

Program Review Software User Guide

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 will now be directed back to the **MyPortal** log-in, enter your Campuswide ID and Password.
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 2019**. 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 2019**. CTE program Readers will also see **FINAL Career Technical Education Programs Rubric** 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

- The template can be downloaded into a PDF document.
- 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.

Sections of the Instructional Template

- The Instructional Template includes the following sections:
 - A. Program Information
 - B. FTES – Enrollment Trends
 - C. Sections – Enrollment Trends
 - D. Productivity – Enrollment Trends
 - E. Enrollment by Student Demographics
 - F. Student Course Success
 - G. Student Course Success by Demographics
- Use the **Table of Contents** to navigate the template. The sections (in blue text) in the **Table of Contents** are hyperlinked to the corresponding sections in 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**.

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).