FOOTHILL COLLEGE
12345 El Monte Rd, Los Altos Hills, CA 94022

Foothill College

Program Review Software User Guide

This User Guide includes the following:

How to access the template. ..... pg 2-3

How do I track my work..... pg 4-5

How to save work on the template .....pg 6

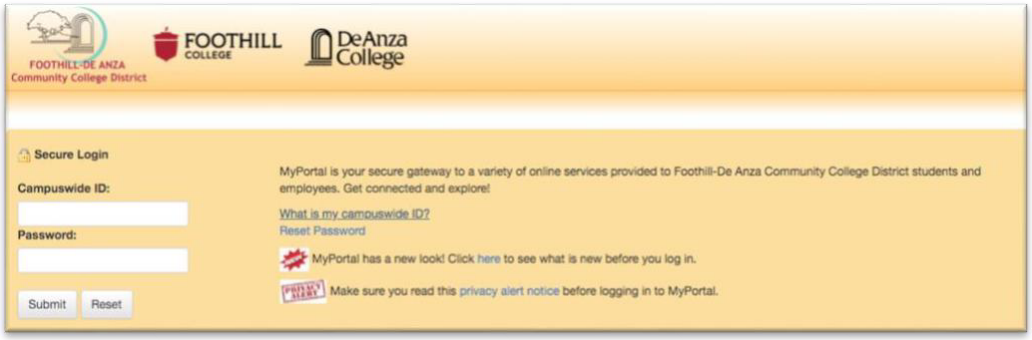
How to download the template..... pg 6

How to submit the template ..... pg 6

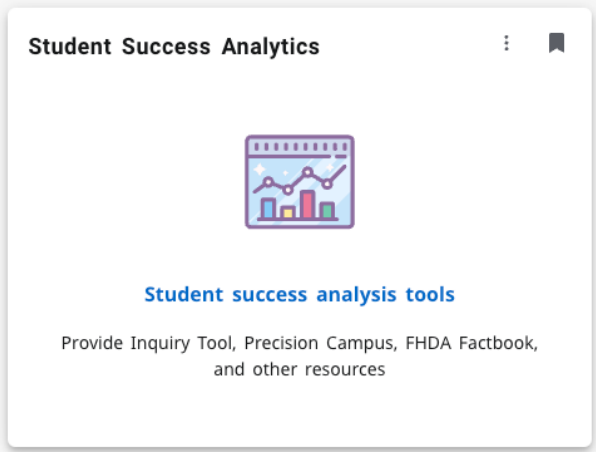
How to access data tables ..... pg 7

How to Access the Template

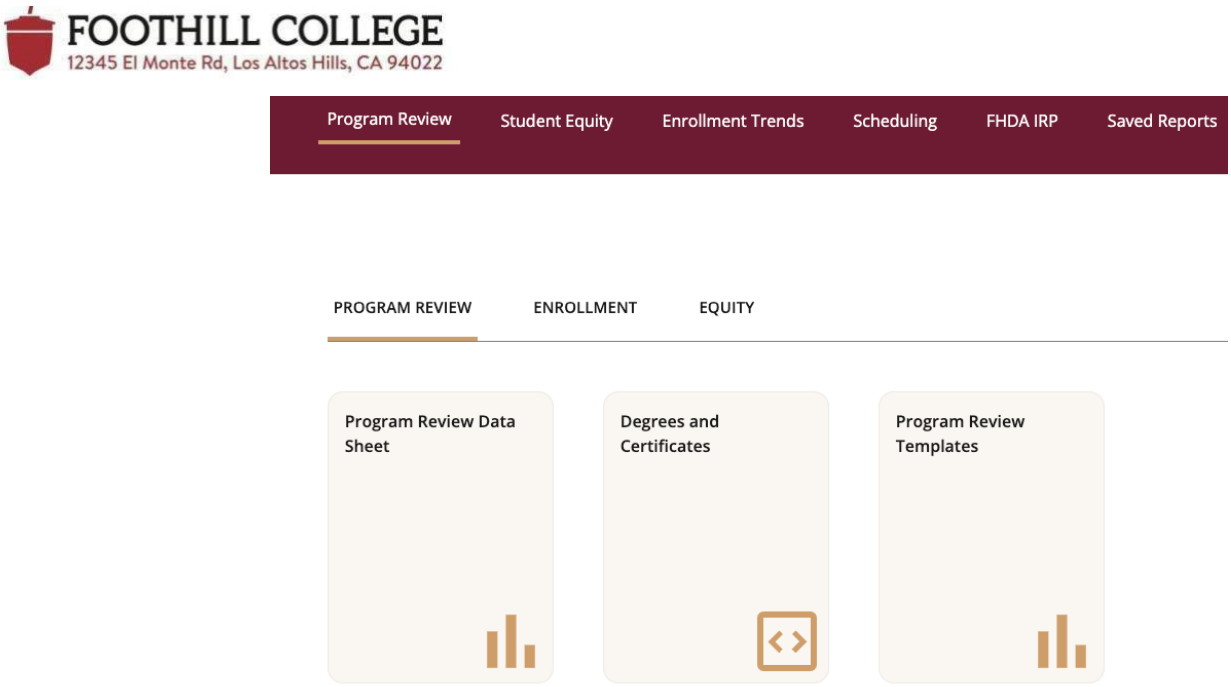
1. Go to the **MyPortal** website at myportal.fhda.edu.
2. Log onto **MyPortal** using your Campuswide ID and Password.



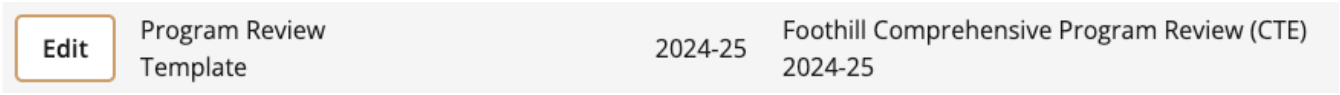
3. Locate the **Student Success Analytics** tile.



4. Under FHDA Resources, select **Precision Campus.**
5. Welcome to the **Program Review Data Tool**, click on **Program Review Templates**.

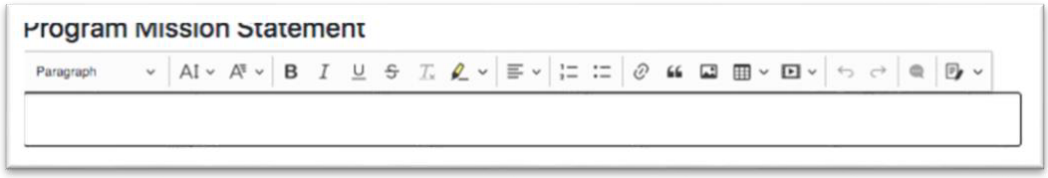


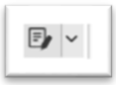
7. Find the name of the template and click **Edit** to the right of the row.

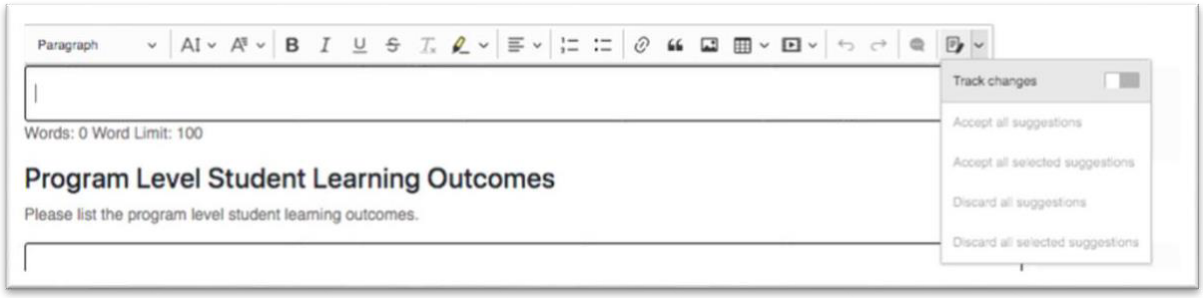


How do I track my Work

1. Multiple people can work on the template simultaneously, and the template can track the edits of each person. **Each collaborator will need to follow the directions below to turn on track changes**. If track changes is not turned on, the template will not be able to track when edits are made.
2. To turn on track changes, click on the text field and the menu bar will appear above.

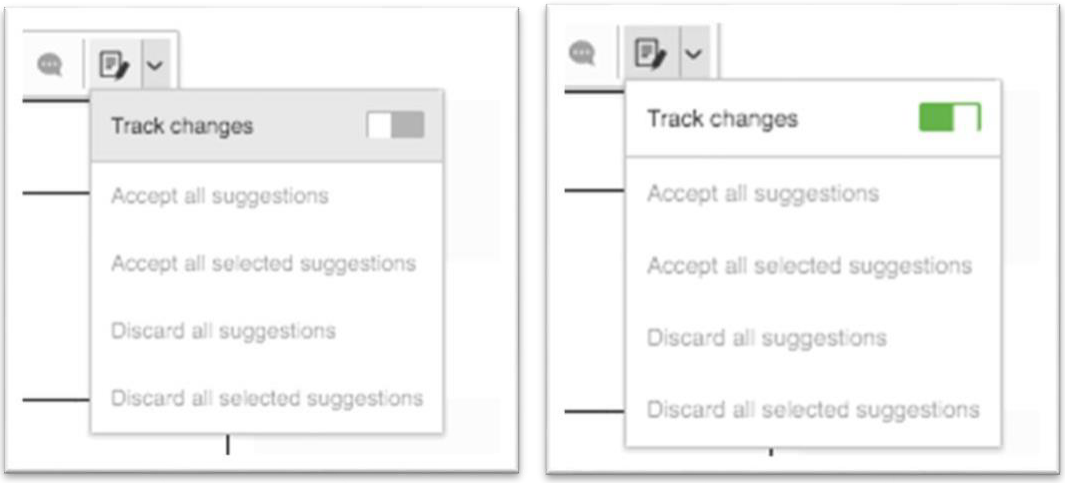


3. Click on the **Track Changes** icon  on the far right of the menu bar and a drop menu will appear

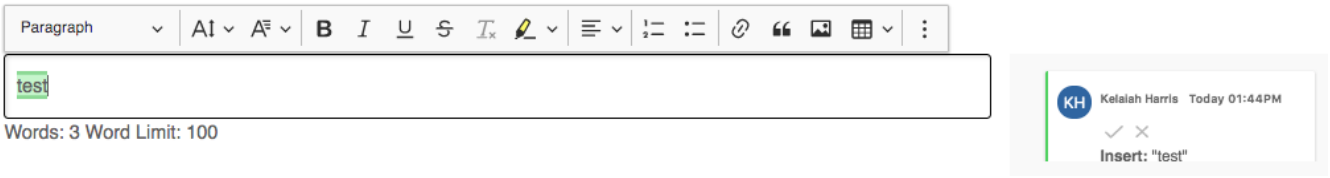


If you do not see the track changes icon, click on **Show More Items** icon and the **Track Changes** icon will appear.

4. Click the Track Changes bar, the grey bar will change from grey to green. This indicates that Track Changes is now on.



5. Now, your edits will be tracked for all collaborators to view



6. You can accept edits by clicking the green checkmark or disregard edits by clicking the red X.

Once the edit is accepted, the text will no longer be tracked on the right side of the template. Similarly, once the edit is discarded, the text will no longer be tracked on the right side of the 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

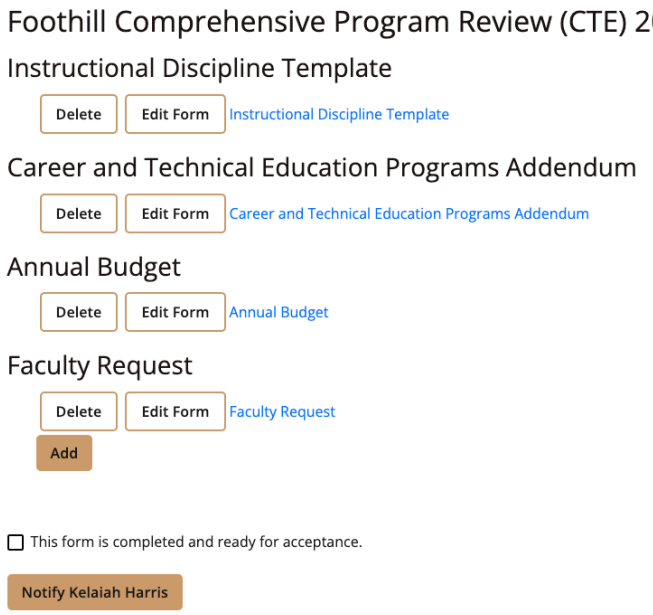
1. The template can be downloaded into a PDF document.

2. 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.**

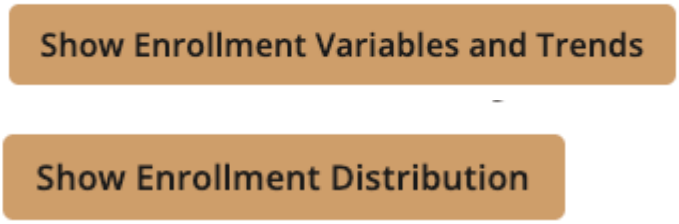


2. Next, click the box titled, **Notify Kelaiah Harris**.

3. Congratulations! You have submitted the template.

How to Access Data Tables

1. For Writers to access the data tables, click the brown buttons.



Please note, some data tables are included in hyperlink text (see Course Success by Modality or Career Technical Education Programs Addendum template).