

# User Guide to Accessing SQL for Program Review Data

## Updated September 2014

**Note:** The SQL database cannot be accessed from off campus. Please access the database on campus and save as an Excel file to use this data off campus.

To access SQL in the Program Review Submission Tool, click on the “Data Repository” tab.

1) Click on the “InSite: SQL Server Reporting Services” link.

**PROGRAM REVIEW**  
Submission Tool

Instructional Registered Nursing 2015-16 Monday Sep 15, 2014

LOS MEDANOS COLLEGE

PR Homepage »  
Unit Profile »  
**Data Repository »**  
Core Indicators »  
Assessment »  
New Objectives »  
Comprehensive »  
Program Stds »  
Learning Comm »  
Prof Developmt »  
Dept Successes »  
Print & Finalize »  
Reports & Stats »  
Site Admin »

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**Registered Nursing » RNURS**

This page contains data about your programs. Files you upload can be accessed from the File Explorer panel on the right.

1. Review data about your program gathered by the District Research Office in SQL Reporting Services prior to developing new objectives for your program.

- [InSite: SQL Server Reporting Services](#) (on-campus access only)  
Tip: download and save your program's SQL data as an Excel file for use from off-campus.
- [LMC Awarded Degrees & Certificates](#)  
– List of completions by program
- [LMC Student Success Score Card](#)  
– College-level data
- [CCC Chancellor's Office MIS Data Mart](#)

2. CTE TOP-coded programs should also review Core Indicators data (located on right panel under "Current folder") prior to developing new program objectives.

Current folder: RNURS (2015-16)

File Explorer:  
Current folder All folders

▼ RNURS  
▶ RN core indicators 2014-15.xls

For technical assistance, please open a service ticket at [SysAid](#)

ACPORTAL\broberson431 [ Log Out ]

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2) Login using your **InSite** or WebAdvisor login and password

Authentication Required

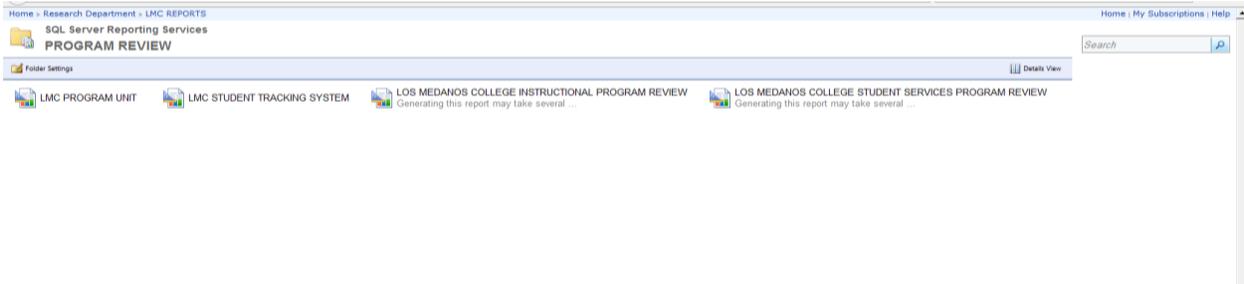
A username and password are being requested by http://reports.4cd.net:82. The site says: "reports.4cd.net"

User Name: brobertson431

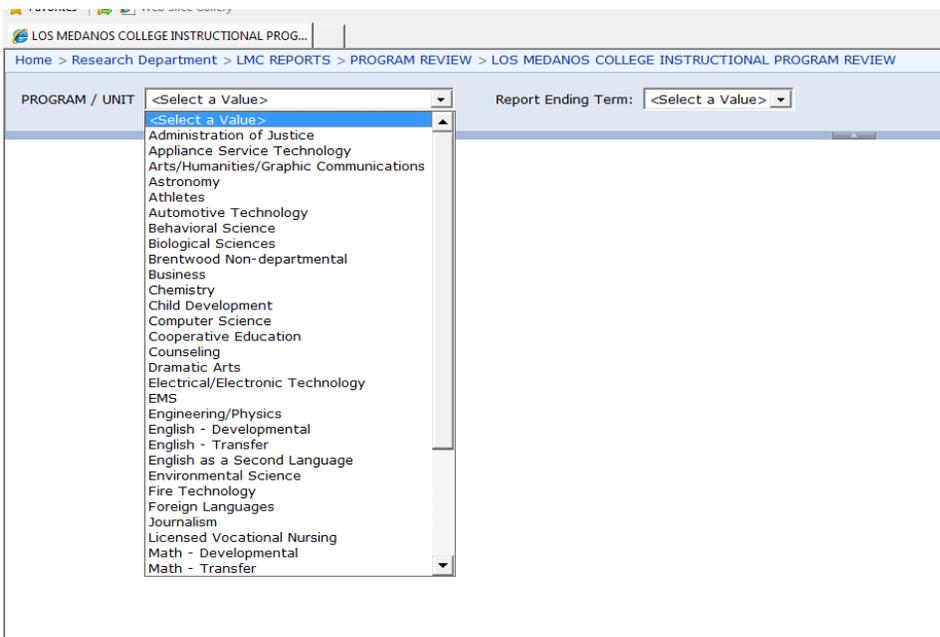
Password: ●●●●●●

OK Cancel

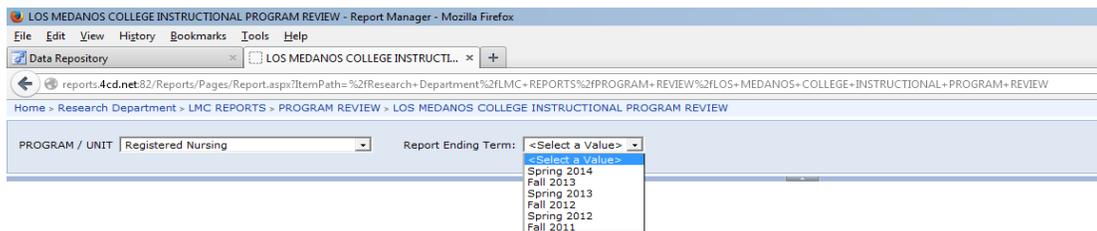
- 3) Instructional Programs, click on “Los Medanos College Instructional Program Review”.  
 Student Services Programs, click on “Los Medanos College Student Services Program Review”.  
 Learning Communities, click on “LMC Student Tracking System”.  
 The example provided is Instructional Program Review.



4) Select your unit/program



- 5) 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.



6) Click the "View Report" button



7) 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 shows the 'LMC INSTRUCTIONAL PROGRAM REVIEW' report for 'Administration of Justice' as of 10/25/2013 1:33:48 PM. The report title is 'Productivity'. Below the title is a table with columns: TERM, DEPARTMENT, SUBJECT, COURSE NO, MAX, CURRENT, CENSUS, FTES, FTEF, and FTES/FTEF. The table contains data for six terms from 2010SP to 2012FA. Below the table, a note states 'Data captured from SQL\_snapshot on 10/25/2013 1:33:52 PM'. At the bottom, a line graph titled 'Administration of Justice Productivity' plots the FTES/FTEF ratio over time. The y-axis is labeled '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 the red line represents 'FTES/FTEF'. Above the graph, there are navigation arrows and page numbers (1 of 5) for the report pages.

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

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

**LMC INTRUCTIONAL PROGRAM REVIEW**  
Administration of Justice

PROGRAM / UNIT: Administration of Justice | Report Ending Term: Fall 2012

1 of 5 | 100% | Find | Next

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
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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

9) 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.

**LMC INTRUCTIONAL PROGRAM REVIEW**  
Registered Nursing

PROGRAM / UNIT: Registered Nursing | Report Ending Term: Spring 2014

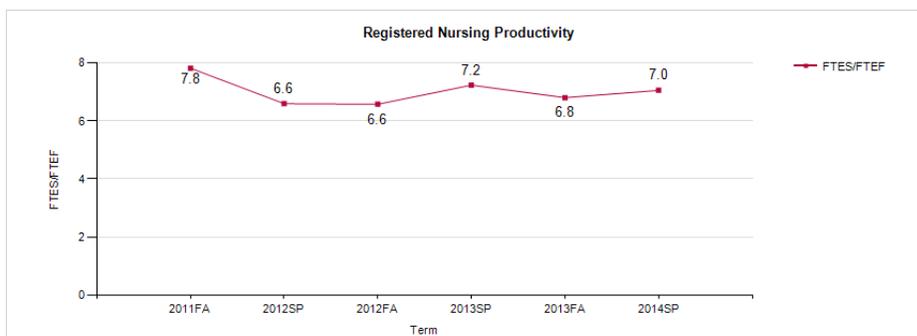
1 of 2 ? | Find | Next

9/15/2014 5:11:54 PM

**Productivity**

TERM	DEPARTMENT	SUBJECT	COURSE NO	MAX	CU
2011FA			TOTAL ==>	482	
2012SP			TOTAL ==>	517	
2012FA			TOTAL ==>	382	
2013SP			TOTAL ==>	445	
2013FA			TOTAL ==>	432	
2014SP			TOTAL ==>	435	

Data captured from SQL\_snapshot on 9/15/2014 5:10:40 PM



10) 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

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

