

Foothill College

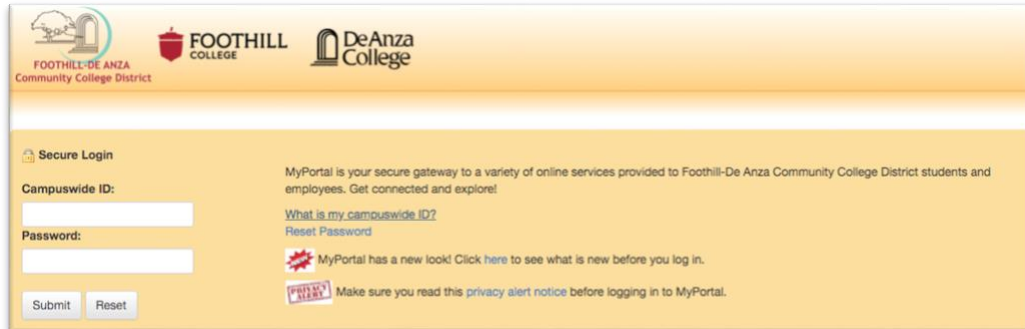
Program Review Software User Guide

This User Guide includes the following:

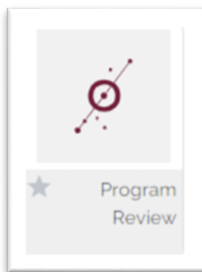
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How to Access the Template

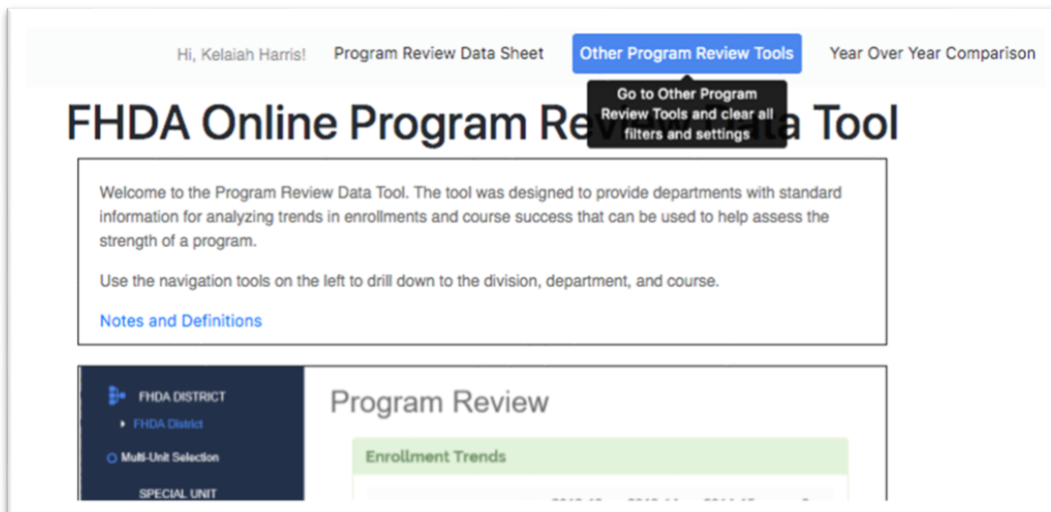
1. Go to the **MyPortal** website at myportal.fhda.edu.
2. Log onto **MyPortal** using your Campuswide ID and Password.



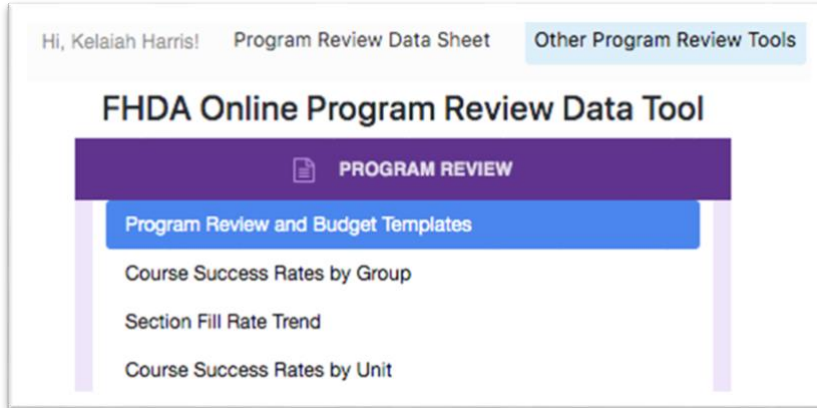
3. Now go to the **Apps** located on the left side of the page.
4. Scroll down until you see the **Staff** header. Under **Staff** go to the Program Review app.



5. You may be redirected back to the **MyPortal** log-in, if so, enter your Campuswide ID and Password again.
6. Welcome to the **Program Review Data Tool**, go to the top of the page and click on **Other Program Review Tools**.



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

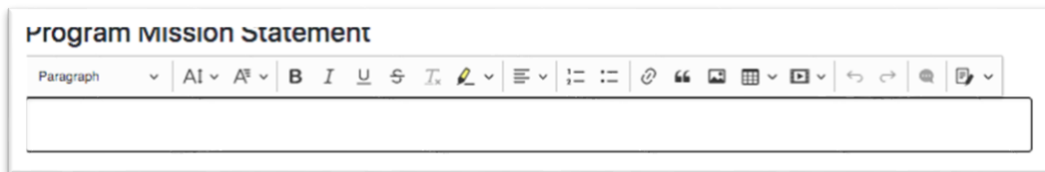


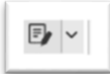
8. Program Review Writers click the blue link titled **Foothill Program Review**. CTE program Writers will also see the **Career Technical Education Programs Addendum** template.

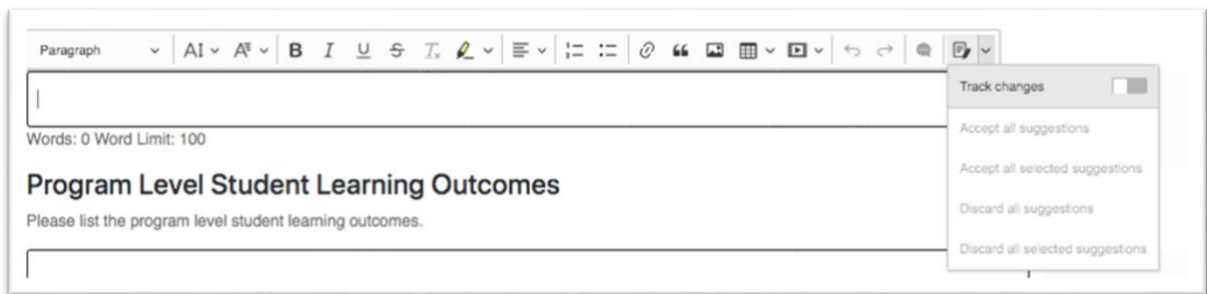
Program Review Readers click the blue link titled **FINAL Foothill Program Review Rubric**. CTE program Readers will also see **FINAL Career Technical Education Programs Rubric** template.

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.



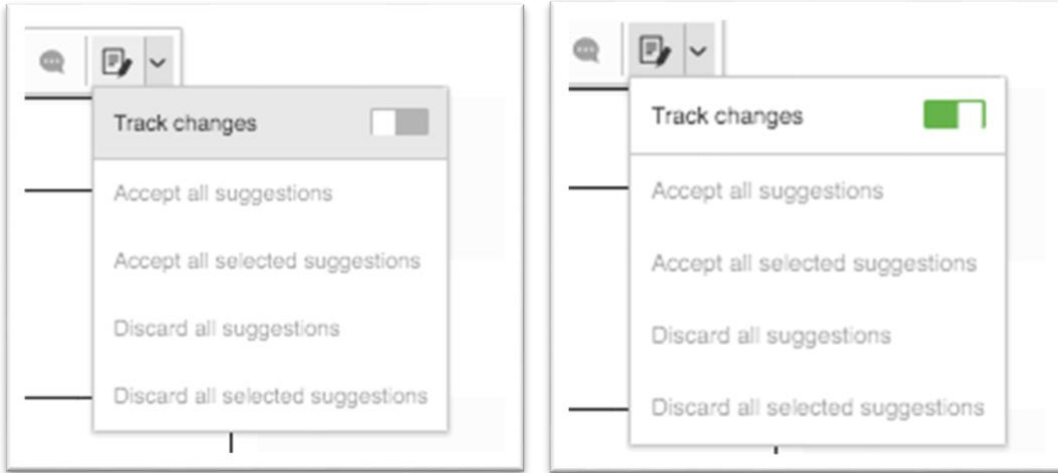
3. Click on the **Track Changes** icon  on the far right of the menu bar and a drop menu will appear



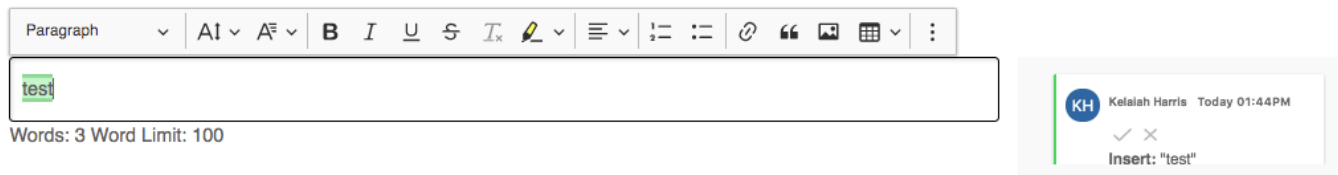
If you do not see the track changes icon, click on **Show More Items** icon and the **Track Changes** icon will appear.



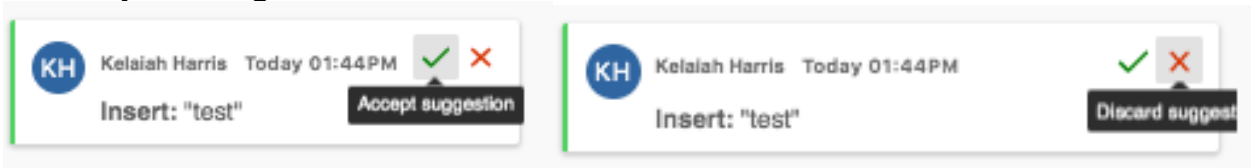
4. Click the Track Changes bar, the grey bar will change from grey to green. This indicates that Track Changes is now on.



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).