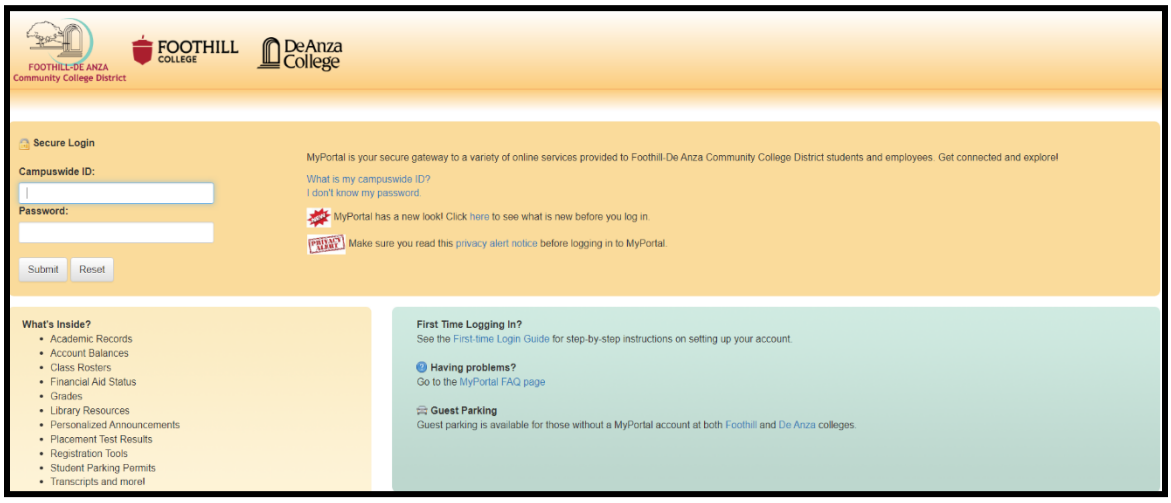
# PRECISION CAMPUS ONLINE DATA TOOL
# HOW TO ACCESS THE SCHEDULING REPORT: PRODUCTIVITY MEASURES BY SECTION

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

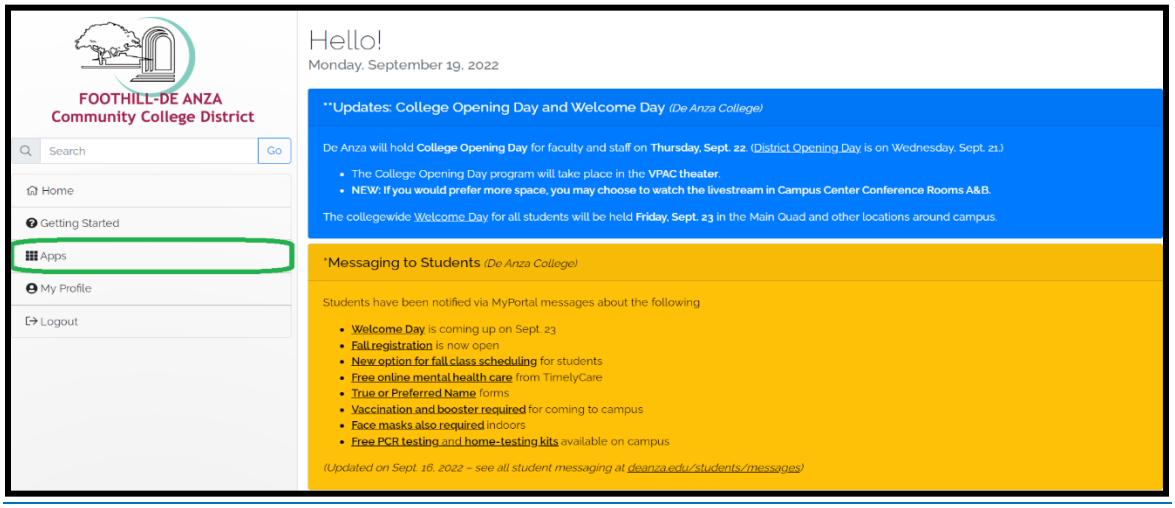
## LOG INTO MYPORTAL

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."



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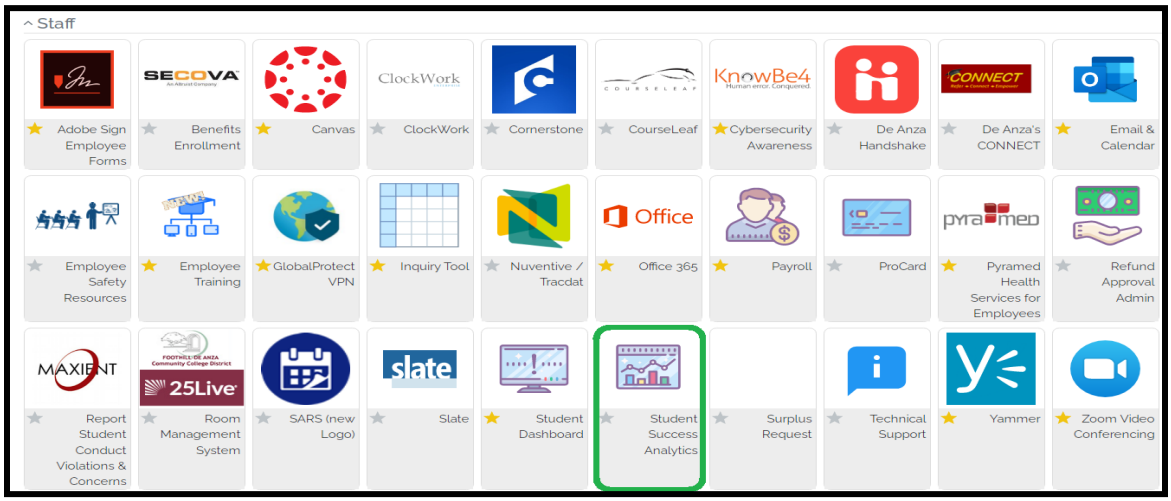
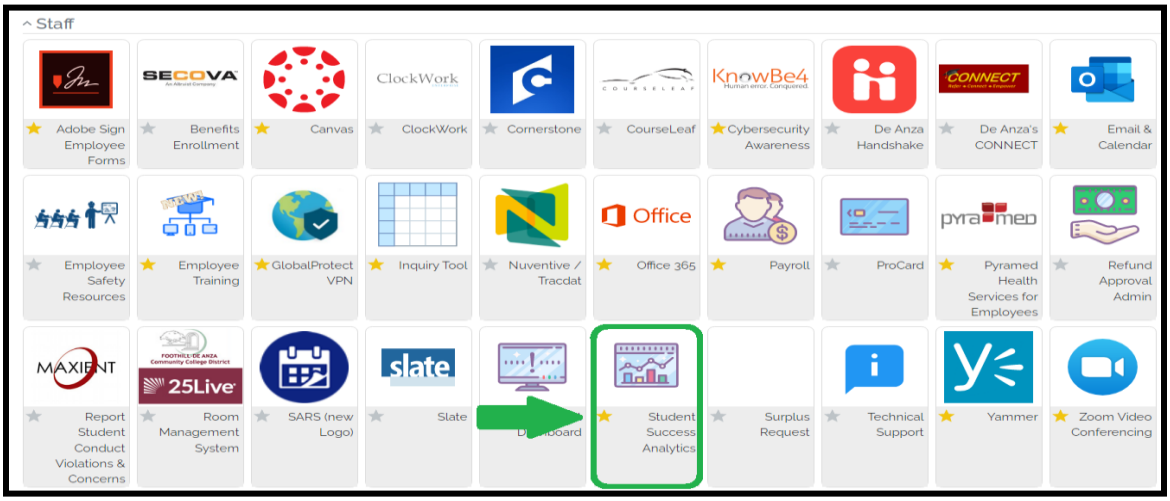
2. Scroll down to the “Staff” section, and select the “Student Success Analytics” app.




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



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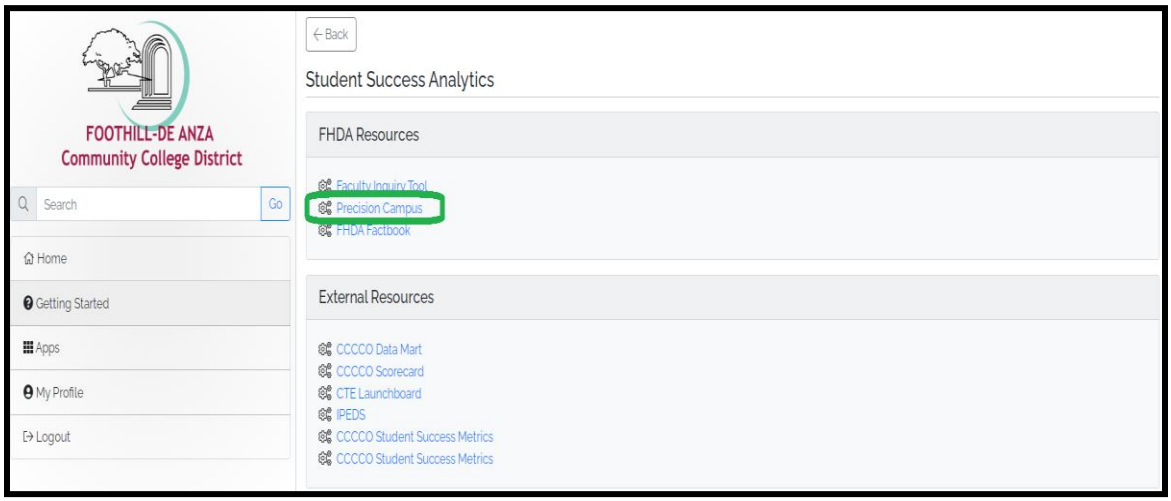
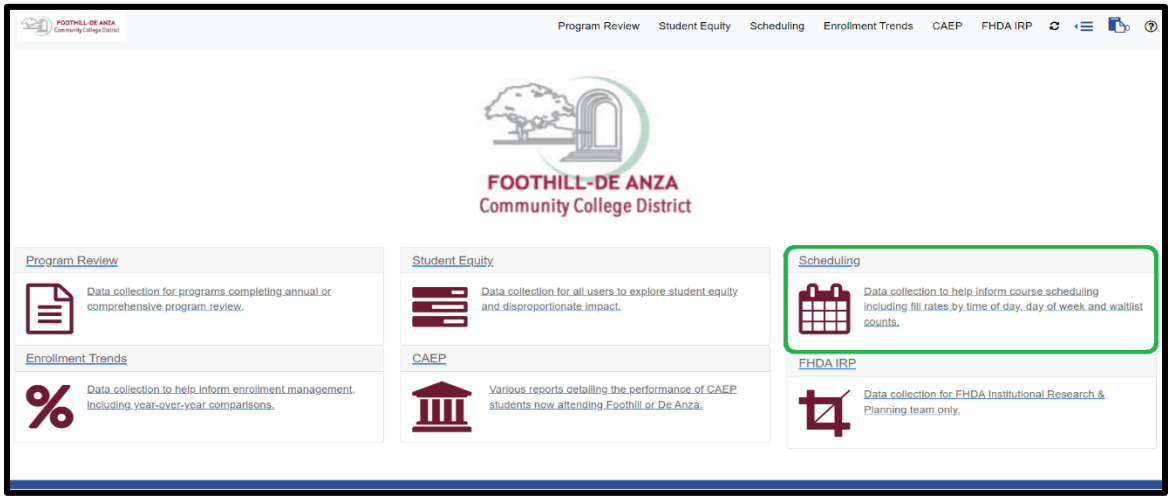
## SELECT "PRECISION CAMPUS"

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




## ACCESSING THE PRODUCTIVITY MEASURES BY SECTION REPORT

1. Select "Scheduling."



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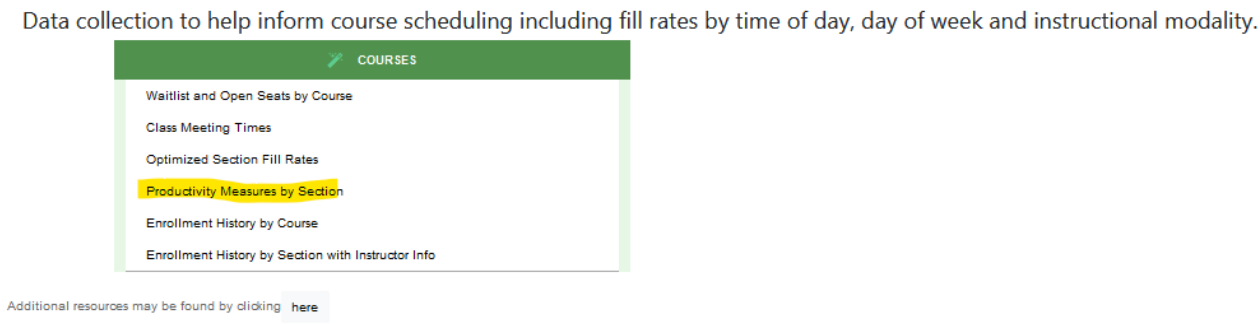
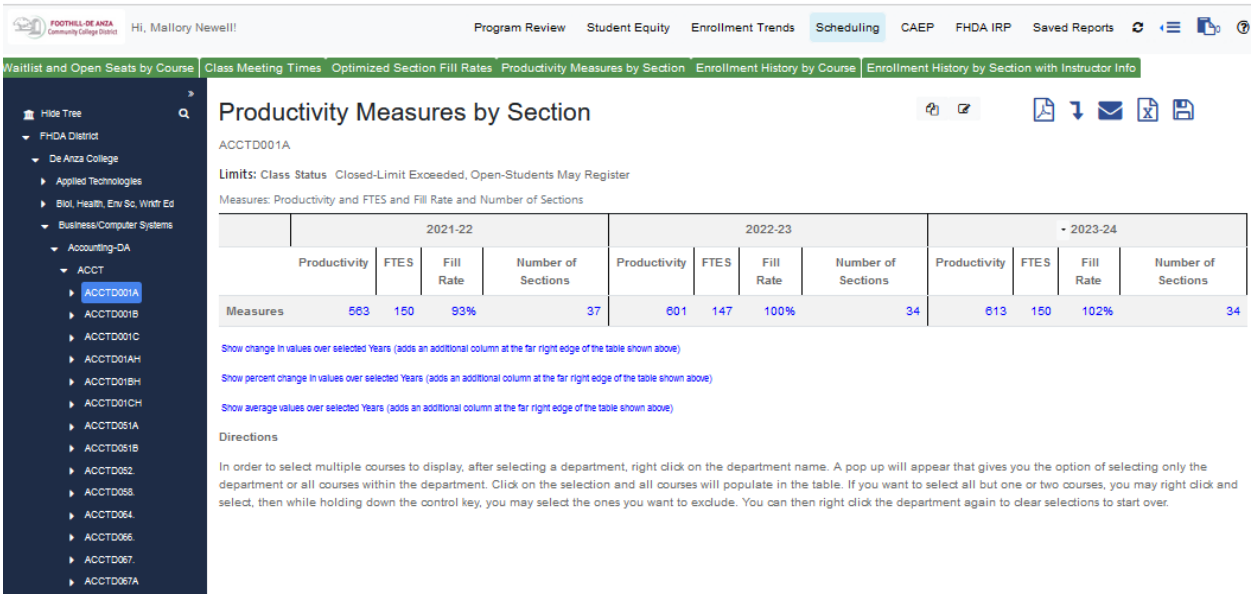
2. Select "Productivity Measures by Section."




3. To generate a report, a division, department or course must be selected from the left-hand navigation panel. On the left-hand navigation panel, scroll to the top and select desired division, department or course. In this example, De Anza College's "Accounting 1A" course is selected. The data table will then display data selected using the MEASURES filter such as productivity, FTES, fill rate, number of sections, enrollment, enrollment cap.




4. To select a desired term, on the left-hand navigation panel, scroll to the middle of the filter section and click on the filter "Term." Select the desired fall, winter, spring, summer, etc.
5. Next, click on the filter "Year" at the bottom. An academic year may be selected up through the current registration period. Current enrollment data is refreshed once daily during the registration period. All prior years represent data at census.

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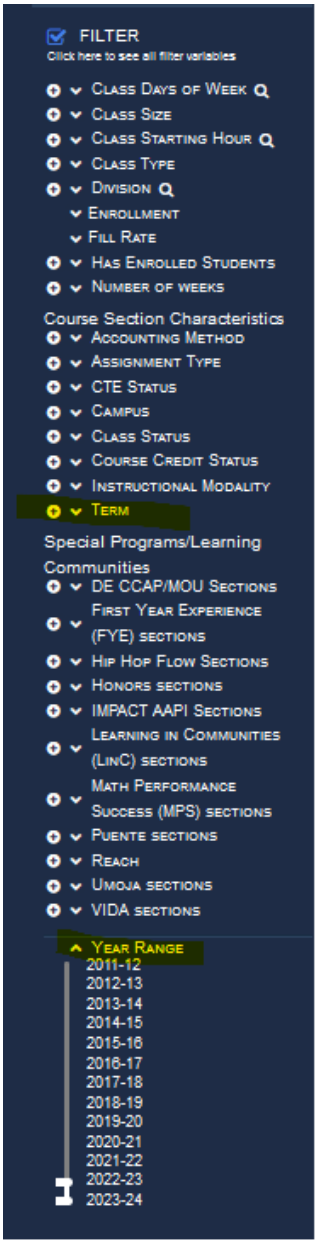
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