

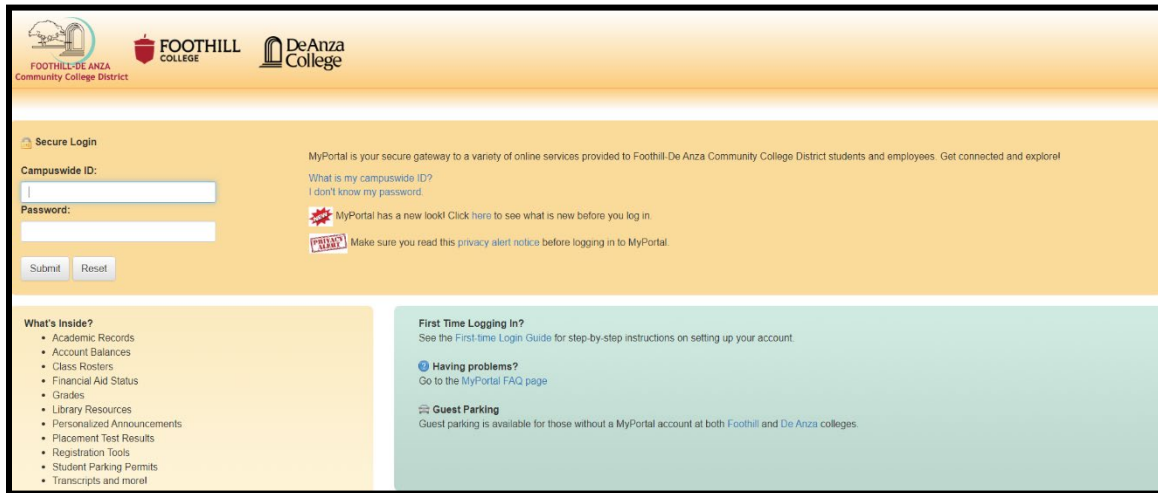


PRECISION CAMPUS ONLINE DATA TOOL HOW TO CREATE AND MANAGE A CUSTOM STUDENT COHORT

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

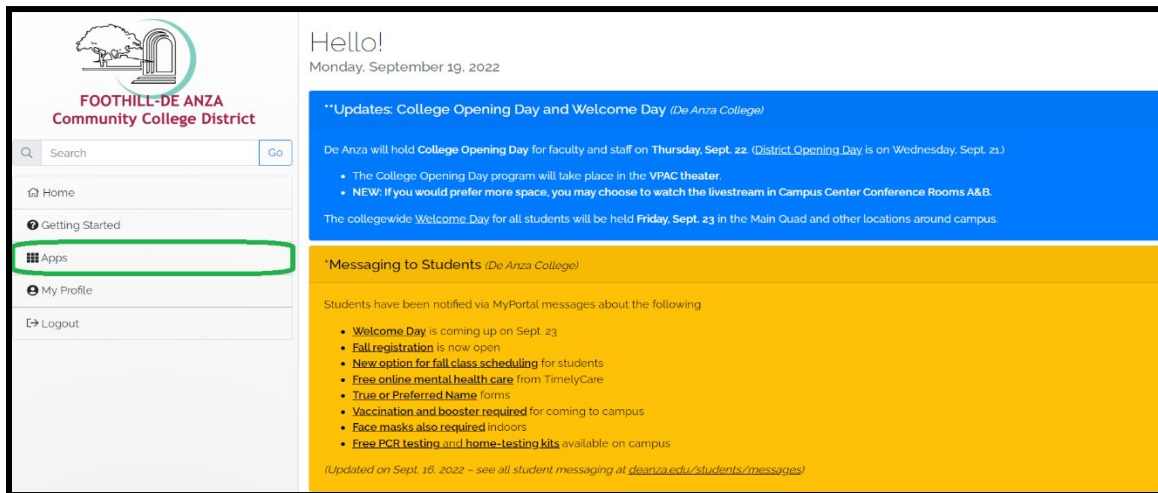
LOG INTO MYPORTAL

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



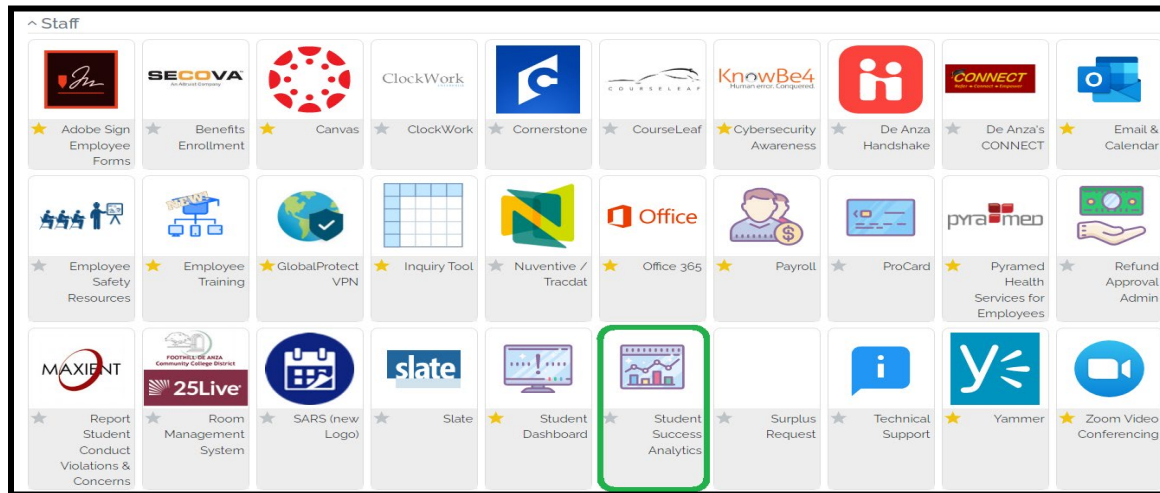
SELECT THE "STUDENT SUCCESS ANALYTICS" APP

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

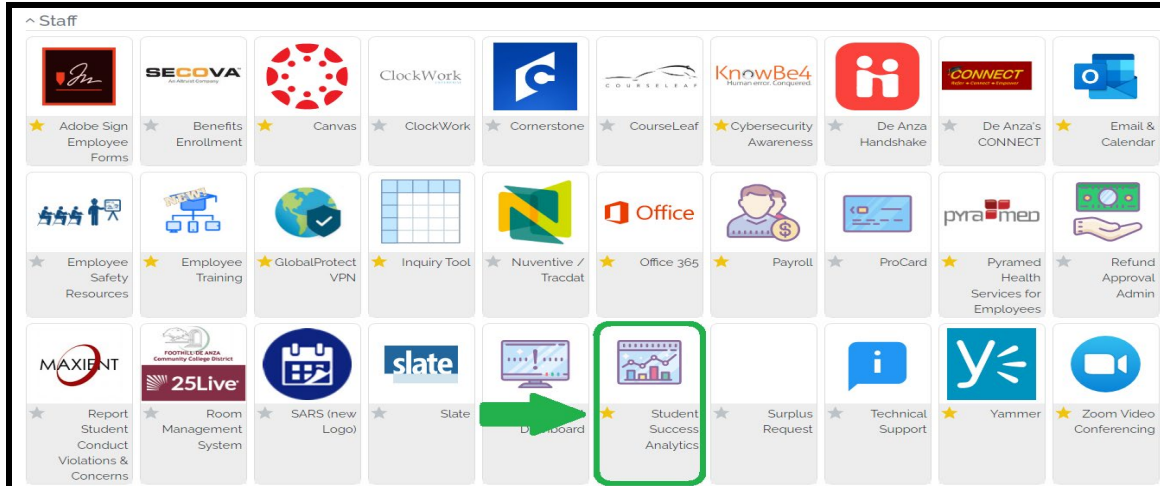


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2. Scroll down to the “Staff” section, and select the “Student Success Analytics” app.



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

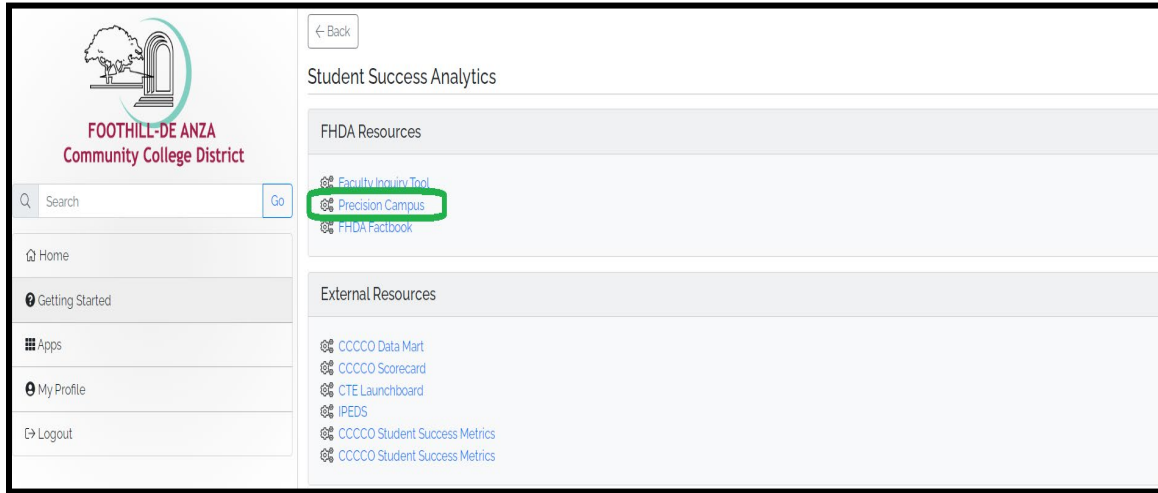




PRECISION CAMPUS ONLINE DATA TOOL HOW TO CREATE AND MANAGE A CUSTOM STUDENT COHORT

SELECT “PRECISION CAMPUS”

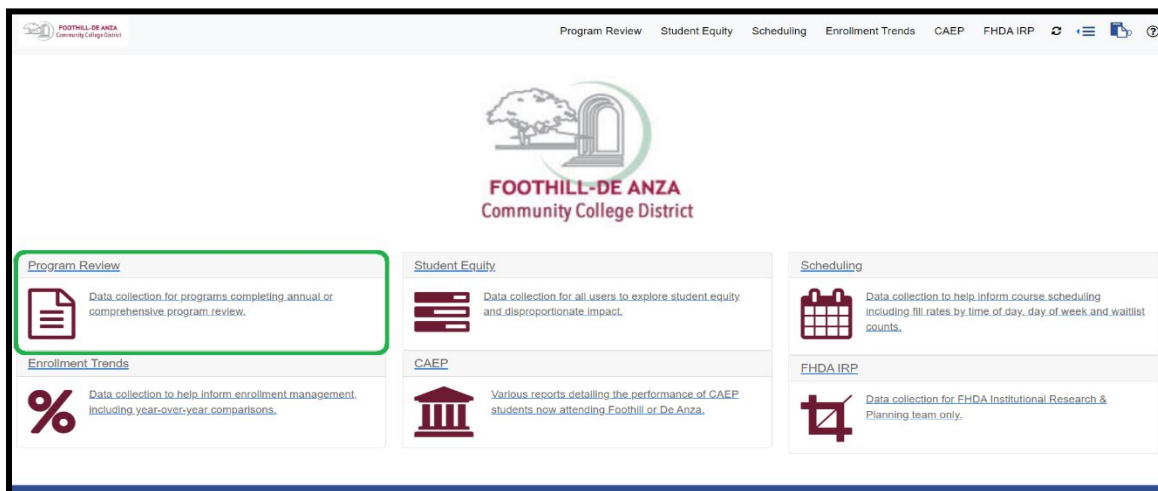
1. Select “Precision Campus” to access the FHDA online data tool.



CREATING A NEW CUSTOM STUDENT COHORT

The creation and management of a custom student cohort can be done in any report. For purposes of this how-to guide, the “Program Review Data Sheet” will be the focus.

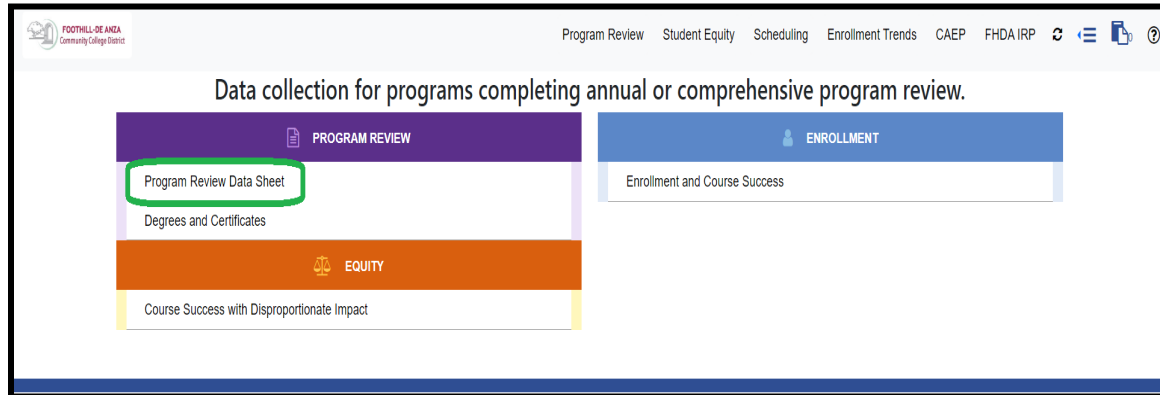
1. Select “Program Review.”



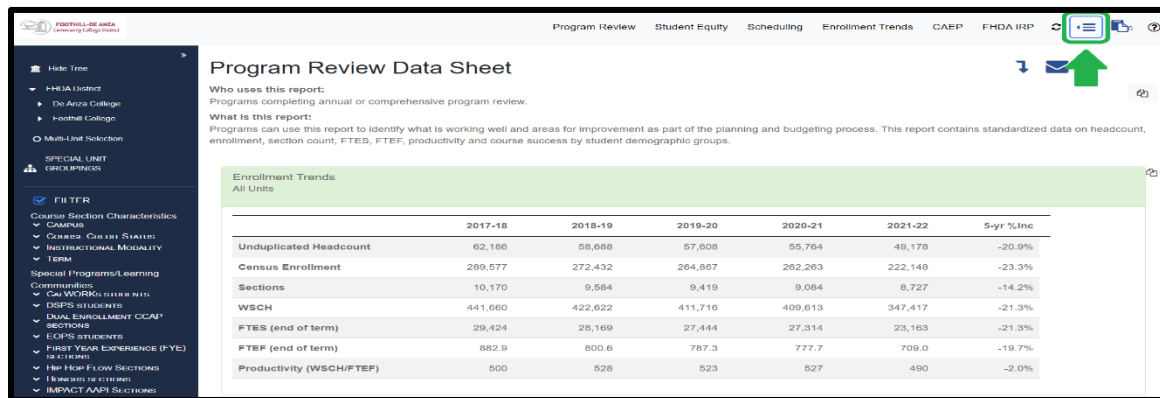


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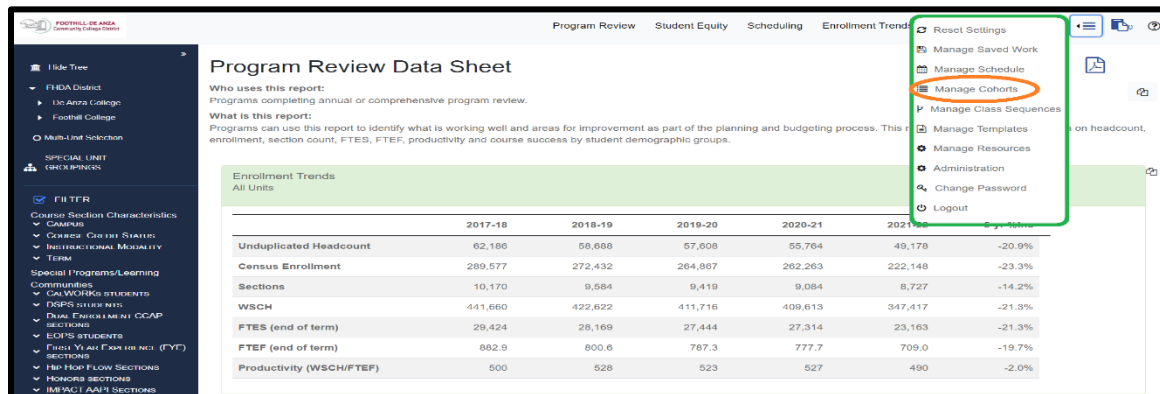
2. Select “Program Review Data Sheet.”



3. On the top-right hand corner, click on the icon  .



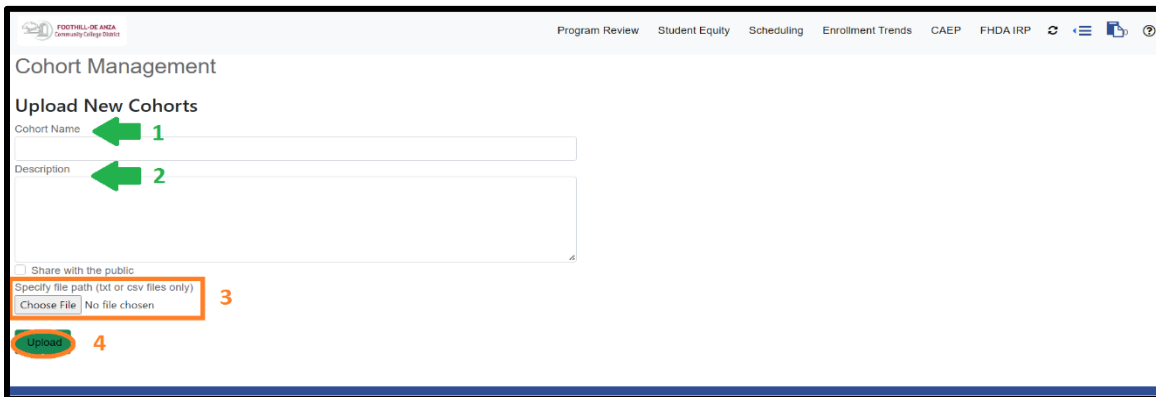
4. A pop-up window will appear. Select “Manage Cohorts.”



PRECISION CAMPUS ONLINE DATA TOOL

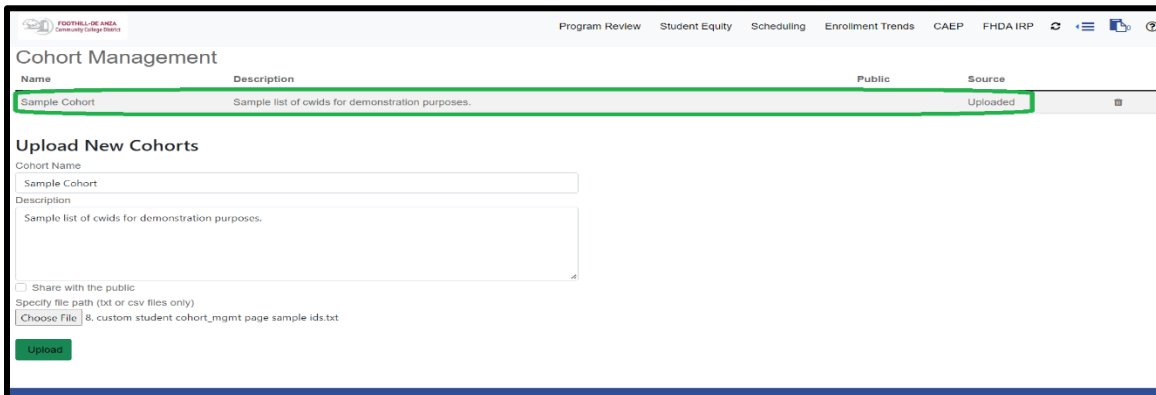
HOW TO CREATE AND MANAGE A CUSTOM STUDENT COHORT

5. To create a new custom student cohort, complete the following steps on the “Cohort Management” page:
 - a. Give your cohort a name.
 - b. Give your cohort a description.
 - c. Click the “Browse” button and retrieve your file containing your custom student cohort campuswide id (cwid). *Note: Your file needs to be in Text Document (*.txt) or Excel CSV (Comma delimited) format before it is uploaded.*
 - d. Click the “Upload” button.



The screenshot shows the 'Cohort Management' page with the 'Upload New Cohorts' section. The form includes a 'Cohort Name' field (callout 1), a 'Description' field (callout 2), a 'Share with the public' checkbox, a file selection area with a 'Choose File' button (callout 3), and an 'Upload' button (callout 4).

6. Once uploaded, the custom student cohort will appear on the “Cohort Management” page.



The screenshot shows the 'Cohort Management' page with a table listing cohorts. The table has columns for Name, Description, Public, and Source. A cohort named 'Sample Cohort' is listed with a description 'Sample list of cwids for demonstration purposes.' and a source of 'Uploaded'. Below the table is the 'Upload New Cohorts' form, which now contains the 'Sample Cohort' name and description.

Name	Description	Public	Source
Sample Cohort	Sample list of cwids for demonstration purposes.		Uploaded



PRECISION CAMPUS ONLINE DATA TOOL

HOW TO CREATE AND MANAGE A CUSTOM STUDENT COHORT

7. To access the custom student cohort, return to the “Program Review Data Sheet.”

Program Review Data Sheet

Who uses this report:
Programs completing annual or comprehensive program review.

What is this report:
Programs can use this report to identify what is working well and areas for improvement as part of the planning and budgeting process. This report contains standardized data on headcount, enrollment, section count, FTES, FTEF, productivity and course success by student demographic groups.

	2017-18	2018-19	2019-20	2020-21	2021-22	5-yr %Inc
Unduplicated Headcount	62,186	58,688	57,608	55,764	49,178	-20.9%
Census Enrollment	289,577	272,432	264,867	262,263	222,148	-23.3%
Sections	10,170	9,584	9,419	9,084	8,727	-14.2%
WSCH	441,660	422,622	411,716	409,613	347,417	-21.3%
FTES (end of term)	29,424	28,169	27,444	27,314	23,163	-21.3%
FTEF (end of term)	882.9	800.6	787.3	777.7	709.0	-19.7%
Productivity (WSCH/FTEF)	500	528	523	527	490	-2.0%

8. On the left-hand navigation panel, scroll to the bottom. The custom student cohort will appear under “My Student Cohorts.” *Note: If a colleague shared their custom student cohort with you, that cohort will appear under “Shared Student Cohorts.”*

Program Review Data Sheet

Who uses this report:
Programs completing annual or comprehensive program review.

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	2017-18	2018-19	2019-20	2020-21	2021-22	5-yr %Inc
Full Time Load	326.0	319.1	281.2	283.1	268.0	-16%
Full Time %	37.0%	39.9%	35.7%	36.4%	37.8%	3%
Overload %	114.3	108.7	112.7	108.4	100.3	-12%
Overload %	12.9%	13.6%	14.3%	13.9%	14.1%	0%
Part Time Load	411.9	372.8	393.5	396.3	340.8	-23%
Part Time %	50.1%	48.6%	50.0%	49.7%	48.1%	-4%
Total FTEF	882.9	800.6	787.3	777.7	709.0	-20%



PRECISION CAMPUS ONLINE DATA TOOL HOW TO CREATE AND MANAGE A CUSTOM STUDENT COHORT

MANAGING OR DELETING A CUSTOM STUDENT COHORT

1. Custom student cohorts can be edited by selecting the desired cohort name on the “Cohort Management” page. In this example, “Sample Cohort” is selected.

The screenshot shows the 'Cohort Management' page. At the top, there is a navigation bar with links for Program Review, Student Equity, Scheduling, Enrollment Trends, CAEP, and FHDA IRP. Below the navigation bar is a table with columns: Name, Description, Public, and Source. The table contains one row: 'Sample Cohort', 'Sample list of cwids for demonstration purposes.', 'Uploaded', and 'Uploaded'. The 'Sample Cohort' text in the table is highlighted with a green box. Below the table is a section titled 'Upload New Cohorts' with input fields for 'Cohort Name' and 'Description', a checkbox for 'Share with the public', and a 'Choose File' button. An 'Upload' button is at the bottom of this section.

2. To **edit an existing cohort**, revise the cohort name, revise cohort description or add/delete student cwids. To **share your custom student cohort** with other colleagues, click on the field “Share with.” A drop-down menu of FHDA colleagues’ names will appear. Once all the edits have been made, click the “Save Changes” button.

The screenshot shows the 'Cohort Management' page with the 'Sample Cohort' row selected. The 'Cohort Name' and 'Description' fields are highlighted with green boxes. The 'Share with' field is highlighted with an orange box. Below the 'Share with' field is a 'Save Changes' button. A table below the button lists student cwids:

Student
1. cwid 1
2. cwid 2
3. cwid 3
4. cwid 4
5. cwid 5
6. cwid 6
7. cwid 7

3. To **delete an existing cohort**, click on the trash icon located on the top-right hand corner of the “Cohort Management” page.

The screenshot shows the 'Cohort Management' page with the 'Sample Cohort' row selected. A red circle highlights the trash icon in the top-right corner of the table row. A red arrow points to the trash icon.