Linking Program Review Data to Reports

1. Accessing & Using the Program Review Data Warehouse
2. Creating Hyperlinks in your Report
3. Exporting Colleague Data as Excel Spreadsheets
Open your internet browser and go to the district home page:
http://www.gcccd.edu
Click on “District Departments” and select “Research and Planning” from the list... (see the arrow below)
Select “Research Tools” from the left-hand menu on the Research and Planning page.
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Program review data is available by clicking on any of the blue hyperlinks in the nine box table that contains enrollment, success & retention, efficiency data (WSCH), student characteristics, degrees & certificates, transfer data, program costs, grade distributions, and staffing reports. A link to program review terminology and definitions also appears on this page.
Clicking on “Fall - Enrollment Data” will take you to a table which contains an alphabetical listing of department/subject hyperlinks. Clicking on any of these links, including district or college name, will take you to a PDF copy of the report. Success and WSCH reports are accessed in a similar manner.
Below: First two pages of a sample enrollment report... you will need a PDF reader to view these data, preferably Adobe Acrobat Reader.
CREATING HYPERLINKS IN YOUR REPORT
Create a statement in a Word document that you want to link to a data warehouse report. Highlight the word or phrase that you want to hyperlink, then select the “Insert” tab at the top of the Word menu bar. Click on “Hyperlink.”
Open your internet browser, select the program review data warehouse report you wish to link... and highlight the internet pathway (URL) to this report. Use the right mouse button to click on the URL and then select “copy.”
Return to the Word document and use the left mouse button to select the address field in the “Insert Hyperlink” text box. Click the “paste” button on the top menu bar (using the “Home” tab) which will copy the URL from the report you want to link into the address field. Finally, select “OK” to create the hyperlink in your document.
You should now see the word or phrase that you hyperlinked underlined and highlighted in blue, indicating successful insertion of a hyperlink. Click on the hyperlink to test that this process successfully linked your report to the appropriate data... Don’t forget to save your document!
CONVERTING COLLEAGUE REPORT DATA TO EXCEL SPREADSHEETS
Log into Colleague reports using your district user name and password...
Select the “Program Review” reports folder under “Instructional Services.”
As an example, we will run an enrollment report for the Art department, then export the data in the form of an Excel spreadsheet...
Fill in each of the required fields, including the starting year, ending year, term, college, and subject area (using standard abbreviations found in Web Advisor and the college catalog), then click on “View Report.” Utilize existing PDF versions of your reports in the data warehouse as guides...
Colleague may take several minutes to calculate the results used for your report, but when finished, a graph or table will be displayed on the screen below the reports menu...
To export the graphs and tables from this report select “Excel” from the drop down menu and click on the “Export” feature. You will have to “Save As” and create a file name for the new spreadsheet, or “Open” it in Excel to view the results...
After opening the exported file as a spreadsheet (below) you can click on any of the tabs at the bottom of the workbook to view data from different pages of the original report... each object can now be selected (left‐mouse click) and copied, then pasted into your Word document.
Your final Word document may look like this after pasting the Excel objects into your program review report... Don’t forget to save your final document!