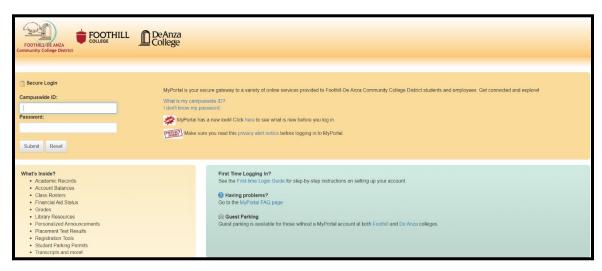


If needed, enlarge this document on your screen to view the images.

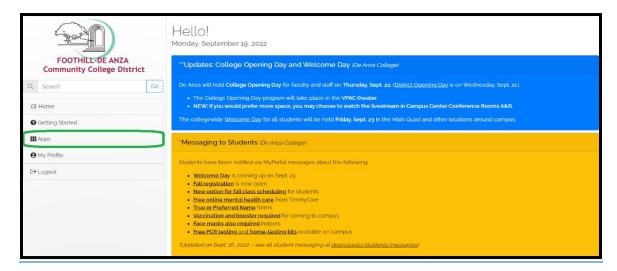
#### **LOG INTO MYPORTAL**

- 1. Enter your campuswide id (cwid)
- 2. Enter your password



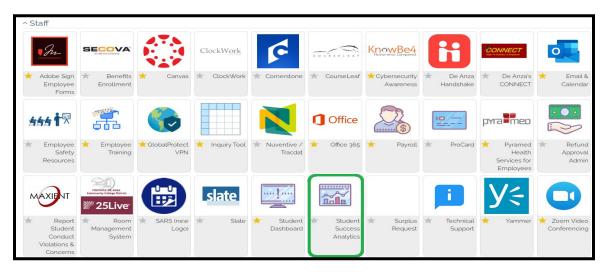
### **SELECT THE "STUDENT SUCCESS ANALYTICS" APP**

1. On the left-hand navigation panel, select "Apps."

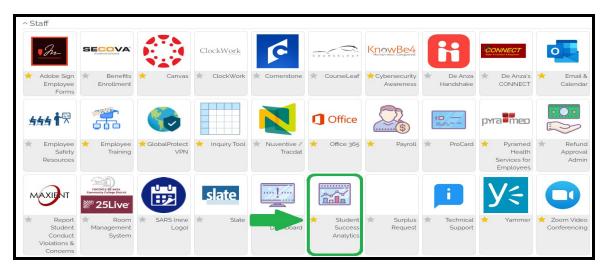




2. Scroll down to the "Staff" section, and select the "Student Success Analytics" app.



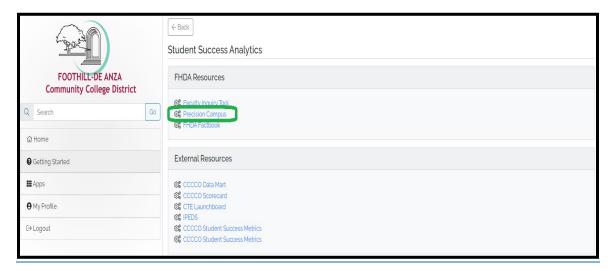
3. Tip: If you star the "Student Success Analytics" app, it will always appear in your list of favorite apps each time you log into MyPortal.





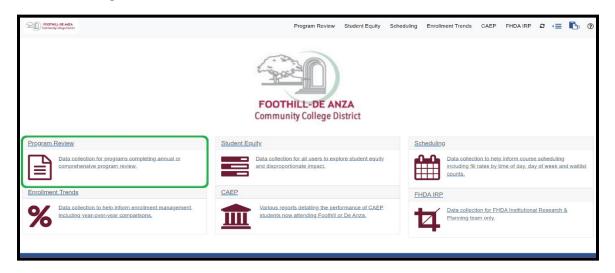
#### **SELECT "PRECISION CAMPUS"**

1. Select "Precision Campus" to access the FHDA online data tool.



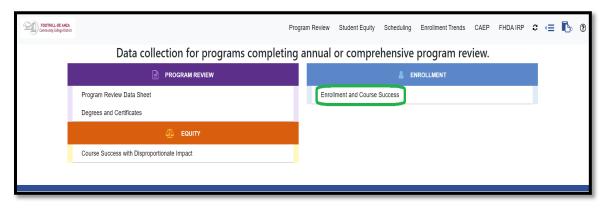
#### **ACCESSING THE ENROLLMENT AND COURSE SUCCESS REPORT**

1. Select "Program Review."





2. Select "Enrollment and Course Success."



3. On the left-hand navigation panel, click on the arrow next to the desired <u>college name</u>. In this example, "De Anza College" is selected.



4. Click on the arrow next to the desired <u>division name</u>. In this example, De Anza College's "Business/Computer Systems" division is selected.

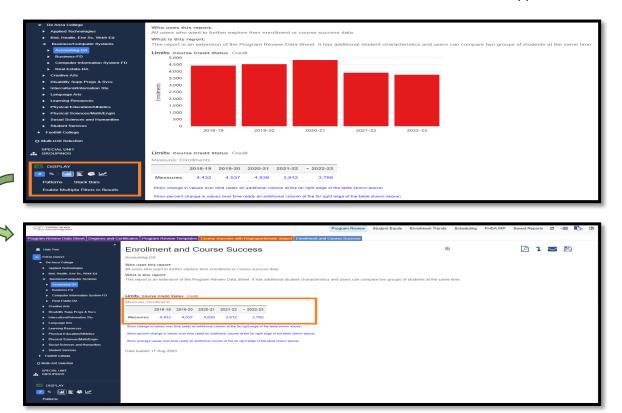




5. Click on the arrow next to the desired <u>department name</u>. In this example, De Anza College's "Accounting" department is selected.



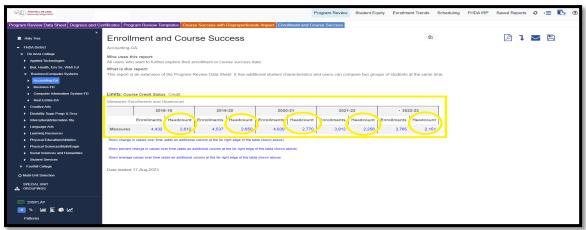
- 6. Data could be explored further by selecting the options in the Display, Measures, and Filter sections (see left-hand navigation panel). The default view in this report is a column chart of the enrollment data.
  - a. If a visual of the data is not desired and numbers are preferred, go to the "Display" section and unselect the column chart icon. Numeric data will then appear.





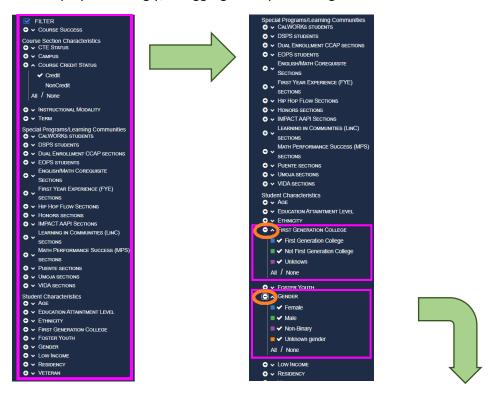
b. If other data, such as headcount, course success count/rate or full-time equivalent student (FTES) are desired, go to the "Measures" section and select the desired data points. In this example, headcount is selected and the data will display accordingly.

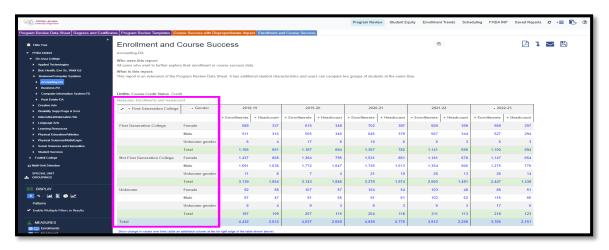






c. If other data, such as course/student characteristics, special programs or learning communities are desired, go to the "Filter" section and select the desired categories. Be sure to click on the (+) symbol next to the categories. Up to four categories can be selected. In this example, first-generation college and gender categories are selected. Data will display accordingly, disaggregated by the categories selected.







- d. Once all the desired selections have been made from the Display, Measures and Filter sections, the data can be modified further by clicking on the arrows located next to the category header in the data table (see pink arrows in image below). A drop down menu will appear and you will have the option to do the following:
  - **Sort** the subgroups within a category A to Z or Z to A.
    - Note: The default view organizes the subgroups A to Z.
  - Move a category left or right in order to prioritize disaggregation
    - Note: In this example, first-generation college is disaggregated by gender. By moving the gender category to the left, gender would then be disaggregated by first-generation college.
  - Filter for a specific subgroup within a category
    - Note: The default view displays all the subgroups within a category. In this example, the data could be filtered so that first-generation college is disaggregated by female only.

