Drilling Down to the Course Level on the Program Review Data Tool

Step One: Logging in (Enlarge this document on your screen for best viewing of the print screens)

- Login to MyPortal
- On the menu on the left side of the screen click on “Apps”, then scroll down to the “Staff” drop-down menu and click on the “Program Review” application.
Step Two: Select the Program Review Tool

- Click on the picture of the Program Review Data Sheet
Step Three: Select Your College

- Click on the tree on the left to select only De Anza College
- Expand the tree to show all divisions
Step Four: Select Your Division

- Select your division
- Expand the carrot to the left of your division to display the departments
  - In this example, Social Sciences is expanded to display all departments within the division
Step Five: Select Your Department

- Select your department
Step Six: Select the Course

- Expand the carrot associated with the department, if you have cross-listed courses, those will display as well
Step Seven: Select Multiple Courses

- Now that you have the courses expanded out, you can select more than one course at a time
- Click on the Multi-Unit Selection button (red arrow)
- Select the courses you would like to include (green arrow)
- Click on Get data for selected units (orange arrow) this will refresh the data
- As you can see, the three courses selected are each displayed separately, POLI001 is displayed on the screen below
- To combine the three courses together, click on Combine reported units (blue arrow), then Get data for selected units, this will combine the three courses together rather than displaying them separately