SPOL – Entering Program Review Narratives

This guide will help you access your Program Review questions and enter your responses for Questions 1-10.

If you have questions about how to access and use SPOL, please contact Allison Hughes:

Allison Hughes, Instructional Technologist
Email: hughesa@smccd.edu
Phone: 650-306-3213
Office: 13-203

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Entering Narratives (Question Responses) for Program Review

Programs and departments go through program review *every other year*, and program review is meant to offer an opportunity to *look back* at the previous two years and analyze areas of success and opportunities for growth.

If you’re not sure when your department or program goes through program review, please visit the [Cañada College Program Review website](https://casca.com).

1. Go to the [Cañada SPOL Login page](https://casca.com).
   a. Be sure to use Safari or Chrome to Access SPOL; do not use Firefox.

![SPOL Login Page](https://example.com/login.png)

2. Login with your program or department SPOL credentials. This is not individual, each program has one SPOL account that everyone can access and some are shared between multiple programs or departments.

3. Once you login, you will first see your ‘My SPOL’ page. Click the Program Review button to the right.

![My SPOL Page](https://example.com/my_spol.png)

4. Click on ‘View All Program Reviews’.

![Program Review Page](https://example.com/program_review.png)

5. From the ‘Type of Program Review or Accreditation’ drop down at the top, choose the program review cycle or year that you are working on.
   a. Note: This is also where you can navigate back to your previous program reviews if you need to see what you entered last year.
6. Click on the drop down arrows to the left of the (1) program group, A or B, that your program belongs to, (2) your program name, and (3) the question section that you want to start with. Next, **double click** on the question you’d like to enter information for.
   a. A refers to programs that go through program review in odd years and B refers to programs that go through program review in even years.

7. To respond to the question, click the ‘Edit’ button to the right of the ‘Narrative’ box.
   b. Note: For most questions, your previous year’s response to that question will be copied in your Narrative box. Feel free to leave that response the same if it hasn’t changed, edits what’s there, or remove it entirely.
8. If you have documents or links that you would like to include, click the Insert tab at the top.
   c. For more information about inserting documents and links, please refer to the Inserting Documents and Links Guide.

9. When you’re finished, click ‘Save’ at the bottom right.

10. When that question is completed, be sure to select ‘Approve Standard’ from the drop down at the top right before moving on to the next question. Last, click the green arrow at the top right to return to the list of questions and double click on the next question you want to enter information for. Repeat steps 7-10 for all of the questions.