



LOS ANGELES COMMUNITY COLLEGES

Institutional Effectiveness System

Program Review User

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ONLINE PROGRAM REVIEW is a program that the campus sets up and maintains through the SAP portal. It allows the campus to create custom program reviews based on different needs within the college.

HOME: This is the default screen that is displayed each time the user logs in. The text displayed on the home screen changes depending on the role of the user.

The screenshot shows the LACCD Institutional Effectiveness System (IES) Home page. At the top left is the LACCD logo and the text "LACCD Institutional Effectiveness System". Below the logo is a "Launch Pad On/Off" button. On the left side, there is a navigation panel with two options: "1. Home" and "2. Program Review". The main content area is titled "Home" and contains the following text:

Select role for Home page text:

Welcome to LACCD Institutional Effectiveness System (IES)!

You have two options to navigate the IES system. You can either click on navigation panel options on the left side or you can click on Start button at the bottom of the page. In each page you can click on Back button to go to the previous page and you can click on Continue button to go to the next page.

Navigation panel options are based on the role that has been assigned to you in the IES system.

To start your program review, click on Start button at the bottom of the page. In the next page you will see the list of programs that are waiting for your review. Select the program and click on Go to Program button to start your program review.

Once the program is reviewed, click on "Submit Program Review" button to complete your program review. Program Review Team Member.

LACCD- District office - Team Member

Powered by LACCD SAP Information Technology

HOW TO CREATE A PLANNING OBJECT ELEMENT:

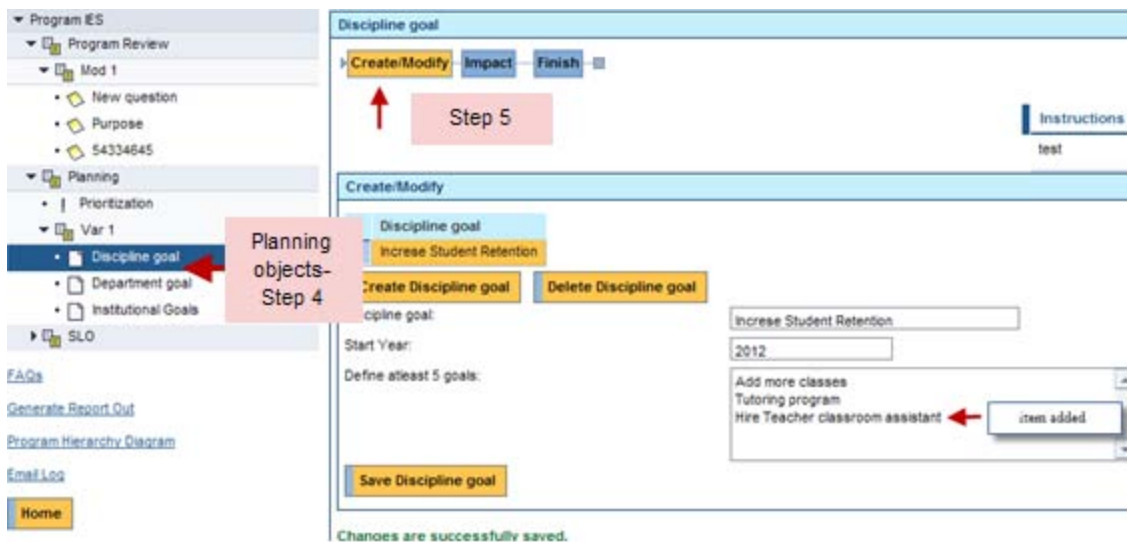
1. Choose Program Review from the left navigation panel
2. From the Programs requiring action table select the Program Review that was initiated and click the Go to Program button
3. Answer the questions in the Program Review and click the Save button.
4. Go to Planning section and select a Planning Object.
5. Click the Create Planning Object button
6. Enter values in the fields and click the Save button. A confirmation will be displayed
Changes are successfully saved

The screenshot shows the top navigation bar with the LACCD logo and the title 'Institutional Effectiveness System'. Below the navigation bar is a 'Launch Pad On/Off' button. On the left, there is a navigation menu with '1. Home' and '2. Program Review' (highlighted). The main content area is titled 'Program Review' and contains a table of 'Programs requiring action'.

Entity Description	Campus	Role	Status
IT-SAP	District	Program Review User	Review - In Progress

Below the table is a 'Go to Program' button with a red arrow pointing to it.

The screenshot shows the 'Program Review' section of the Institutional Effectiveness System. The left navigation menu is expanded to show 'Program Review' > 'Mod 1' > 'New question' > 'Purpose' > '54334645' > 'Planning' > 'Var 1' > 'Discipline goal' (highlighted with a red arrow and a 'planning objects' tooltip). The main content area is titled 'Program Review' and contains a 'Question and Answer' section. The question is 'New question 1' with a dropdown menu set to 'Yes' (highlighted with a red arrow and a 'Step 3' label). Below the question is a 'Save' button and a 'Next Question' button. A confirmation message 'Answer is successfully saved.' is displayed at the bottom.



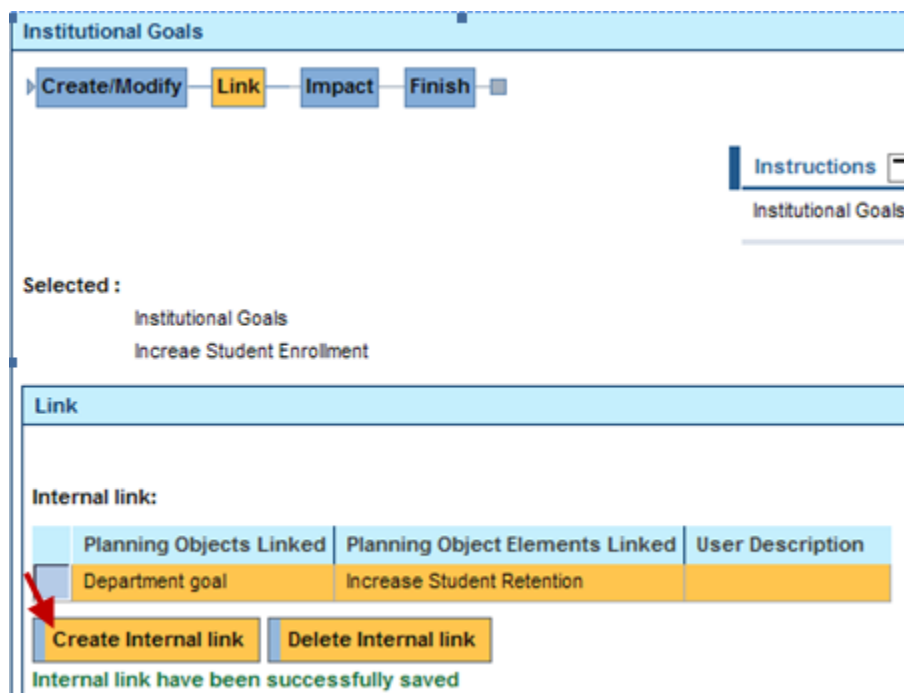
Planning objects- Step 4

HOW TO EDIT A PLANNING OBJECT ELEMENT:

1. Go to the Create Element screen and select a Planning Object element from the Planning Object Elements table (see screenshot above)
2. Make changes to the desired fields and click the Save button

HOW TO CREATE LINKS:

1. Go to Links screen by clicking the Links in the road map
 - ▶ Create/Modify | **Link** | Impact | Finish
2. Click the Create Internal Link button
3. Select the Planning Object from the dropdown and click the Save Internal Link button



HOW TO CREATE A LEVEL IMPACT:

1. Go to Impact screen by clicking the Impact link in the road map
2. Click the Create Level Impact button. Select a level and click the Add Level Impact button. A confirmation will be displayed that the level has been added - **Level Impacts has been successfully added.**

LACCD Institutional Effectiveness System

Program IES
Program Review
Mod 1
New question
Purpose
54334645

Discipline goal
Create/Modify Impact Finish

Level 12 Yes

Save Preset Entities
Create Level Impact

Please select the level from the table below and then click 'Add Level Impact' :

Expand All Collapse All

Levels
IT
IT-SAP
Level 1

Add Level Impact

Level Impacts :

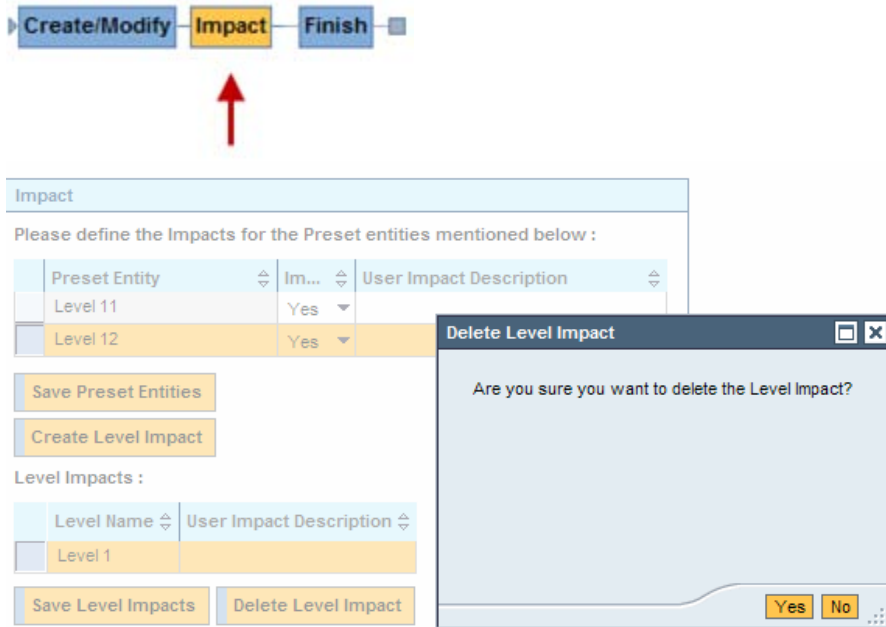
Level Name	User Impact Description
Level 1	

Save Level Impacts Delete Level Impact

Back Exit Continue

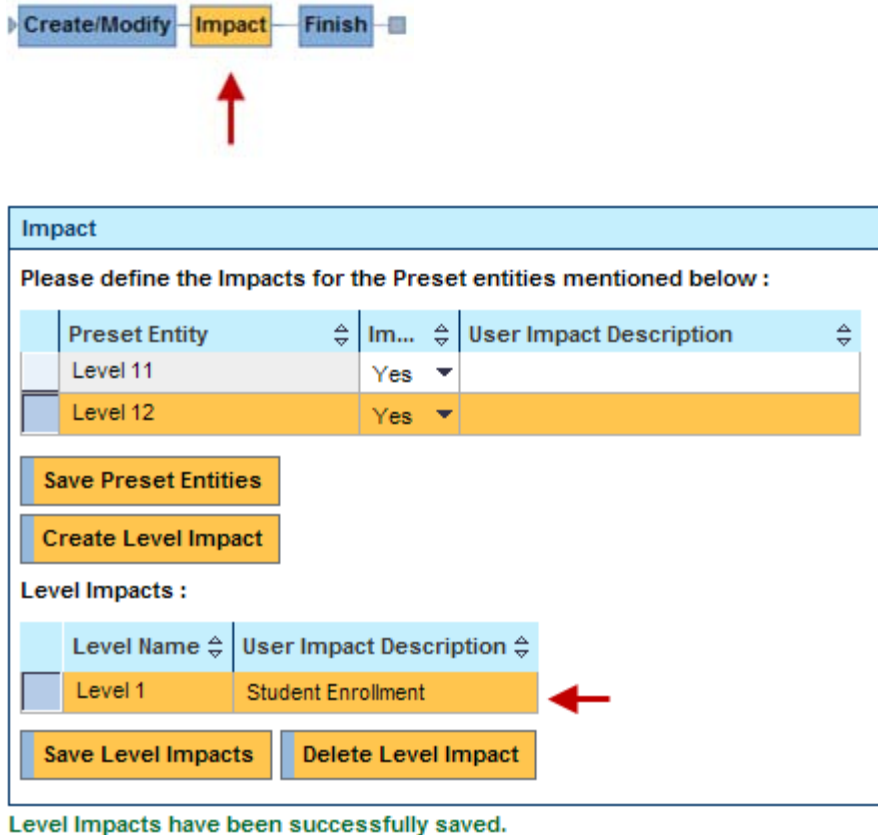
HOW TO DELETE A LEVEL IMPACT:

1. Go to Impact screen by clicking the Impact link in the road map
2. Select a Level from the Level Impacts table and click the Delete Level Impact button. Click Yes when prompted to confirm deletion. A confirmation message will be displayed - **Level Impacts have been successfully deleted**



HOW TO ENTER USER DESCRIPTION ON LEVEL IMPACTS:

1. Go to Impact screen by clicking the Impact link in the road map
2. Select a Level from the Level Impacts table and enter the User Impact Description and click the Save Level Impacts button.



HOW TO CHANGE PRESET ENTITIES:

1. Go to Impact screen by clicking the Impact link in the road map



2. In the Preset Entities table, change the Impact for any row and enter the description in the User Impact Description column and click the Save Preset Entities button

Impact

Please define the Impacts for the Preset entities mentioned below :

Preset Entity	Im...	User Impact Description
Level 11	Yes	
Level 12	No	No impact

Save Preset Entities

Preset Entities saved successfully.

HOW TO ASSIGN MODULES AND QUESTIONS:

1. Go to Modules/Questions screen by clicking the Modules/Questions link in the road map
2. Click the Assign Modules & Questions button and select the Module from the dropdown and select the question from the dropdown and enter User Description (if available) and click the Save Modules & Questions button

Planning Object

History

Help

Create Link Impact **Module / Question** Finish

Create Element Link Element Define Level Impacts Assign Modules and Questions Finish

Selected:

Planning Object: Disc goals
Planning Object Element: Disc goal 1

Links to Modules & Questions:

Modules	Questions	Description
E1PR	Functions and services	
E1PR	Mission departments	

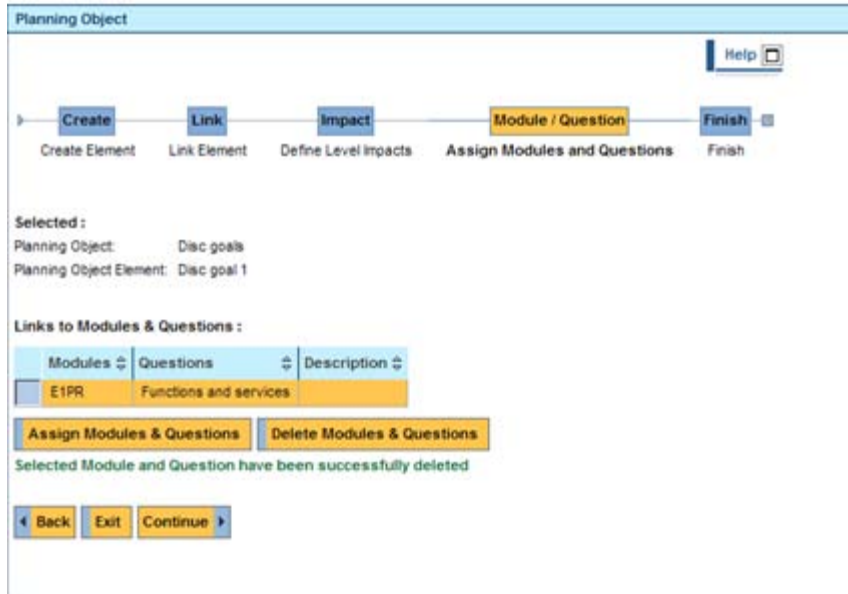
Assign Modules & Questions **Delete Modules & Questions**

Selected Module and Question have been successfully linked

Back Exit Continue

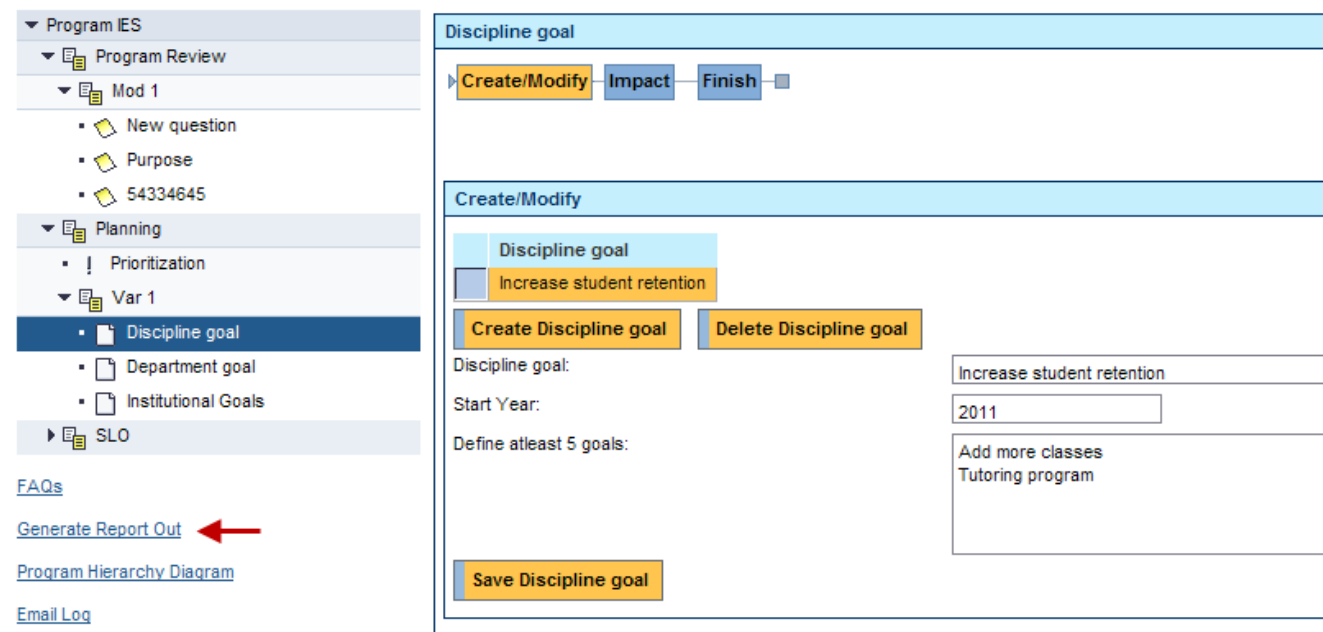
HOW TO DELETE MODULES AND QUESTIONS:

1. Go to Modules/Questions screen by clicking the Modules/Questions link in the road map
2. Select a Question from linked questions table and click the Delete Modules & Questions button. Click Yes when prompted to confirm deletion



HOW TO GENERATE DATA REPORTS:

1. Select a program and click the Go To Program button **Go to Program**
2. Click the Generate Report Out link on the left side navigation panel. Click the Here to View and Print Report button. Planning objects will be displayed on the report.



Congratulations!

Program Review Report has been generated successfully. Please click on **VIEW AND PRINT REPORT** button to print your report.

[CLICK HERE TO VIEW AND PRINT REPORT](#)



Program Review - 2011-2012

IT-SAP

Module: Mod 1

Question: New question 1

Answer: Yes

Status:

Question: What is the purpose of the curriculum

Answer: Increase student retention

Status:

Question: 434645646

Status:
