

Foothill College

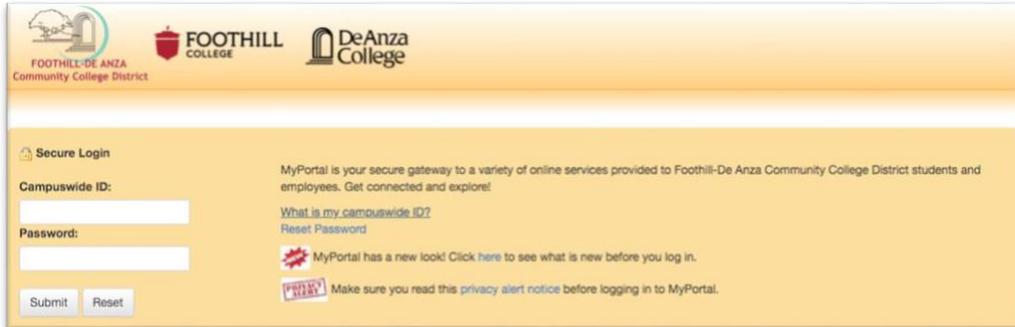
Program Review Software User Guide

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How to Access the Template

1. Go to the **MyPortal** website at myportal.fhda.edu.
2. Log onto **MyPortal** using your Campuswide ID and Password.



3. Now go to the **Apps** located on the left side of the page.
4. Scroll down until you see the **Staff** header. Under **Staff** go to the **Student Success Analytics**.



5. Select **Precision Campus** under FHDA Resources.
6. Welcome to the **Program Review Data Tool**, to the left of the page and click on **Program Review**.



Program Review

 Data collection for programs completing annual or comprehensive program review.

Scheduling

 Data collection to help inform course scheduling including fill rates by time of day, day of week and instructional modality.

Student Equity

 Data collection for all users to explore student equity and disproportionate impact.

FHDA IRP

 Data collection for FHDA Institutional Research & Planning team only.

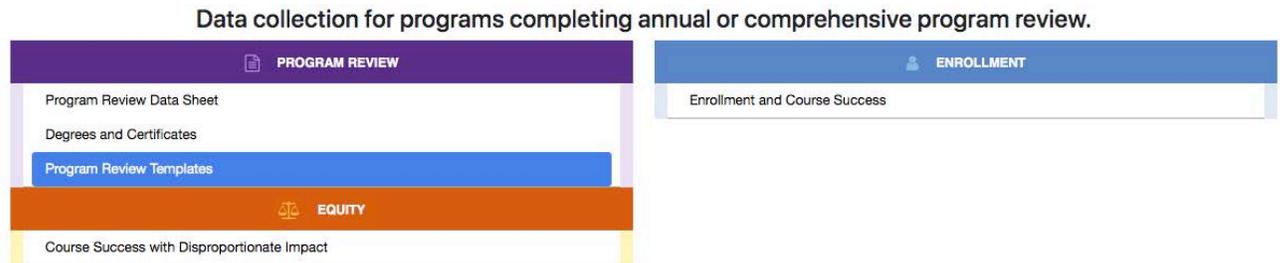
Enrollment Trends

 Data collection to help inform enrollment management, including year-over-year comparisons.

Saved Reports

 Reports saved by you or shared with you by others

7. Now go to **Program Review Templates** located directly under the purple **Program Review** header.

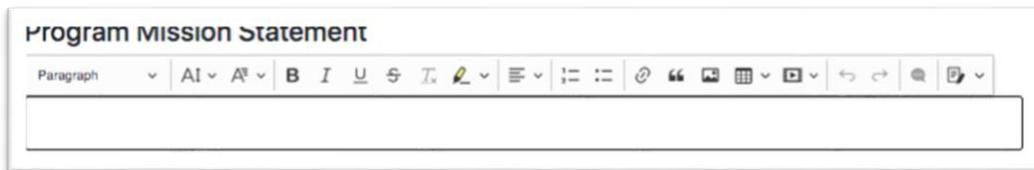


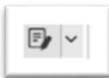
8. Program Review Writers click the blue link titled **Foothill Program Review**. CTE program Writers will also see the **Career Technical Education Programs Addendum** template. Student Success Templates will see their customized template.

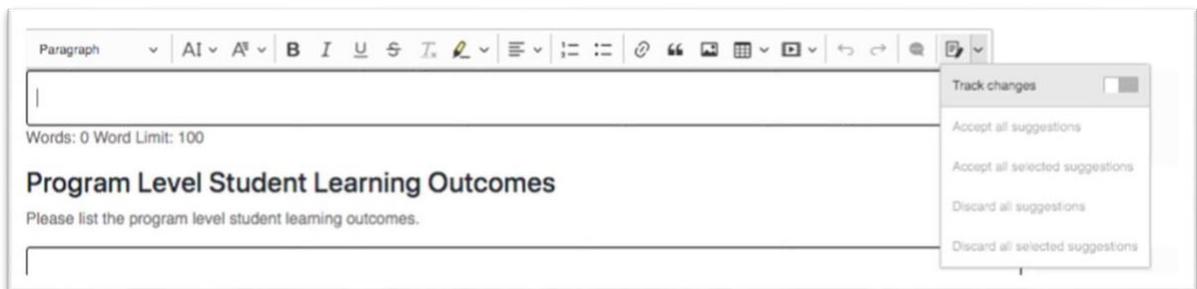
Program Review Readers click the blue link titled **FINAL Foothill Program Review Rubric**. CTE program Readers will also see **FINAL Career Technical Education Programs Rubric** template. Student Success Templates will see their customized template.

How do I track my Work

1. Multiple people can work on the template simultaneously, and the template can track the edits of each person. **Each collaborator will need to follow the directions below to turn on track changes.** If track changes is not turned on, the template will not be able to track when edits are made.
2. To turn on track changes, click on the text field and the menu bar will appear above.



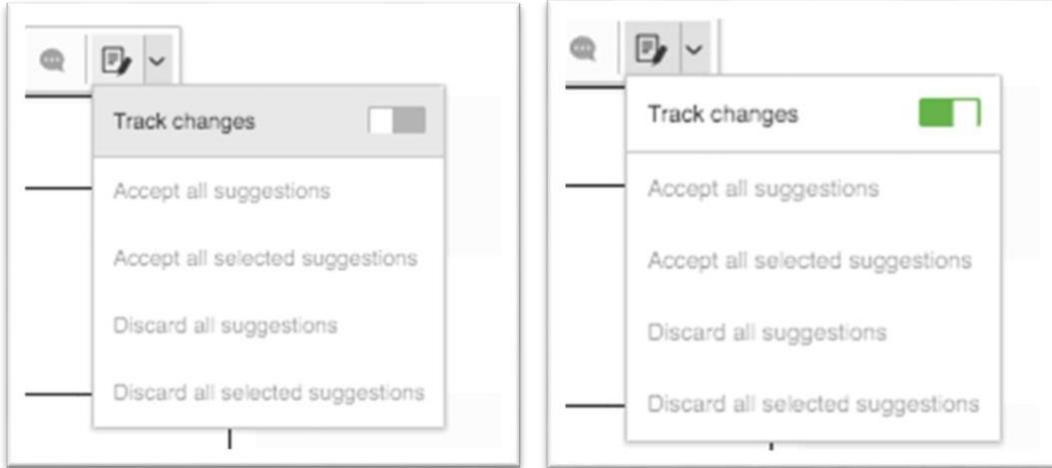
3. Click on the **Track Changes** icon  on the far right of the menu bar and a drop menu will appear



If you do not see the track changes icon, click on **Show More Items** icon and the **Track Changes** icon will appear.



4. Click the Track Changes bar, the grey bar will change from grey to green. This indicates that Track Changes is now on.



5. Now, your edits will be tracked for all collaborators to view



6. You can accept edits by clicking the green checkmark or disregard edits by clicking the red X.



Once the edit is accepted, the text will no longer be tracked on the right side of the template. Similarly, once the edit is discarded, the text will no longer be tracked on the right side of the template.

How to Save Work on the Template

1. Work is automatically saved to the template. Anytime a Writer/Reader edits the template, his/her work is automatically saved.

How to Download the Template

1. The template can be downloaded into a PDF document.
2. In the upper right-hand corner of the template, click on this icon  to download the template.

How to Submit the Template

1. To submit, scroll down to the bottom of the page and check the box, next to **This form is completed and ready for acceptance.**
2. Next, click the blue box titled, **Notify Kelaiah Harris.**

Notify Kelaiah Harris

3. Congratulations! You have submitted the template.

How to Access Data Tables

1. For Writers to access the data tables, click on the blue link labeled **Show Enrollment Variables and Trends.**

Show Enrollment Variables and Trends

2. Please note, some data tables are included in hyperlink text (see Data Table for Enrollment by Gender of Declared Majors or Career Technical Education Programs Addendum template).