Accessing Program Review Data Updated Fall 2012

- 1) Go to https://insite.4cd.edu/
- 2) Login using your InSite or Webadvisor login and password

Connect to ins	site.4cd.edu 🥂 🔀
	E.
The server insite.4cd and password.	.edu at ac.portal requires a username
User name:	😴 rpedersen520 💌
Password:	•••••
	Remember my password
	OK Cancel

3) Click on the "Datatel Resources" tab located in the top right corner -



4) Click on the "Microsoft SQL Reporting Services" icon



- 5) You may be asked to login again using the same username and password as before
- 6) Click on the "Research Department" Folder

<i>€</i> Report Manager	
E Home	
Contents	
1 Report Builder	
DVC Welcome Desk Enrollment Lab Reports used by DVC's Welcome Desk/Enrollment Lab	Besearch Department Districtwide Research Reports

7) Click on the "LMC REPORTS" folder

	<u>۵</u> •
Research Department	
Contents Properties	
1 Report Builder	
<u>CCC REPORTS</u> All reports for Contra Costa College. With Permission set to 'Everyone' Dependence property.	LMC REPORTS All reports for Los Medanos College. With Permission set to 'Everyone'
<u>DISTRICT REPORTS</u> All reports for Diablo Valley College. With Permission set to 'Everyone'	KEPUK IS
	Items in Research Department

8) Click on the "PROGRAM REVIEW" folder

🏉 Report Manager	
Home > Research Department > LMC REPORTS	
Contents Properties	
🔝 Report Builder	
ATHLETICS	PROGRAM REVIEW
Dia Email Roster	

9) Click on the "LMC INSTRUCTIONAL PROGRAM REVIEW" icon

🏉 Report	Manager								
囁	Home > Research Department > LMC REPORTS > PROGRAM REVIEW								
Contents	Properties								
🔝 Report Builder									
	IMC INSTRUCTIONAL PROGRAM REVIEW								

10) Select your unit/program

🏉 Report Manager			
Home > LMC I	Research Department > LMC INSTRUCTIONAL PROC History Subscriptions	GRAM RE	> <u>program review</u> > :VIEW
🗟 New Subscript	ion		
PROGRAM / UNITS	<select a="" value=""> <select a="" value=""> Select a Value> Administration of Justice Appliance Service Technology Atts/Humanities/Graphic Commun Astronomy Automotive Technology Behavioral Sciences Biological Sciences Biological Sciences Biorentwood Non-departmental Business Chemistry Child Development Computer Science Cooperative Education Dramatic Arts English - Developmental English - Transfer English - Transfer English as a Second Language Environmental Science Fiver Technology Foreign Languages Journalism</select></select>	nications	Report Ending Term: <select a="" value=""> 💌</select>
	Math - Developmental Math - Transfer Music Philosophy	.	

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

🏉 Report Manager	
Home > Research Department > L LMC INSTRUCTIONAL PRO	MC REPORTS > PROGRAM REVIEW > OGRAM REVIEW
View Properties History Subscriptions	
😤 New Subscription	
PROGRAM / UNITS Math - Transfer	Report Ending Term: <select a="" value=""> Select a Value></select>
	SPRING 2012 FALL 2011 SPRING 2011 FALL 2010 SPRING 2010 FALL 2009 SPRING 2009 FALL 2008

12) Click the "View Report" button -



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

🏉 Report Mar	nager											
Home > Research Department > LMC REPORTS > PROGRAM REVIEW > LMC INSTRUCTIONAL PROGRAM REVIEW												
View Properties History Subscriptions												
A New Subscription												
PROGRAM / L	INITS Mat	h - Transfer		•	Report Endin	ig Term: SPRIN	G 2012 💌					
14 4 1	of 5 🕨	100	/6 🔹	Fir	nd Next Se	lect a format	Export	🔹 🎒				
LMC INT Math - Tra Productivity	LMC INTRUCTIONAL PROGRAM REVIEW 10/2/2012 9:15:08 AM Math - Transfer Productivity											
TERM	DEP	SUBJECT	NUMBER	MAX	CURRENT	CENSUS	FTES	FTEF	FTES/FTEF			
1 2009FA			TOTAL ==>	999	690	841	168.630	10.945	15.407			
1 2010 SP			TOTAL ==>	930	636	851	168.050	10.092	16.652			
1 2010FA			TOTAL ==>	1,056	789	1,009	204.080	11.426	17.861			
1 2011 SP			TOTAL ==>	1,100	872	1,060	211.700	11.677	18.130			
1 2011FA			TOTAL ==>	996	825	1,003	192.100	10.826	17.744			
1 2012 SP			TOTAL ==>	1,129	894	1,092	206.740	12.627	16.373			
Data downloaded f	rom XWRF on 1	7/17/2012										
Math - Transfer Productivity												
20-			16.7	17.9	18.1	17.7	_	F1	ES/FTEF			
15- 님 양 10- 말		15.4					16.4					

14) You can export your data to Excel (recommended) by choosing Excel in the "Select a format" dropdown box, then clicking on the "Export" link.

🔏 Report Manager		
Home > Research Department > LMC REPORTS > PROGRAM LMC INSTRUCTIONAL PROGRAM REVIEW	<u>I REVIEW</u> >	
View Properties History Subscriptions		
😤 New Subscription		
PROGRAM / UNITS Math - Transfer Report	Ending Term: SPRING 2012	
I	Select a format 🔽 Export 😰 🎒	
LMC INTRUCTIONAL PROGRAM REVIEW Math - Transfer	Select a format XML file with report data CSV (comma delimited) Acrobat (PDF) file MHTML (web archive) Excel TIFF file	
Productivity	Word	



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

16) 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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	3	Math - Tra	nster	/							
	6 8	Productivity					QUERFAIT	ornous	5750		
	9	TERM	DEP	SUBJECT	NUMBER	MAX	CURRENT	CENSUS	FIES	FIEF	FIES/FIEF
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+	39	2010FA			TOTAL ==>	1,056	789	1,009	204.080	11.426	17.861
+	49	2011SP			TOTAL ==>	1,100	872	1,060	211.700	11.677	18.130
+	59	2011FA			TOTAL ==>	996	825	1,003	192.100	10.826	17.744
A.	69	2012SP			TOTAL ==>	1,129	894	1,092	206.740	12.627	16.373
Ĩ	71 72	Data downloaded fro	om XWRF on	7/17/2012							

If you have any questions, please contact Ryan Pedersen at <u>rpedersen@losmedanos.edu</u> or call x3940.