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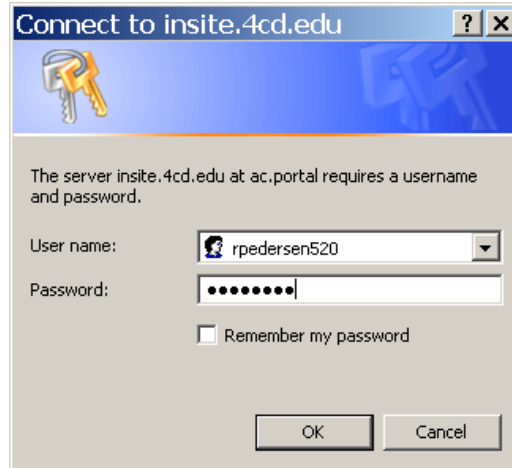
1) Click on the "Colleague Resources" the third tab located in the top left corner

2) Click on the "Microsoft SQL Reporting Services" icon
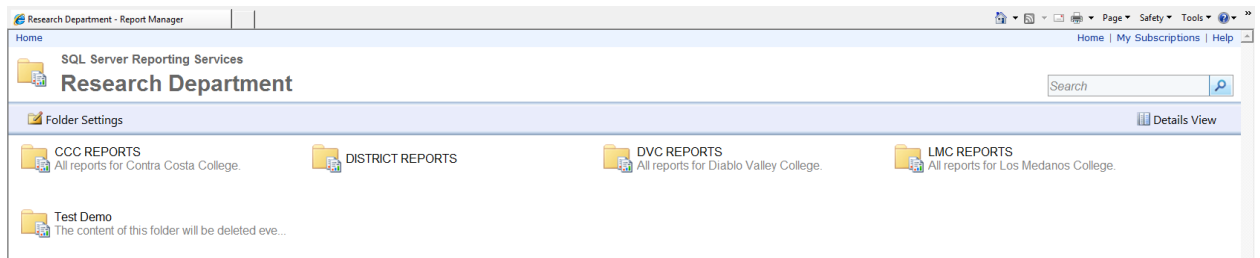
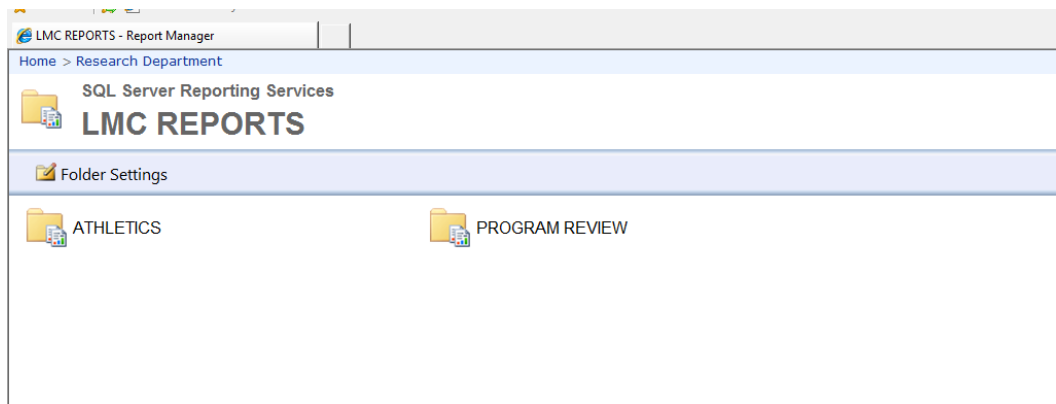3) Login using your **InSite** or WebAdvisor login and password
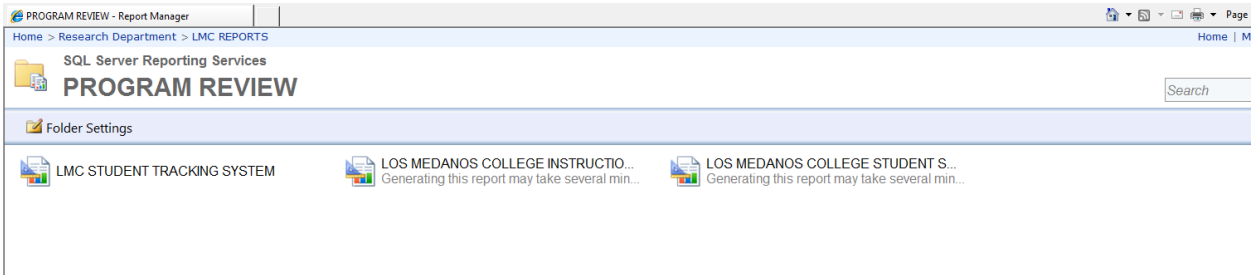

4) Click on the "Research Department" Folder
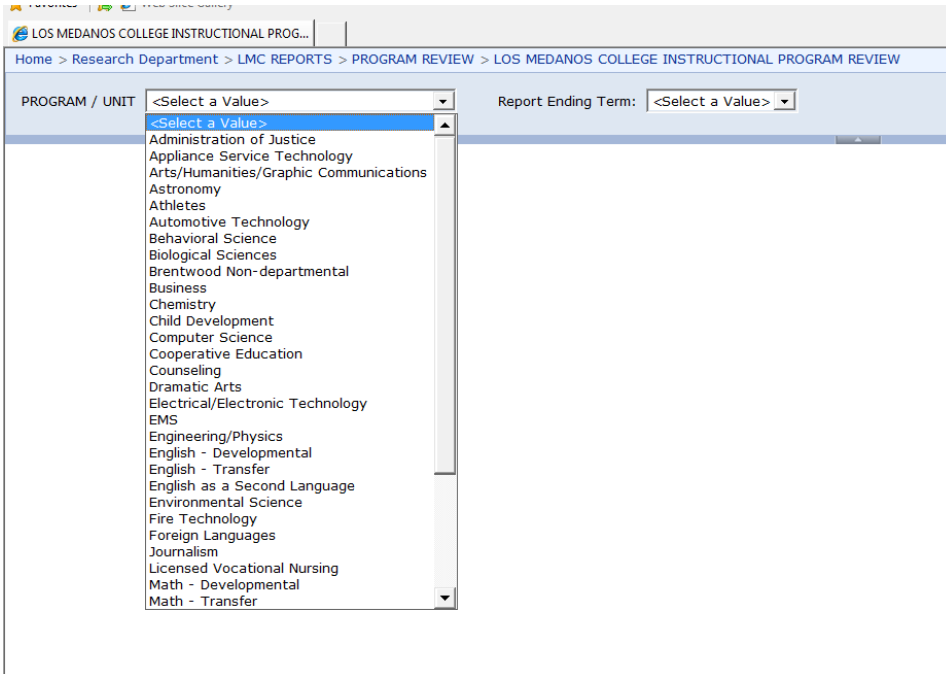
5) Click on the "LMC REPORTS" folder


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".
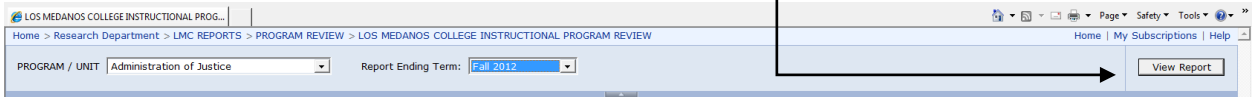The example provided is Instructional Program Review.

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.
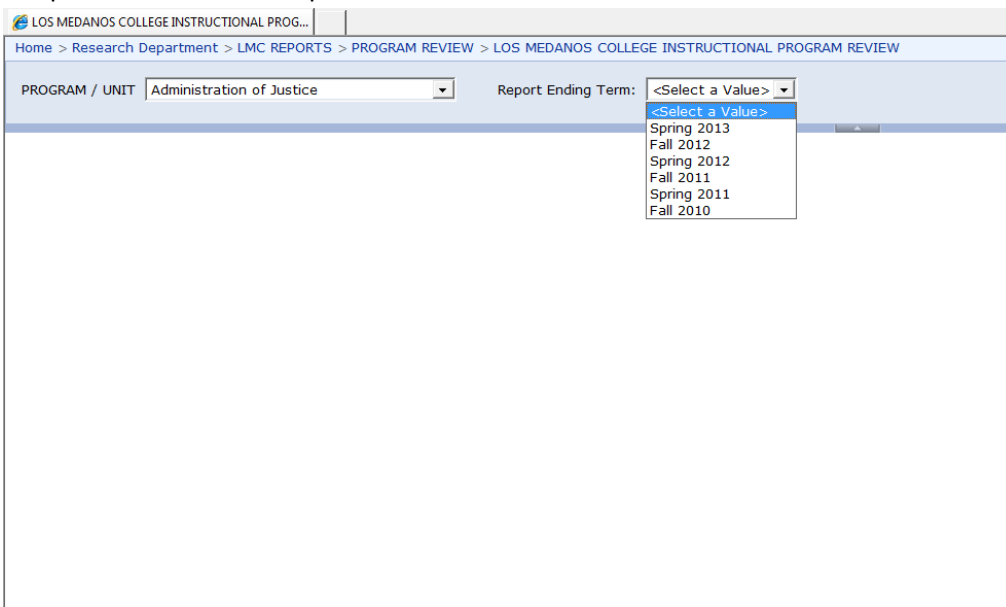
10) Click the "View Report" button

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.

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

Administration of Justice Productivity

24.0   19.9   22.5   21.0   20.0   21.8   ━●━ FTES/FTEF

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

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.

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