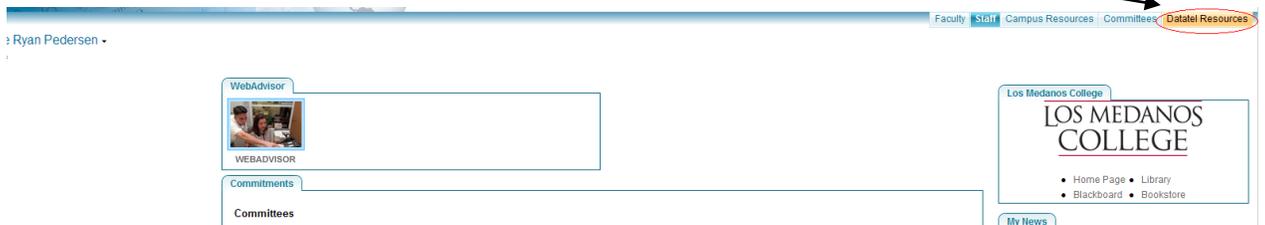


Accessing Program Review Data Updated Fall 2012

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



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



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

Reporting Services



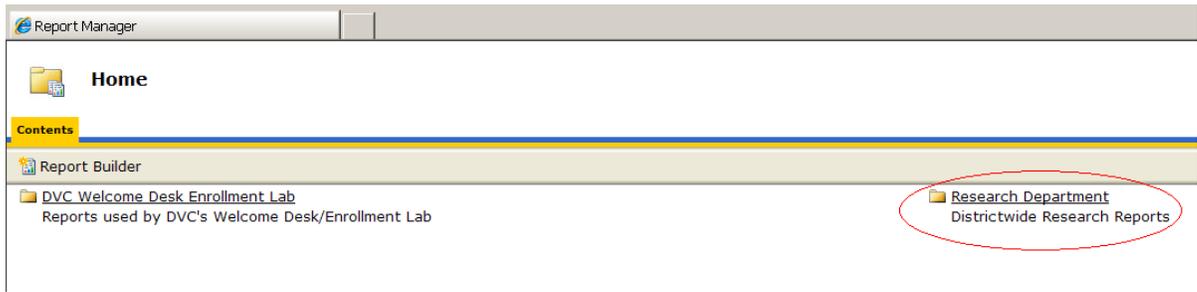
[How to Login to Reporting Services](#)

Note that Reporting Services is not available to everyone. Request access by sending an email to it-help@4cd.edu.

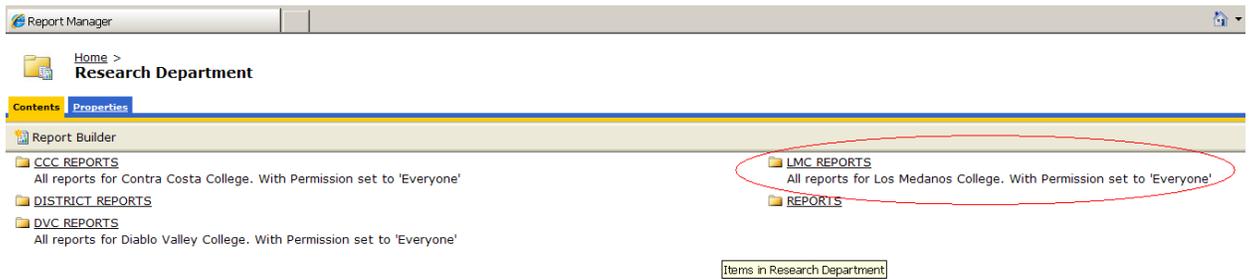
- 1) Click on the SQL Reporting Services logo.
- 2) Enter your InSite Portal username and password.
- 3) Click OK to login.

Next, select the folder containing the report you wish to access, and then click the links to execute the report.

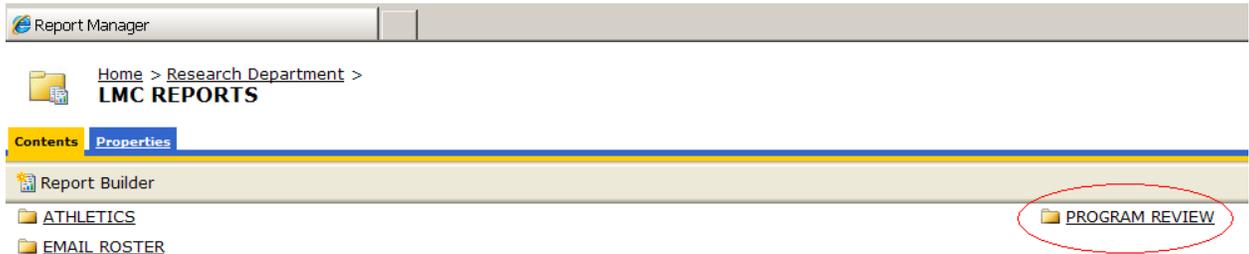
- 5) You may be asked to login again using the same username and password as before
- 6) Click on the “Research Department” Folder



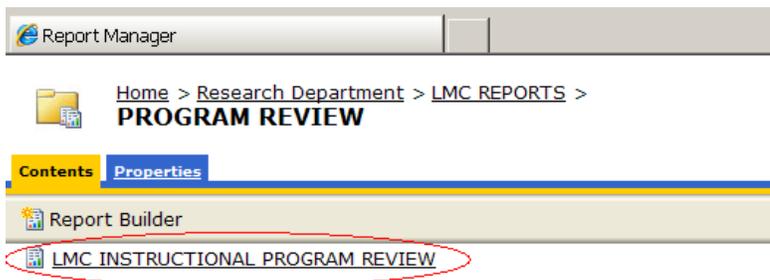
- 7) Click on the “LMC REPORTS” folder



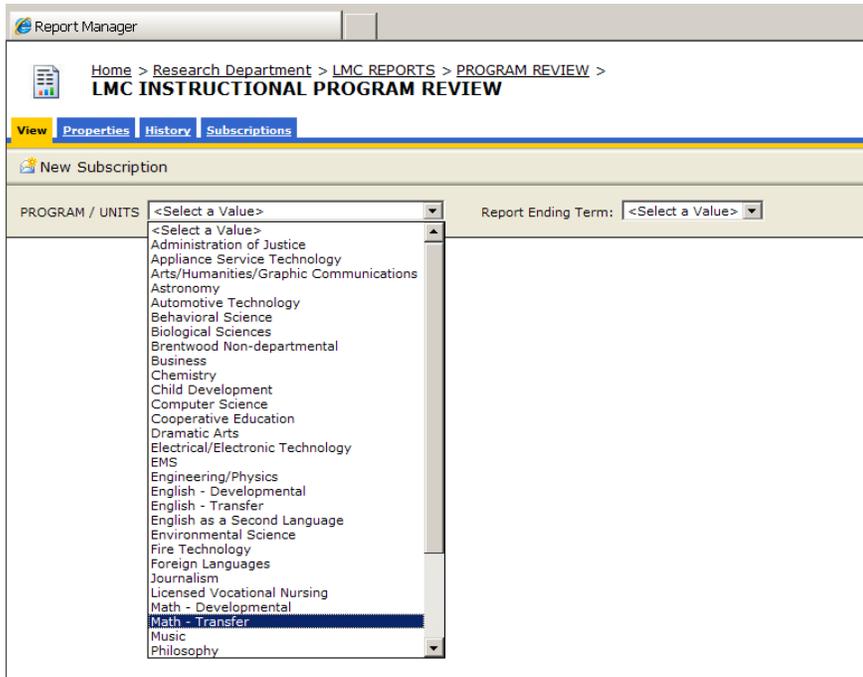
- 8) Click on the “PROGRAM REVIEW” folder



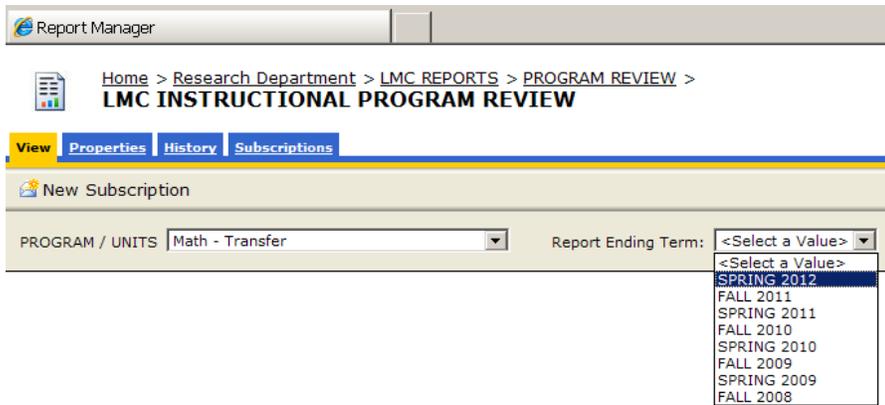
- 9) Click on the “LMC INSTRUCTIONAL PROGRAM REVIEW” icon



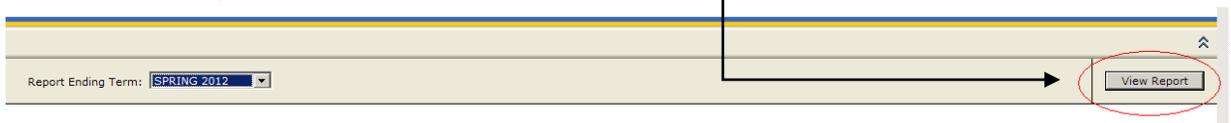
10) Select your unit/program



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.



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.

LMC INSTRUCTIONAL PROGRAM REVIEW
Math - Transfer

Productivity

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

Math - Transfer Productivity

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.

LMC INSTRUCTIONAL PROGRAM REVIEW
Math - Transfer

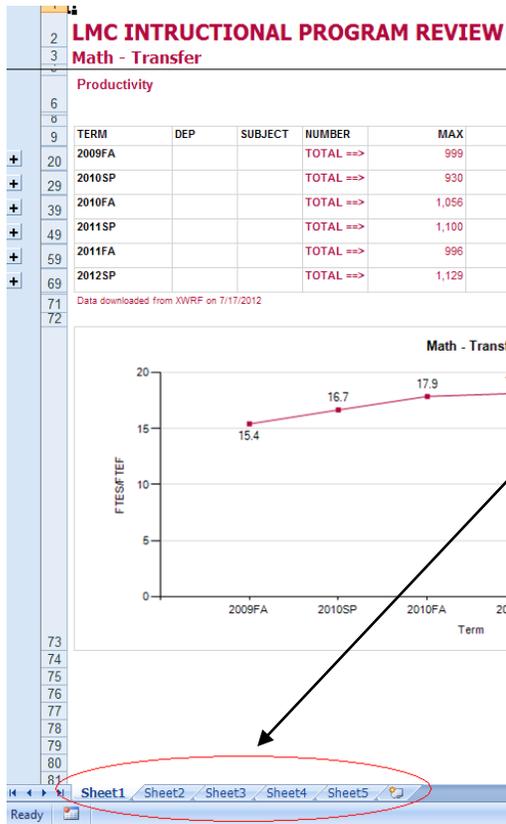
Productivity

Select a format

- XML file with report data
- CSV (comma delimited)
- Acrobat (PDF) file
- MHTML (web archive)
- Excel
- TIFF file
- Word

Export

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.

The screenshot shows a detailed productivity table with the following data:

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

A red circle highlights the "+" signs in the left margin, which are used to expand hidden rows.

17) If you have any questions, please contact Ryan Pedersen at rpedersen@losmedanos.edu or call x3940.