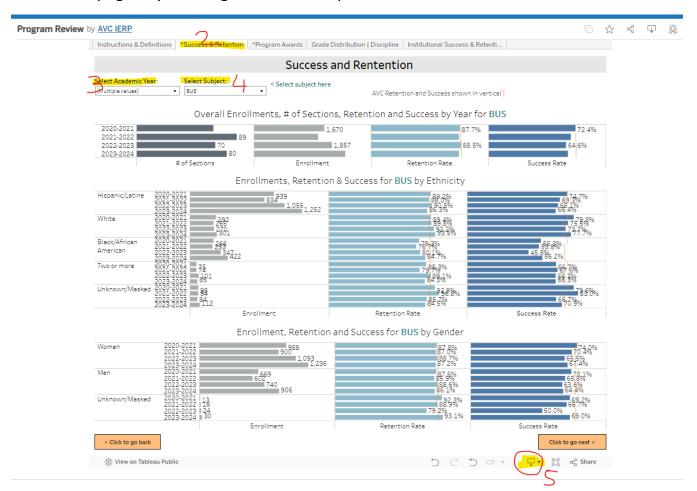
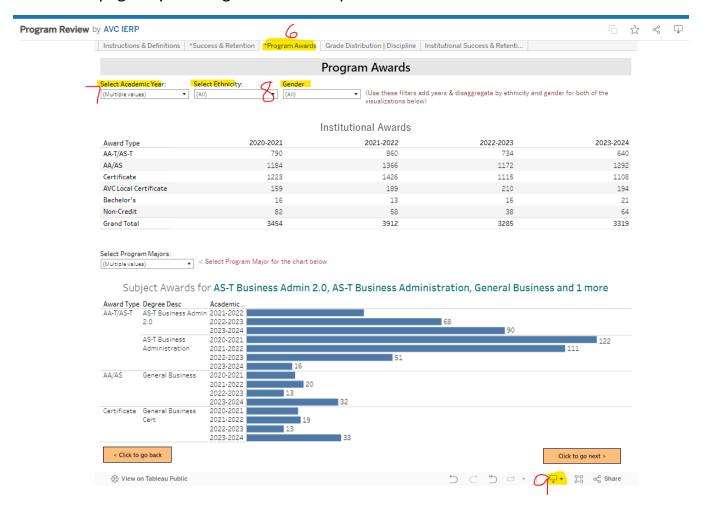
Program Review Data Retrieval Instructions

- 1. Go to the <u>Program Review Data Dashboard</u>. You will find the Instructions & Definitions on the first tab.
- 2. Click to the next tab, Success & Retention.
- 3. Go to the filters section. Under "Select Academic Year," choose the FOUR most recent academic years.
- 4. Under "Select Subject," unselect the default subject (BUS) and select your subject area (academic discipline).
- 5. At the bottom of the page, click on the download icon. Select to download the data in image or PDF format. "Open" or "Save" it and then insert (copy/paste) the image of the data page in your Program Review report in Part 5.



- 6. Then go to the next tab in the Program Review Data Dashboard, Program Awards.
- 7. Under "Select Academic Year," choose the FOUR most recent academic years.
- 8. Initially, leave "Select Ethnicity" and "Gender" as (All).

9. At the bottom of the page, click on the download icon. Select to download the data in image or PDF format. "Open" or "Save" it and then insert (copy/paste) the image of the data page in your Program Review report in Part 5.



- 10. You can return to the Program Awards tab and then select various Ethnicity and Gender options to get a more in-depth view of the demographic data and use this information in Part 2 of your Program Review report.
- 11. You can go to the additional tabs "Grade Distribution" and "Institutional Success & Retention" for additional data that may be relevant to the analysis of equity gaps in your area in comparison to the institution overall.

In Part 5 of your Program Review Report, you *must have these two pages of data inserted*:

Required:

- Success & Retention tab
- Program Awards tab

Optional:

 Other supporting data/information from the Program Review Data Dashboard or any other sources