

Precision Campus Program Review Guide

The program review tool automates the program review process so that users automatically view their unit's data and provide responses to program review questions in one location.

Completing a Program Review Form

Users who have been assigned to a program review template will see a Templates card in Precision Campus.

- If a user is assigned to only one template, clicking the Template card will open that template.
- If a user is assigned to more than one template, clicking the Template card will open a list for them to select which form they would like to access by selecting **Edit**. Details about the form are available in this table, including the academic department the user is assigned to.

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Fact Book Precision Benchmarks ? Hi, Demo for Guide!

Welcome to Precision Campus
Use this demo site to see some of our reports. Click to go to our corporate site.

ENROLLMENT PROGRAM REVIEW EQUITY COURSES STUDENT OUTCOMES BUDGETING

Program Review and Budget Templates

Enrollment Variables and Trends

Faculty Workload (FTEF) by Full-time/Part-time

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Choose one of these forms:

Edit	Template Type	Response Type	Year	Name	Academic Department	Special Department	Office	Completed
Edit	Budget		2018-19	Budget Review	FIN			
Edit	Program Review		2018-19	My New Form	FIN			
Edit	Program Review		2018-19	My New Form	ECON			

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Table of Contents

- Instructional Discipline Template
- A. FTES - Enrollment Trends
- B. Sections - Enrollment Trends
- C. Productivity - Enrollment Trends
- E. Enrollment by Student Demographics
- F. Student Course Success by Demographics

FIN

Instructional Discipline Template

Program Mission Statement

Paragraph AI A B I U S T

Here is an example

Words: 4 Word Limit: 200

Program Level Student Learning Outcomes

Please list the program level student learning outcomes.

Words: 0 Word Limit: 200

Show Enrollment Variables and Trends

A. FTES - Enrollment Trends

1. In the data table above, what does the FTES data trend indicate?

☐ the data trend shows an increase in FTES

☐ the data trend shows a decrease in FTES

☐ the data trend shows no change

Clear

Discuss the factors that would help the college understand these trends and whether there are tangible reasons for the increase or decrease.

Words: 0 Word Limit: 250

☐ This form is completed and ready for acceptance.

Notify John

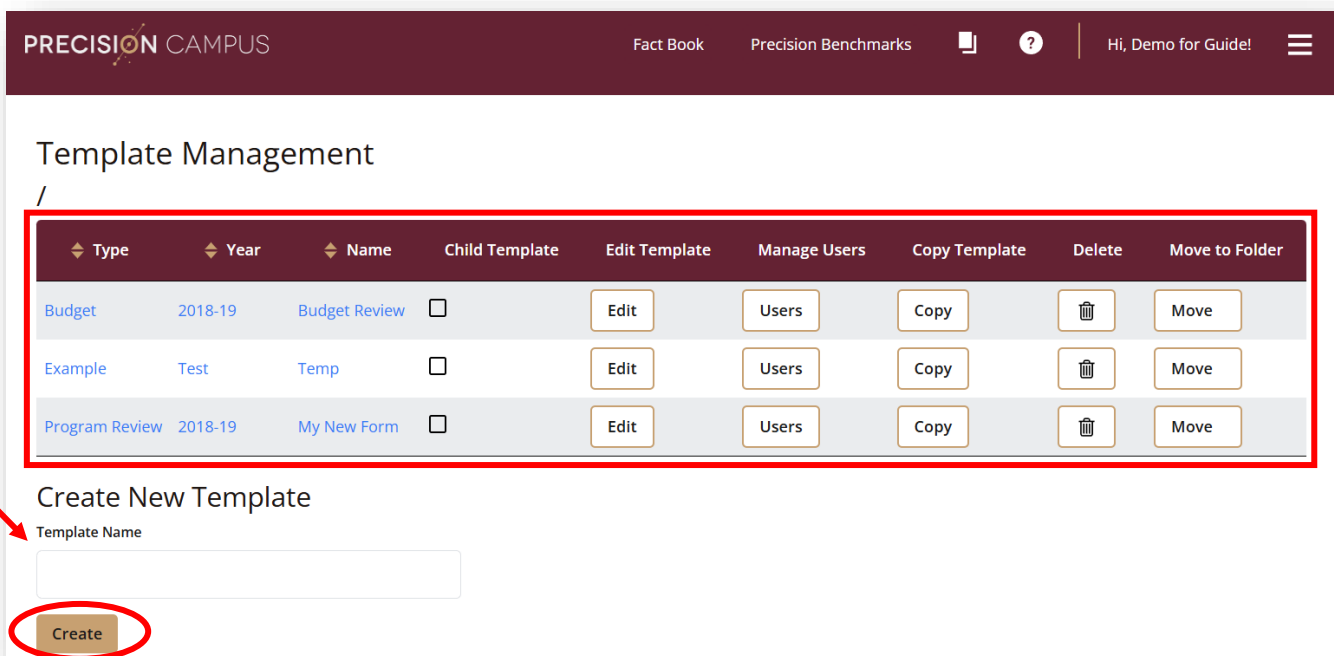
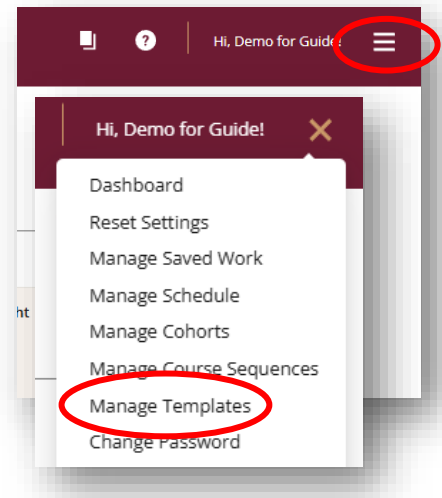
- The department that the user is reviewing and viewing data for is displayed at the top of the form.
- A Work Saved message appears to confirm responses are saved as they are entered.
- Use the Table of Contents to navigate to other sections of the form.
- Click the **Show** button to display the reports embedded in the form.
- Select the **PDF** icon at the top right to create a PDF copy of the form.
- When the form is complete, select the check box **This form is completed and read for acceptance** then click the **Notify** button to notify the program review administrator that the form is complete.

Managing Program Review

Template management allows users overseeing the program review process to create and configure new templates, edit/add users to templates, and view/export responses submitted in templates.

Administrators enable “Manage Templates” permission to allow users to manage templates and configure the program review tool.

1. Navigate to **Manage Templates** in top hamburger menu (contingent on “Manage Templates” permission).
2. Existing templates are displayed in the Template Management list. To create a new template, enter a name and select **Create**.
3. Click the blue text to edit template details Type, Year, and Name.
4. To use a template within another template, check the box to designate it as a **Child Template**.
5. To configure a template’s content, select **Edit**.
6. To edit/add users and assign them to departments, select **Users**.
7. Templates can be copied using the **Copy** button, deleted using the **trashcan** button, and organized in folders using the **Move** button.



Editing Templates

1. From the Template Management list, select **Edit**.
2. Add the name and email address of the user who should be notified when a form is completed.
3. Drag and drop new items from the right side onto the form body to add them.
4. To reorder items, either click and drag items in the **Outline** or move each item up or down the hamburger menu for each item.
5. Click **Return to Template List** to leave editing area. Changes are automatically saved.

The screenshot displays the Precision Campus interface for editing a template. At the top, the header includes the logo, navigation links (Fact Book, Precision Benchmarks), and a user greeting. The main content area is divided into several sections:

- Temp**: A section for editing the template's name and notification details. It includes a "Return to Template List" button and two text input fields for "Your name" and "Your email address".
- Outline**: A list of template items with a context menu for reordering. The items are:
 1. Header: Temp/test/example
 2. Menu Report: Enrollment Variables and Trends
 3. CheckBox: Select all that apply.
 4. Saved Report: Please Choose a Saved Report
 5. CheckBox: Select one.
 6. Menu Report: Course Success by Race and Year
 7. Select List: Which of the following?
 8. Table: Test Table
 9. Template:
 10. Narrative Question: We need this because...
- Template Items**: A detailed view of the selected item (2. Menu Report). It shows a header field, checkboxes for table of contents inclusion, and a report selection dropdown.
- New**: A sidebar with buttons for adding new items: CheckBox, Menu Report, Header, Saved Report, Select List, Table, Template, and Narrative Question.

Red arrows and boxes highlight key interactive elements: the "Return to Template List" button, the email address field, the Outline list, the reordering menu for item 2, and the New items sidebar.

Types of Template Items:

- **Checkbox** – item with multiple response options (single or multi-select)
- **Menu Report** – a report from a menu
- **Header** – header text
- **Saved Report** – a saved report
- **Select List** – items with dropdown list with multiple response options
- **Table** – a table customized for collecting responses
- **Template** – a “child template”
- **Narrative Question** – descriptive text or text entry box

Managing Users

1. From the Template Management list, select **Users**.
2. To create a new user, complete the **Add Template User** box:
 - a. Select the intended user from the list that appears as you begin typing their Precision Campus username.
 - b. Make a selection from the Regular Department dropdown to assign them to an academic department.
 - c. Contact Precision Campus staff for additional information on other unit designations.
 - d. Click the **New User** button to add user.

The screenshot shows the 'Add Template User' form. It has several input fields: 'User Name' (with 'Demo for Guide'), 'Regular Program' (a dropdown menu currently showing 'FIN' with a list of options including 'Precision - Finance - FIN' and 'Precision - College of Business - Information Systems'), 'Special Unit' (a dropdown menu showing 'None'), 'Non-Academic Unit Name', and 'Response Type'. A 'New User' button is located on the right side of the form.

3. To edit existing users, select **Edit** beside their name.
 - a. Update their information as needed.
 - b. To add collaborators on the template that they are responsible for, add usernames under **Shared Users**.
 - c. Click the **Update** button to save changes.

The screenshot shows a table titled 'Authorized Users for Budget Review'. The table has columns: Edit, Owner, Completed, Regular Program, Special Unit, Office, Response Type, Delete, Print, Copy, Export, and Publish. The first row is 'Demo for Guide' with 'N' in the Completed column. The second row is 'WYNTRE STOUT' with 'N' in the Completed column. Below the table, there is a section titled 'Shared Users for WYNTRE STOUT' with a 'Share with' input field. At the bottom, there is an 'Update WYNTRE STOUT' button.

4. To copy all users and assign them to another template, click the **Copy All Users** button, select the new template, and click **Copy To Template**.

The screenshot shows a dialog box titled 'Copy All Users'. It contains the text: 'This feature will copy all users and guests from this template to some other template.' Below this text, there is an 'Available Templates' dropdown menu and a 'Copy to Template' button.

Managing & Exporting Responses

- Select the **trashcan** icon to delete individual responses.
- Select the **PDF** icon to print individual responses to PDF.
- Select the **Copy** icon to duplicate responses.
- Select **Export** to add individual responses to an export.
 - Select **Print Condensed Responses** to export a condensed view of responses to a PDF.
 - Select **Dump Selected Responses to Text File** to export a condensed view of responses to a HTML file.
- Select the **Publish** icon to publish responses to a website.
- Select Export **All Responses to Excel via Email** to export all responses as a batch.
- To export specific items as a batch, enter the desired items in the “**Limit exported or printed results to selected template items**” window.

The screenshot displays the Precision Campus interface. At the top, the header includes the Precision Campus logo, navigation links for 'Fact Book' and 'Precision Benchmarks', a user profile 'Hi, Demo for Guide!', and a menu icon. Below the header, a 'Return to Template List' button is visible. The main section is titled 'Authorized Users for Budget Review' and contains a table with columns: Edit, Owner, Completed, Regular Program, Special Unit, Office, Response Type, Delete, Print, Copy, Export, and Publish. Two rows of data are shown: 'Demo for Guide' and 'WYNTRE STOUT'. Red arrows point to the 'Delete', 'PDF', 'Copy', and 'Export' icons for the 'WYNTRE STOUT' row. Below the table is an 'Add Template User' form with fields for User Name, Regular Program, Special Unit, Non-Academic Unit Name, and Response Type, along with a 'New User' button. Below the form are buttons for 'Copy All Users' and 'Export All Responses to Excel via Email'. A text field labeled 'Limit exported or printed results to selected template items (ex. 1, 2, 5, 7)' is also present. A modal window titled 'Export Template Responses' is open, showing a table with columns: Name, Regular Program, Special Unit, Office, Response Type, and Remove. The table contains one row: 'Demo for Guide', 'FIN', 'None', '-', '(copy)', and a 'Remove' button. Below the table are buttons for 'Print Condensed Responses' and 'Dump Selected Responses to Text File'. Red arrows point to these buttons.

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Return to Template List

Authorized Users for Budget Review

Edit	Owner	Completed	Regular Program	Special Unit	Office	Response Type	Delete	Print	Copy	Export	Publish
Edit	Demo for Guide	N	FIN	None						Export	
Edit	WYNTRE STOUT	N	MRKT	None						Export	

Add Template User

User Name Regular Program Special Unit Non-Academic Unit Name Response Type New User

Copy All Users

Export All Responses to Excel via Email

Limit exported or printed results to selected template items (ex. 1, 2, 5, 7)

Export Template Responses

Name	Regular Program	Special Unit	Office	Response Type	Remove
Demo for Guide	FIN	None	- (copy)		Remove

Print Condensed Responses

Dump Selected Responses to Text File