Exploring Degrees and Certificates Awarded in 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: Navigating to the Awards Page

- On the home page of the Program Review Tool, click on the menu item “Annual Certificates and Degrees Awarded” circled in red in the image below.
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 awards within the division
Step five: Select The Awards

- You will now see all awards within your division. You can filter further down now by Major or Degree Group, if desired.
- It should be noted that ALL majors for the whole district are displayed in the filter, so you will need to scroll to find the particular major you are looking for. Note that all De Anza majors start with “2”.
- You may also disaggregate the data further by gender and ethnicity.