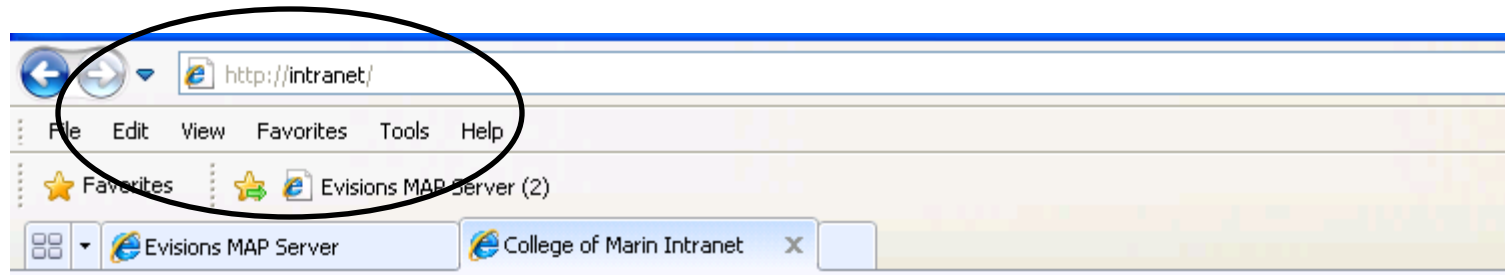


Program Review Data Training 2012



COLLEGE OF
MARIN

Hello.
Welcome to the Intranet!

- + General
- + Manuals
- + Student Info
- + Faculty Info
- + Instructional Mgmt
- + Research
- + **Data Dashboard**
- Data Dashboard
- + Helpdesk
- + Banner
- + Financials



Try the new I.T. helpdesk sy
documentation is ready that exp
group (you) has tested it throu
tester. Please report any slow

For the most up-to-date information about these areas, please see the

Board of Trustees

President

- [2005-06 Board Goals and Objectives](#)
- [2005-06 Board Budget Priorities](#)
- [2006-07 Board Budget Priorities](#)
- [2007-08 Board Goals & Budget Priorities](#)

[Management Org Chart](#)

- Enrollment (3 fall semesters)
 - By Discipline
 - By Courses
 - By Gender
 - By Ethnicity
 - By Age Group
- Course Retention (3 fall semesters)
 - By Discipline
 - By Courses
 - By Gender
 - By Ethnicity
- Course Success
 - By Discipline
 - By Courses
 - By Gender
 - By Ethnicity
- Program Review Tab
- Discuss data

Data Dashboard--Enrollment

Institutional Overview

Enrollment

Student Achievement

FAQ / Help Center

Select Comparison Method:

Fall to Fall

Select Term(s)

- Description
- Fall 2012
- Fall 2011
- Fall 2010
- Fall 2009

- Include Cred/Non-Cred?
- Include Community Education?

Select Division(s)

All Divisions?

Division	Description
MSCI	Math & Sciences
AHUM	Arts & Humanities
LRES	Learning Resources
SDSS	Student Devel Special Services
BASK	Basic Skills
CWFD	Career Workforce Development
CES	Community Education Services

Select Dept(s)

All Departments?

Dept.	Description
BEHS	Behavioral Science
PHYS	Physical Sciences
LFES	Life & Earth Sciences
MATH	Mathematics
HLTS	Health Sciences
DSPS	Disabled Students Prog Service
PHED	Physical Education/Athletic

Select Subject(s)

All Subjects?

Subject	Description
BIOL	Biology
SOC	Sociology
BEHS	Behavioral Science
PSY	Psychology
ANTH	Anthropology

***** [CLICK HERE TO EXECUTE](#) *****

Select,
shift key,
and select

Select,
shift key,
and select

Available Dimensions

Columns

Select Comparison Method:

Fall to Fall

Select Term(s)

- Description
- Fall 2012
- Fall 2011
- Fall 2010
- Fall 2009

- Include Cred/Non-Cred?
- Include Community Education?

Select Division(s)

All Divisions?

Division	Description
MSCI	Math & Sciences
AHUM	Arts & Humanities
LRES	Learning Resources
SDSS	Student Devel Special Services
BASK	Basic Skills
CWFD	Career Workforce Development
CES	Community Education Services

Select Dept(s)

All Departments?

Dept.	Description
BEHS	Behavioral Science
PHYS	Physical Sciences
LFES	Life & Earth Sciences
MATH	Mathematics
HLTS	Health Sciences
DSPS	Disabled Students Prog Service
PHED	Physical Education/Athletics

Select Subject(s)

All Subjects?

Subject	Description
BIOL	Biology
SOC	Sociology
BEHS	Behavioral Science
PSY	Psychology
ANTH	Anthropology

***** CLICK HERE TO EXECUTE *****

Available Dimensions

- Age Group | Age | Gender | Ed Goal | Ed Level | City | Degree | Course Level | Student Type | Course Session
- Credit Range | Subject | CourseNumber | CRN | Ethnicity | PR City | MA City | Campus | High School | HS Grad Year

Columns

Term

Division	Term	Fall 2010		Fall 2011		Fall 2012	
		Undup Hdct	Credits	Undup Hdct	Credits	Undup Hdct	Credits
		Value	Value	Value	Value	Value	Value
Math & Sciences		1209	4494.00	1217	4520.00	1182	4354.00
Total by COLUMNS		1209	4494.00	1217	4520.00	1182	4354.00

Enrollment by Subject (Discipline)

Select Comparison Method: **Fall to Fall**

Select Division(s): All Divisions?

Division	Description
MSCI	Math & Sciences
AHUM	Arts & Humanities
LRES	Learning Resources
SDSS	Student Devel Special Services
BASK	Basic Skills
CWFD	Career Workforce Development
CES	Community Education Services

Select Dept(s): All Departments?

Dept.	Description
BEHS	Behavioral Science
PHYS	Physical Sciences
LFES	Life & Earth Sciences
MATH	Mathematics
HLTS	Health Sciences
DSPS	Disabled Students Prog Service
DHED	Physical Education/Athletic

Select Subject(s): All Subjects?

Subject	Description
BIOL	Biology
SOC	Sociology
BEHS	Behavioral Scier
PSY	Psychology
ANTH	Anthropology

Select Term(s):

Description
Fall 2012
Fall 2011
Fall 2010
Fall 2009

Include Cred/Non-Cred?
 Include Community Education?

***** [CLICK HERE TO EXECUTE](#) *****

Available Dimensions

Age Group | Age | Gender | Ed Goal | Ed Level | City | Degree | Course Level | Student Type | Course Sessi
 Credit Range | Subject | CourseNumber | CRN | Ethnicity | PR City | MA City | Campus | High School | HS Grad Year

Columns: Term

Click on "+" to expand **Right click on your mouse to export data to excel.**

Division	Department	Discipline	Fall 2010		Fall 2011	
			Undup Hdct	Credits	Undup Hdct	Credits
			Value	Value	Value	Value
Math & Sciences	Behavioral Science	Anthropology	285	915.00	284	924.00
		Behavioral Science	184	552.00		
		Psychology	742	2427.00		
		Sociology	199	600.00		
		Sub-total by Behavioral Science	1209	4494.00		
Total by COLUMNS			1209	4494.00		

Export to Excel (OLE)

- Undo (Ctrl+Z)
- Cut (Ctrl+X)
- Copy (Ctrl+C)
- Paste (Ctrl+V)
- Select All (Ctrl+A)

Export to Excel (Now you are in excel)

Save it to your file (jump drive)

Book1 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: Number, Currency, Percentage, Decimals

Styles: Conditional Formatting, Format as Table, Cell Styles

D4 fx 285

	A	B	C	D	E	F	G	H	I	J	K
1	Term			Fall 2010		Fall 2011		Fall 2012		Total by ROWS	
2				Undup Hdct	Credits	Undup Hdct	Credits	Undup Hdct	Credits	Undup Hdct	Credits
3	Division	Department	Discipline	Value	Value	Value	Value	Value	Value	Value	Value
4	Math & Sciences	Behavioral Science	Anthropology	285	915.00	284	929.00	268	826.00	787	2670.00
5			Behavioral Science	184	552.00	151	456.00	152	468.00	475	1476.00
6			Psychology	742	2427.00	695	2310.00	687	2265.00	1958	7002.00
7			Sociology	199	600.00	263	825.00	257	795.00	693	2220.00
8			Sub-total by Behavioral Science	1209	4494.00	1217	4520.00	1182	4354.00	3122	13368.00
9	Total by COLUMNS			1209	4494.00	1217	4520.00	1182	4354.00	3122	13368.00
10											

Still in Excel

PR_Data_2012.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number Styles

D4 285

	A	B	C	D	E	F	G	H	I	J
1	Term			Fall 2010		Fall 2011		Fall 2012		Total
2				Undup Hdct	Credits	Undup Hdct	Credits	Undup Hdct	Credits	Undup
3	Division	Department	Discipline	Value	Value	Value	Value	Value	Value	Value
4	Math & Sciences	Behavioral Science	Anthropology	285	915.00	284	929.00	268	826.00	
5			Behavioral Science	184	552.00	151	456.00	152	468.00	
6			Psychology	742	2427.00	695	2310.00	687	2265.00	
7			Sociology	199	600.00	263	825.00	257	795.00	
8			Sub-total by Behavioral Science	1209	4494.00	1217	4520.00	1182	4354.00	
9	Total by COLUMNS			1209	4494.00	1217	4520.00	1182	4354.00	312

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25

Click on the tab below and rename this tab "Sheet 1" to "Discipline".

Discipline Sheet2 Sheet3 9

Data Dashboard— Enrollment by Courses

***** CLICK HERE TO EXECUTE *****

Available Dimensions: Ethnicity, Age, Ed Goal, Ed Level, City, Degree, Course Level, Student Type, Course Session, Credit, Subject, CRN, Gender, PR City, MA City, Campus, High School, School Year, Major, Final

Columns: Term

Click on “+” to expand

Right click on your mouse to export data to excel.

Division	Department	Discipline	CourseNumber	Term	Fall 2010		Fa	
					Undup Hdct	Credits		Undup Hdct
					Value	Value		Value
Math & Sciences	Behavioral Science	Anthropology	101		125	375.00	132	
			101L		48	48.00	56	
			102				79	
			103				11	
			110				35	
			208				34	
			Sub-total by Anthropology				284	
			103				146	
			118				0	
			252		11	33.00	6	
Sub-total by Behavioral Science		184	552.00	151				
Psychology			110		338	1014.00	321	
			111		26	78.00	35	
			112		132	396.00	107	
			114		92	276.00	91	
			116		39	117.00	26	
			125		35	105.00	24	
			130		12	36.00	12	
			140		0	0.00	13	
			204		62	186.00	85	
			205		0	0.00	0	

Drag “Course Number” from “Available Dimensions” to here

Export to Excel (OLE)

- Undo (Ctrl+Z)
- Cut (Ctrl+X)
- Copy (Ctrl+C)
- Paste (Ctrl+V)
- Select All (Ctrl+A)

Now you are in excel, Copy the Courses data

Book2 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Paragraph, Merge & Center

Alignment: Wrap Text, Merge & Center

Number: General, \$, %, .00, :.00

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter

Select the area you want to copy. Click on the Copy icon

Term				Fall 2010	Fall 2011	Fall 2012	Total by ROWS				
Division	Department	Discipline	Gender	Undup Hdct	Credits	Undup Hdct	Credits	Undup Hdct	Credits		
				Value	Value	Value	Value	Value	Value		
Math & Sciences	Behavioral Science	Anthropology	Female	146	474.00	157	503.00	149	456.00	425	1433.00
			Male	135	426.00	125	420.00	117	364.00	354	1210.00
			Not Reported	4	15.00	2	6.00	2	6.00	8	27.00
			Sub-total by Anthropology	285	915.00	284	929.00	268	826.00	787	2670.00
		Behavioral Science	Female	97	291.00	75	225.00	68	207.00	236	723.00
			Male	86	258.00	75	228.00	83	258.00	236	744.00
			Not Reported	1	3.00	1	3.00	1	3.00	3	9.00
			Sub-total by Behavioral Science	184	552.00	151	456.00	152	468.00	475	1476.00
		Psychology	Female	463	1521.00	455	1515.00	437	1461.00	1248	4497.00
			Male	274	888.00	233	771.00	243	774.00	691	2433.00
			Not Reported	5	18.00	7	24.00	7	30.00	19	72.00
			Sub-total by Psychology	742	2427.00	695	2310.00	687	2265.00	1958	7002.00
Sociology	Female	104	315.00	152	480.00	135	426.00	379	1221.00		
	Male	92	276.00	110	342.00	122	369.00	310	987.00		
	Not Reported	3	9.00	1	3.00	0	0.00	4	12.00		
	Sub-total by Sociology	199	600.00	263	825.00	257	795.00	693	2220.00		
Sub-total by Behavioral Science				1209	4494.00	1217	4520.00	1182	4354.00	3122	13368.00
Total by COLUMNS				1209	4494.00	1217	4520.00	1182	4354.00	3122	13368.00

Still in excel

Paste “Courses data” to “Sheet 2” of the file “PR_Data_2012”

PR_Data_2012.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins

Cut Copy Format Painter Paste

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General

Font Alignment Number

A1 Term

Term	Fall 2010		Fall 2011		Fall 2012		Total by ROWS				
	Undup Hdc	Credits	Undup Hdc	Credits	Undup Hdc	Credits	Undup Hdc	Credits			
Division	Departme	Discipline	CourseNu	Value	Value	Value	Value	Value	Value		
Math & Sc	Behaviora	Anthropol	101	125	375.00	132	396.00	114	342.00	366	1113.00
			101L	48	48.00	56	56.00	52	52.00	155	156.00
			102	70	210.00	79	237.00	63	189.00	211	636.00
			103	27	81.00	11	33.00	15	45.00	53	159.00
			110	26	78.00	35	105.00	32	96.00	93	279.00
			208	41	123.00	34	102.00	34	102.00	109	327.00
			Sub-total	285	915.00	284	929.00	268	826.00	787	2670.00
		Behaviora	103	173	519.00	146	438.00	118	354.00	429	1311.00
			118	0	0.00	0	0.00	37	111.00	37	111.00
			252	11	33.00	6	18.00	1	3.00	17	54.00
			Sub-total	184	552.00	151	456.00	152	468.00	475	1476.00
		Psycholog	110	338	1014.00	321	963.00	351	1053.00	992	3030.00
			111	26	78.00	35	105.00	32	96.00	92	279.00
			112	132	396.00	107	321.00	101	303.00	337	1020.00
			114	92	276.00	91	273.00	94	282.00	276	831.00
			116	39	117.00	26	78.00	22	66.00	87	261.00
			125	35	105.00	24	72.00	0	0.00	59	177.00
			130	12	36.00	12	36.00	20	60.00	42	132.00
			140	0	0.00	13	39.00	30	90.00	43	129.00
			204	62	186.00	85	255.00	40	120.00	184	561.00
			205	0	0.00	0	0.00	15	45.00	15	45.00
			230	26	78.00	26	78.00	18	54.00	68	210.00

Click on the “Sheet 2” tab and Rename it to “Courses”

Discipline Sheet2 Sheet3 Sheet4 Sheet5

Data Dashboard-- Enrollment by Gender

***** CLICK HERE TO EXECUTE *****

Available Dimensions

Age Group | Age | Ed Goal | Ed Level | City | Degree | Course Level | Student Type | Course Session | Credit Range

Subject | CourseNumber | CRN | Ethnicity | PR City | MA City | Campus | High School | H5 Grad Year | Major

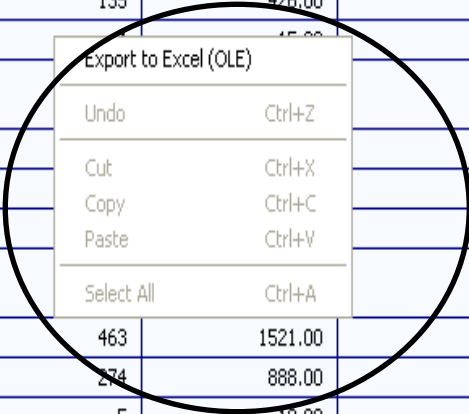
Columns

Term

Click on "+" to expand **Right click on your mouse to export data to excel.**

				Term	Fall 2010		Fall 2011	
Division	Department	Discipline	Gender	Undup Hdct	Credits	Undup Hdct	Credits	
				Value	Value	Value	Value	
Math & Sciences	Behavioral Science	Anthropology	Female	146	474.00	157	503.00	
			Male	135	426.00	125	420.00	
			Not Reported			2	6.00	
			Sub-total by Anthropology			284	929.00	
		Behavioral Science	Female			75	225.00	
			Male			75	228.00	
			Not Reported			1	3.00	
			Sub-total by Behavioral Science			151	456.00	
		Psychology	Female	463	1521.00	455	1515.00	
			Male	274	888.00	233	771.00	
			Not Reported	5	18.00	7	24.00	
			Sub-total by Psychology	742	2427.00	695	2310.00	
		Sociology	Female	104	315.00	152	480.00	
			Male	92	276.00	110	342.00	
			Not Reported	3	9.00	1	3.00	
Sub-total by Sociology	199		600.00	263	825.00			
Sub-total by Behavioral Science				1209	4494.00	1217	4520.00	

Drag "Gender" from "Available Dimensions" to here



Now you are in excel, Copy the Gender data

Select the area you want to copy. Click on the Copy icon

Term	Division	Department	Discipline	Gender	Fall 2010 Undup Hdct	Fall 2010 Credits	Fall 2011 Undup Hdct	Fall 2011 Credits	Fall 2012 Undup Hdct	Fall 2012 Credits	Total by ROWS Undup Hdct	Total by ROWS Credits			
1	4	Math & Sciences	Behavioral Science	Anthropology	Female	146	474.00	157	503.00	149	456.00	425	1433.00		
				Male	135	426.00	125	420.00	117	364.00	354	1210.00			
				Not Reported	4	15.00	2	6.00	2	6.00	8	27.00			
				Sub-total by Anthropology	285	915.00	284	929.00	268	826.00	787	2670.00			
				Behavioral Science	Female	97	291.00	75	225.00	68	207.00	236	723.00		
					Male	86	258.00	75	228.00	83	258.00	236	744.00		
					Not Reported	1	3.00	1	3.00	1	3.00	3	9.00		
				Sub-total by Behavioral Science	184	552.00	151	456.00	152	468.00	475	1476.00			
				Psychology	Female	463	1521.00	455	1515.00	437	1461.00	1248	4497.00		
			Male		274	888.00	233	771.00	243	774.00	691	2433.00			
			Not Reported		5	18.00	7	24.00	7	30.00	19	72.00			
			Sub-total by Psychology		742	2427.00	695	2310.00	687	2265.00	1958	7002.00			
			Sociology	Female	104	315.00	152	480.00	135	426.00	379	1221.00			
				Male	92	276.00	110	342.00	122	369.00	310	987.00			
				Not Reported	3	9.00	1	3.00	0	0.00	4	12.00			
				Sub-total by Sociology	199	600.00	263	825.00	257	795.00	693	2220.00			
				Sub-total by Behavioral Science	1209	4494.00	1217	4520.00	1182	4354.00	3122	13368.00			
			Total by COLUMNS					1209	4494.00	1217	4520.00	1182	4354.00	3122	13368.00

Still in excel

Paste "Gender data" to "Sheet 3" of the file "PR_Data_2012"

PR_Data_2012.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins

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Font Alignment Number

General

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1	Term				Fall 2010		Fall 2011		Fall 2012		Total by ROWS	
2					Undup Hdc	Credits	Undup Hdc	Credits	Undup Hdc	Credits	Undup Hdc	Credits
3	Division	Department	Discipline	Gender	Value	Value	Value	Value	Value	Value	Value	Value
4	Math & Science	Behavioral	Anthropology	Female	146	474.00	157	503.00	149	456.00	425	1433.00
5				Male	135	426.00	125	420.00	117	364.00	354	1210.00
6				Not Reported	4	15.00	2	6.00	2	6.00	8	27.00
7			Sub-total	285	915.00	284	929.00	268	826.00	787	2670.00	
8			Behavioral	Female	97	291.00	75	225.00	68	207.00	236	723.00
9				Male	86	258.00	75	228.00	83	258.00	236	744.00
10				Not Reported	1	3.00	1	3.00	1	3.00	3	9.00
11			Sub-total	184	552.00	151	456.00	152	468.00	475	1476.00	
12			Psychology	Female	463	1521.00	455	1515.00	437	1461.00	1248	4497.00
13				Male	274	888.00	233	771.00	243	774.00	691	2433.00
14				Not Reported	5	18.00	7	24.00	7	30.00	19	72.00
15			Sub-total	742	2427.00	695	2310.00	687	2265.00	1958	7002.00	
16			Sociology	Female	104	315.00	152	480.00	135	426.00	379	1221.00
17				Male	92	276.00	110	342.00	122	369.00	310	987.00
18				Not Reported	3	9.00	1	3.00	0	0.00	4	12.00
19			Sub-total	199	600.00	263	825.00	257	795.00	693	2220.00	
20			Sub-total by Behavior	1209	4494.00	1217	4520.00	1182	4354.00	3122	13368.00	
21			Total by COLUMNS				1209	4494.00	1217	4520.00	1182	4354.00

Click on the "Sheet 3" tab and Rename it to "Gender"

Data Dashboard— Enrollment by Ethnicity

***** [CLICK HERE TO EXECUTE](#) *****

Available Dimensions

Age Group | Age | Ed Goal | Ed Level | City | Degree | Course Level | Student Type | Course Session | Credit Range |
 Subject | CourseNumber | CRN | Gender | PR City | MA City | Campus | High School | HS Grad Year | Major

Columns

Term

Click on “+” to expand

Right click on your mouse to export data to excel.

Division	Department	Discipline	Ethnicity	Fall 2010		Fall 2011	
				Undup Hdct	Credits	Undup Hdct	Credits
				Value	Value	Value	Value
Math & Sciences	Behavioral Science	Anthropology	American Indian or Alaska Native	1	3.00	0	0.00
			Asian	20	59.00	26	99.00
			Black or African American	8	24.00	8	25.00
			Hispanic	54	188.00	72	216.00
			Multi-Racial	12	41.00	14	42.00
			None/Unknown	25	76.00	24	83.00
			White	10	30.00	140	464.00
		Sub-total by Anthropology	10	284	929.00		
		Behavioral Science	Asian	10	7	21.00	
			Black or African American	10	22	69.00	
			Hispanic	10	40	120.00	
			Multi-Racial	5	8	24.00	
			Native Hawaiian or Other Pacific Islander	2	0	0.00	
None/Unknown	12		9	27.00			
Psychology	White	82	65	195.00			
	Sub-total by Behavioral Science	184	151	456.00			
	American Indian or Alaska Native	3	4	12.00			

Export to Excel (OLE)

- Undo Ctrl+Z
- Cut Ctrl+X
- Copy Ctrl+C
- Paste Ctrl+V
- Select All Ctrl+A

Drag “Ethnicity” from “Available Dimensions” to here

Now you are in excel, Copy the Ethnicity data

Book1 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number Styles Cells

Select the area you want to copy. Click on the Copy icon

Term	Division	Department	Discipline	Ethnicity	Fall 2010 Undup Hdct	Fall 2010 Credits	Fall 2011 Undup Hdct	Fall 2011 Credits	Fall 2012 Undup Hdct	Fall 2012 Credits
1	Math & Sciences	Behavioral Science	Anthropology	American Indian or Alaska Native	1	3.00	0	0.00	0	0.00
2				Asian	20	59.00	26	99.00	24	71.00
3				Black or African American	8	24.00	8	25.00	14	42.00
4				Hispanic	54	180.00	72	216.00	48	148.00
5				Multi-Racial	12	41.00	14	42.00	16	50.00
6				None/Unknown	25	76.00	24	83.00	12	34.00
7				White	165	532.00	140	464.00	154	481.00
8				Sub-total by Anthropology	285	915.00	284	929.00	268	826.00
9			Behavioral Science	Asian	7	21.00	7	21.00	6	18.00
10				Black or African American	31	93.00	22	69.00	28	96.00
11				Hispanic	45	135.00	40	120.00	35	105.00
12				Multi-Racial	5	15.00	8	24.00	15	45.00
13				Native Hawaiian or Other Pacific Islander	2	6.00	0	0.00	1	3.00
14				None/Unknown	12	36.00	9	27.00	4	12.00
15				White	82	246.00	65	195.00	63	189.00
16				Sub-total by Behavioral Science	184	552.00	151	456.00	152	468.00
17			Psychology	American Indian or Alaska Native	3	12.00	4	12.00	3	12.00
18				Asian	57	177.00	49	165.00	62	195.00
19				Black or African American	72	240.00	74	237.00	53	189.00
20				Hispanic	170	567.00	140	444.00	182	588.00
21				Multi-Racial	36	108.00	28	87.00	20	72.00
22				Native Hawaiian or Other Pacific Islander	3	9.00	2	6.00	3	9.00

Still in excel

Paste “Ethnicity data” to “Sheet 4” of the file “PR_Data_2012”

The screenshot shows the Microsoft Excel interface for the file "PR_Data_2012.xlsx". The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Add-Ins. The Home ribbon is active, showing options for Paste, Copy, Format Painter, Font (Calibri, size 11), Alignment (Merge & Center), and Number. The spreadsheet data is as follows:

Term	Division	Department	Discipline	Ethnicity	Fall 2010 Undup Hdc	Fall 2010 Credits	Fall 2011 Undup Hdc	Fall 2011 Credits	Fall 2012 Undup Hdc	Fall 2012 Credits	Total by ROWS Undup Hdc	Total by ROWS Credits
1	Math & Sc	Behaviora	Anthropol	American	1	3.00	0	0.00	0	0.00	1	3.00
2				Asian	20	59.00	26	99.00	24	71.00	67	229.00
3				Black or A	8	24.00	8	25.00	14	42.00	30	91.00
4				Hispanic	54	180.00	72	216.00	48	148.00	162	544.00
5				Multi-Raci	12	41.00	14	42.00	16	50.00	41	133.00
6				None/Unk	25	76.00	24	83.00	12	34.00	56	193.00
7				White	165	532.00	140	464.00	154	481.00	430	1477.00
8				Sub-total	285	915.00	284	929.00	268	826.00	787	2670.00
9			Behaviora	Asian	7	21.00	7	21.00	6	18.00	20	60.00
10				Black or A	31	93.00	22	69.00	28	96.00	78	258.00
11				Hispanic	45	135.00	40	120.00	35	105.00	116	360.00
12				Multi-Raci	5	15.00	8	24.00	15	45.00	28	84.00
13				Native Ha	2	6.00	0	0.00	1	3.00	3	9.00
14				None/Unk	12	36.00	9	27.00	4	12.00	24	75.00
15				White	82	246.00	65	195.00	63	189.00	206	630.00
16				Sub-total	184	552.00	151	456.00	152	468.00	475	1476.00
17			Psycholog	American	3	12.00	4	12.00	3	12.00	8	36.00
18				Asian	57	177.00	49	165.00	62	195.00	152	537.00
19				Black or A	72	240.00	74	237.00	53	189.00	182	666.00
20				Hispanic	170	567.00	140	444.00	182	588.00	455	1599.00
21				Multi-Raci	36	108.00	28	84.00	28	84.00	78	267.00
22				Native Ha	3	9.00	2	6.00	3	9.00	7	24.00
23				None/Unk	12	36.00	9	27.00	4	12.00	24	75.00
24				White	82	246.00	65	195.00	63	189.00	206	630.00
25				Sub-total	184	552.00	151	456.00	152	468.00	475	1476.00

At the bottom of the spreadsheet, the sheet tabs are visible: Discipline, Courses, Gender, **Sheet4**, and Sheets. The "Sheet4" tab is circled in red. A red arrow points to the "Paste" button in the Home ribbon.

Click on the “Sheet 4” tab and Rename it to “Ethnicity”

Data Dashboard— Enrollment by Age Group

***** CLICK HERE TO EXECUTE *****

Available Dimensions

Ethnicity | Age | Ed Goal | Ed Level | City | Degree | Course Level | Student Type | Course Session | Credit Range |
 Subject | CourseNumber | CRN | Gender | PR City | MA City | Campus | High School | HS Grad Year | Major

Columns

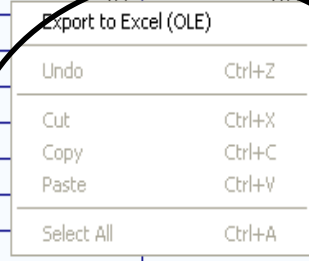
Term

Click on “+” to expand

Right click on your mouse to export data to excel.

Division	Department	Discipline	Age Group	Term	Fall 2010		Fall 2011			
				Undup Hdct	Credits	Undup Hdct	Credits			
				Value	Value	Value	Value			
Math & Sciences	Behavioral Science	Anthropology	A. Under 18	14	50.00	22	71.00			
			B. 18 - 19	83	288.00	86	281.00			
			C. 20 - 21	10	35.00	81	259.00			
			D. 22 - 24	10	39.00	39	134.00			
			E. 25 - 29	10	21.00	21	65.00			
			F. 30 - 34	10	7.00	7	25.00			
			G. 35 - 39	10	10.00	10	31.00			
			H. 40 - 49	10	12.00	12	40.00			
			I. 50 - 64	10	4.00	4	16.00			
			J. 65 and over	0	0.00	2	7.00			
			Sub-total by Anthropology	285	915.00	284	929.00			
			Behavioral Science	Behavioral Science	Behavioral Science	A. Under 18	7	21.00	4	12.00
						B. 18 - 19	58	174.00	53	159.00
						C. 20 - 21	50	150.00	36	108.00
D. 22 - 24	23	69.00				19	57.00			
E. 25 - 29	13	39.00				15	45.00			
F. 30 - 34	8	24.00				6	18.00			
G. 35 - 39	8	24.00				4	12.00			
H. 40 - 49	8	24.00				5	15.00			
I. 50 - 64	8	24.00				8	27.00			
J. 65 and over	1	3.00				1	3.00			

Drag “Age Group” from “Available Dimensions” to here



Now you are in excel, Copy Age Group data

Book2 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number Styles

Calibri 11

Wrap Text Merge & Center

General

Conditional Formatting as Table Styles

A1 Term

Select the area you want to copy. Click on the Copy icon

Term	Fall 2010		Fall 2011							
Division	Department	Discipline	Age Group	Undup Hdct	Credits	Undup Hdct	Cr			
				Value	Value	Value	V			
Math & Sciences	Behavioral Science	Anthropology	A. Under 18	14	50.00	22				
			B. 18 - 19	83	263.00	86	2			
			C. 20 - 21	71	229.00	81	2			
			D. 22 - 24	44	144.00	39	1			
			E. 25 - 29	24	80.00	21				
			F. 30 - 34	14	43.00	7				
			G. 35 - 39	9	27.00	10				
			H. 40 - 49	15	45.00	12				
			I. 50 - 64	11	34.00	4				
			J. 65 and over	0	0.00	2				
			Sub-total by Anthropology			285	915.00	284	9	
					Behavioral Science	A. Under 18	7	21.00	4	
						B. 18 - 19	58	174.00	53	1
						C. 20 - 21	50	150.00	36	1
D. 22 - 24	23	69.00				19				
E. 25 - 29	13	39.00				15				
F. 30 - 34	8	24.00				6				
G. 35 - 39	8	24.00				4				
H. 40 - 49	8	24.00				5				
I. 50 - 64	8	24.00				8				
J. 65 and over	1	3.00				1				
Sub-total by Behavioral Science			184	552.00	151	4				

Still in excel

Paste “Age Group data” to “Sheet 5” of the file “PR_Data_2012”

The screenshot shows the Microsoft Excel interface with the 'PR_Data_2012.xlsx' file open. The 'Home' ribbon is active, and the 'Paste' button is highlighted with a black arrow. The spreadsheet displays data for 'Term' across columns A-J. The 'Sheet5' tab is selected and circled at the bottom.

Term	Fall 2010	Fall 2011	Fall 2012	Total									
Undup Hdc	Credits	Undup Hdc	Credits	Undup Hdc	Credits	Undup Hdc	Credits	Undup Hdc	Credits				
Division	Departme	Discipline	Age Group	Value	Value	Value	Value	Value	Value	Value			
Math & Sc	Behaviora	Anthropol	A. Under 18	14	50.00	22	71.00	11	34.00	47	155.00		
			B. 18 - 19	83	263.00	86	281.00	76	246.00	245	790.00		
			C. 20 - 21	71	229.00	81	259.00	57	172.00	209	660.00		
			D. 22 - 24	44	144.00	39	134.00	45	143.00	128	421.00		
			E. 25 - 29	24	80.00	21	65.00	27	76.00	72	221.00		
			F. 30 - 34	14	43.00	7	25.00	14	39.00	35	107.00		
			G. 35 - 39	9	27.00	10	31.00	9	28.00	28	86.00		
			H. 40 - 49	15	45.00	12	40.00	12	35.00	39	120.00		
			I. 50 - 64	11	34.00	4	16.00	13	41.00	28	81.00		
			J. 65 and c	0	0.00	2	7.00	4	12.00	6	19.00		
			Sub-total	285	915.00	284	929.00	268	826.00	837	2570.00		
			Behaviora	Anthropol	A. Under 18	7	21.00	4	12.00	3	9.00	14	42.00
					B. 18 - 19	58	174.00	53	159.00	49	147.00	160	480.00
					C. 20 - 21	50	150.00	36	108.00	37	111.00	123	369.00
D. 22 - 24	23	69.00			19	57.00	23	72.00	65	198.00			
E. 25 - 29	13	39.00			15	45.00	14	42.00	42	126.00			
F. 30 - 34	8	24.00			6	18.00	4	12.00	18	54.00			
G. 35 - 39	8	24.00			4	12.00	5	18.00	17	54.00			
H. 40 - 49	8	24.00	5	15.00	7	21.00	20	60.00					
I. 50 - 64	8	24.00	8	27.00	8	30.00	24	71.00					
J. 65 and c	1	3.00	1	3.00	2	6.00	4	12.00					
Sub-total	184	552.00	184	552.00	184	552.00	552.00						

Click on the “Sheet 5” tab and Rename it to “Age Group”

Data Dashboard

Achievement--Retention

Institutional Overview
Enrollment
Student Achievement
FAQ / Help Center

Course Retention

Course Success

Cohort Tracking

Program Review

Degr./Cert Awarded

Student Persistence

Course Retention

Term(s): Division(s): All Divisions? Department(s): All Departments?

Code	Desc	Code	Desc	Code	Desc
201210	Spring 2012 Credit/Noncre	ENSR	Enrollment Services	AGS	Student Honor Society
201180	Fall 2011 Credit/Noncredit	ESL	English as a Second Lang	BEHS	Behavioral Science
201160	Summer 2011Credit/Noncr	LRES	Learning Resources	BUIS	Business & Information Sy:
201110	Spring 2011 Credit/Noncre	MSCI	Math & Sciences	CED	Career Education
201080	Fall 2010 Credit/Noncredit	NC	Non Credit	CES	Community Education Serv
201060	Summer 2010 Credit/Non				

***** CLICK HERE TO EXECUTE *****

Available Dimensions

Columns

**Select,
Control key,
and select**

Retention by Subject (Discipline)

***** CLICK HERE TO EXECUTE *****

Available Dimensions

Gender | Age | Ethnicity | Educational Goal | Basic Skills PW | Transfer PW | Career_Tech. E | Lifelong Learning | Cultural Enrichment | Campus (Course)

Section | Grade | Student Type | High School

Columns

Term

Click on "+" to expand

Right click on your mouse to export data to excel.

Division	Department	Subject	200980 - Fall 2009			201080 - Fall 2009	
			Total Hcnt	Retained Hcnt	Retention	Total Hcnt	Retention
			Value	Value	Value	Value	Value
Math & Sciences	Behavioral Science	ANTH	299	281	93.98%	337	
		BEHS	176	156	88.64%	184	
		BIOL			100.00%	0	
		PSY			92.23%	808	
		SOC			92.16%	200	
		Sub-total by Behavioral Science			92.16%	1529	
Total by COLUMNS					92.16%	1529	

Export to Excel (OLE)

- Undo (Ctrl+Z)
- Cut (Ctrl+X)
- Copy (Ctrl+C)
- Paste (Ctrl+V)
- Select All (Ctrl+A)

Now you are in excel, Copy Discipline Retention data

Book1 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, \$, %, .00, .0

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Select the area you want to copy. Click on the Copy icon

Term	200980 - Fall 2009			201080 - Fall 2010 Credit/Noncredit			201180 - Fall 2011 Credit/Noncredit			
Division	Department	Subject	Total Hcnt	Retained Hcnt	Retention	Total Hcnt	Retained Hcnt	Retention	Total Hcnt	Retained Hcnt
			Value	Value	Value	Value	Value	Value	Value	Value
Math & Sciences	Behavioral Science	ANTH	299	281	93.98%	337	310	91.99%	347	310
		BEHS	176	156	88.64%	184	170	92.39%	152	152
		BIOL	3	3	100.00%	0	0	0.00%	0	0
		PSY	695	641	92.23%	808	717	88.74%	770	770
		SOC	204	188	92.16%	200	183	91.50%	275	275
	Sub-total by Behavioral Science		1377	1269	92.16%	1529	1380	90.26%	1544	1544
Total by COLUMNS			1377	1269	92.16%	1529	1380	90.26%	1544	1405

Still in excel

Paste “Discipline Retention” to “Sheet 6” of the file
“PR_Data_2012”

The screenshot shows the Microsoft Excel interface. The title bar at the top reads "PR_Data_2012.xlsx - Microsoft Excel". The ribbon includes tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Add-Ins. The Home tab is active, showing options for Font, Alignment, and Number. A black arrow points to the "Paste" button in the Home tab. The worksheet contains a table with the following data:

Term	200980 - Fall 2009			1080 - Fall 2010 Credit/Noncredit			1180 - Fall 2011 Credit/Noncredit				
Division	Department	Subject	Total Count	Retained Count	Retention	Total Count	Retained Count	Retention	Total Count	Retained Count	Retention
Math & Science	Behavioral	ANTH	299	281	93.98%	337	310	91.99%	347	326	93.95%
		BEHS	176	156	88.64%	184	170	92.39%	152	141	92.76%
		BIOL	3	3	100.00%	0	0	0.00%	0	0	0.00%
		PSY	695	641	92.23%	808	717	88.74%	770	688	89.35%
		SOC	204	188	92.16%	200	183	91.50%	275	250	90.91%
Sub-total			1377	1269	92.16%	1529	1380	90.26%	1544	1405	91.00%
Total by COLUMNS			1377	1269	92.16%	1529	1380	90.26%	1544	1405	91.00%

At the bottom of the screen, the worksheet tabs are visible: Discipline, Courses, Gender, Ethnicity, Age Group, Sheet6, and Sheet7. The "Sheet6" tab is circled in black. A text box with a pointer indicates: "Click on the 'Sheet 6' tab and Rename it to 'Discipline Retention'".

Data Dashboard— Retention by Courses

***** CLICK HERE TO EXECUTE *****

Available Dimensions

Gender Age Ethnicity Educational Goal Basic Skills PW Transfer PW Career_Tech. E Lifelong Learning Cultural Enrichment Campus (Co
 Section Grade Student Type High School

Columns

Term

Click on “+” to expand

Right click on your mouse to
export data to excel.

Division	Department	Subject	Course	Total Hcnt	Retained Hcnt	Retention				
				Value	Value	Value				
Math & Sciences	Behavioral Science	ANTH	101	111	109	98.20%				
			101L			98.00%				
			102			92.00%				
			103			91.67%				
			110			81.25%				
			208			85.71%				
			Sub-total by ANTH			93.98%				
			BEHS			103			88.89%	
						252	14	12	85.71%	
						Sub-total by BEHS	176	156	88.64%	
						BIOL			251	3
			PSY	110	312				283	90.71%
				111	39				35	89.74%
				112	105				102	97.14%
			114	56	52	91.64%				
Total by COLUMNS				1377	1269	92.16%				

Now you are in excel, Copy Course Retention data

Book1 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Merge & Center, Wrap Text, Text Alignment, Orientation, Indentation

Number: General, Currency, Percentage, Decimals, Thousands Separator

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Select the area you want to copy. Click on the Copy icon

Term	200980 - Fall 2009			201080 - Fall 2010 Credit/Noncredit		
	Total Hcnt	Retained Hcnt	Retention	Total Hcnt	Retained Hcnt	Retention
	Value	Value	Value	Value	Value	Value
Math & Sciences						
Department Behavioral Science						
Subject ANTH						
Course						
101	111	109	98.20%	125	117	93.60%
101L	50	49	98.00%	48	44	91.67%
102	75	69	92.00%	70	66	94.29%
103	12	11	91.67%	27	22	81.48%
110	16	13	81.25%	26	25	96.15%
208	35	30	85.71%	41	36	87.80%
Sub-total by ANTH	299	281	93.98%	337	310	91.99%
BEHS						
103	162	144	88.89%	173	161	93.06%
252	14	12	85.71%	11	9	81.82%
Sub-total by BEHS	176	156	88.64%	184	170	92.39%
BIOL						
251	3	3	100.00%	0	0	0.00%
PSY						
110	312	283	90.71%	337	288	85.46%
111	39	35	89.74%	26	19	73.08%
112	105	102	97.14%	132	128	96.97%
114	56	53	94.64%	92	87	94.57%
116	32	32	100.00%	39	32	82.05%
125	25	25	100.00%	35	34	97.14%
130	22	21	95.45%	12	12	100.00%
140	0	0	0.00%	0	0	0.00%
204	35	27	77.14%	62	52	83.87%
230	27	25	92.59%	26	25	96.15%
251	13	11	84.62%	16	12	75.00%

Sheet1 Sheet2 Sheet3

Still in excel

Paste "Course Retention data" to "Sheet 7" of the file "PR_Data_2012"

The screenshot shows the Microsoft Excel interface with the file name "PR_Data_2012.xlsx" circled in the title bar. The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Add-Ins. The Home ribbon is active, showing font settings (Calibri, size 11) and alignment options. A black arrow points to the Paste button in the Clipboard group. The spreadsheet displays a table with columns for Term, Division, Department, Subject, Course, and retention data for three terms: 200980 - Fall 2009, 1080 - Fall 2010, and 1180 - Fall 2011. The table is organized into sub-totals for each subject. The "Sheet7" tab at the bottom is circled, and text instructions are overlaid on the spreadsheet area.

Term	200980 - Fall 2009			1080 - Fall 2010 Credit/Noncred			1180 - Fall 2011 Credit/Noncred					
Division	Department	Subject	Course	Total Hc	Retained Hc	Retention	Total Hc	Retained Hc	Retention	Total Hc	Retained Hc	Retention
				Value	Value	Value	Value	Value	Value	Value	Value	Value
Math & Science	Behavioral	ANTH	101	111	109	98.20%	125	117	93.60%	132	123	93.18%
			101L	50	49	98.00%	48	44	91.67%	56	51	91.07%
			102	75	69	92.00%	70	66	94.29%	79	74	93.67%
			103	12	11	91.67%	27	22	81.48%	11	11	100.00%
			110	16	13	81.25%	26	25	96.15%	35	35	100.00%
			208	35	30	85.71%	41	36	87.80%	34	32	94.12%
			Sub-total	299	281	93.98%	337	310	91.99%	347	326	93.95%
		BEHS	103	162	144	88.89%	173	161	93.06%	146	136	93.15%
			252	14	12	85.71%	11	9	81.82%	6	5	83.33%
			Sub-total	176	156	88.64%	184	170	92.39%	152	141	92.76%
		BIOL	251	3	3	100.00%	0	0	0.00%	0	0	0.00%
		PSY	110	312	283	90.71%	337	288	85.46%	321	283	88.16%
			111	39	35	89.74%	26	19	73.08%	35	30	85.71%
			112	105	102	97.14%	132	128	96.97%	107	98	91.59%
			114	56	53	94.64%	92	87	94.57%	91	85	93.41%
			116	32	32	100.00%	39	32	82.05%	26	23	88.46%
			125	25	25	100.00%	35	34	97.14%	24	20	83.33%
			130	22	21	95.45%	12	12	100.00%	12	10	83.33%
			140	0	0	0.00%	0	0	0.00%	13	13	100.00%
			204	35	27	77.14%	62	52	83.87%	85	76	89.41%
			230	27	25	92.59%	26	25	96.15%	26	25	96.15%
			251	13	11	84.62%	16	12	75.00%	9	6	66.67%

Click on the "Sheet 7" tab and Rename it to "Course Retention"

Data Dashboard— Retention by Gender

***** CLICK HERE TO EXECUTE *****

Available Dimensions

Age Ethnicity Educational Goal Basic Skills PW Transfer PW Career_Tech_E Lifelong Learning Cultural Enrichment Campus (Course) Campus (Student) Section
Grade Student Type High School Course

Columns

Click on “+” to expand

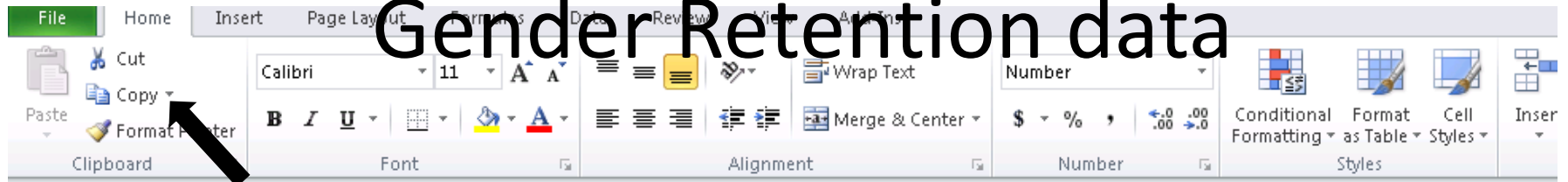
Right click on your mouse to
export data to excel.

Division	Department	Subject	Gender	Total Hcnt	Retained Hcnt	Retention	Total Hcnt
				Value	Value	Value	Value
Math & Sciences	Behavioral Science	ANTH	Female	163	156	95.71%	174
			Male	105	104	91.85%	158
			Other/Unknown			100.00%	5
			Sub-total by ANTH			93.98%	337
	BEHS		Female			88.46%	97
			Male			88.24%	86
			Other/Unknown			100.00%	1
			Sub-total by BEHS			88.64%	184
	BIOL		Female	2	2	100.00%	0
			Male	1	1	100.00%	0
			Other/Unknown			100.00%	0
			Sub-total by BIOL	3	3	100.00%	0
PSY		Female	463	430	92.87%	506	
		Male	227	206	90.75%	296	
		Other/Unknown	5	5	100.00%	6	
		Sub-total by PSY	695	641	92.23%	808	
Total by COLUMNS				1377	1269	92.16%	1528

Drag “Gender”
from “Available
Dimensions” to
here

Now you are in excel, Copy

Gender Retention data



Select the area you want to copy. Click on the Copy icon

Term		200980 - Fall 2009			201080 - Fall 2010 Cred					
Division	Department	Subject	Gender	Total Hcnt Value	Retained Hcnt Value	Retention Value	Total Hcnt Value	Retained Hcnt Value		
Math & Sciences	Behavioral Science	ANTH	Female	163	156	95.71%	174	1		
			Male	135	124	91.85%	158	1		
			Other/Unknown	1	1	100.00%	5			
			Sub-total by ANTH	299	281	93.98%	337	3		
		BEHS	Female	104	92	88.46%	97			
			Male	68	60	88.24%	86			
			Other/Unknown	4	4	100.00%	1			
			Sub-total by BEHS	176	156	88.64%	184	1		
		BIOL	Female	2	2	100.00%	0			
			Male	1	1	100.00%	0			
			Sub-total by BIOL	3	3	100.00%	0			
		PSY	Female	463	430	92.87%	506	4		
			Male	227	206	90.75%	296	2		
			Other/Unknown	5	5	100.00%	6			
			Sub-total by PSY	695	641	92.23%	808	7		
		SOC	Female	105	100	95.24%	105			
			Male	97	86	88.66%	92			
			Other/Unknown	2	2	100.00%	3			
			Sub-total by SOC	204	188	92.16%	200	1		
		Sub-total by Behavioral Science			1377	1269	92.16%	1529	13	
		Total by COLUMNS				1377	1269	92.16%	1529	1380

Still in excel

Paste “Gender Retention data” to “Sheet 8” of the file
“PR_Data_2012”

The screenshot shows an Excel spreadsheet with the following data:

Term	200980 - Fall 2009			1080 - Fall 2010 Credit/Noncred			1180 - Fall 2011 Credit/Noncred							
Division	Department	Subject	Gender	Total	Count	Retention	Total	Count	Retention	Total	Count	Retention		
Math & Science	Behavioral	ANTH	Female	163	156	95.71%	174	158	90.80%	187	171	91.44%		
			Male	135	124	91.85%	158	148	93.67%	158	153	96.84%		
			Other/Unknown	1	1	100.00%	5	4	80.00%	2	2	100.00%		
			Sub-total	299	281	93.98%	337	310	91.99%	347	326	93.95%		
		BEHS	Female	104	92	88.46%	97	89	91.75%	75	70	93.33%		
			Male	68	60	88.24%	86	80	93.02%	76	70	92.11%		
			Other/Unknown	4	4	100.00%	1	1	100.00%	1	1	100.00%		
			Sub-total	176	156	88.64%	184	170	92.39%	152	141	92.76%		
		BIOL	Female	2	2	100.00%	0	0	0.00%	0	0	0.00%		
			Male	1	1	100.00%	0	0	0.00%	0	0	0.00%		
			Other/Unknown	0	0	0.00%	0	0	0.00%	0	0	0.00%		
			Sub-total	3	3	100.00%	0	0	0.00%	0	0	0.00%		
		PSY	Female	463	430	92.87%	506	451	89.13%	505	458	90.69%		
			Male	227	206	90.75%	296	261	88.18%	257	223	86.77%		
			Other/Unknown	5	5	100.00%	6	5	83.33%	8	7	87.50%		
			Sub-total	695	641	92.23%	808	717	88.74%	770	688	89.35%		
		SOC	Female	105	100	95.24%	105	95	90.48%	160	142	88.75%		
			Male	97	86	88.66%	92	85	92.39%	114	107	93.86%		
			Other/Unknown	2	2	100.00%	3	3	100.00%	1	1	100.00%		
			Sub-total	204	188	92.16%	200	183	91.50%	275	250	90.91%		
		Sub-total by Behavior				1377	1269	92.16%	1529	1380	90.26%	1544	1405	91.00%
		Total by COLUMNS				1377	1269	92.16%	1529	1380	90.26%	1544	1405	91.00%

Click on the “Sheet 8” tab and
Rename it to “Gender Retention”

Data Dashboard— Retention by Ethnicity

***** [CLICK HERE TO EXECUTE](#) *****

Available Dimensions

Age Gender Educational Goal Basic Skills PW Transfer PW Career_Tech. E Lifelong Learning Cultural Enrichm Campus (Course Campus

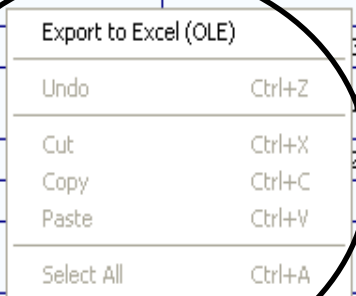
Grade Student Type High School Course

Columns **Click on “+” to expand** **Right click on your mouse to export data to excel.**

Term

Division	Department	Subject	Ethnicity	Total Hcnt	Retained Hcnt	Retention
				Value	Value	Value
Math & Sciences	Behavioral Science	ANTH	American Indian or Alaska Native	1	1	100.00%
			Asian	31	31	93.94%
			Black or African American	21	20	91.67%
			Hispanic	29	25	87.88%
			Multi-Racial	7	7	100.00%
			Native Hawaiian or Other Pacific Islander	1	1	100.00%
			None/Unknown	28	25	89.29%
			White	185	177	95.68%
			Sub-total by ANTH	299	281	93.98%
	BEHS		American Indian or Alaska Native	1	1	100.00%
			Asian	12	10	83.33%
			Black or African			
Total by COLUMNS				1377	1269	92.16%

Drag “Ethnicity” from “Available Dimensions” to here



Now you are in excel, Copy Ethnicity Retention data

File Home Insert Page Layout Formulas Data Review View Add-Ins

Cut Copy Paste Format Painter Clipboard Font Alignment Number Styles

Calibri 11 A A Wrap Text Merge & Center \$ % .00 .00 Conditional Formatting as Table Cell Styles Insert

E4 1

Select the area you want to copy. Click on the Copy icon

Term	200980 - Fall 2009			Total Hcnt	Retained Hcnt	Retention	Total	
Division	Department	Subject	Ethnicity	Value	Value	Value	Value	
Math & Sciences	Behavioral Science	ANTH	American Indian or Alaska Native	1	1	100.00%	1	
			Asian	33	31	93.94%	33	
			Black or African American	12	11	91.67%	12	
			Hispanic	33	29	87.88%	33	
			Multi-Racial	6	6	100.00%	6	
			Native Hawaiian or Other Pacific Islander	1	1	100.00%	1	
			None/Unknown	28	25	89.29%	28	
			White	185	177	95.68%	185	
			Sub-total by ANTH	299	281	93.98%	299	
			BEHS	American Indian or Alaska Native	1	1	100.00%	1
				Asian	12	10	83.33%	12
				Black or African American	20	17	85.00%	20
				Hispanic	47	39	82.98%	47
				Multi-Racial	6	6	100.00%	6
Native Hawaiian or Other Pacific Islander	0	0		0.00%	0			
None/Unknown	13	12		92.31%	13			
White	77	71		92.21%	77			
Sub-total by BEHS	176	156	88.64%	176				
BIOL	Hispanic	1	1	100.00%	1			
	White	2	2	100.00%	2			
	Sub-total by BIOL	3	3	100.00%	3			
PSY	American Indian or Alaska Native	2	2	100.00%	2			

Still in excel

Paste “Ethnicity Retention data” to “Sheet 9” of the file
“PR_Data_2012”

The screenshot shows the Microsoft Excel interface with the file name "PR_Data_2012.xlsx" in the title bar. The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Add-Ins. The Home ribbon is active, showing options for Paste, Cut, Copy, Format Painter, Font, Alignment, Merge & Center, Number, and Styles. A black arrow points to the Paste button. The spreadsheet displays a table with the following structure:

Term	200980 - Fall 2009			1080 - Fall 2010 Credit/Noncred			1180 - Fall 2011 Credit/Noncred			Total by ROW					
	Total Hcnt	tained Hc	Retention	Total Hcnt	tained Hc	Retention	Total Hcnt	tained Hc	Retention	Total Hcnt	tained Hc	Retention	Total Hcnt	tained Hc	Retention
Division	Departme	Subject	Ethnicity	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value
Math & Sc	Behaviora	ANTH	American	1	1	100.00%	1	0	0.00%	0	0	0.00%	2	1	
			Asian	33	31	93.94%	23	23	100.00%	39	39	100.00%	95	93	
			Black or A	12	11	91.67%	8	6	75.00%	9	9	100.00%	29	26	
			Hispanic	33	29	87.88%	66	63	95.45%	84	78	92.86%	183	170	
			Multi-Rac	6	6	100.00%	15	14	93.33%	16	15	93.75%	37	35	
			Native Ha	1	1	100.00%	0	0	0.00%	0	0	0.00%	1	1	
			None/Unk	28	25	89.29%	26	22	84.62%	29	26	89.66%	83	73	
			White	185	177	95.68%	198	182	91.92%	170	159	93.53%	553	518	
			Sub-total	299	281	93.98%	337	310	91.99%	347	326	93.95%	983	917	
			BEHS			American	1	1	100.00%	0	0	0.00%	0	0	0.00%
Asian	12	10				83.33%	7	6	85.71%	7	7	100.00%	26	23	
Black or A	20	17				85.00%	31	28	90.32%	23	22	95.65%	74	67	
Hispanic	47	39				82.98%	45	39	86.67%	40	37	92.50%	132	115	
Multi-Rac	6	6				100.00%	5	5	100.00%	8	6	75.00%	19	17	
Native Ha	0	0				0.00%	2	0	0.00%	0	0	0.00%	2	0	
None/Unk	13	12				92.31%	12	12	100.00%	9	8	88.89%	34	32	
BIOL			Hispanic	1	1	100.00%	0	0	0.00%	0	0	0.00%	1	1	
			White	2	2	100.00%	0	0	0.00%	0	0	0.00%	2	2	
			Sub-total	3	3	100.00%	0	0	0.00%	0	0	0.00%	3	3	
PSY			American	2	2	100.00%	4	3	75.00%	4	3	75.00%	10	8	

Click on the “Sheet 9” tab and
Rename it to “Ethnicity Retention”

Data Dashboard

Achievement—Program Review Tab

Institutional Overview | **Enrollment** | **Student Achievement** | **FAQ / Help Center**

Program Review Site

Term(s):
 Division(s): All Divisions?
 Department(s): All Departments?

Code	Desc	Code	Desc	Code	Desc
201280	Fall 2012 Credit/Noncredit	ENSR	Enrollment Services	0000	Undeclared
201260	Summer 2012 Credit/Noncredit	ESL	English as a Second Language	AGS	Student Honor Society
201210	Spring 2012 Credit/Noncredit	LRES	Learning Resources	BEHS	Behavioral Science
201180	Fall 2011 Credit/Noncredit	MSCI	Math & Sciences	BUIS	Business & Information Systems
201160	Summer 2011 Credit/Noncredit	NC	Non Credit	CED	Career Education

***** [CLICK HERE TO EXECUTE](#) *****

Available Dimensions:

 Basic Skills PW | Transfer PW | Career Tech Ed | Lifelong Learning | Cultural Enrichment | Section | Division

Columns:

 Term

Department	Discipline	Subject	Fall 2012 Credit/Noncredit					
			Sections	Enrollment	Units	WSCH	FTEF	Product
Behavioral Science	Anthropology	ANTH	10	310.00	826.00	924.00	1.93	
	Behavioral Science	BEHS	4	156.00	468.00	470.61	0.60	
	Psychology	PSY	23	755.00	2265.00	2295.13	3.60	
	Sociology	SOC	9	265.00	795.00	795.00	1.60	
	Sub-total by Behavioral Science		46	1486.00	4354.00	4484.74	7.73	
Total by COLUMNS			46	1486.00	4354.00	4484.74	7.73	

Select, Control key, and select

Click on "+" to expand

Right click on your mouse to export data to excel.

Now you are in excel, Copy Program Review data

Select the area you want to copy. Click on the Copy icon

Term	Credit/Noncredit					Fall 2011 Credit/			
Department	Discipline	Subject	WSCH Value	FTEF Value	Productivity (Load) Value	Sections Value	Enrollment Value	Units Value	WSC Value
Behavioral Science	Anthropology	ANTH	1011.00	1.93	523.29	10	347.00	929.00	1041.
	Behavioral Science	BEHS	553.75	1.11	498.87	4	152.00	456.00	471.
	Psychology	PSY	2466.51	3.90	632.44	23	770.00	2310.00	2349.
	Sociology	SOC	600.00	1.10	545.45	8	275.00	825.00	831.
Sub-total by Behavioral Science			4631.26	8.04	575.88	45	1544.00	4520.00	4693.
Total by COLUMNS			4631.26	8.04	575.88	45	1544.00	4520.00	4693.

Still in excel

Paste “Program Review data” to “Sheet 10” of the file
“PR_Data_2012”

The screenshot shows the Microsoft Excel interface with the following elements:

- Title Bar:** PR_Data_2012.xlsx - Microsoft Excel (circled in black)
- File Menu:** Open, Save, Print, Paste (indicated by a black arrow), Undo, Redo, Close.
- Home Tab:** Font (Calibri, 11), Paragraph (B, I, U, Merge & Center), Styles (Conditional Formatting, Format as Table).
- Worksheet:** A1, Term. The table below shows data for Fall 2010 and Fall 2011.
- Bottom Tab Bar:** Age Group, DisciplineRetention, CourseRetention, GenderRetention, EthnicityRetention, Sheet10 (circled in black).

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	Term			Fall 2010 Credit/Noncredit					Fall 2011 Credit/Noncredit					
2				Sections	Enrollment	Units	WSCH	FTEF	Activity (L	Sections	Enrollment	Units	WSCH	F
3	Department	Discipline	Subject	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value
4	Behavioral	Anthropology	ANTH	10	337.00	915.00	1011.00	1.93	523.29	10	347.00	929.00	1041.00	
5		Behavioral	BEHS	6	184.00	552.00	553.75	1.11	498.87	4	152.00	456.00	471.69	
6		Psychology	PSY	23	809.00	2427.00	2466.51	3.90	632.44	23	770.00	2310.00	2349.76	
7		Sociology	SOC	6	200.00	600.00	600.00	1.10	545.45	8	275.00	825.00	831.00	
8		Sub-total by Behavior		45	1530.00	4494.00	4631.26	8.04	575.88	45	1544.00	4520.00	4693.45	
9	Total by COLUMNS			45	1530.00	4494.00	4631.26	8.04	575.88	45	1544.00	4520.00	4693.45	7
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Click on the “Sheet 10” tab and Rename it to “Program Review”