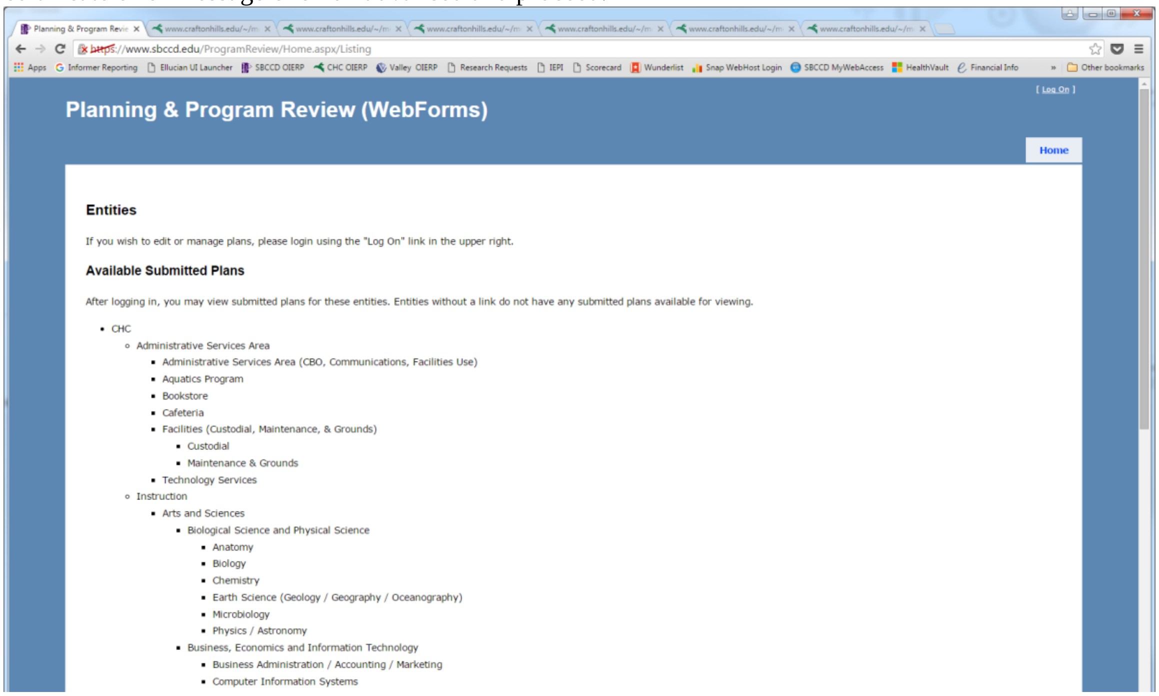
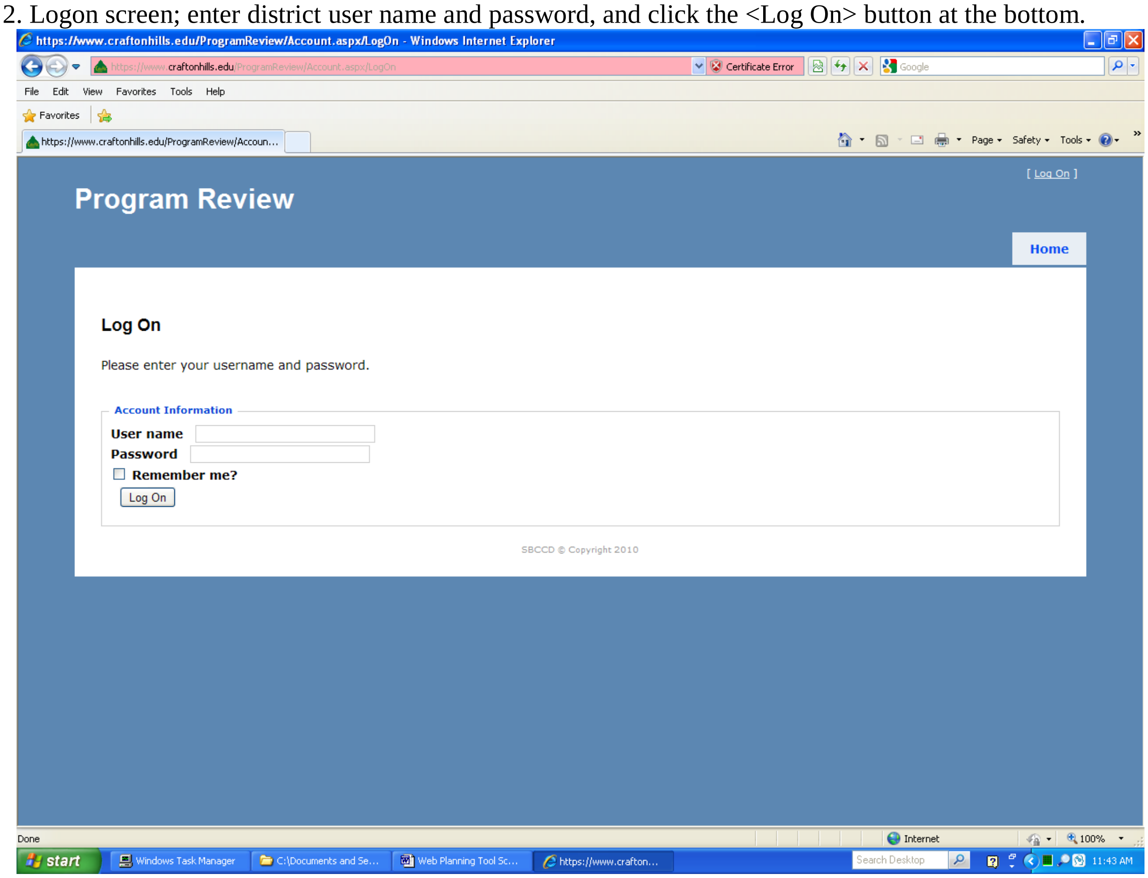
SBCCD PPR Web Tool: The Basics, with Screen Samples

If you need any help with working with the SBBCD Offices PPR Web Tool, please contact Keith Wurtz at extension 4375.

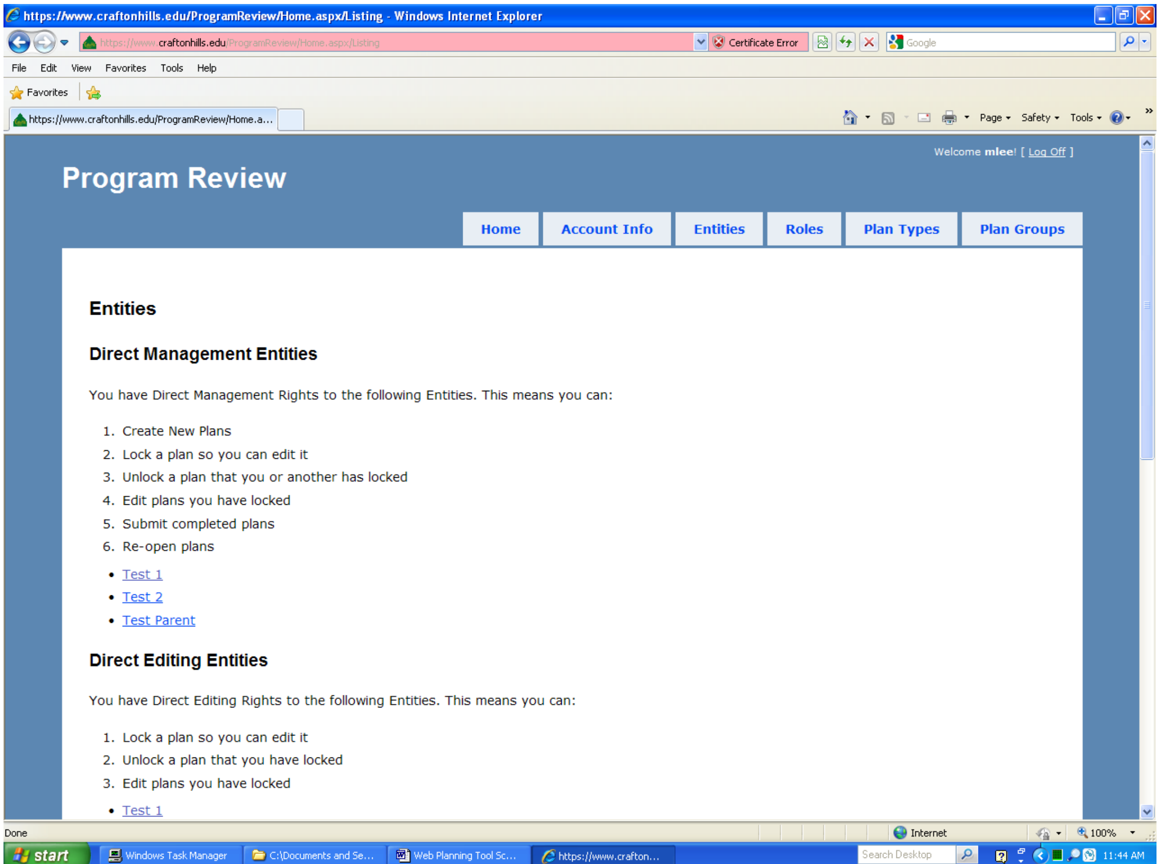
1. Opening screen at www.sbccd.edu/programreview; click *Log On* at upper right. If you receive invalid certificate error message click on advanced and proceed.



2. Logon screen; enter district user name and password, and click the <Log On> button at the bottom.



3. Opening screen after logon, parts 1 and 2; shows editing and management rights and available submitted plans. I clicked on *Test1* link in Direct Management section, so I can create a plan (as a unit leader would) on the next screen.



https://www.craftonhills.edu/ProgramReview/Home.aspx/Listing - Windows Internet Explorer

Welcome **mlee**! [Log Off]

Program Review

Home | Account Info | Entities | Roles | Plan Types | Plan Groups

Entities

Direct Management Entities

You have Direct Management Rights to the following Entities. This means you can:

1. Create New Plans
2. Lock a plan so you can edit it
3. Unlock a plan that you or another has locked
4. Edit plans you have locked
5. Submit completed plans
6. Re-open plans

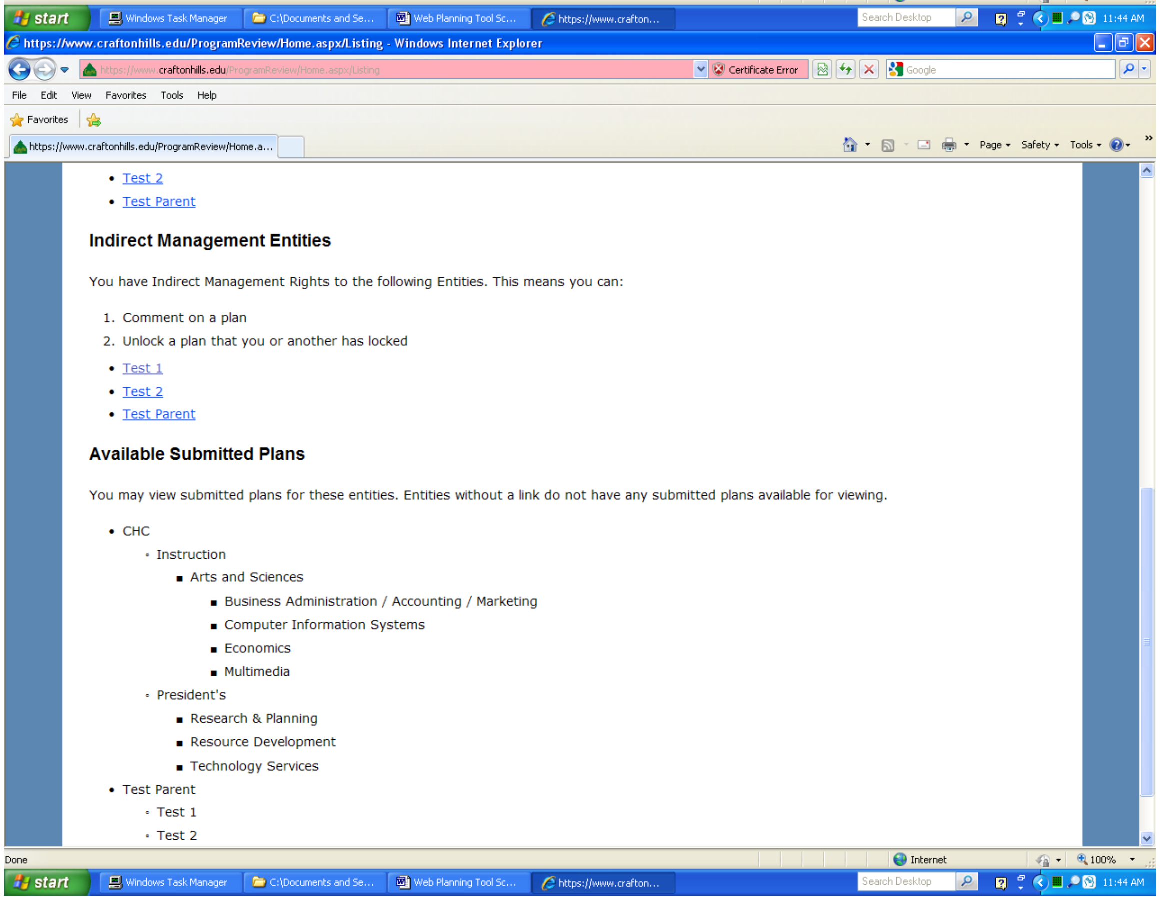
- Test 1
- Test 2
- Test Parent

Direct Editing Entities

You have Direct Editing Rights to the following Entities. This means you can:

1. Lock a plan so you can edit it
2. Unlock a plan that you have locked
3. Edit plans you have locked

- Test 1



- Test 2
- Test Parent

Indirect Management Entities

You have Indirect Management Rights to the following Entities. This means you can:

1. Comment on a plan
2. Unlock a plan that you or another has locked

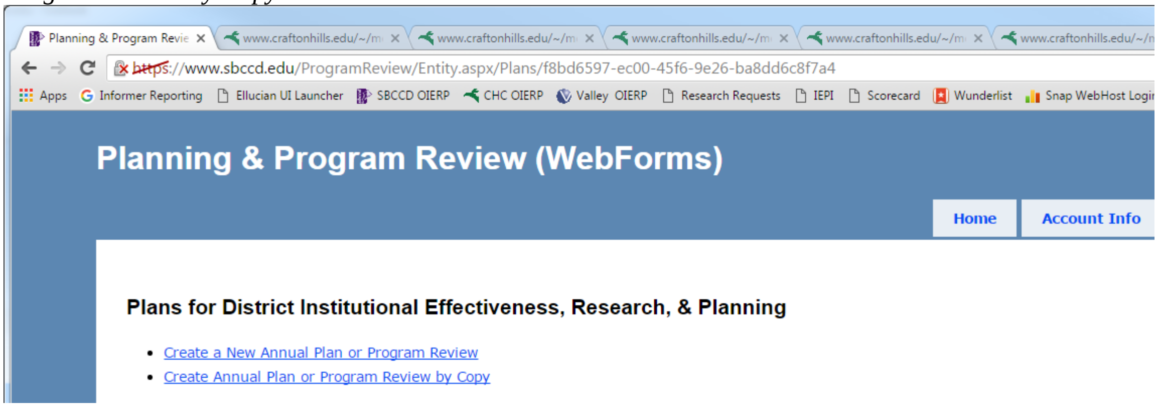
- Test 1
- Test 2
- Test Parent

Available Submitted Plans

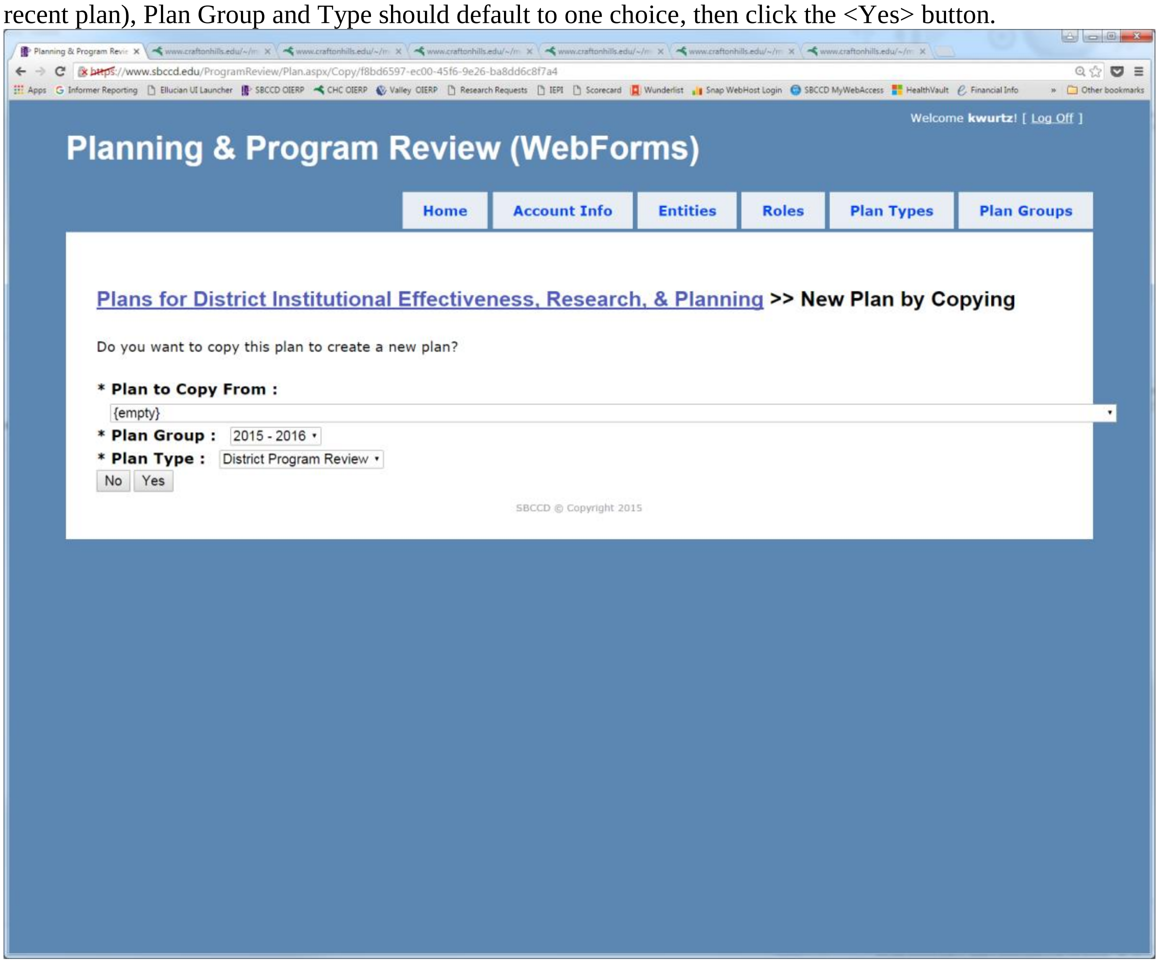
You may view submitted plans for these entities. Entities without a link do not have any submitted plans available for viewing.

- CHC
  - Instruction
    - Arts and Sciences
      - Business Administration / Accounting / Marketing
      - Computer Information Systems
      - Economics
      - Multimedia
  - President's
    - Research & Planning
    - Resource Development
    - Technology Services
- Test Parent
  - Test 1
  - Test 2

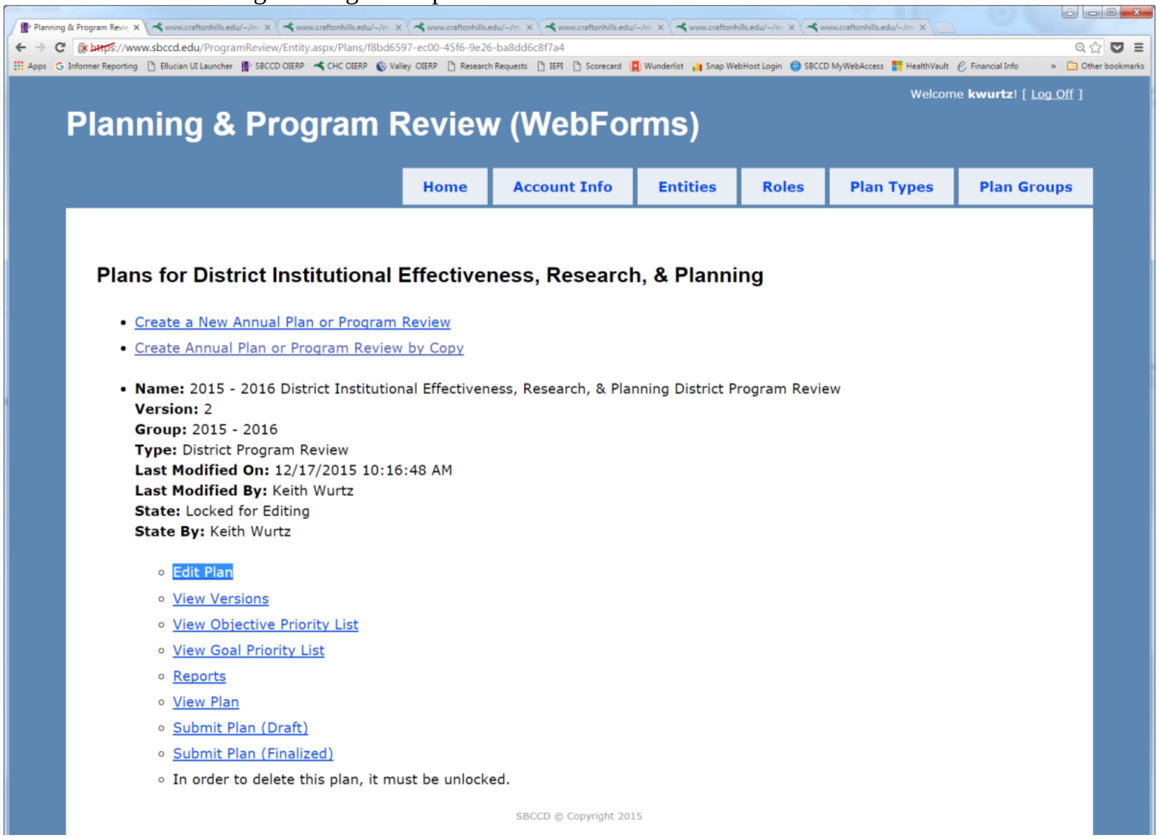
4. Opening screen for plan creation; Click on *Create a New Annual Plan or Program Review* if this the first time a program review has been done in your area. If there is a prior plan, click on *Create Annual Plan or Program Review by Copy*.



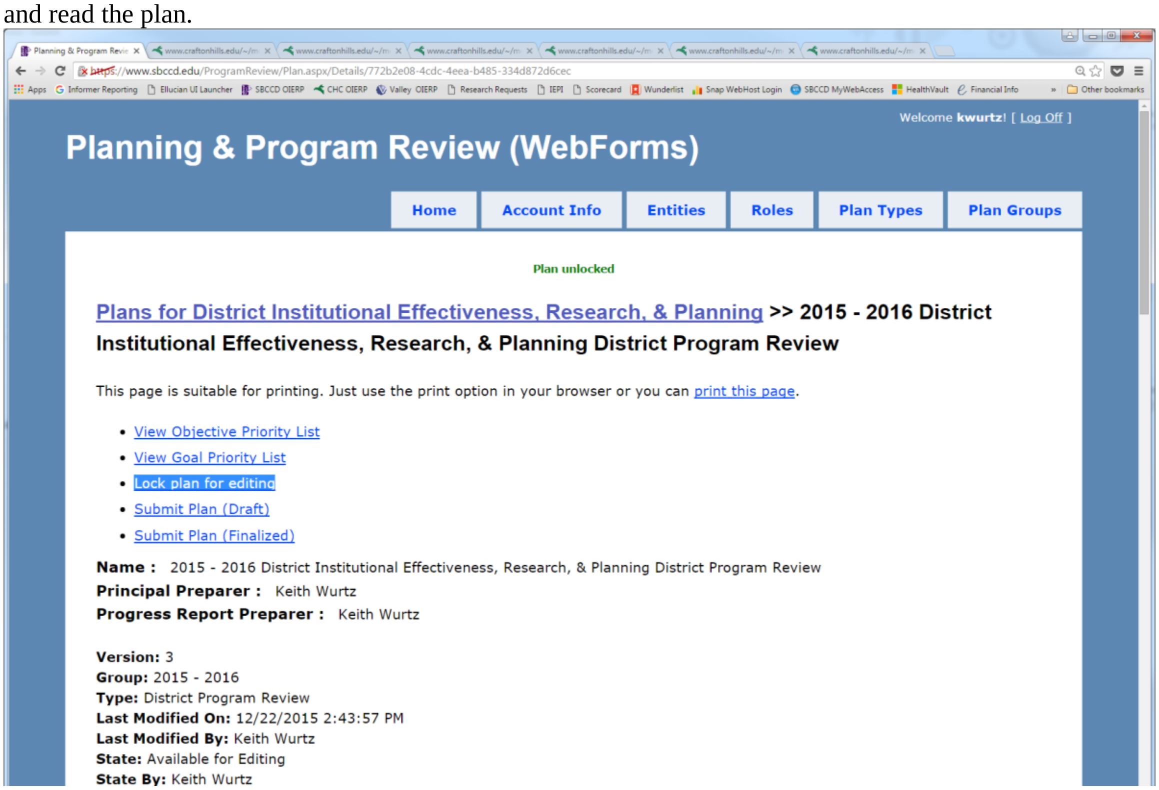
5. Plan creation screen by copy, for unit leaders. Choose the plan you want to copy (usually the most recent plan), Plan Group and Type should default to one choice, then click the <Yes> button.



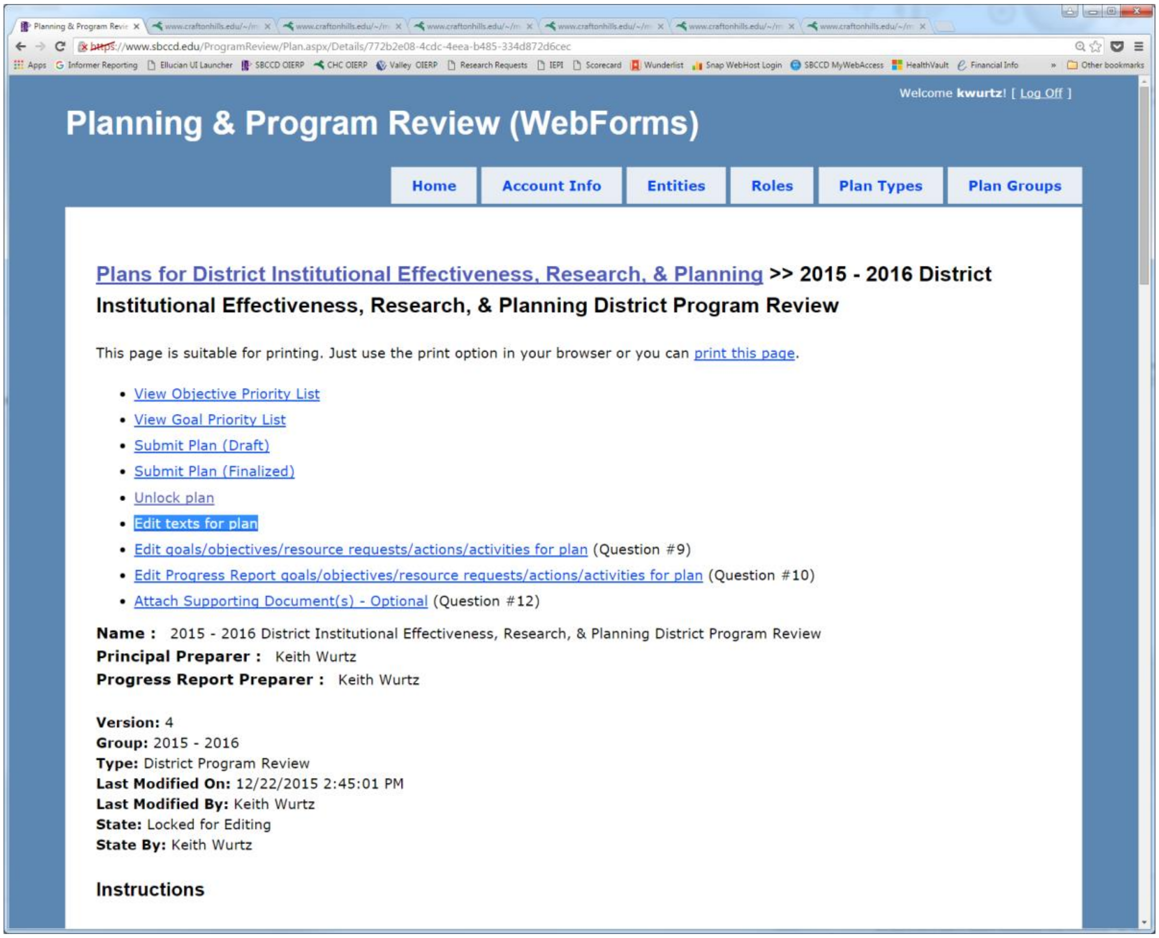
6. Back to the opening screen for plan creation or editing. The plan I just created now appears; I clicked on *Edit Plan* under it to begin filling in the plan on the next screen.



7. If the plan is not already locked, click *Lock plan for editing* on this screen, so that you can begin entering information. Or you can just scroll down to read the plan. When the plan is locked for editing, only the person who locked the plan can make changes. All other users with Direct Editing Rights can still access and read the plan.

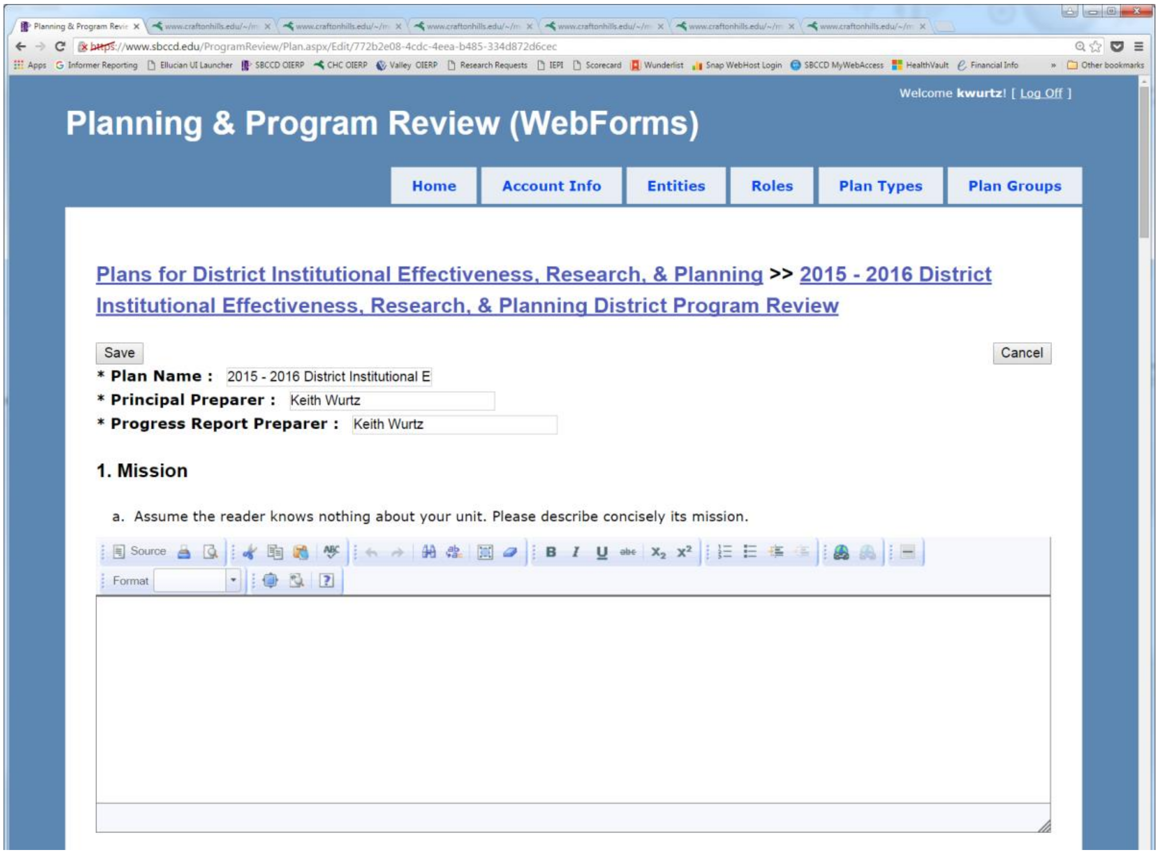


8. Edit Tasks screen, parts 1 and 2 of many; this is your base for all editing and submission functions. I first clicked on *Edit texts for plan*.

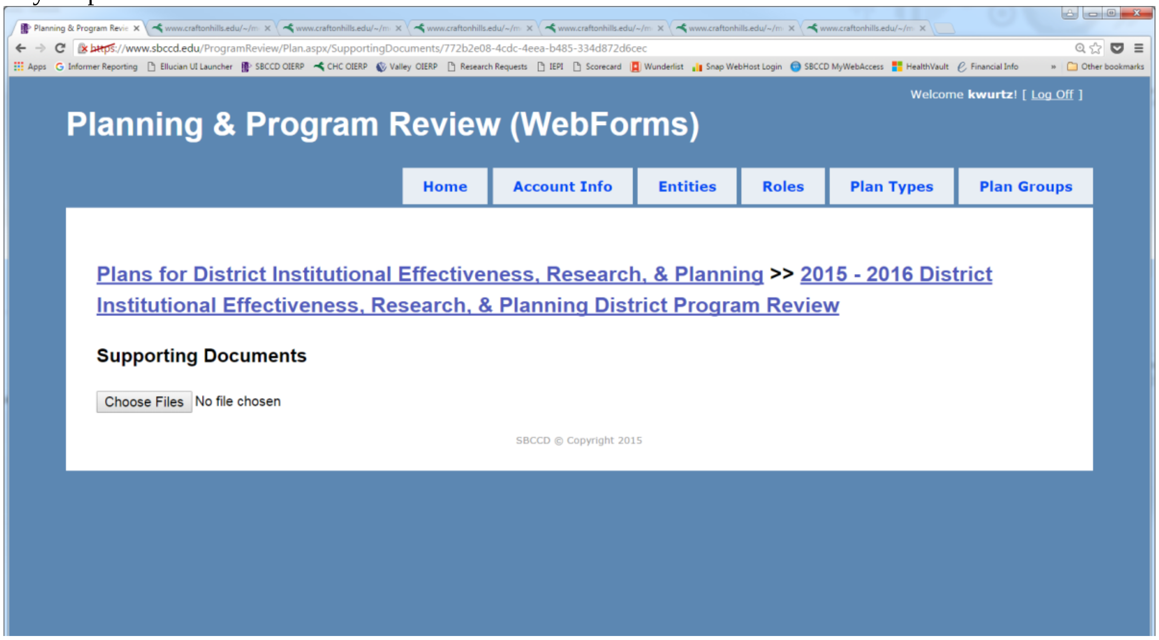


9. The Edit Texts screen is where you create or edit most sections of the plan, either by cutting and pasting or by direct entry. The rudimentary word processor works best with straight text or outlines, not tables or graphics. Start by entering the principal preparer's name, and go section by section from there.

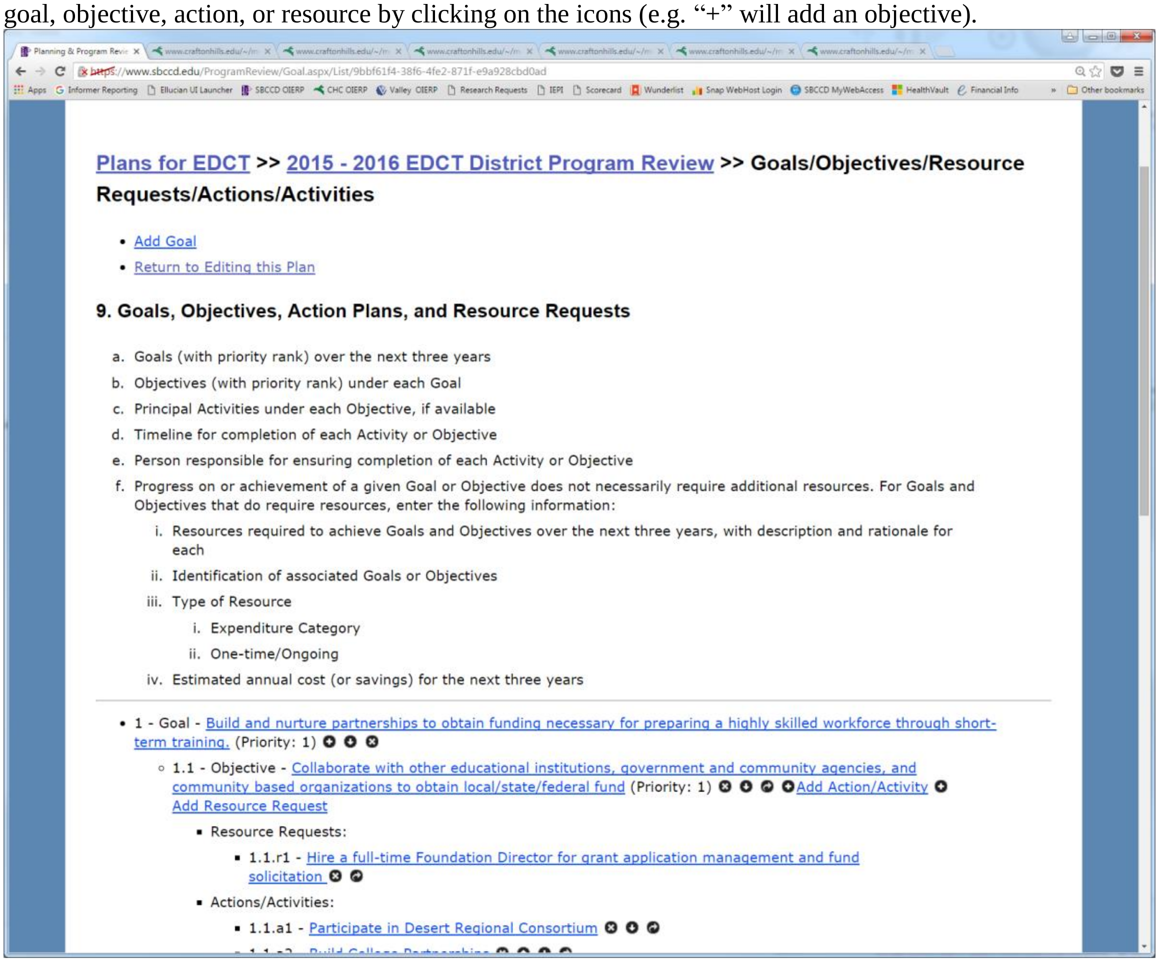
When you have finished editing for the time being, be sure to click on the <Save> button. After a moment, "Plan Updated" will appear in green type at the top of the Edit Texts screen. Now you may continue entering or editing information here, or go back to Screen 8 to do other tasks by clicking on the name of your plan at the top of the screen—in this case, it's *2015 – 2016 District Institutional Effectiveness, Research, & Planning District Program Review*.



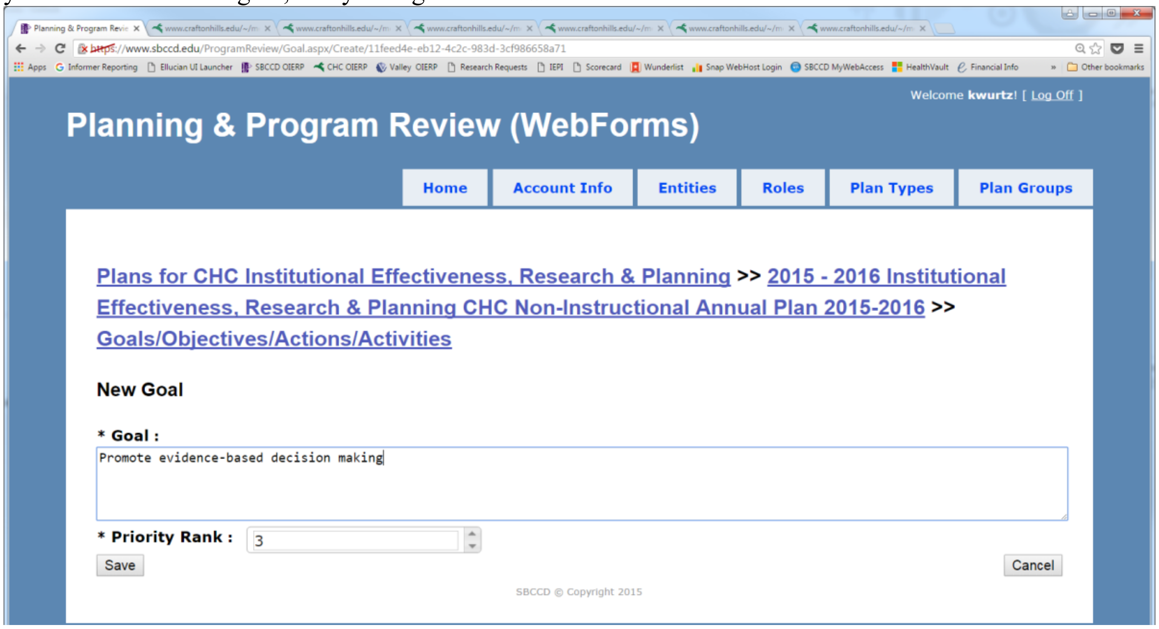
10. Now I have clicked on *Attach supporting document(s) – Optional (Question 12)* on Screen 8. This is where you attach documents that are too long or complex to cut and paste directly into the section windows. Just click the <Choose Files> button to find your file, select it, and click <Submit>; repeat the process for each file you wish to attach. Be sure to refer to the attached document in the applicable section of your plan.



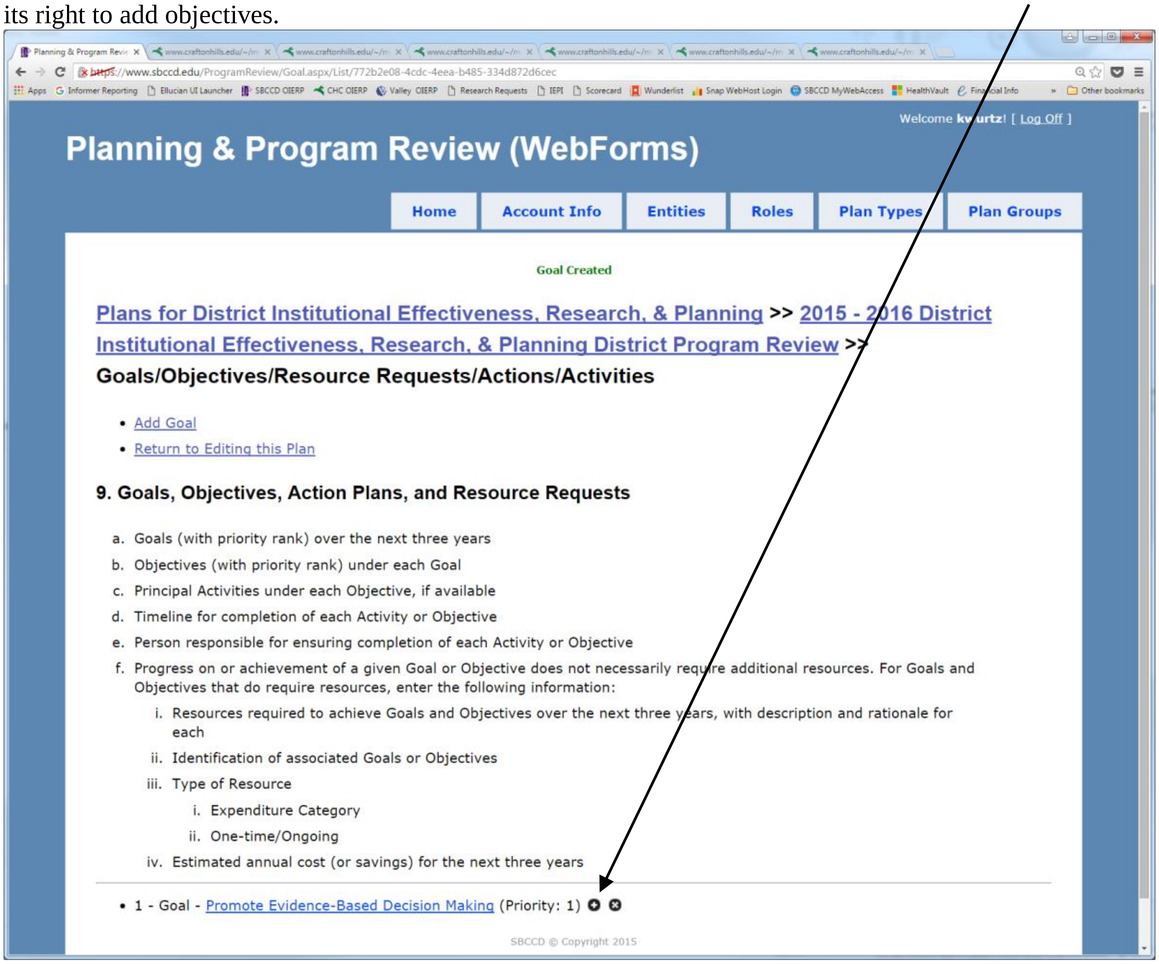
11. Now I have clicked on *Edit goals/objectives/resource requests/actions/activities for plan (Question 9)* on Screen 8. You'll work on all goals, objectives, and activities from here. If you have copied a plan you can click on any goal, objective, action, or resource to edit the goal. You can also move, delete, or add any goal, objective, action, or resource by clicking on the icons (e.g. "+" will add an objective).



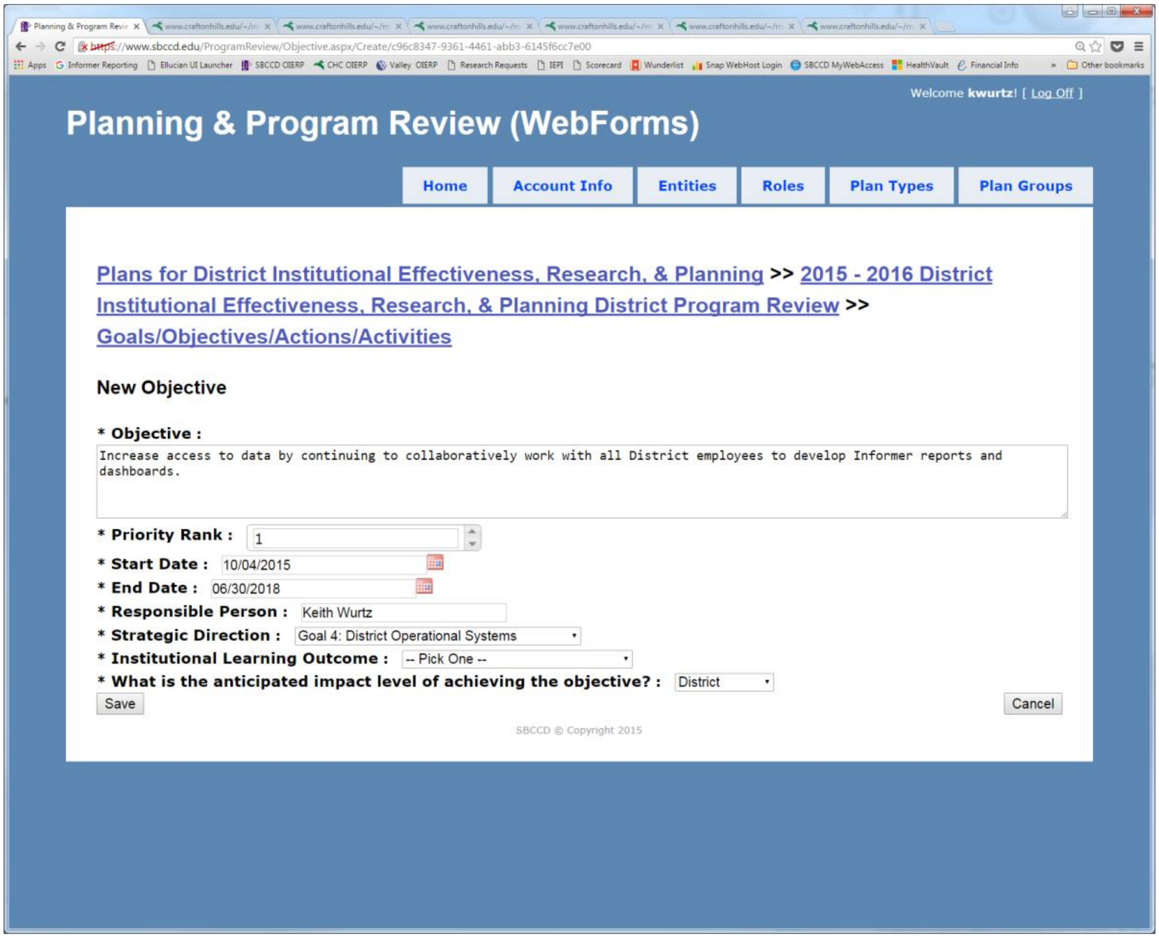
12. Now I have clicked on *Add Goal* on Screen 11, and have entered the name and description of a goal here, with a priority rank of 3 (Remember goals are very broad and will most likely stay the same from year-to-year). You can change both the order of appearance and the priority rank later if you wish, but entering the goals in priority order from the beginning makes the process easier. Click <Save> when you're done with this goal, and you'll go back to Screen 11.



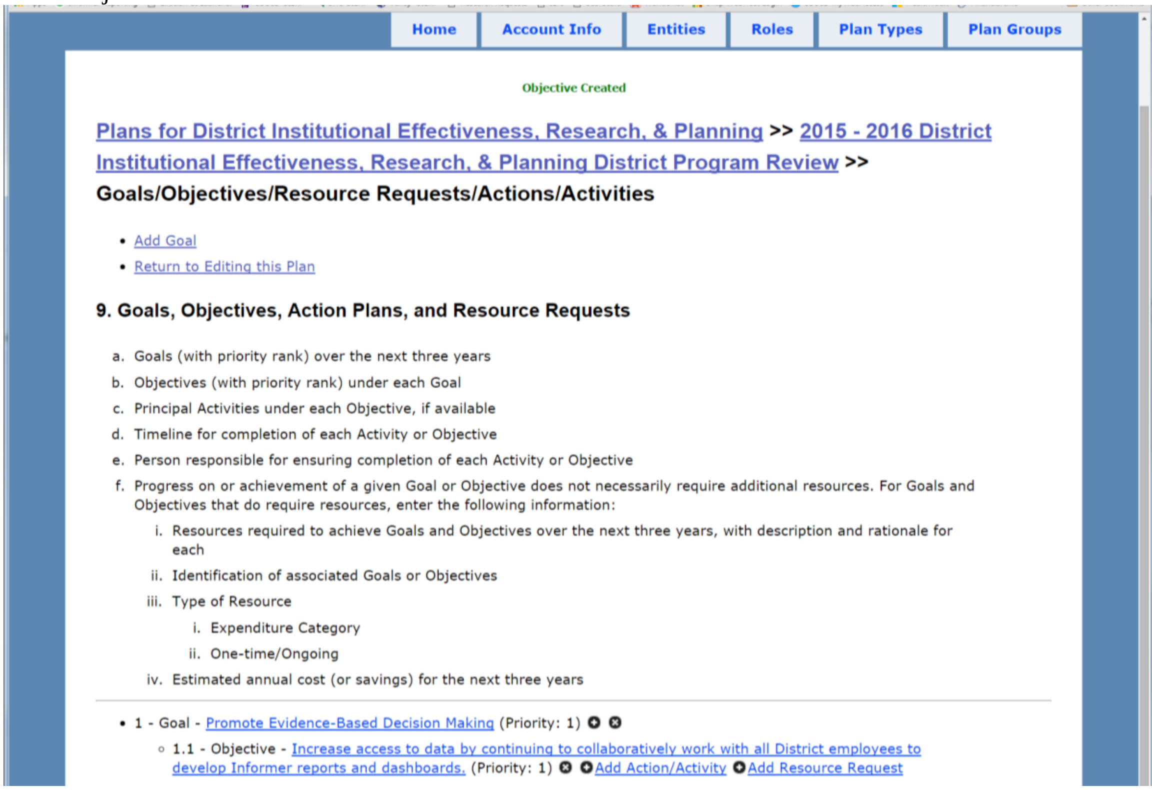
13. Now the goal is listed, and you can click on it to edit it if you wish. Click on the little plus (+) sign to its right to add objectives.



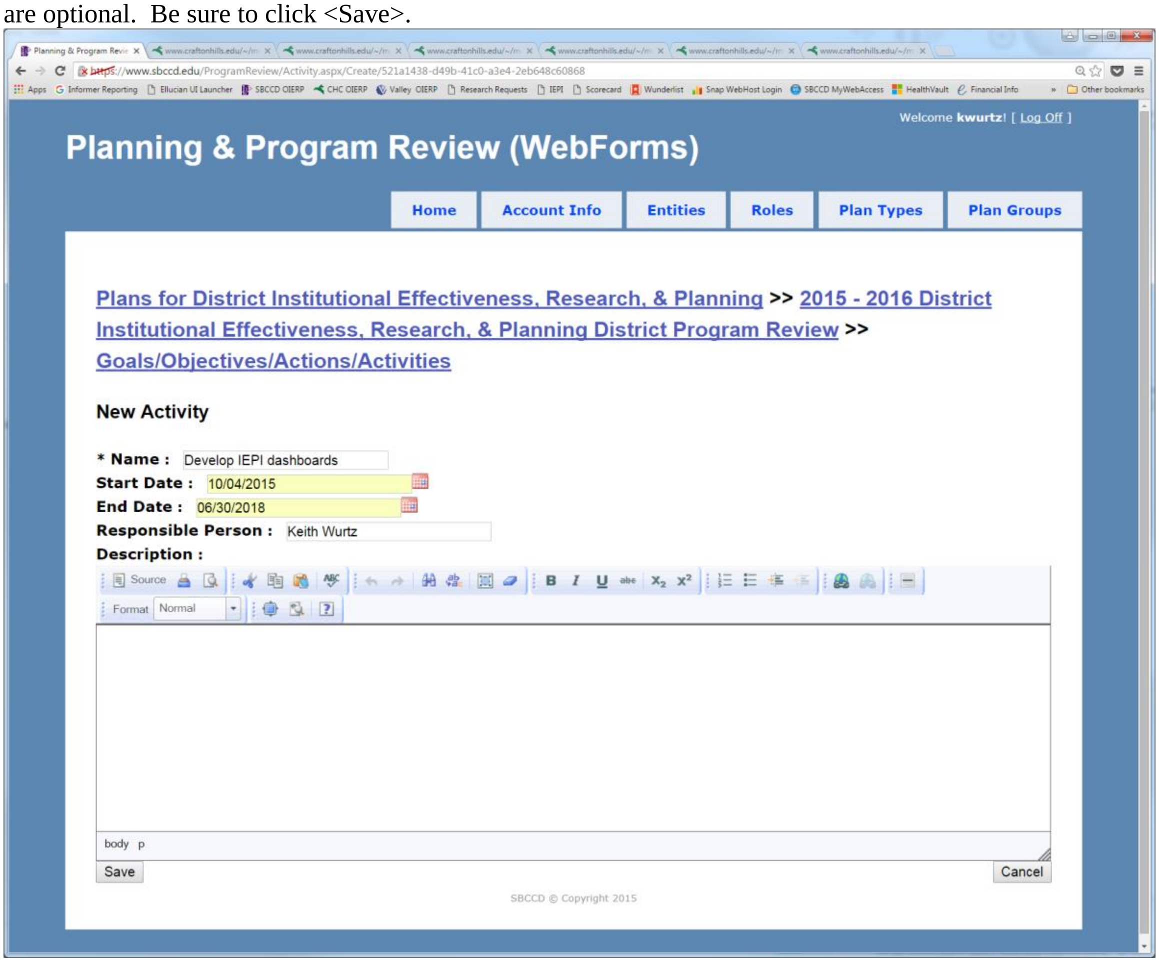
14. I have named and described the objective, and assigned an overall priority, timeline, and responsible person to it. All the fields shown must be filled in for each objective. Don't worry about precise dates at this point; just pick a month to start, and an end month that represents a reasonable amount of time to reach the objective. (NOTE: The strategic directions will be changed to District Strategic Goals, Institutional Learning Outcomes will be removed, and the impact level categories are in the process of being changed.) Be sure to click <Save>.



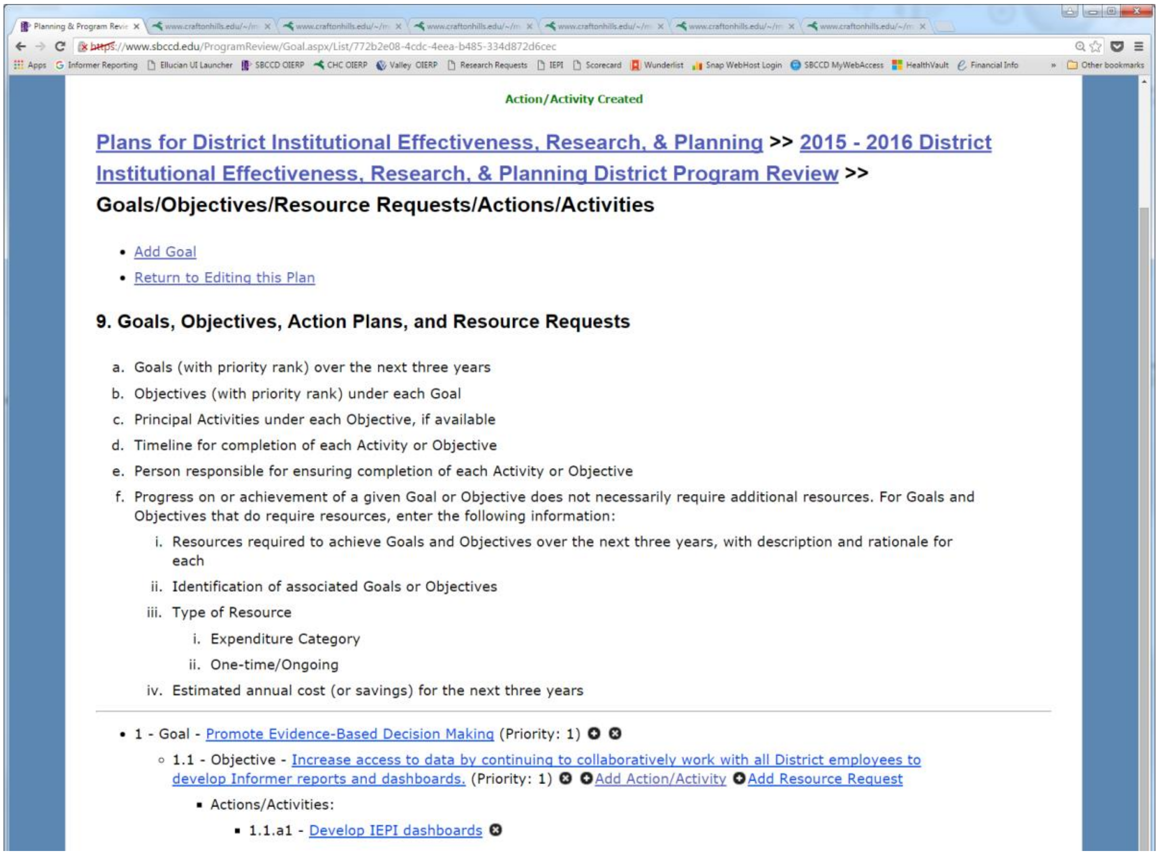
15. Now the objective is listed under the goal, and you can click on it to edit it if you wish. Click on *Add Action/Activity* to its right to add specific activities, which are optional but helpful in organizing the work on the objective.



16. I have named and described the activity, and assigned a timeline and responsible person to it. All fields are optional. Be sure to click <Save>.



17. Now the activity is listed under the objective, and you can click on it to edit it if you wish.



Action/Activity Created

Plans for District Institutional Effectiveness, Research, & Planning >> 2015 - 2016 District Institutional Effectiveness, Research, & Planning District Program Review >> Goals/Objectives/Resource Requests/Actions/Activities

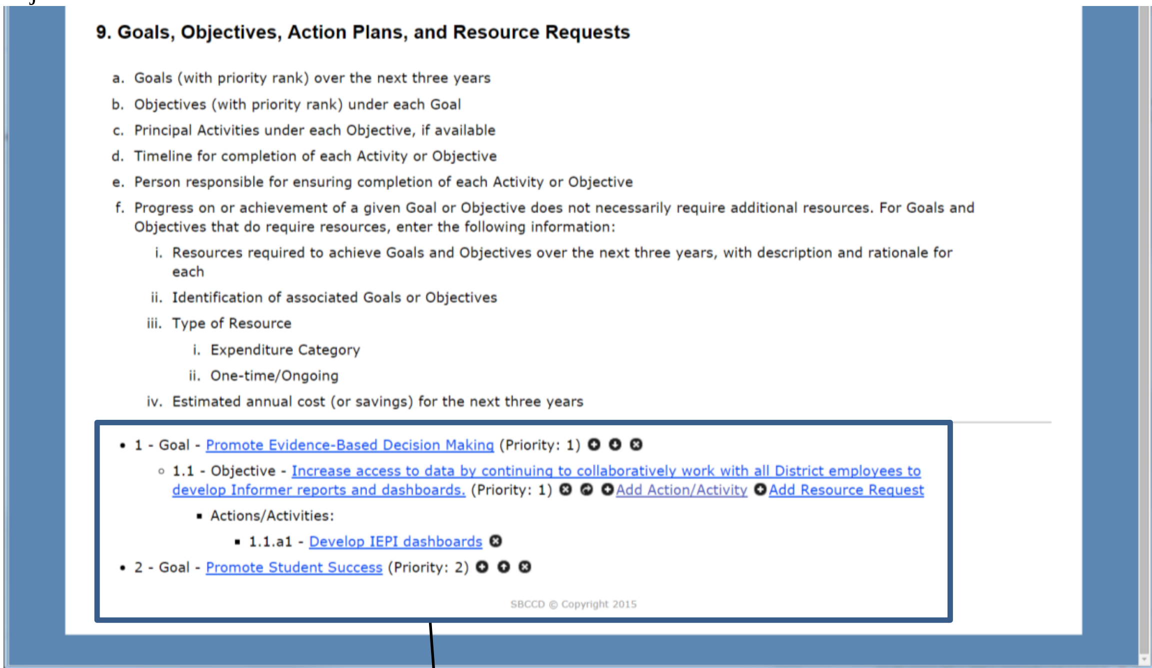
- Add Goal
- Return to Editing this Plan

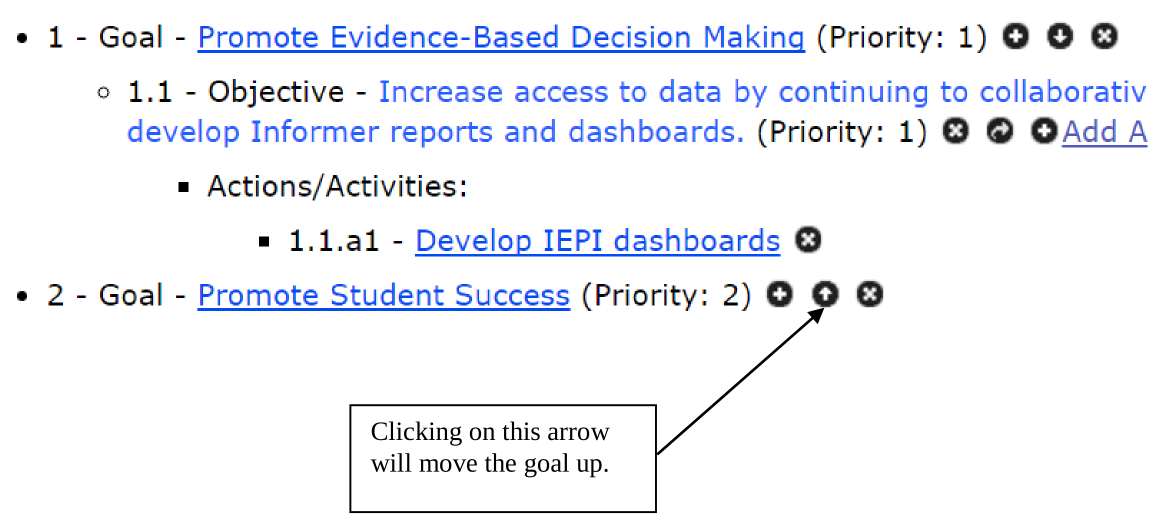
9. Goals, Objectives, Action Plans, and Resource Requests

a. Goals (with priority rank) over the next three years
b. Objectives (with priority rank) under each Goal
c. Principal Activities under each Objective, if available
d. Timeline for completion of each Activity or Objective
e. Person responsible for ensuring completion of each Activity or Objective
f. Progress on or achievement of a given Goal or Objective does not necessarily require additional resources. For Goals and Objectives that do require resources, enter the following information:
   i. Resources required to achieve Goals and Objectives over the next three years, with description and rationale for each
   ii. Identification of associated Goals or Objectives
   iii. Type of Resource
      i. Expenditure Category
      ii. One-time/Ongoing
   iv. Estimated annual cost (or savings) for the next three years

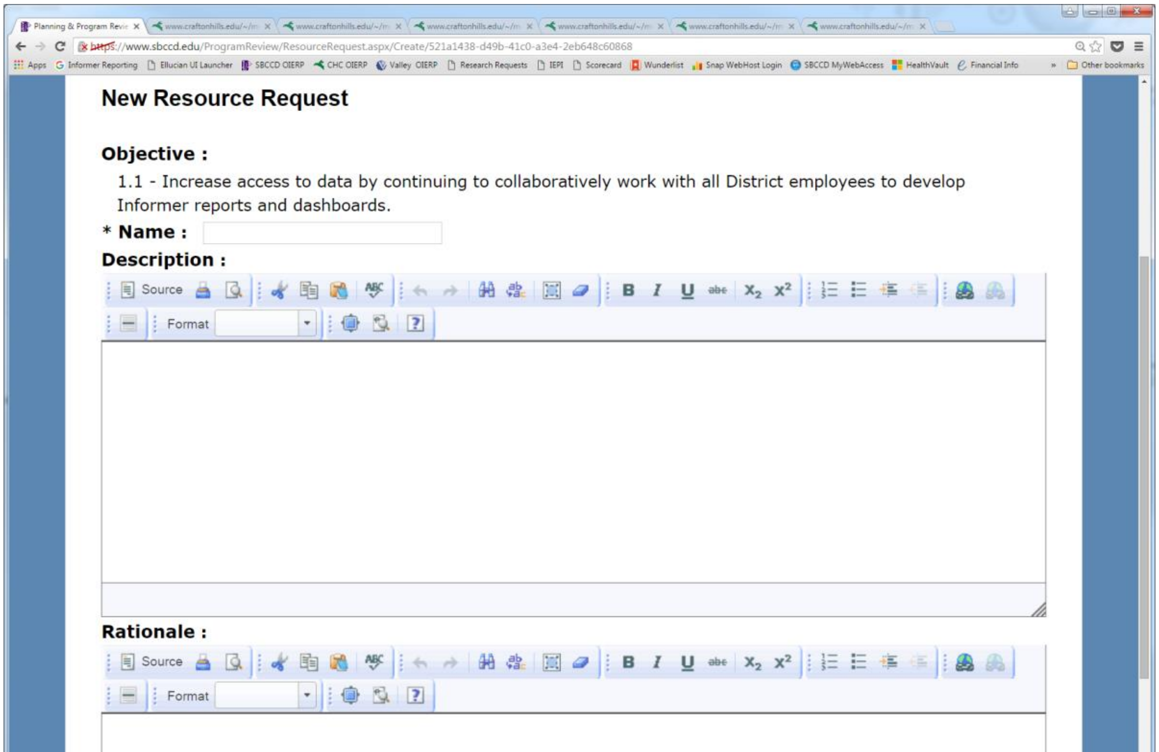
- 1 - Goal - Promote Evidence-Based Decision Making (Priority: 1)
  - 1.1 - Objective - Increase access to data by continuing to collaboratively work with all District employees to develop Informer reports and dashboards. (Priority: 1) Add Action/Activity Add Resource Request
    - Actions/Activities:
      - 1.1.a1 - Develop IEPI dashboards

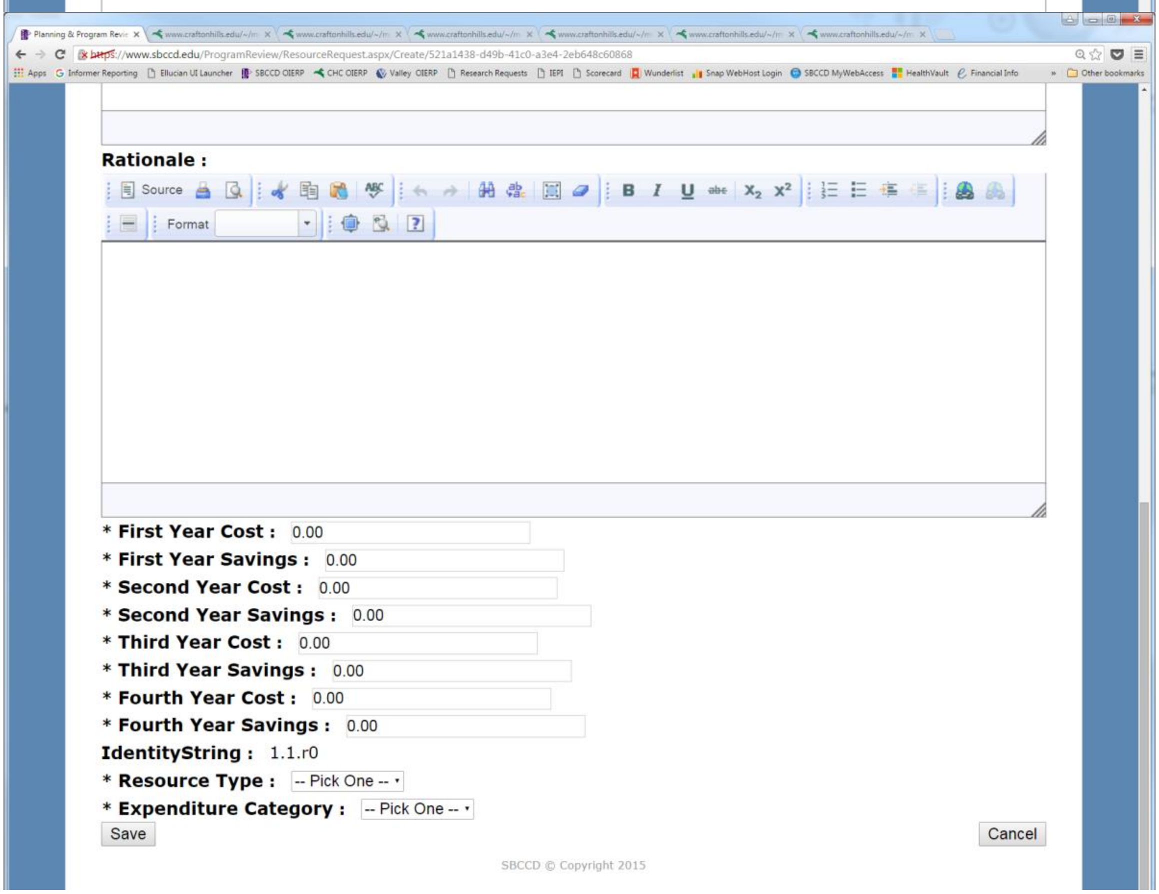
18. Here I have added another goal and another objective under one of them. Note the little arrows that now appear to the right of each goal and objective. Use those arrows to change the order in which the goals and objectives are listed. Changing the order of appearance does *not* change the priority of the goal or objective.



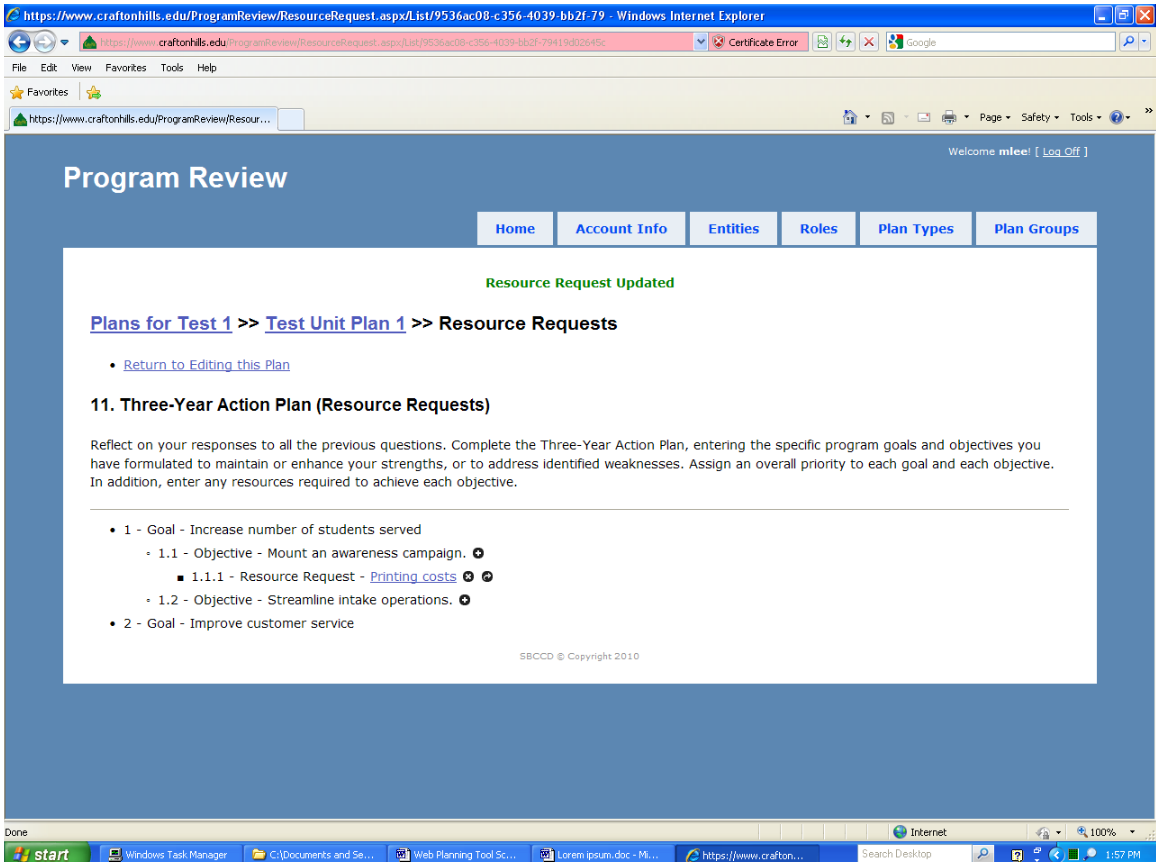


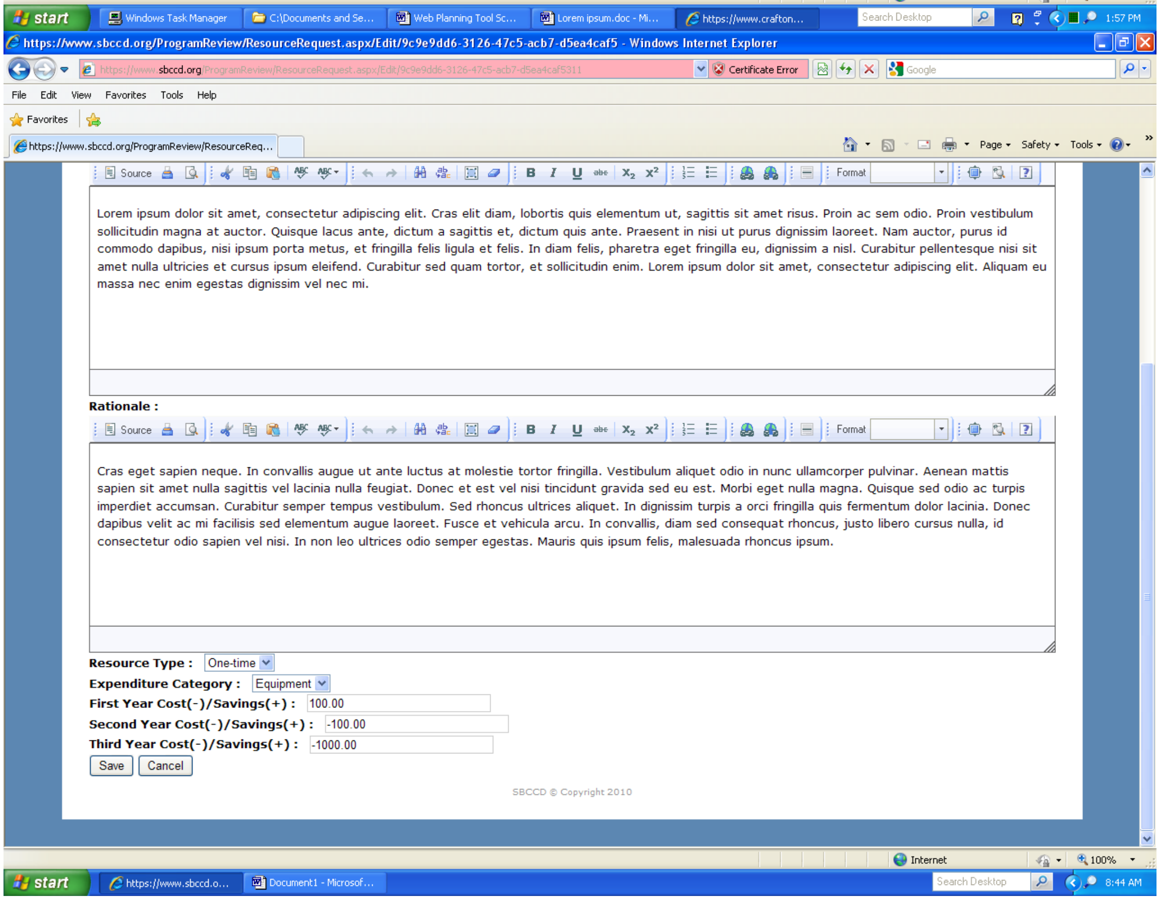
19. Here I have clicked on *Add Resource Request* back on Screen 15. You can add as many resources as you need for each objective. The name is the actually resource request. You can provide a description and rationale to help justify the request; however, these are optional. You are required to enter a resource type, category, and estimated cost for the resource request. Enter each resource request separately. Be sure to click <Save>.





20. Now the new resource request appears next to the objective, and you can click on it to edit it if you wish.





21. Here I have clicked on *View Objective Priority List* on Screen 8 so that I can review and easily prioritize the objectives. If I want to change number 2 to number 1, just click on number 2 and type one or you can click on the arrows to move the objectives up or down. If I click on *Details*, a box will expand to show the associated information.

https://www.sbccd.edu/ProgramReview/Plan.aspx/ObjectivePriority/11feed4e-eb12-4c2c-983d-3cf986658a71

Plan 2015-2016 >> **Objective Priority List**

This page is suitable for printing. Just make sure you expand the areas you want printed before you print. You can use your browsers print option or you can print this page.

Id	Priority	Title	Details
1.1	1	Facilitate the continued development and streamlining of the outcomes assessment process by collecting, documenting, and analyzing institutional, program, and course level outcome data.	Details
2.1	2	Continue to develop the BORG Data Cubes.	Details
2.3	3	Maintain the 90% research completion rate.	Details
1.4	4	Effectively and efficiently coordinate all of the work in the OIERP	Details
1.3	5	Increase the number of grant applications and the amount of grant dollars received.	Details
1.2	6	Support the development and implementation of the Student Success and Equity Plan.	Details
2.2	7	Continue to provide professional development for the OIERP staff.	Details
2.4	8	Continue to obtain current software to facilitate evidence-based decision making.	Details
2.5	9	Increase access to data by continuing to provide training and workshops to the campus community.	Details
2.6	10	Continue to support the planning and program review process by providing data, training, and access to OIERP staff.	Details
2.7	11	Update the OIERP Web Page monthly to support evidence based decision making and provide access to information.	Details

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https://www.sbccd.edu/ProgramReview/Plan.aspx/ObjectivePriority/11feed4e-eb12-4c2c-983d-3cf986658a71

Plans for CHC Institutional Effectiveness, Research & Planning >> 2015 - 2016 Institutional Effectiveness, Research & Planning CHC Non-Instructional Annual Plan 2015-2016 >> **Objective Priority List**

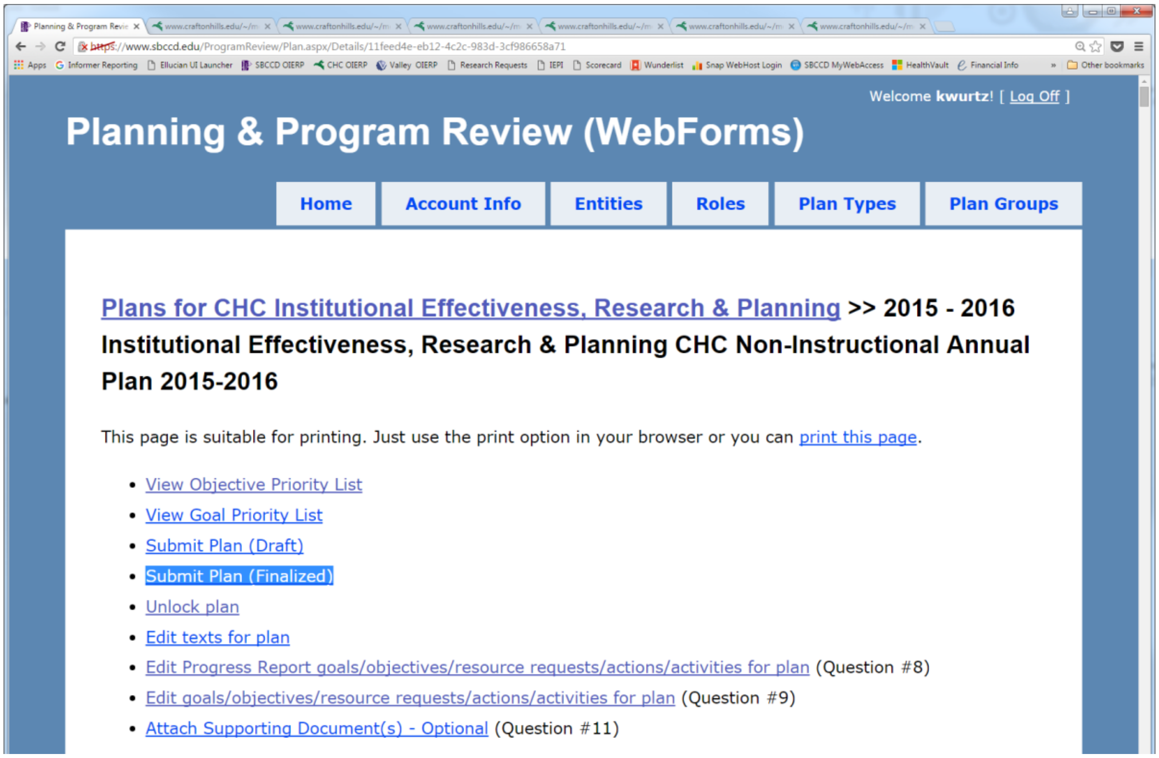
This page is suitable for printing. Just make sure you expand the areas you want printed before you print. You can use your browsers print option or you can print this page.

Id	Priority	Title	Details
1.1	1	Facilitate the continued development and streamlining of the outcomes assessment process by collecting, documenting, and analyzing institutional, program, and course level outcome data.	Details

Continue to support the outcomes assessment process through training, facilitation, and by providing data

Start Date: 01/04/2010 **End Date:** 05/31/2015
Responsible Person: Dean, OIERP
Strategic Direction: None
Impact Type: Institutional
Insitutional Learning Outcome: Not Applicable
Goal
Actions/Activities
Resource Requests

22. The last step in submitting a plan is to click on *Submit Plan (Finalized)* on Screen 8, the final step in the process for each unit. If you need to change something after finalizing a plan, you can reopen the plan by clicking on *Reopen*.



23. After all the departments within an area like TESS have submitted their finalized plans, the Area manager clicks the applicable Area name (in this case, "TESS") under Direct Management Entities on Screen 3, then *Create Plan* on the Division equivalent of Screen 4. That brings up this screen, which permits the roll-up of the goals, objectives, activities, and resource requests in multiple unit plans (the "children") into a single Area plan. That plan can then be edited as needed to set overall Area priorities.