How to Access and Print the Program Review Data Sheet

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: Selecting the Program Review Tool

- Click on the picture of the Program Review Data Sheet
Step Three: Selecting De Anza College

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

- Select your department
Step Six: Printing the PDF

- Click on the PDF icon on the top right hand corner, this will automatically generate a PDF for you which is your program review data sheet.
Step Seven: Print out the PDF

- The PDF of your department’s program review data sheet will display, you may now print it out to use to complete your Annual Program Review