**Program Review Excel Template Instructions**

In last year’s program review documents, tables and graphs were provided in Section 3. This year the tables and graphs are not provided. If you want to recreate the tables and graphs for this year’s program review you can follow these instructions. You need to have your program’s FY13 program review document (not last year’s). You also need to have access to the program review data on the web site (instructions follow). You must use an Excel spreadsheet (again the instructions will follow) to create the tables and graphs using program review data. You can then copy and paste the tables and graphs into your FY13 program review. The general process takes five steps. *(Go to the second page of these instructions for the specific worksheet directions).*

**General Instructions**

1. Open the default “PR Section 3 Template Automotive” located on the Ventura College website under College Information/Program Review/2012-2013 Program Review Data and save it on your local computer with your program name.

2. Open the Excel spreadsheet you just saved on your local computer.

3. Go to a worksheet tab (Budget).

4. Substitute your program’s data for the existing automotive program data. You only have to substitute data in the light red areas. The rest of the worksheet is dynamically linked.

5. Once you complete the worksheet you may copy and paste the table and/or graph into your Word program review document. To copy a table/graph, highlight the table with the cursor or click on the graph and copy the table/graph to the clipboard (right click and copy). Now go to the location in the Word document you want to insert the table. You must **Paste Special** (not just paste) into the Word document: use the Paste pull down menu (on the Home page) and select Paste Special and choose the Picture (Windows Metafile) option. This will paste the table or graph as a picture which is easier to move and frame in the Word document. They

will look like this table and graph:





Repeat this process for the other sheets (go back to step 3). This completes the general instructions.

**Specific Worksheet Instructions**

**BUDGET** data is found in the 3C1a Program Budget Detail PDF report. Each program has at least two tables: the blue bar is for the primary program. The yellow bars are for subprograms. In most cases the primary and the subprograms are the same. Art has many subprograms (ceramics, fine arts, etc.).

In cell B1 on the worksheet you should type the name of your program.

Delete the existing data in cells C3:G11 and insert (type) the correct data for your program. Be sure the totals reconcile.

**BUDGET** data for **non-instructional programs** is found in the 3C1c Budgets by Fund Organization PDF report. You just need to enter the blue bar table information into the Excel spreadsheet. In cell B1 on the worksheet you should type the name of your program.

Delete the existing data in cells C3:G11 and insert the data for your program.

**PRODUCTIVITY** data is found in the 3C3a Productivity by Subject Course Year PDF report.

In cell B1 on the worksheet you should type the name of the program.

Delete the existing data in cells B3:E9 and insert the data for your program.

**COURSE PROD** data is found in the 3C4c Course WSCH Ratio CP PDF report.

This is the most complicated table due to the variance in the number of courses and district goals.

Type your program’s name in cell B1.

Delete the existing data in cells A3:G34

*If you have 30 or more courses you will need to copy this worksheet and create two or more tables/graphs to distribute the number of courses per page.*

*To copy the worksheet, right click the worksheet tab (Course Prod) and select Move or Copy. Then click on the Create a Copy option on the bottom of the popup. Put the copy in before sheet “Success”. You will do the same procedure in the copied sheets with the exception of selecting the data. You should only select the data from 3C4C that can fit on the sheet. For example courses 1-30 on the first sheet and courses 31-45 on the second sheet.*

If you have 30 or fewer courses:

Go to the 3C4c PDF and find your program (you can use the PDF search feature).

Copy the course information onto the clipboard by clicking and dragging the cursor over the course information (the selection will be highlighted). Right click one of the highlighted areas and select the Copy as Table option.

Select cell A3 and right click and select the Paste Special option. Choose the Csv option. If this worked correctly, your program data is not properly inserted into the table.

Delete any blank red rows (drag the cursor over the row numbers, right click and choose Delete).

Delete any rows in the second table (yellow) that have errors.

Copy the two yellow cells at the bottom of the table (TOTAL and Annual…) into the last row where your program data is. (TOTAL goes up one cell the same with Annual…).

Delete the last row of the table which should have errors in it.

You will need to change the graph’s axis to properly represent the courses’ variance from the district goal.

Double click the graph and the menu’s will change. Go to Layout and click on the Axes down arrow.

Select the Primary Horizontal Axis and then select More Primary Horizontal Axis Options (at the bottom of the popup). In the lower portion of the new popup is the Vertical Axis Crosses value. Change this to the District Goal number. You may also want to change the Minimum or Maximum in the upper portion of the popup (you should look first and come back to these values if necessary). Good Luck!

**SUCCESS** data is found in the 3C5 Student Success PDF report.

You only need to copy the fiscal years’ data from the Comparative Summary table (FY09 – FY12).

Type your program’s name in cell C1 (it will run into the adjacent cells).

Type your program’s abbreviation in cell A3.

Delete the existing data in cells C3:M6 and insert the data for your program.

**AWARDS** data is found in the 3C6 Student Awards PDF report. You only need to copy the summary fiscal years data (FY09 – FY12).

Type your program’s name in cell B1.

Delete the existing data in cells C3:F6 and insert the data for your program.

**DEMOGRAPHICS** data is found in the 3C7 Student Demographics PDF report.

You only need to copy the fiscal years’ data from the Summary Table (FY09 – FY12).

Type your program’s name in cell C1 (it will run into the adjacent cells).

Type your program’s abbreviation in cell A3.

Delete the existing data in cells C3:N6 and insert the data for your program.

You are done!