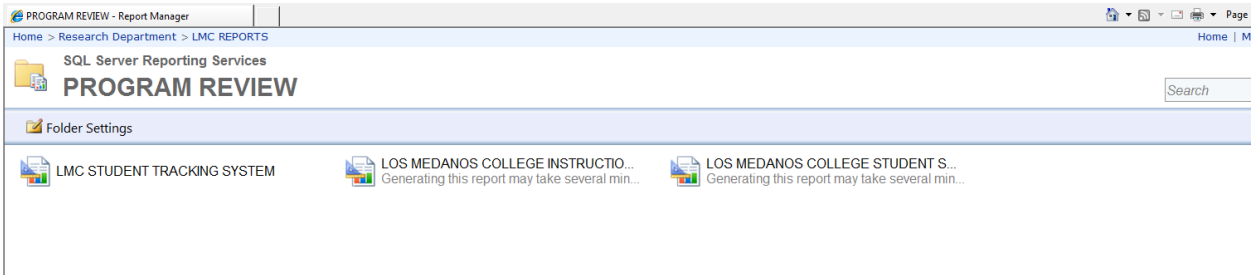
- 5) Click on the "LMC REPORTS" folder



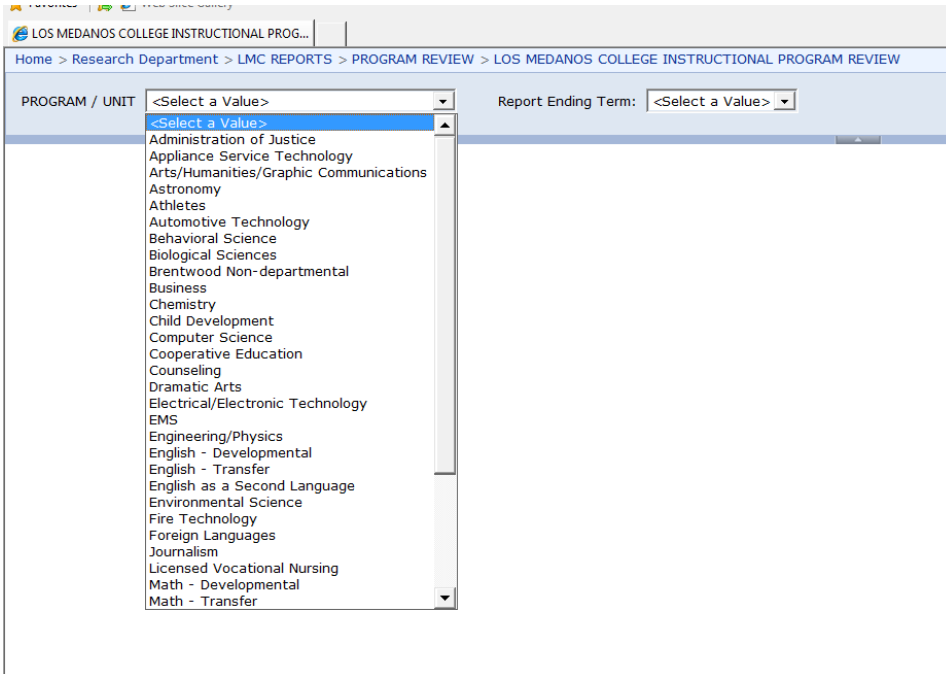
- 6) Click on the "PROGRAM REVIEW" folder



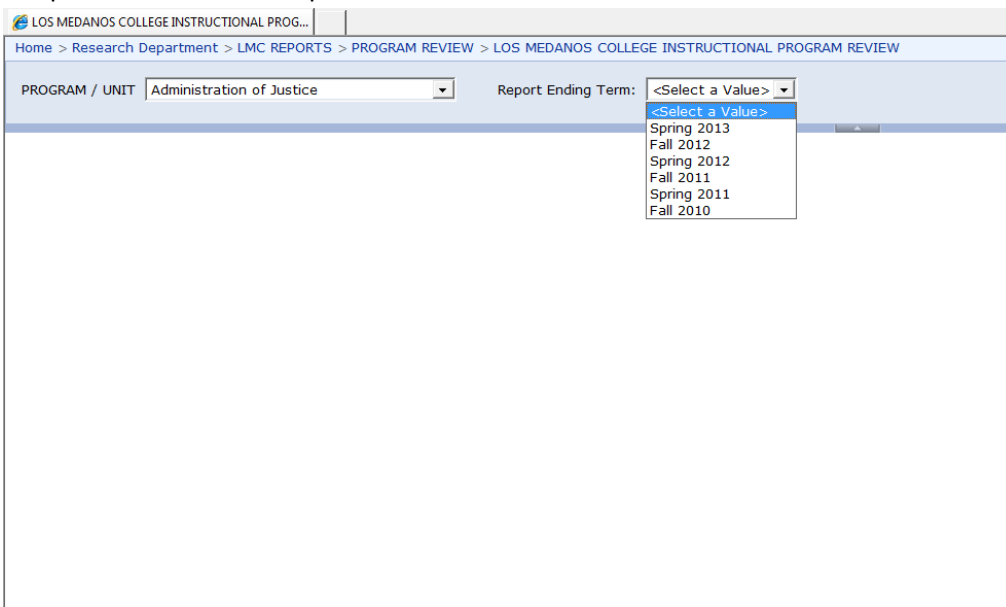
- 7) Instructional Programs click on “Los Medanos College Instructional Program Review”.
 Student Services Programs click on “Los Medanos College Student Services Program Review”.
 The example provided is Instructional Program Review.



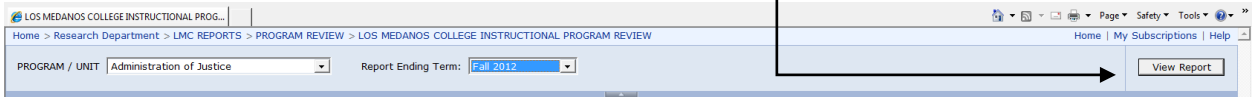
- 8) Select your unit/program



- 9) Select the most recent “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.

The screenshot displays the 'LMC INSTRUCTIONAL PROGRAM REVIEW' report for 'Administration of Justice' for the 'Fall 2012' term. The report is on page 1 of 5, as indicated by the pagination controls (1 of 5) and the 'View Report' button. The main content area is titled 'Productivity' and contains a table with the following data:

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

Below the table, a line graph titled 'Administration of Justice Productivity' shows the 'FTEs/FTEF' ratio over time. The Y-axis represents 'FTEs/FTEF' and ranges from 10 to 25. The X-axis represents the terms. The data points are: 2010SP (24.0), 2010FA (19.9), 2011SP (22.5), 2011FA (21.0), 2012SP (20.0), and 2012FA (21.8). A legend indicates that the red line represents 'FTEs/FTEF'. A note at the bottom of the report states: '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.

10/25/2013 1:33:48 PM

TERM	DEPARTMENT	SUBJECT	COURSE NO	MAX	CURRENT	CENSUS	FTES	FTEF	FTEF/FTES
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
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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.

10/25/2013 1:33:48 PM

File Download

Do you want to open or save this file?

Name: ...LLEGE_INSTRUCTIONAL_PROGRAM_REVIEW.xlsx
 Type: Microsoft Excel Worksheet
 From: reports.4cd.net

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

- 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.

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

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

