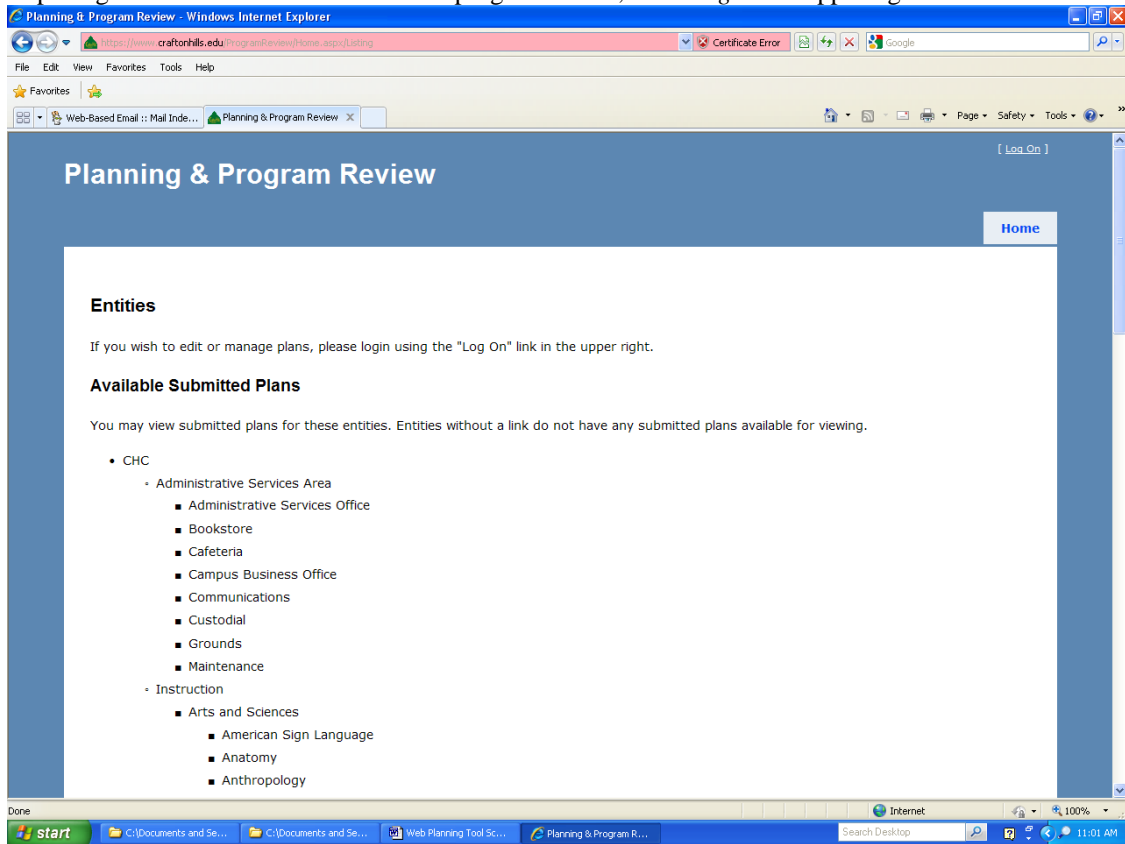


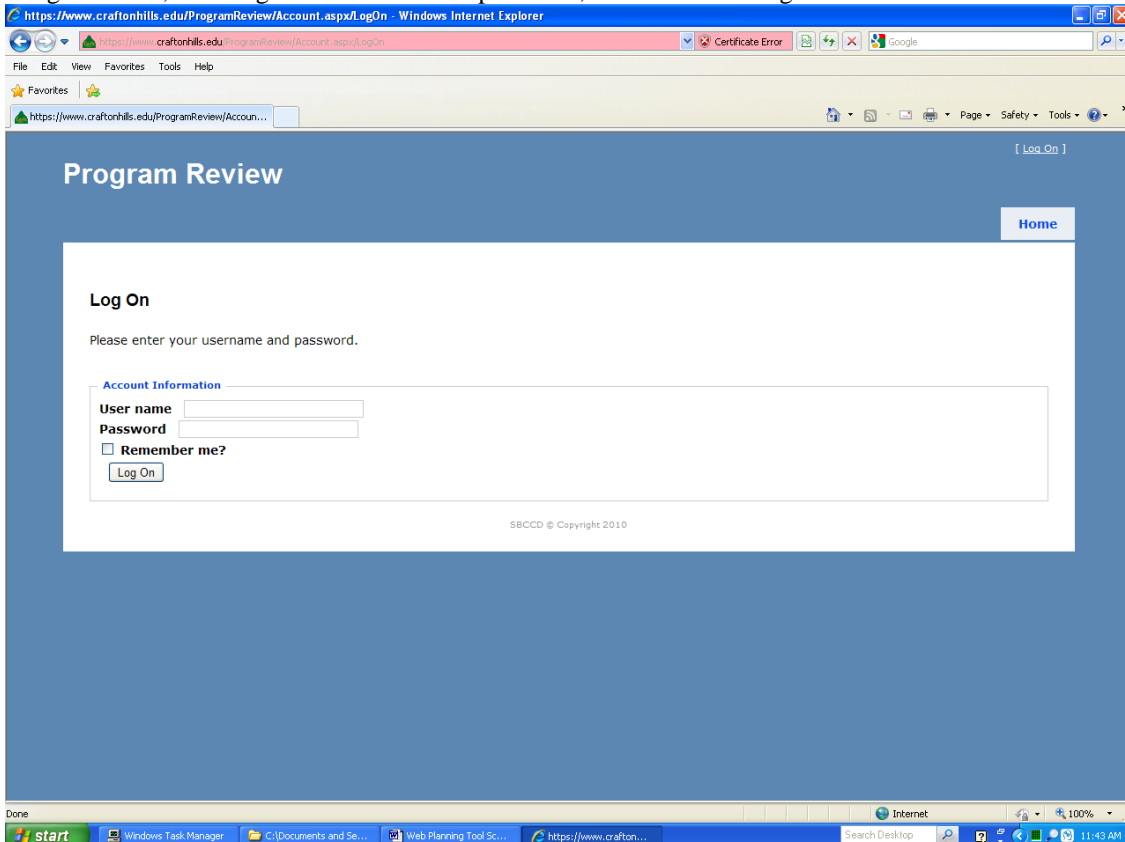
CHC WebPPR: The Basics, with Screen Samples

Note: WebPPR has many new features, so it might change during this shakedown cruise, which means that some of these screenshots might become inaccurate. Please be patient, and if you experience problems that your unit leader can't resolve, contact the new Help Desk at 877-241-1756 or stac.sbccd.org. Thank you!

1. Opening screen at www.craftonhills.edu/programreview; click *Log On* at upper right.

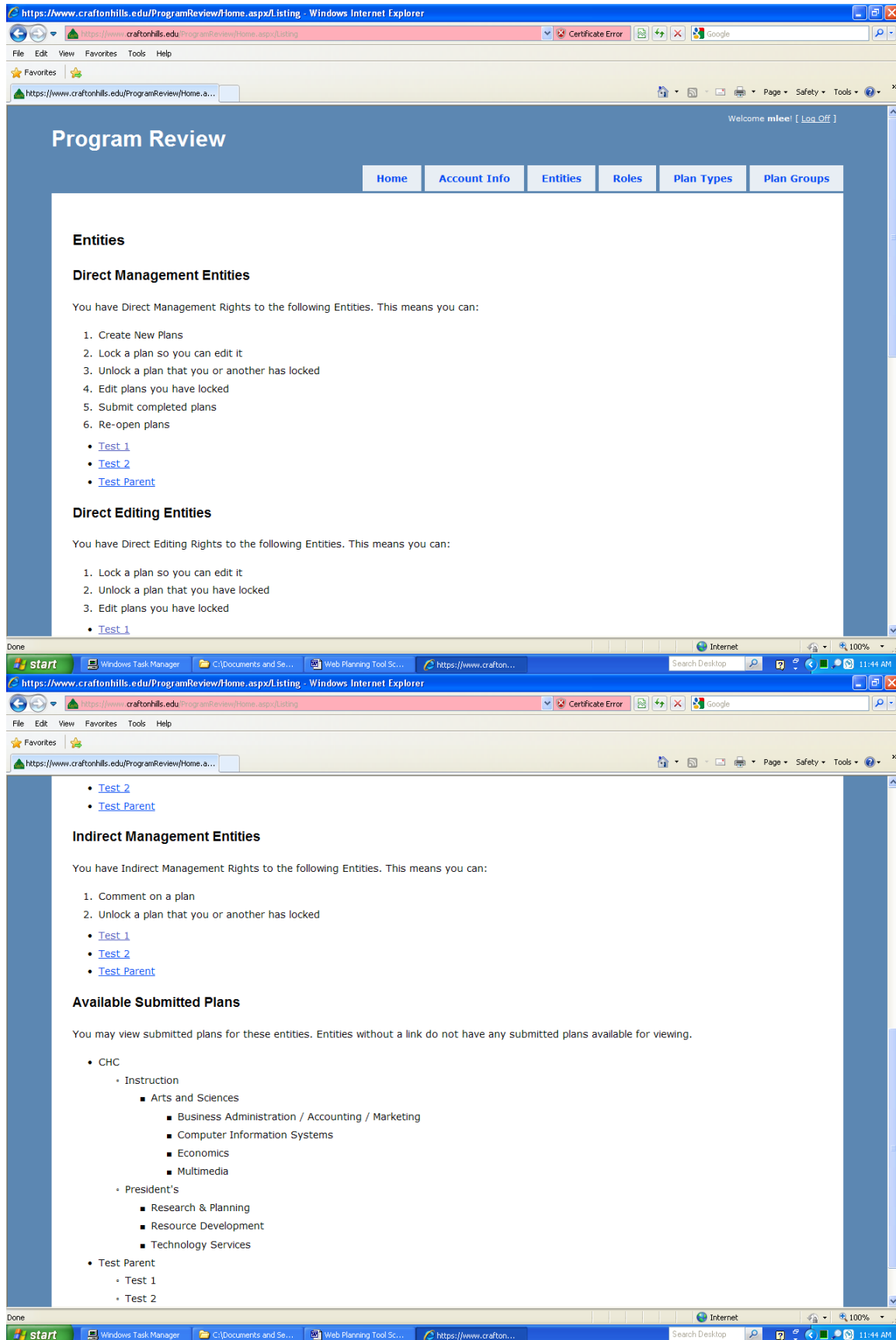


2. Logon screen; enter regular user name and password, and click the <Log On> button at the bottom.

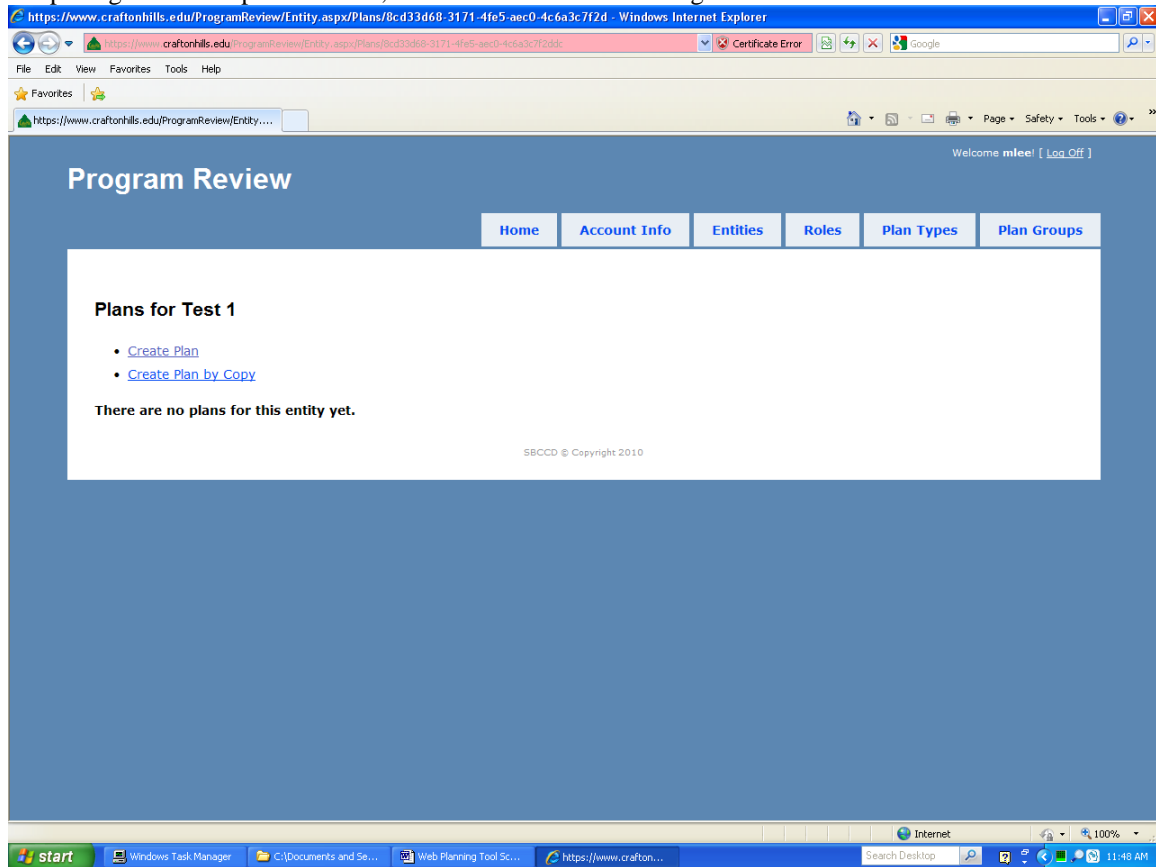


Note: See the *CHC Integrated Planning and Program Review Handbook* for details on the whole process.
Page 1 of 22

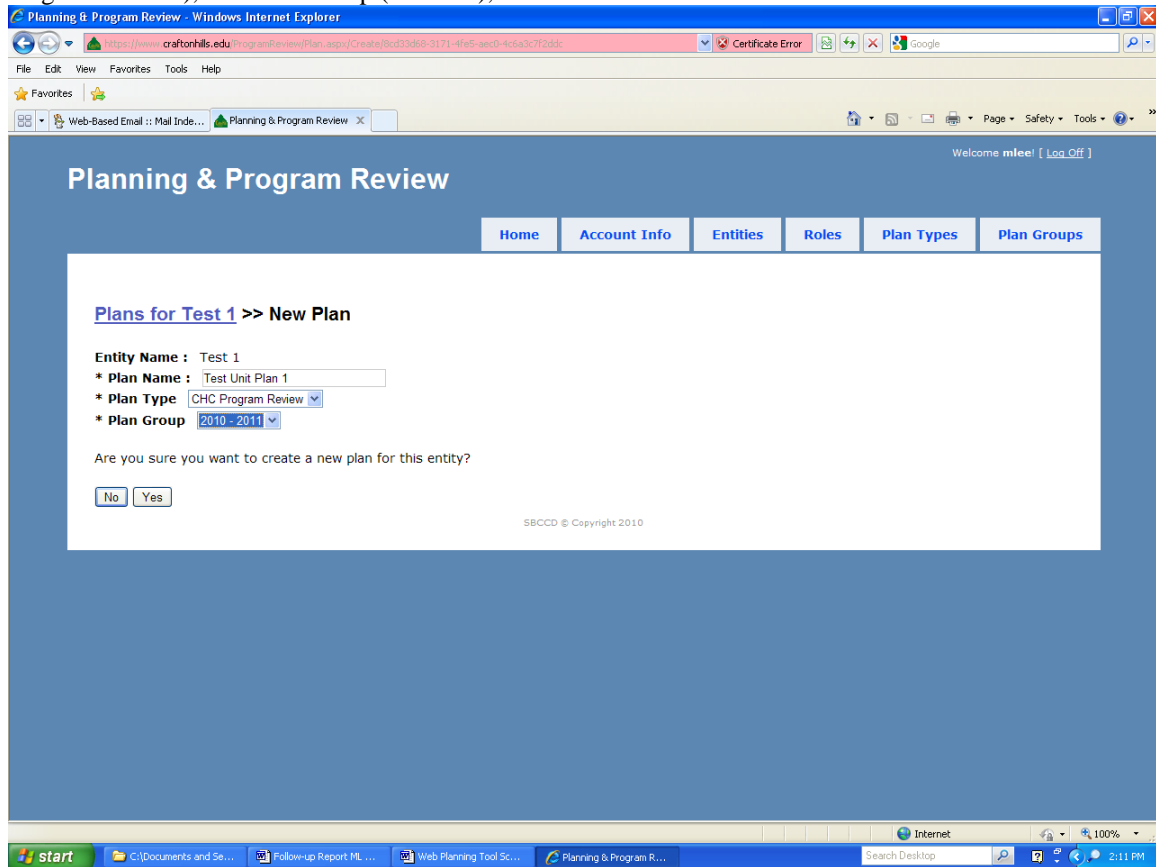
3. Opening screen after logon, parts 1 and 2; shows editing and management rights and available submitted plans. I clicked on *Test1* link in Direct Management section, so I can create a plan (as a unit leader would) on the next screen.



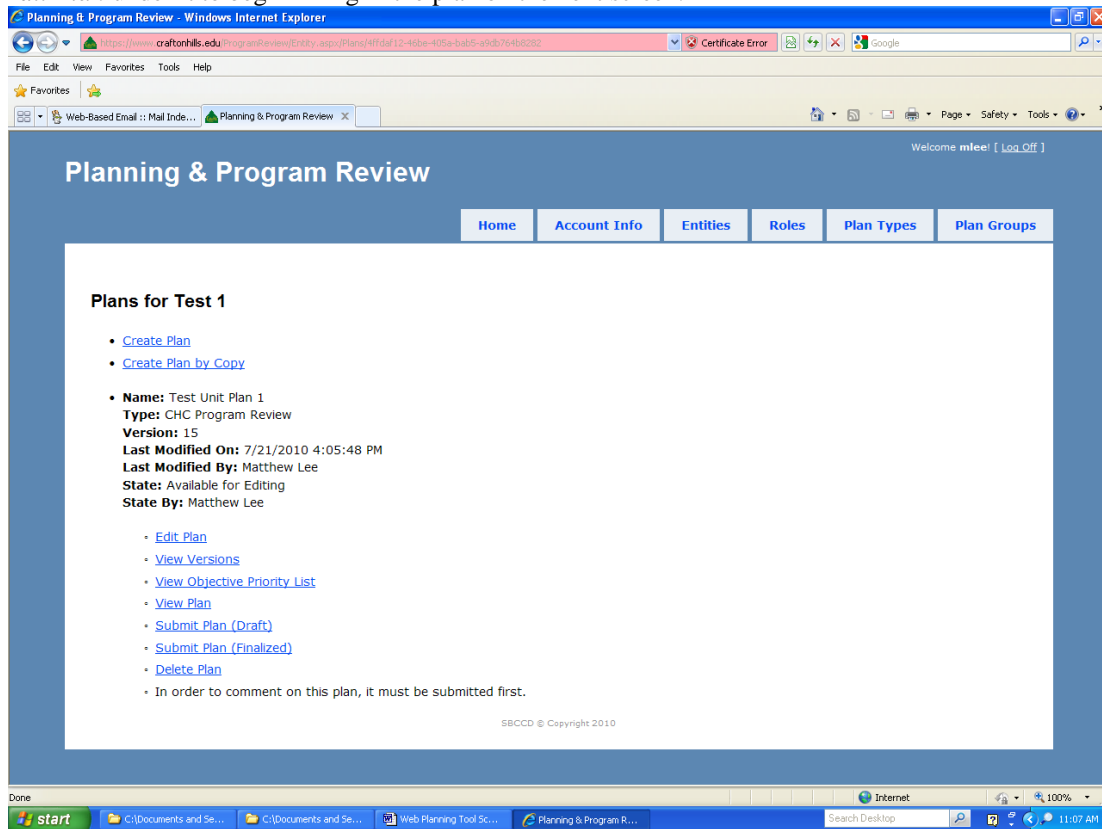
4. Opening screen for plan creation; I clicked on *Create Plan* to go to next screen.



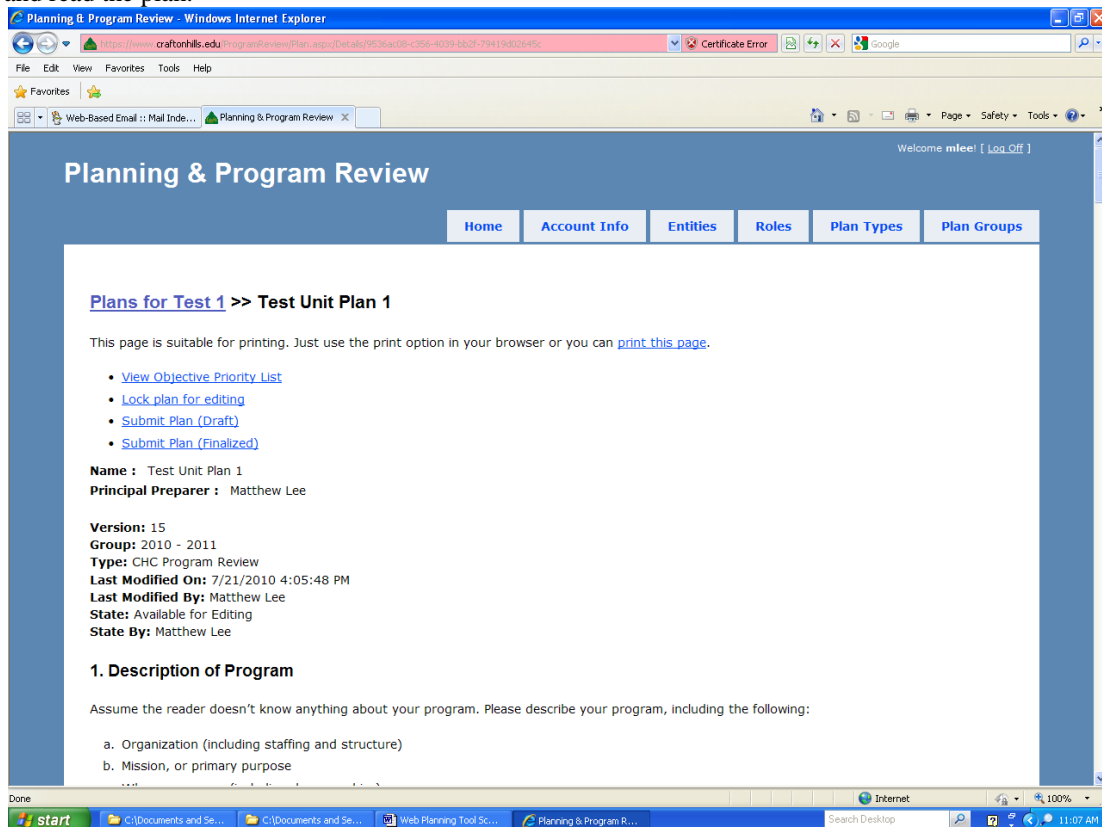
5. Plan creation screen, for unit leaders. I entered a Plan Name (Test Unit Plan 1), Plan Type (CHC Program Review), and Plan Group (2010-11), then clicked the <Yes> button.



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.

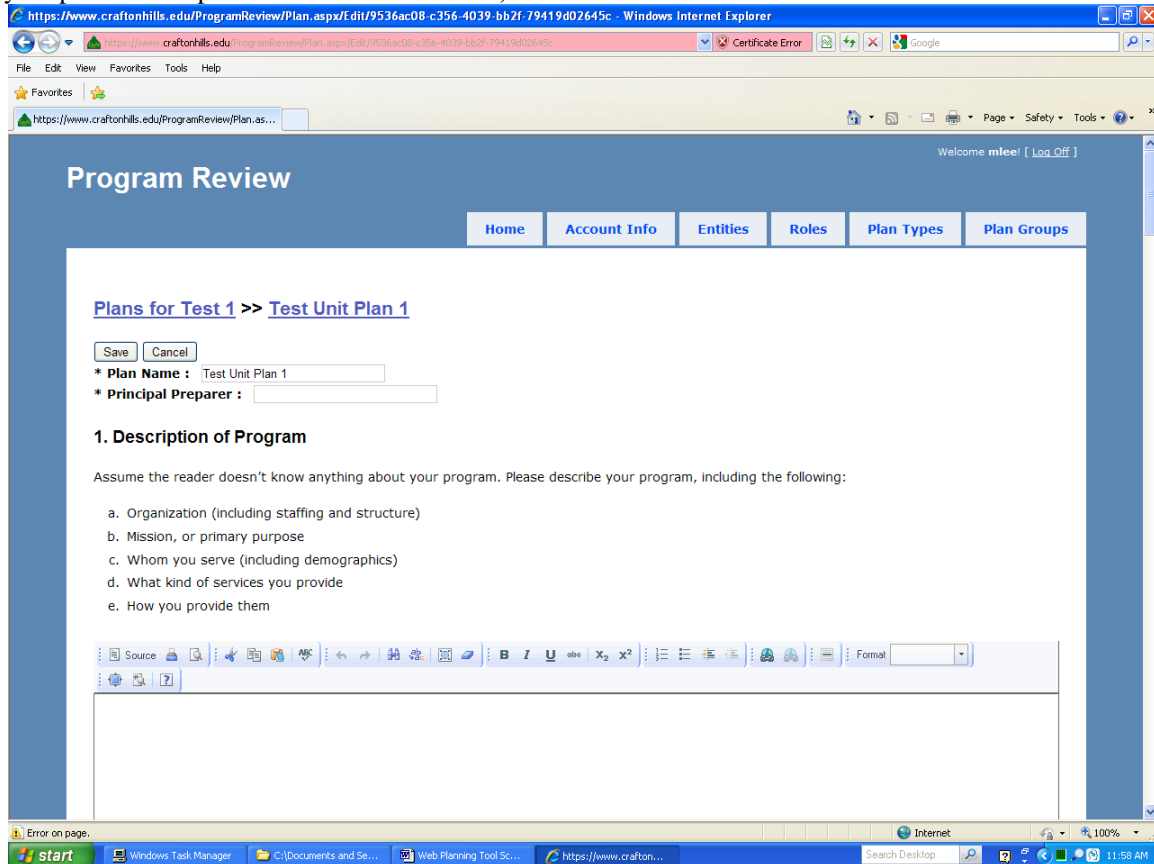


8. Edit Tasks screen, parts 1 and 2 of many; this is your base for all editing and submission functions. I first clicked on *Edit texts for plan*.

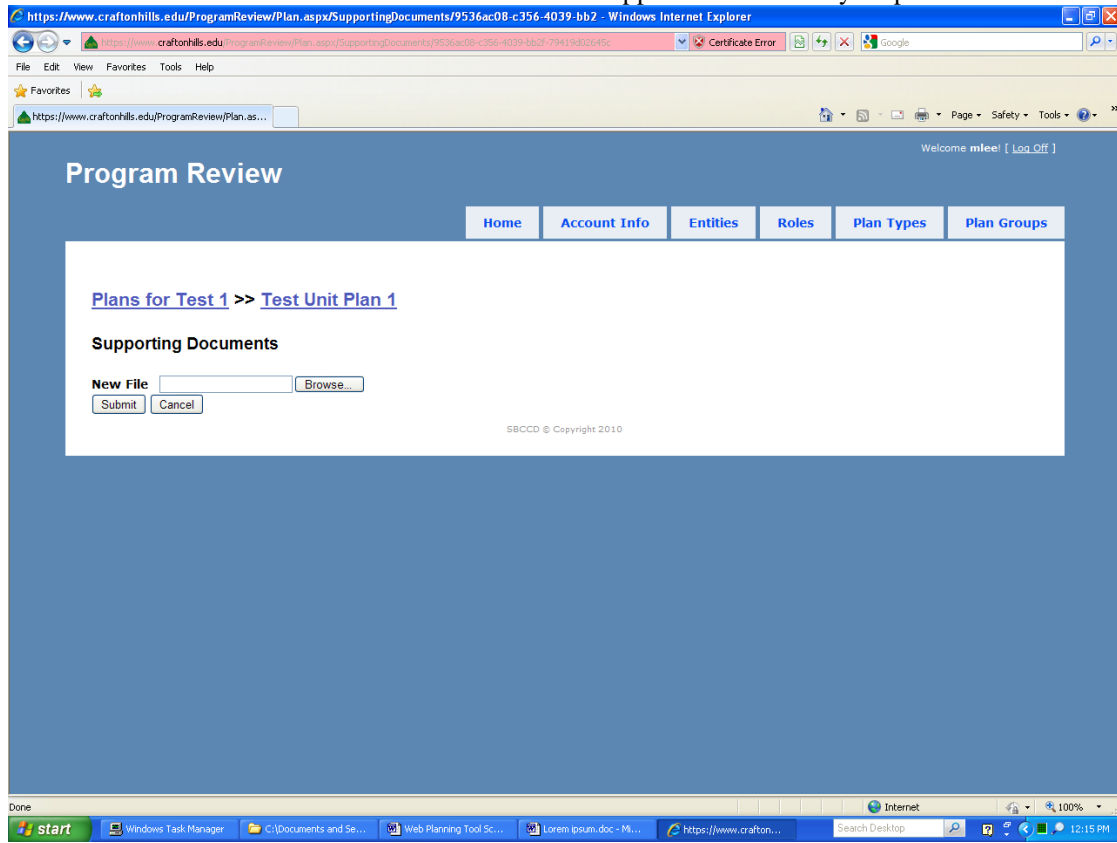
The screenshot shows a web browser window displaying the 'Planning & Program Review' application. The page title is 'Plans for Test 1 >> Test Unit Plan 1'. A navigation menu at the top includes 'Home', 'Account Info', 'Entities', 'Roles', 'Plan Types', and 'Plan Groups'. The main content area contains a list of actions: 'View Objective Priority List', 'Submit Plan (Draft)', 'Submit Plan (Finalized)', 'Unlock plan', 'Edit texts for plan', 'Edit supporting documents for plan', 'Edit goals/objectives/actions/activities for plan', and 'Edit resource requests for plan'. Below this list, the plan's details are shown: Name: Test Unit Plan 1, Principal Preparer: Matthew Lee, Version: 19, Group: 2010 - 2011, Type: CHC Program Review, Last Modified On: 8/6/2010 11:10:02 AM, Last Modified By: Matthew Lee, State: Locked for Editing, and State By: Matthew Lee. The first section, '1. Description of Program', contains a list of items to describe: Organization (including staffing and structure), Mission, or primary purpose, Whom you serve (including demographics), What kind of services you provide, and How you provide them. A text area below contains placeholder text. The second section, '2. External Factors with Significant Impact', contains a list of items to include: Budgetary constraints or opportunities, Service area demographics, Requirements of four-year institutions, Requirements of prospective employers, Job market, Developments in the field (both current and future), Competition from other institutions, and Requirements imposed by regulations, policies, standards, and other mandates. A text area below contains placeholder text.

9. Edit Texts screen, which mirrors the program review form. This 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.

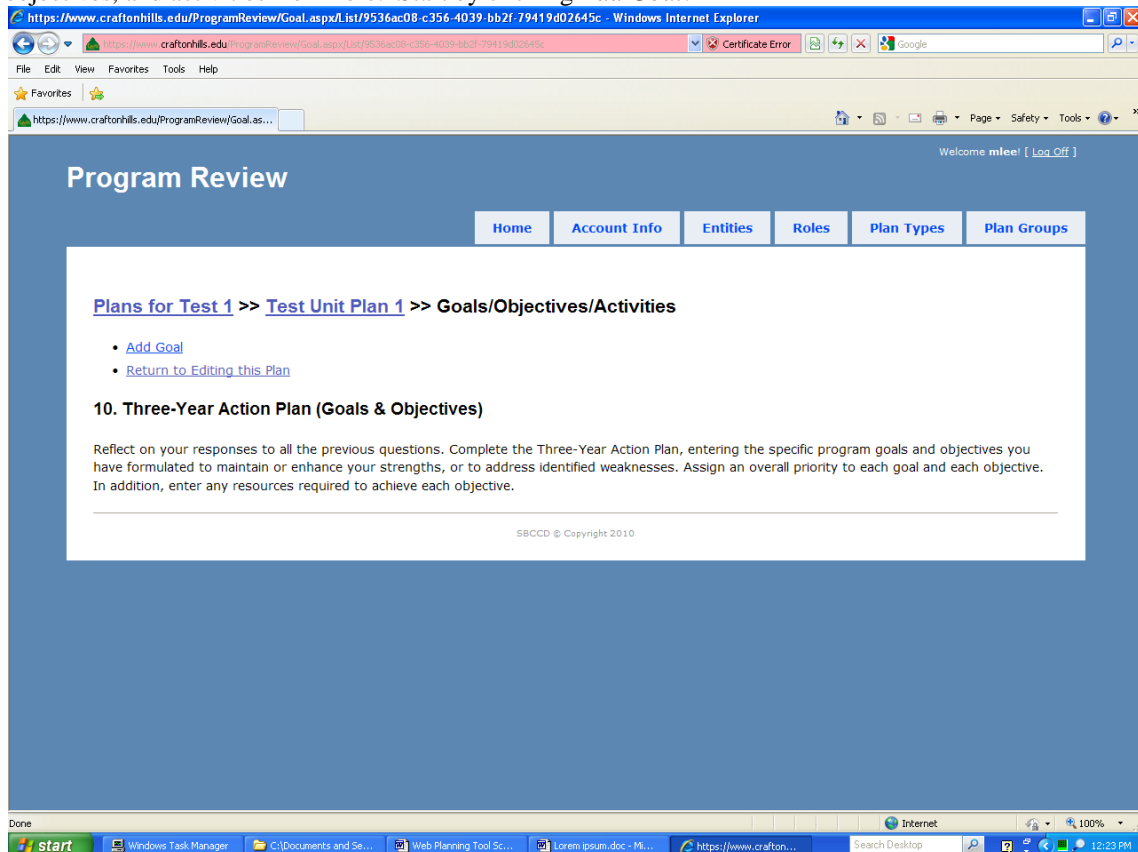
When you have finished editing for the time being, be sure to click on the <Save> button. After a moment, "Item Updated" will appear in green type at the top of the Edit Texts screen. Now you may continue entering or editing information here, or go back to Screen 8 to do other tasks by clicking on the name of your plan at the top of the screen—in this case, it's *Test Unit Plan 1*.



10. Now I have clicked on *Edit supporting documents for plan* 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 <Browse> 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/activities for plan* on Screen 8. You'll work on all goals, objectives, and activities from here. Start by clicking *Add Goal*.



12. Now I have clicked on *Add Goal* on Screen 11, and have entered the name and description of my most important goal here, with a priority rank of 1. 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.

The screenshot shows a Windows Internet Explorer browser window displaying a web application. The address bar shows the URL: <https://www.craftonhills.edu/ProgramReview/Goal.aspx/Create/9536ac08-c356-4039-bb2f-79419d02645>. The browser's address bar also shows a "Certificate Error" warning. The page title is "Program Review" and the user is logged in as "mlee!".

The main content area of the page is titled "Program Review" and contains a navigation menu with the following items: Home, Account Info, Entities, Roles, Plan Types, and Plan Groups. Below the navigation menu, there is a breadcrumb trail: [Plans for Test 1](#) >> [Test Unit Plan 1](#) >> [Goals/Objectives/Activities](#).

The "New Goal" form is displayed with the following fields:

- * Name :** Increase number of students served
- * Priority Rank :** 1
- Description :** Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec ac ornare mi. Vivamus luctus, urna id mollis commodo, nulla mauris accumsan mi, sit amet aliquam tellus quam a augue. Sed imperdiet diam a sapien dignissim id imperdiet ipsum sodales. Etiam in adipiscing nunc.

Below the description field, there is a "body p" label and two buttons: "Save" and "Cancel".

The footer of the page contains the text: "SBCCD © Copyright 2010".

The Windows taskbar at the bottom shows the Start button, Windows Task Manager, and several open applications: C:\Documents and Se..., Web Planning Tool Sc..., Lorem ipsum.doc - M..., and the current browser window. The system tray shows the Internet icon, a search bar, and the time 12:30 PM.

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.

Program Review

Welcome mlee! [Log Off]

Home Account Info Entities Roles Plan Types Plan Groups



Goal Created

[Plans for Test 1](#) >> [Test Unit Plan 1](#) >> Goals/Objectives/Activities

- [Add Goal](#)
- [Return to Editing this Plan](#)

10. Three-Year Action Plan (Goals & Objectives)

Reflect on your responses to all the previous questions. Complete the Three-Year Action Plan, entering the specific program goals and objectives you have formulated to maintain or enhance your strengths, or to address identified weaknesses. Assign an overall priority to each goal and each objective. In addition, enter any resources required to achieve each objective.

- 1 - Goal - [Increase number of students served](#) (Priority: 1)  

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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. Be sure to click <Save>.

The screenshot shows a web browser window displaying a "Program Review" application. The page title is "Program Review" and the user is logged in as "mlee". The navigation menu includes "Home", "Account Info", "Entities", "Roles", "Plan Types", and "Plan Groups". The breadcrumb trail is "Plans for Test 1 >> Test Unit Plan 1 >> Goals/Objectives/Activities".

The "New Objective" form contains the following fields:

- Name:** Mount an awareness campaign.
- Priority Rank:** 1
- Start Date:** 09/01/2010
- End Date:** 03/31/2011
- Responsible Person:** John Smith

The "Description" field contains the following text:

Nunc dui sapien, pulvinar nec lacinia id, pretium id leo. Duis eget lorem sapien, et tincidunt lacus. In lacinia tellus sed arcu semper sollicitudin. Suspendisse potenti. Donec at ligula diam. Phasellus eget nulla lectus, a iaculis nibh. Praesent et sem nisl. Ut id turpis sed lacus adipiscing lobortis. Suspendisse vel velit libero. Donec mollis mattis nunc sed gravida.

At the bottom of the form are "Save" and "Cancel" buttons. The footer of the page reads "SBCCD © Copyright 2010".

15. Now the objective is listed under the goal, and you can click on it to edit it if you wish. Click on the (+) sign to its right to add specific activities, which are optional but helpful in organizing the work on the objective.

Program Review

Welcome mlee! [Log Off]

Home Account Info Entities Roles Plan Types Plan Groups

Objective Created

Plans for Test 1 >> Test Unit Plan 1 >> Goals/Objectives/Activities

- [Add Goal](#)
- [Return to Editing this Plan](#)

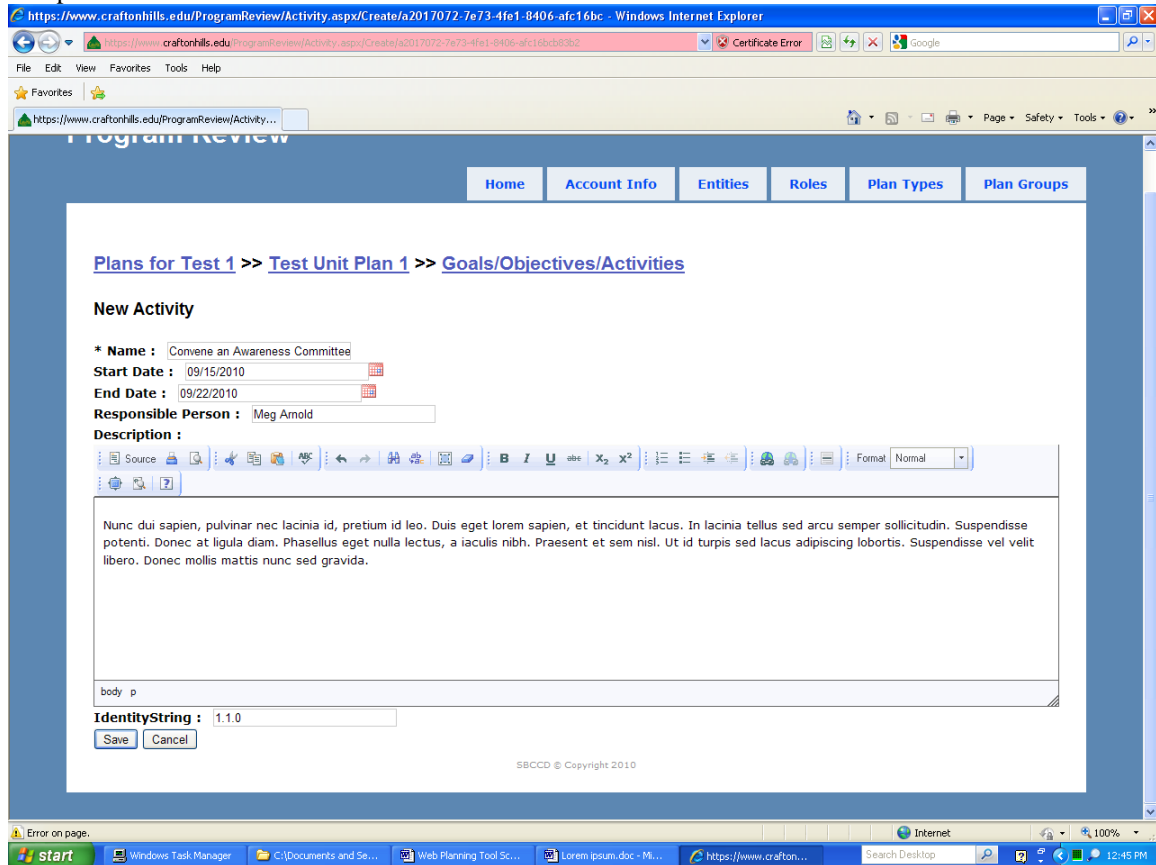
10. Three-Year Action Plan (Goals & Objectives)

Reflect on your responses to all the previous questions. Complete the Three-Year Action Plan, entering the specific program goals and objectives you have formulated to maintain or enhance your strengths, or to address identified weaknesses. Assign an overall priority to each goal and each objective. In addition, enter any resources required to achieve each objective.

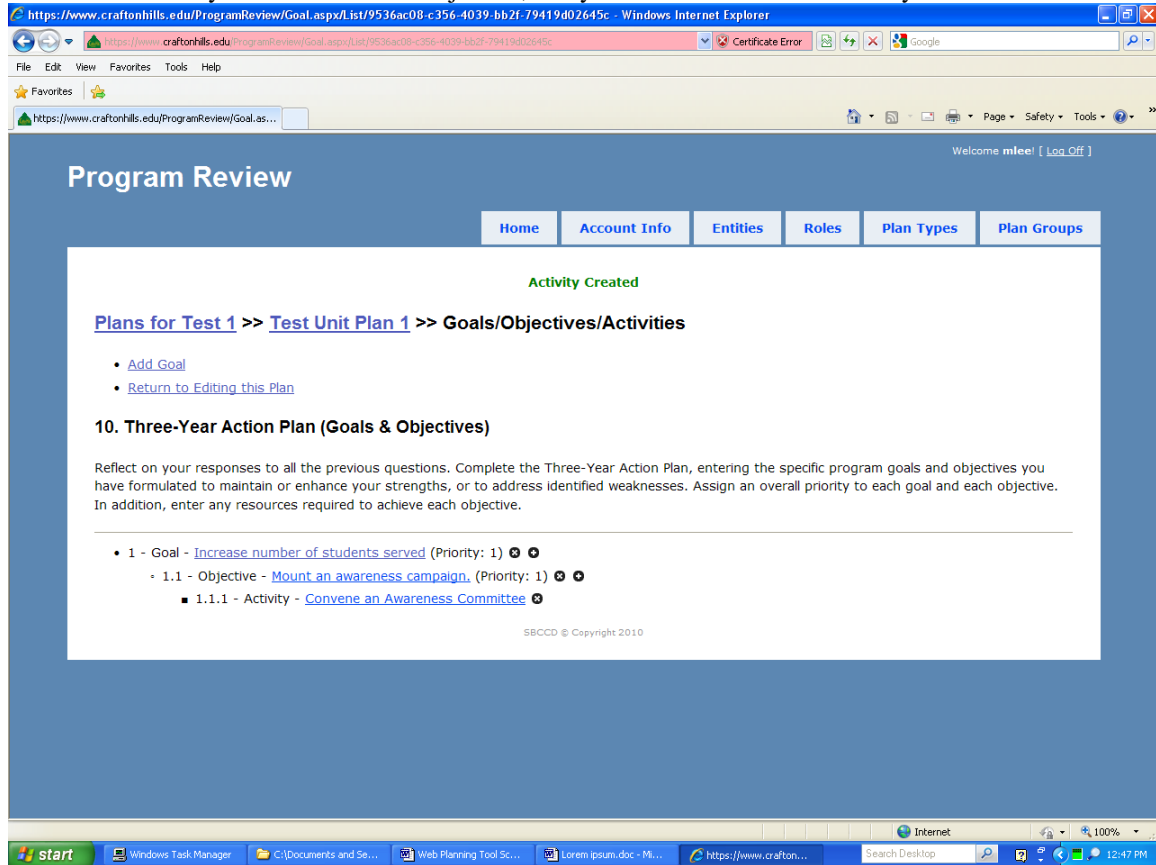
- 1 - Goal - [Increase number of students served](#) (Priority: 1) (+) (-)
- 1.1 - Objective - [Mount an awareness campaign](#), (Priority: 1) (+) (-)

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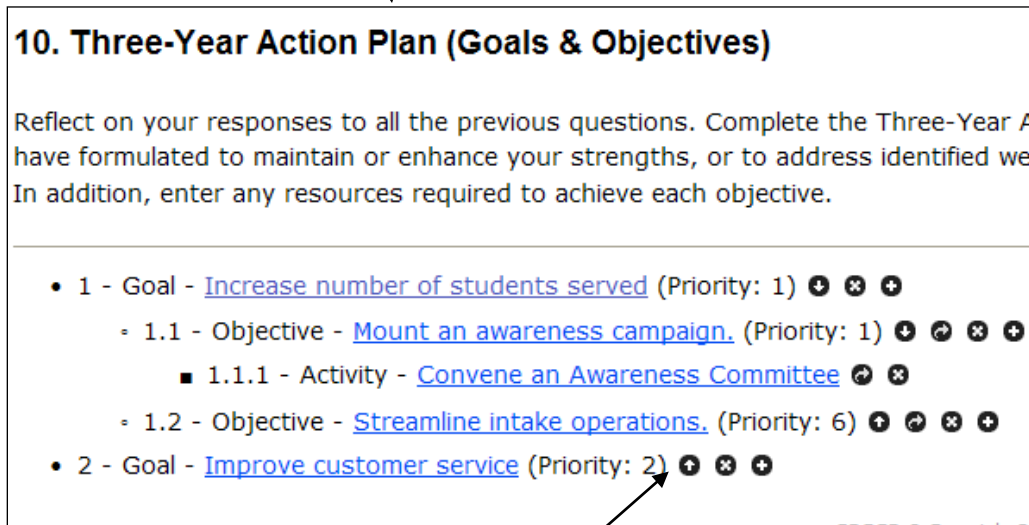
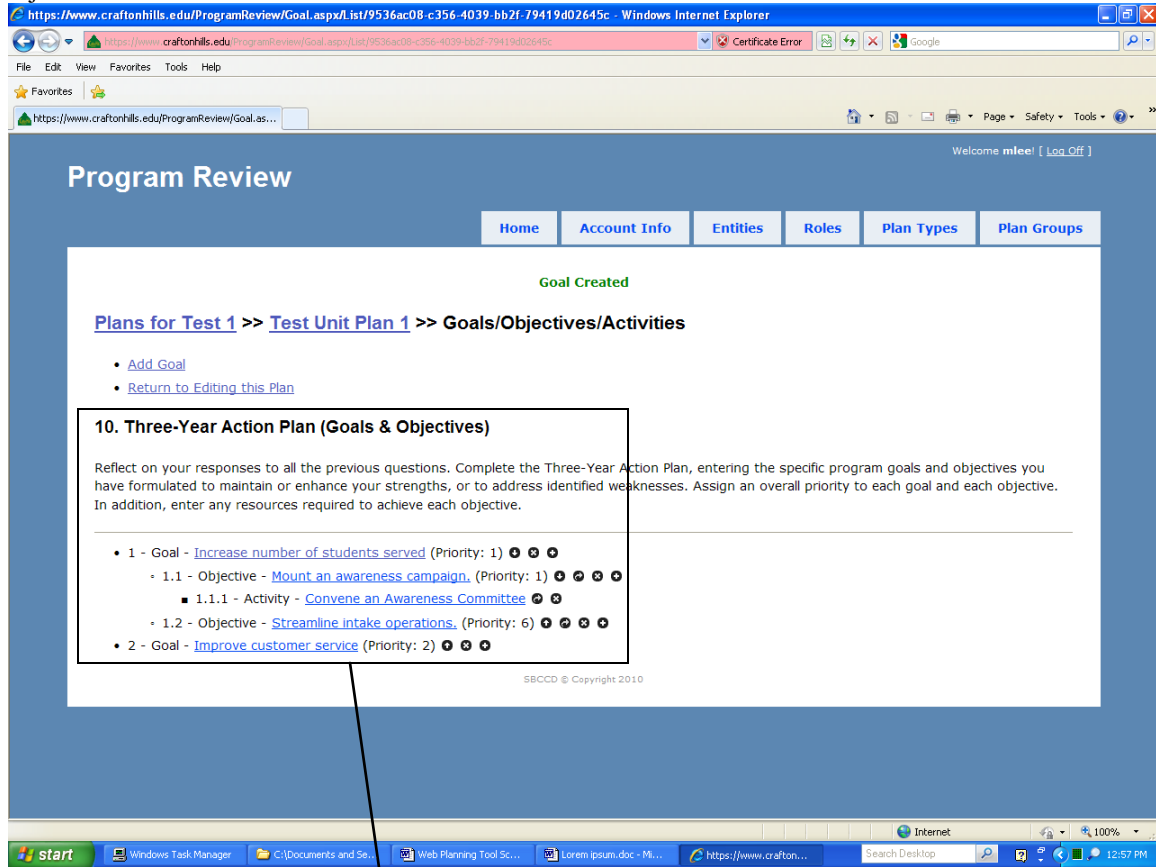
16. I have named and described the activity, and assigned a timeline and responsible person to it. All fields are optional. Be sure to click <Save>.



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



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.



Clicking on this arrow will move the goal up.

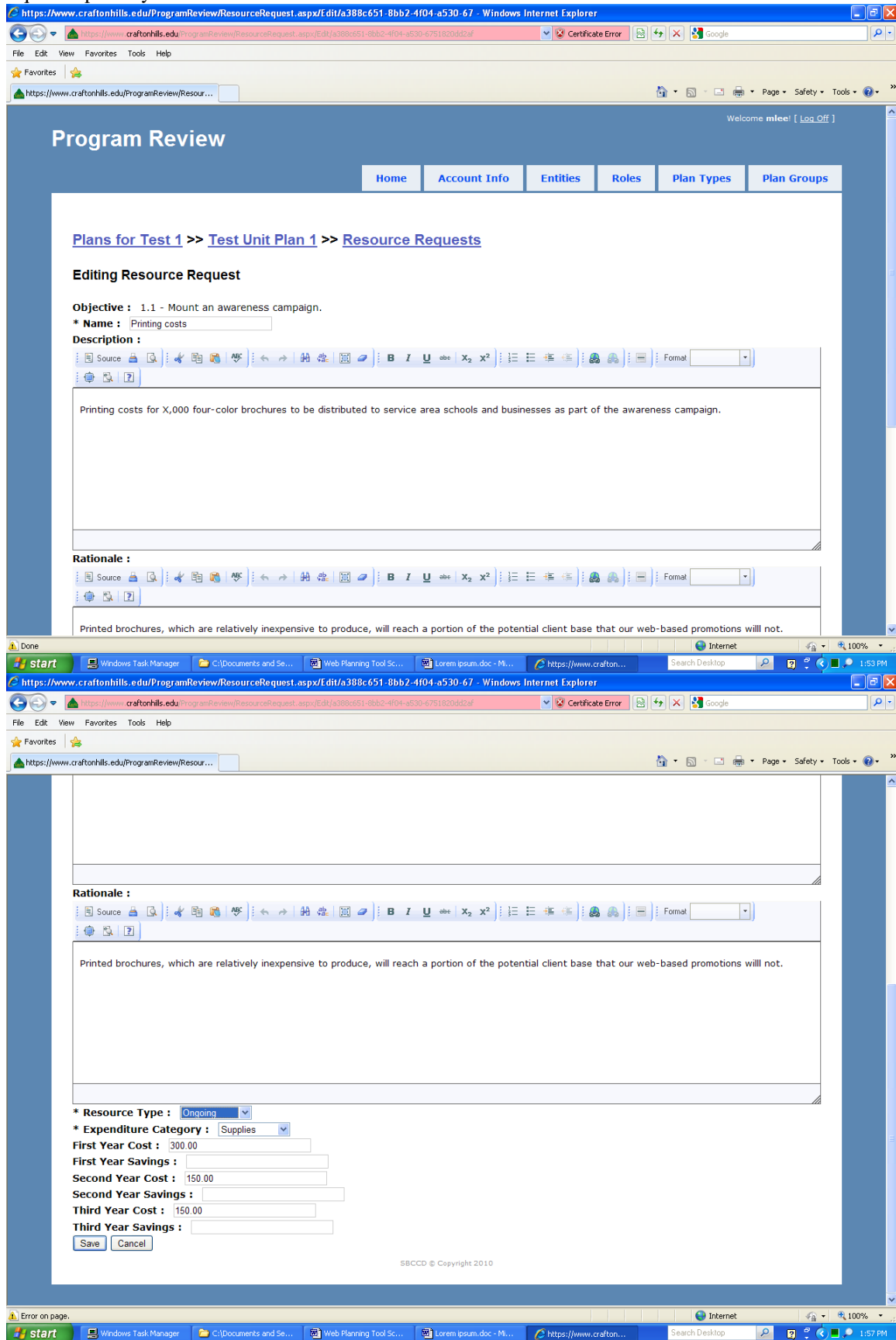
19. Here I have clicked on *Edit resource requests for plan* back on Screen 8. If achievement of an objective requires any additional resources, click the (+) sign by that objective.

The screenshot shows a web browser window displaying a 'Program Review' page. The page has a blue header with the title 'Program Review' and a navigation menu with links for 'Home', 'Account Info', 'Entities', 'Roles', 'Plan Types', and 'Plan Groups'. Below the navigation, there is a breadcrumb trail: 'Plans for Test 1 >> Test Unit Plan 1 >> Resource Requests'. A link 'Return to Editing this Plan' is visible. The main content area is titled '11. Three-Year Action Plan (Resource Requests)'. It contains a paragraph of instructions: 'Reflect on your responses to all the previous questions. Complete the Three-Year Action Plan, entering the specific program goals and objectives you have formulated to maintain or enhance your strengths, or to address identified weaknesses. Assign an overall priority to each goal and each objective. In addition, enter any resources required to achieve each objective.' Below this, there is a list of objectives with expandable icons (+):

- 1 - Goal - Increase number of students served
 - 1.1 - Objective - Mount an awareness campaign. (+)
 - 1.2 - Objective - Streamline intake operations. (+)
- 2 - Goal - Improve customer service

A black arrow points from the text above to the '+' icon next to objective 1.1. At the bottom of the page, there is a copyright notice: 'SBCCD © Copyright 2010'. The browser's address bar shows the URL: 'https://www.craftonhills.edu/ProgramReview/ResourceRequest.aspx/List/9536ac08-c356-4039-bb1f-791002645c'. The Windows taskbar at the bottom shows the Start button, Windows Task Manager, and several open applications including 'Web Planning Tool Sc...', 'Lorem Ipsum.doc - M...', and the current browser window.

20. I clicked the + sign by Objective 1.1 on screen 19, and named and entered the description, rationale (based on my objective), type, category, and estimated cost for my resource request. Enter each resource request separately. Be sure to click <Save>.



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

The image consists of two screenshots of a web application interface for program review.

Top Screenshot: Shows a page titled "Program Review" with a navigation menu (Home, Account Info, Entities, Roles, Plan Types, Plan Groups). A green message states "Resource Request Updated". Below this, there are links for "Plans for Test 1 >> Test Unit Plan 1 >> Resource Requests" and a "Return to Editing this Plan" link. The main section is titled "11. Three-Year Action Plan (Resource Requests)" and contains a paragraph of instructions: "Reflect on your responses to all the previous questions. Complete the Three-Year Action Plan, entering the specific program goals and objectives you have formulated to maintain or enhance your strengths, or to address identified weaknesses. Assign an overall priority to each goal and each objective. In addition, enter any resources required to achieve each objective." Below this are two goals with their respective objectives and resource requests:

- 1 - Goal - Increase number of students served
 - 1.1 - Objective - Mount an awareness campaign.
 - 1.1.1 - Resource Request - [Printing costs](#)
 - 1.2 - Objective - Streamline intake operations.
- 2 - Goal - Improve customer service

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Bottom Screenshot: Shows the "Edit" form for a resource request. It features a rich text editor with placeholder text: "Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras elit diam, lobortis quis elementum ut, sagittis sit amet risus. Proin ac sem odio. Proin vestibulum sollicitudin magna at auctor. Quisque lacus ante, dictum a sagittis et, dictum quis ante. Praesent in nisi ut purus dignissim laoreet. Nam auctor, purus id commodo dapibus, nisi ipsum porta metus, et fringilla felis ligula et felis. In diam felis, pharetra eget fringilla eu, dignissim a nisi. Curabitur pellentesque nisi sit amet nulla ultricies et cursus ipsum eleifend. Curabitur sed quam tortor, et sollicitudin enim. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam eu massa nec enim egestas dignissim vel nec mi." Below the editor is a "Rationale" section with another rich text editor containing placeholder text: "Cras eget sapien neque. In convallis augue ut ante luctus at molestie tortor fringilla. Vestibulum aliquet odio in nunc ullamcorper pulvinar. Aenean mattis sapien sit amet nulla sagittis vel lacinia nulla feugiat. Donec et est vel nisi tincidunt gravida sed eu est. Morbi eget nulla magna. Quisque sed odio ac turpis imperdiet accumsan. Curabitur semper tempus vestibulum. Sed rhoncus ultrices aliquet. In dignissim turpis a orci fringilla quis fermentum dolor lacinia. Donec dapibus velit ac mi facilisis sed elementum augue laoreet. Fusce et vehicula arcu. In convallis, diam sed consequat rhoncus, justo libero cursus nulla, id consectetur odio sapien vel nisi. In non leo ultrices odio semper egestas. Mauris quis ipsum felis, malesuada rhoncus ipsum." At the bottom, there is a form with the following fields:

- Resource Type: One-time
- Expenditure Category: Equipment
- First Year Cost(-)/Savings(+): 100.00
- Second Year Cost(-)/Savings(+): -100.00
- Third Year Cost(-)/Savings(+): -1000.00

Buttons for "Save" and "Cancel" are present. SBCCD © Copyright 2010

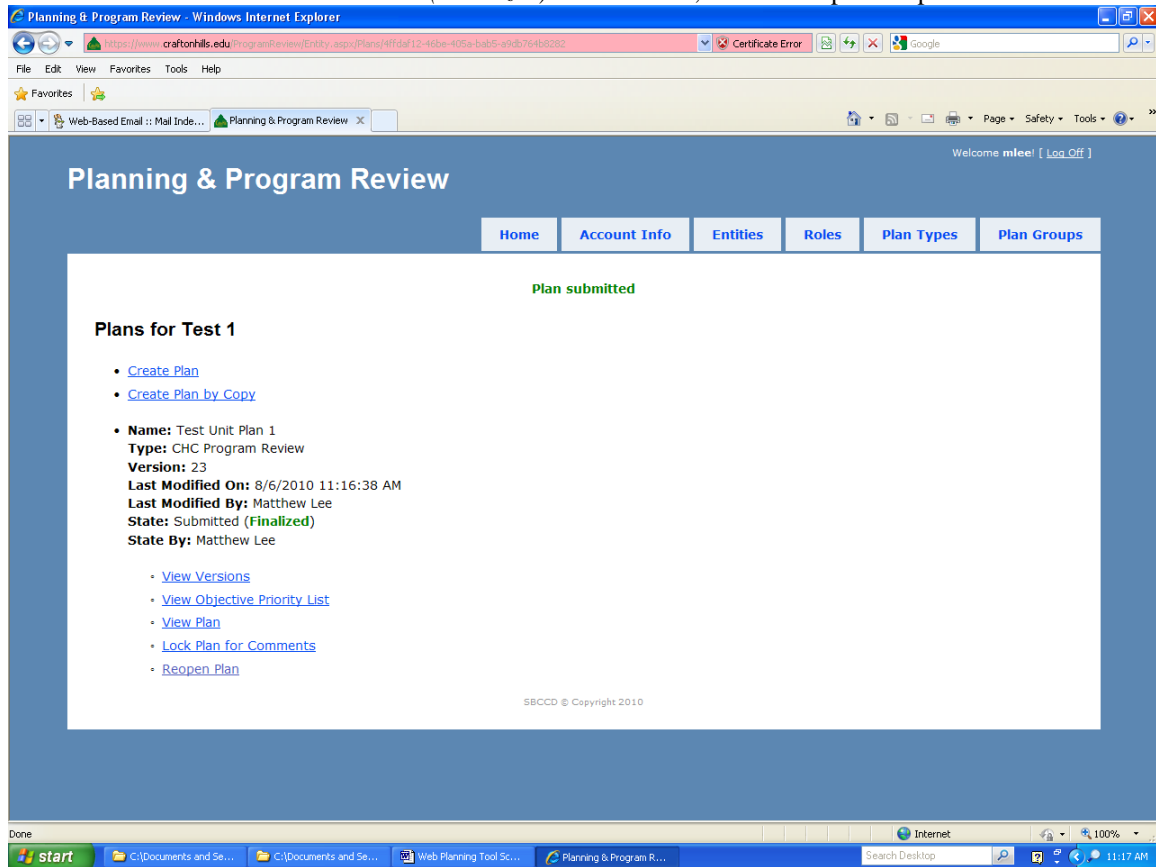
22. Here I have clicked on *Unlock Plan* on Screen 8 so that I could submit the plan.

The screenshot shows a web browser window displaying the 'Program Review' page. The page title is 'Program Review' and the user is logged in as 'mlee'. The navigation menu includes 'Home', 'Account Info', 'Entities', 'Roles', 'Plan Types', and 'Plan Groups'. The main content area displays 'Plan unlocked' in green text. Below this, there is a link for 'Plans for Test 1 >> Test Unit Plan 1'. A message states: 'This page is suitable for printing. Just use the print option in your browser or you can [print this page](#).' There are three action links: 'Lock plan for editing', 'Submit Plan (Draft)', and 'Submit Plan (Finalized)'. The plan details are: Name: Test Unit Plan 1, Principal Preparer: Matthew Lee, Version: 5, Group: 2010 - 2011, Type: CHC Program Review, Last Modified On: 7/16/2010 2:31:46 PM, Last Modified By: Matthew Lee, State: Available for Editing, State By: Matthew Lee. The section '1. Description of Program' is visible, with instructions to describe the program and a list of items to include: a. Organization (including staffing and structure), b. Mission, or primary purpose, and c. Whom you serve (including demographics).

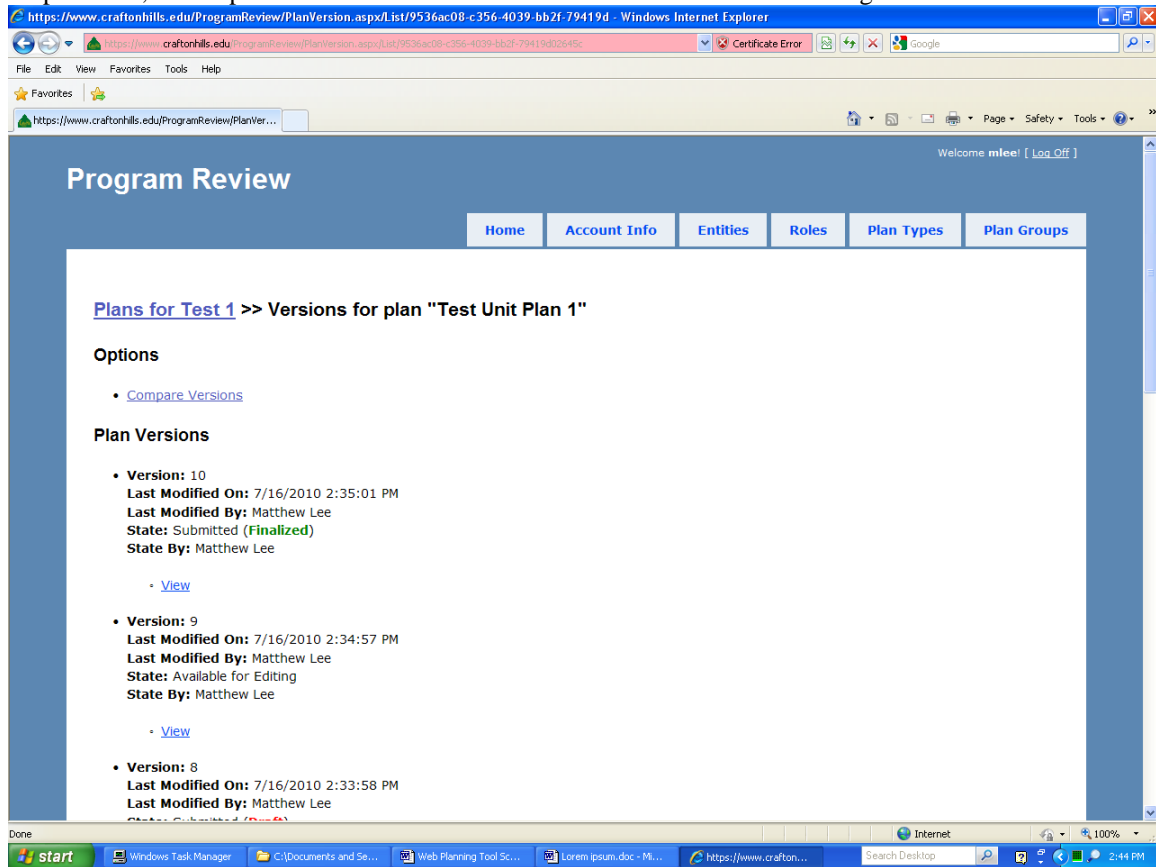
23. Now I have clicked on *Submit Plan (Draft)* on Screen 22, which you would do when the unit is ready for feedback on your draft plan. To edit the plan after receiving feedback, click on *Reopen Plan*.

The screenshot shows a web browser window displaying the 'Planning & Program Review' page. The page title is 'Planning & Program Review' and the user is logged in as 'mlee'. The navigation menu includes 'Home', 'Account Info', 'Entities', 'Roles', 'Plan Types', and 'Plan Groups'. The main content area displays 'Plan submitted' in green text. Below this, there is a link for 'Plans for Test 1'. There are two action links: 'Create Plan' and 'Create Plan by Copy'. The plan details are: Name: Test Unit Plan 1, Type: CHC Program Review, Version: 21, Last Modified On: 8/6/2010 11:15:49 AM, Last Modified By: Matthew Lee, State: Submitted (Draft), State By: Matthew Lee. There are five action links: 'View Versions', 'View Objective Priority List', 'View Plan', 'Lock Plan for Comments', and 'Reopen Plan'. The footer of the page reads 'SECCD © Copyright 2010'.

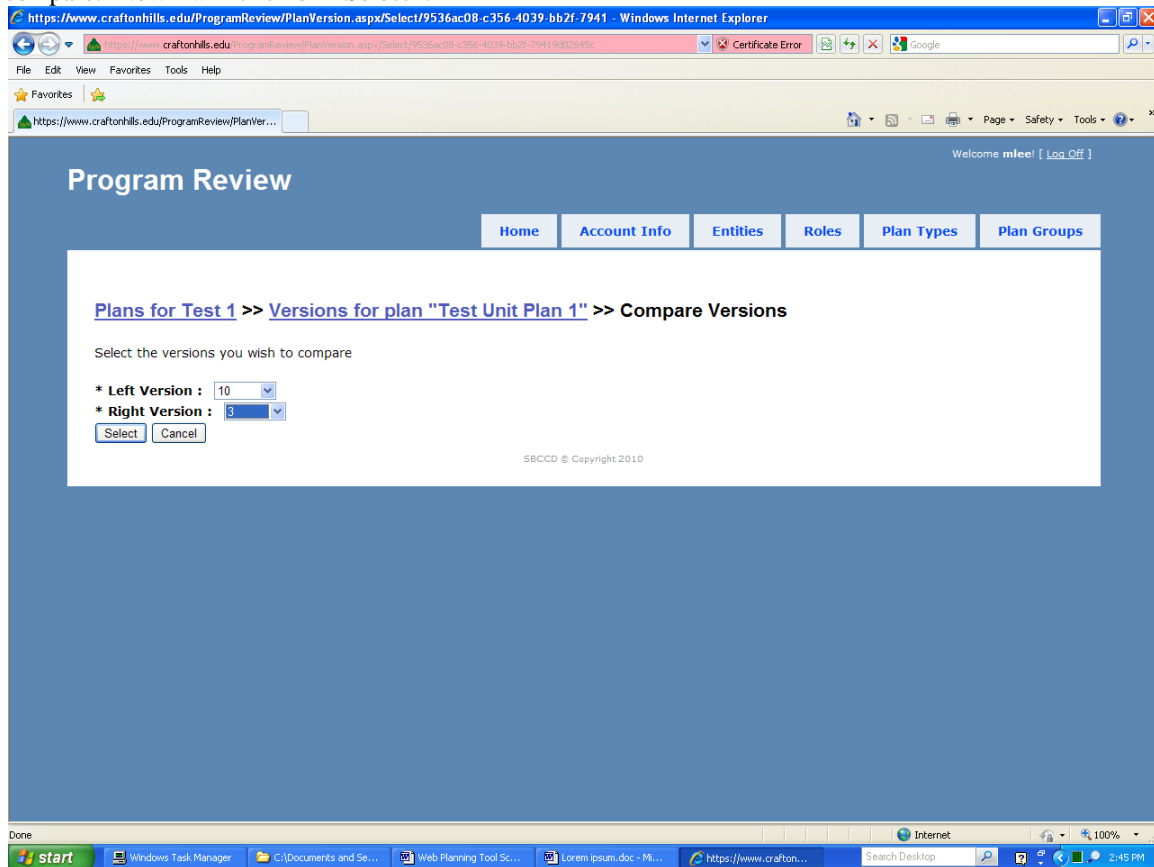
24. Here I have clicked on *Submit Plan (Finalized)* on Screen 22, the final step in the process for each unit.



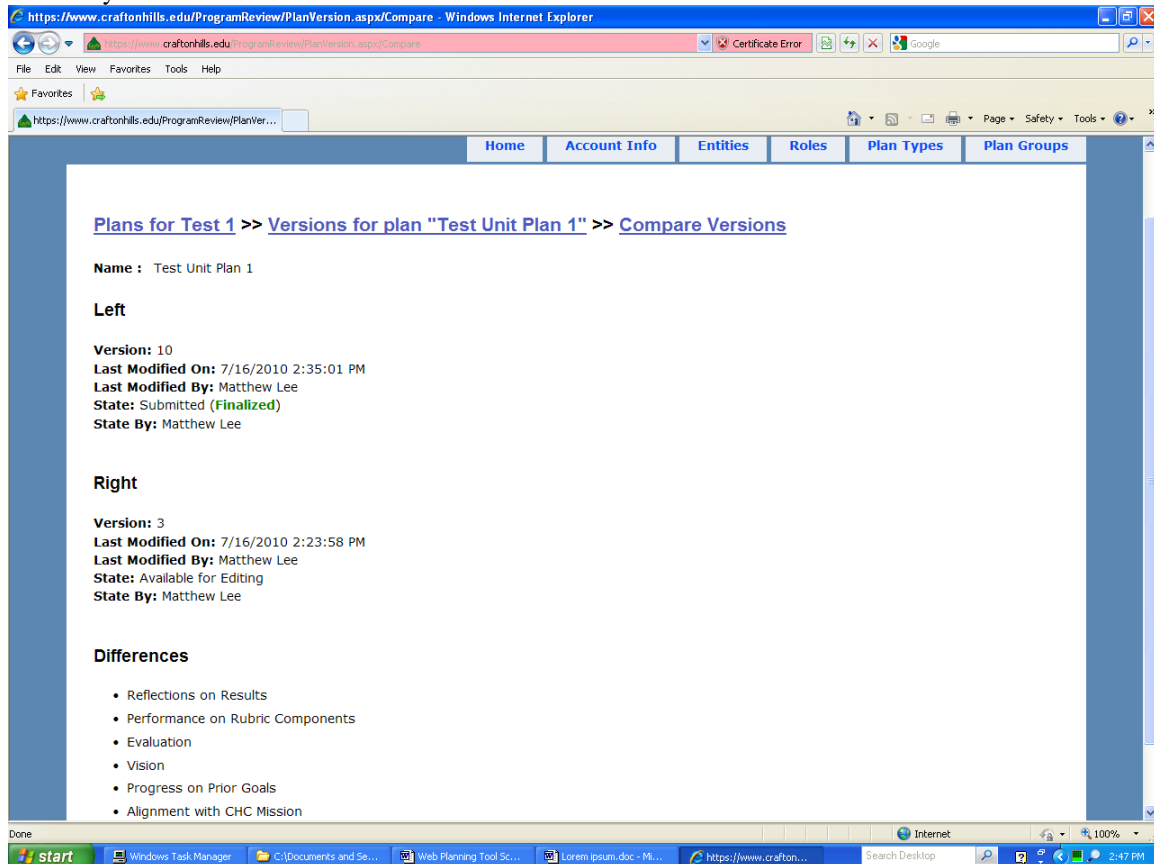
25. Now I have clicked on *View Versions* on Screen 23 or 24. I can view any of the successive versions of the plan here, or compare two versions to find out which text sections have changed from one to the other.



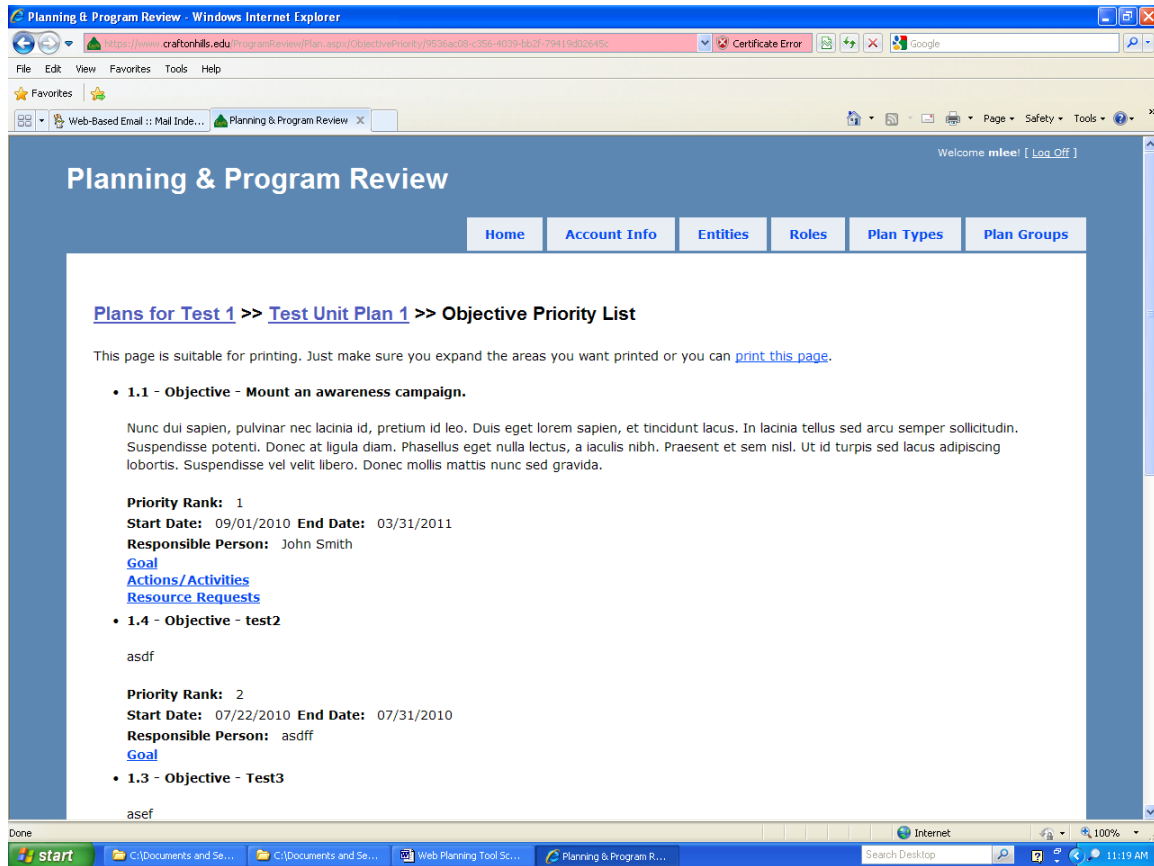
26. Here I have clicked on *Compare Versions* on Screen 25, and have entered the two versions I wish to compare. Now I will click on <Select>.



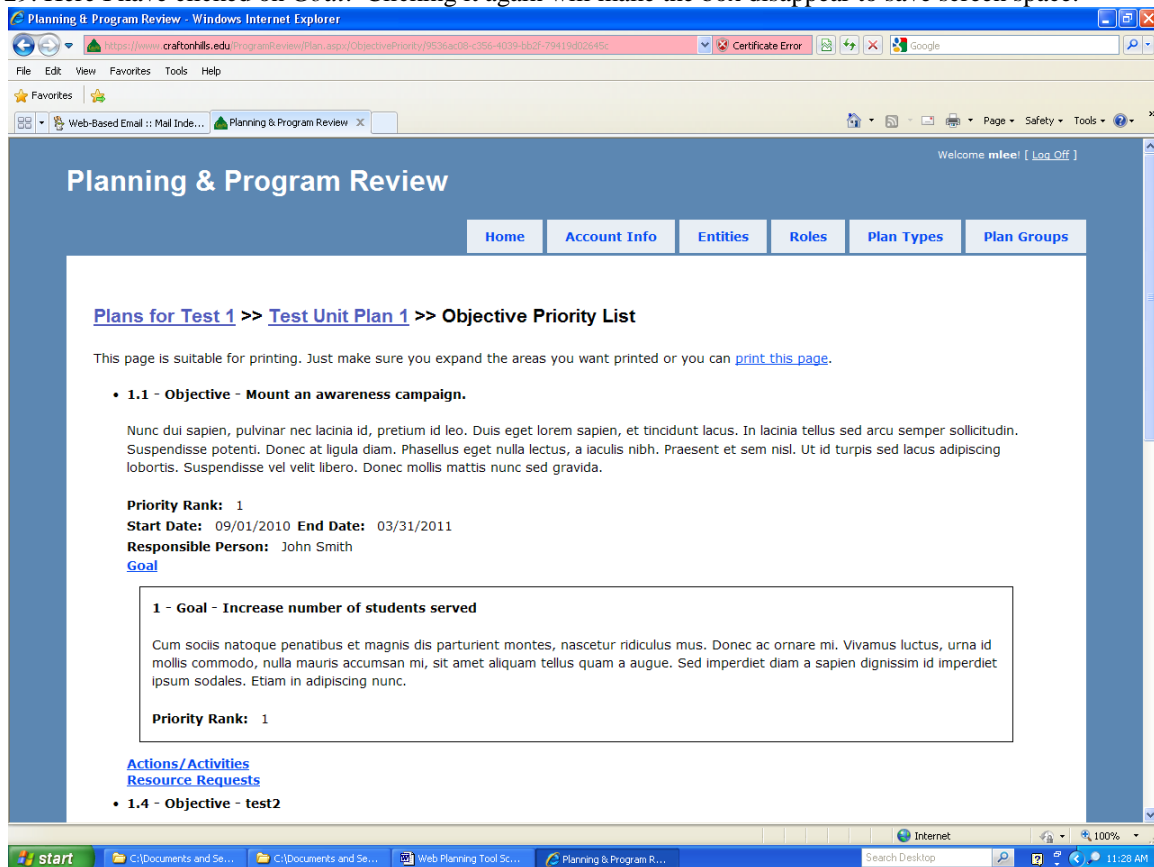
27. The system shows me the six text sections that differ between versions 3 and 10.



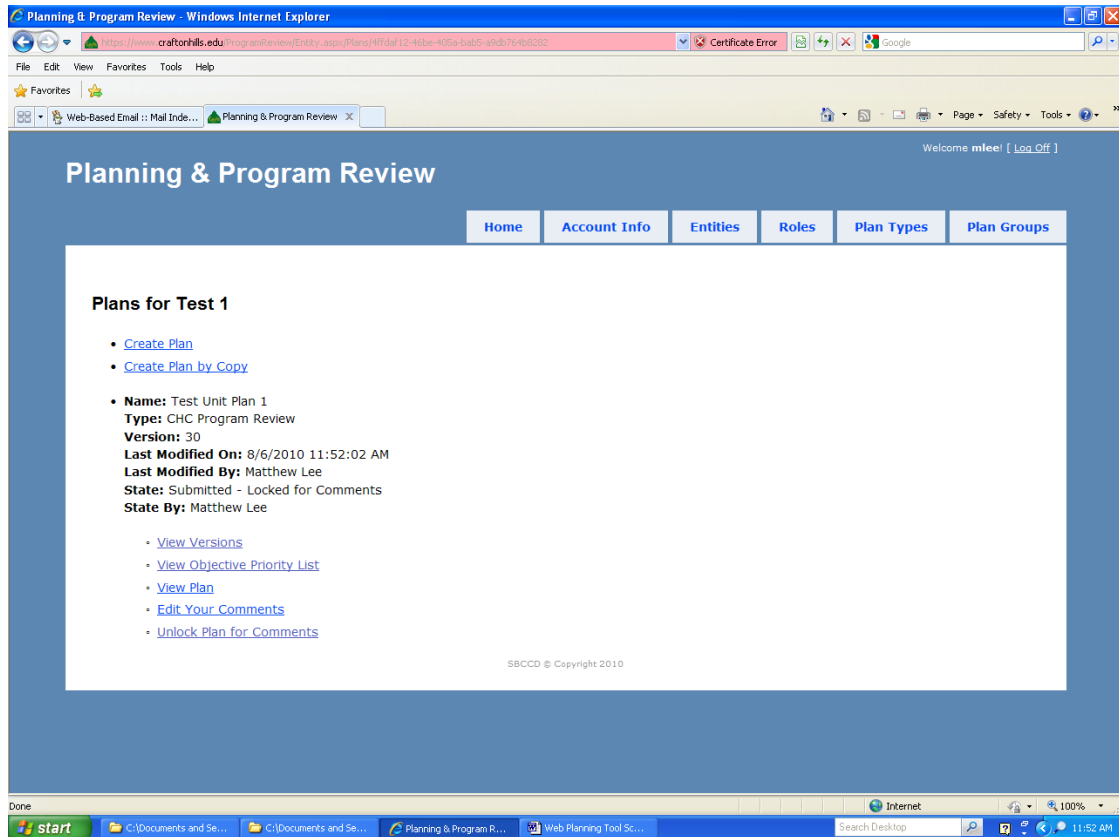
28. Here I have clicked on *View Objective Priority List* on Screen 8 so I can see my unit objectives in priority order. If I click on *Goal*, *Action/Activity*, or *Resource Requests*, a box will expand to show the associated information.



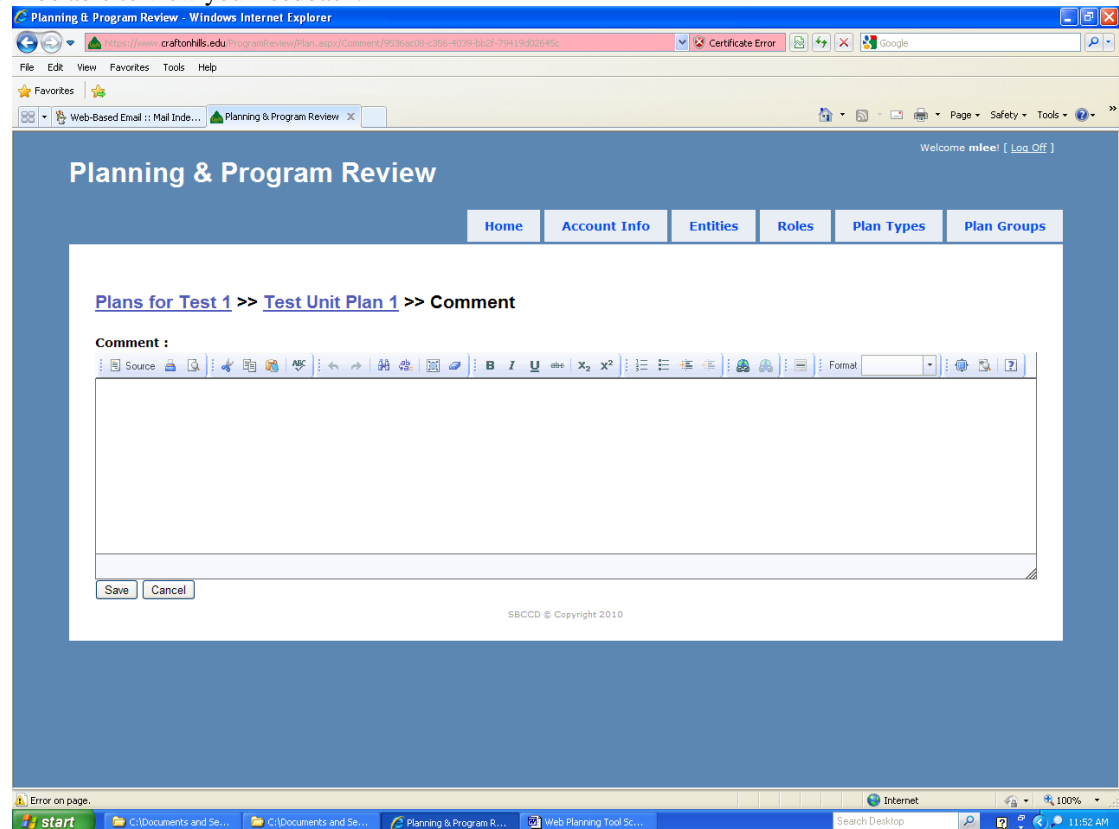
29. Here I have clicked on *Goal*. Clicking it again will make the box disappear to save screen space.



30. When the Division or Area manager is ready to provide feedback on a plan that has been submitted in draft or final form, he or she clicks on *Lock Plan for Comments* on Screen 23 or 24, which brings up the screen below.



31. Click on *Edit Your Comments*, and enter your feedback on the screen below. Be sure to click on <Save> when you are finished, and then click on <Cancel> or the *Plans for ...* link (in this case, *Plans for Test 1*) to take you back to Screen 30. There, click on *Unlock Plans for Comments*, so the unit members will be able to view your feedback.



32. After all the units have submitted their finalized plans, the Division manager clicks the applicable Division name (in this case, “Test Parent”) 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 Division plan. That plan can then be edited as needed to set overall Division priorities. When all Divisions in an Area have submitted their finalized plans, the Area manager follows a corresponding process to roll up the goals, objectives, activities, and resource requests in multiple divisional plans into a single Area plan.

