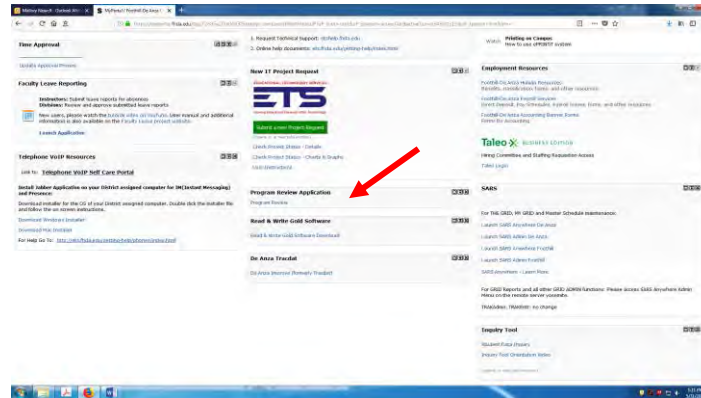**Drilling Down to Student Characteristics on the Program Review Data Tool**
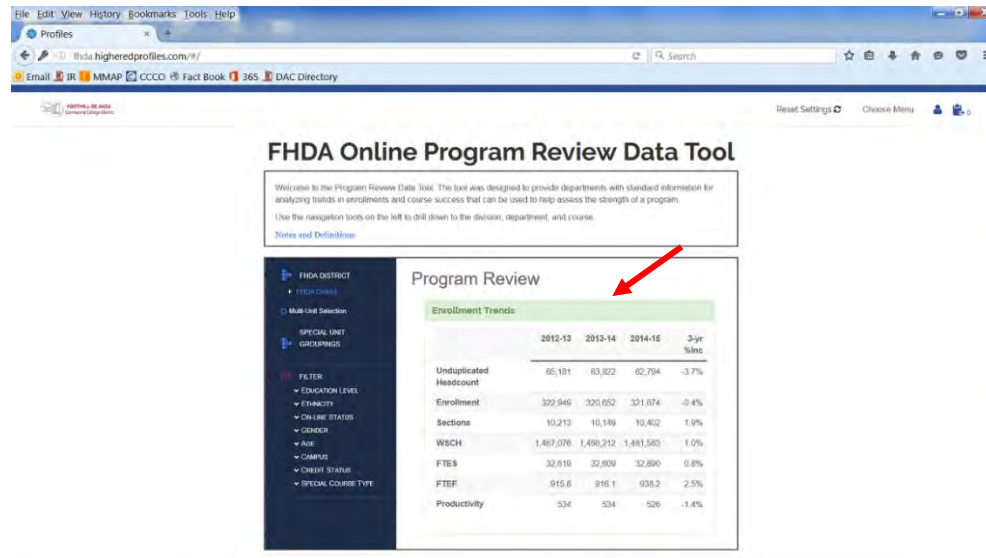
Step One: Logging in (Enlarge this document on your screen for best viewing of the print screens)

- Login to MyPortal
- Select the "Employee" tab
- Scroll to the bottom of the page, and in the middle column, locate: "Program Review Application" and select "Program Review"

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

FOOTHILL-DE ANZA
Community College District

DE ANZA COLLEGE

- ▼ FHDA District
  - ▼ De Anza College
    - ▸ Applied Technologies
    - ▸ Biol, Health, Env Sc, Wrkfr Ed
    - ▸ Business/Computer Systems
    - ▸ Creative Arts
    - ▸ Disability Supp Progr and Serv
    - ▸ Intercultural/Internation Stu
    - ▸ Language Arts
    - ▸ Learning Resources
    - ▸ Physical Education/Athletics
    - ▸ Physical Sciences/Math/Engin
    - ▸ Social Sciences and Humanities
    - ▸ Student Services
  - ▸ Foothill College

○ Multi-Unit Selection

SPECIAL UNIT
GROUPINGS

☑ FILTER
- ﹀ EDUCATION LEVEL
- ﹀ ETHNICITY
- ﹀ ON-LINE STATUS
- ﹀ GENDER

FHDA Program Review

Cohort: **Term Type** Summer Fall Winter Spring Early Summer

Enrollment Trends
De Anza College

	2012-13	2013-14	2014-15	2015-16	4-yr %Inc
Unduplicated Headcount	37,900	35,764	34,445	32,921	-13.1%
Enrollment	198,407	193,990	192,394	187,592	-5.5%
Sections	6,898	6,667	6,621	6,485	-6.0%
WSCH	890,088	877,551	877,668	861,437	-3.2%
FTES	19,772	19,486	19,463	19,114	-3.3%
FTEF	539.3	543.5	550.7	546.0	1.2%
Productivity	550	538	531	526	-4.4%

Faculty Workload
De Anza College

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 a Filter

- You can either click the purple check box (purple arrow) to display all the filters available, in addition to those listed below the filter
- Or, you can expand the carrot on any of the filters listed and select a particular category (red arrow)

Step Eight: Reset the Settings

- If you would like to remove all the filters and start over, you can select the Rest Settings button and it will take you back to the homepage