

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

FOOTHILE: DE ANZA Community College District	DeAnza College
Secure Login Campuswide ID: Password:	MyPortal is your secure gateway to a variety of online services provided to Footbill-De Anza Community College District students and employees. Get connected and explore! What is my campuswide ID? I don't know my passwerd. WiPortal has a new look! Click here to see what is new before you log in.
What's Inside? A.cademic Records A.cademic Records Count Balances Class Rosters Financial Aid Status Grades Library Resources Personalized Announcements Placement Test Results Registration Tools Student Parking Permits Timiscrepts and morel	First Time Loging In? See the First-time Login Guide for step-by-step instructions on setting up your account. Having problems? Go to the MyPortal FAQ page Guest Parking Guest parking is available for those without a MyPortal account at both Foothill and De Anza colleges.

SELECT THE "STUDENT SUCCESS ANALYTICS" APP

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

FOOTHILL-DE ANZA	Hello! Monday. September 19, 2022 **Updates: College Opening Day and Welcome Day (De Anza College)
Community College District	
Q Search Go	De Anza will hold College Opening Day for faculty and staff on Thursday, Sept. 22. (District Opening Day is on Wednesday, Sept. 21.)
යි Home	The College Opening Day program will take place in the VPAC theater. NEW: If you would prefer more space, you may choose to watch the livestream in Campus Center Conference Rooms A&B.
Getting Started	The collegewide Welcome Day for all students will be held Friday, Sept. 23 in the Main Guad and other locations around campus.
III Apps	*Messaging to Students (De Anza College)
O My Profile	Students have been notified via MyPortal messages about the following
E→ Logout	Welcome Day is coming up on Sept. 23
	Section 24 Section 15 now open
	New option for fall class scheduling for students
	Free online mental health care from TimelyCare
	True or Preferred Name forms
	Vaccination and booster required for coming to campus
	Face masks also required indoors Free PCR testing and home-testing kits available on campus
	(Updated on Sept. 16, 2022 – see all student messaging at <u>deanza.edu/students/messages</u>)



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

^ Staff										
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	be Sign nployee Forms	Benefits Enrollment	★ Canvas	ClockWork	★ Cornerstone	★ CourseLeaf	★ Cybersecurity Awareness	★ De Anza Handshake	De Anza's CONNECT	★ Email & Calendar
结结	† R					1 Office	5	(D	руга	
	nployee Safety sources	 Employee Training 	★ GlobalProtect VPN	🚖 Inquiry Tool	★ Nuventive / Tracdat	★ Office 365	🔶 Payroll	* ProCard	 Pyramed Health Services for Employees 	* Refund Approval Admin
MAX	IFUT	Contract of AAZA Contract of AAZA Contract of College Disprice		slate				i	Y≑	0
Viola	Report Student Conduct ations & oncerns	★ Room Management System	SARS (new Logo)	★ Slate	★ Student Dashboard	Student Success Analytics	Surplus Request	★ Technical Support	★ Yammer	★ Zoom Video Conferencing

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.

FOOTHLLE-DE ANZA Community College District	Exack Student Success Analytics FHDA Resources
community conege District	62. Faculty Inquiry Tool
Q Search Go	St Precision Campus
	St FHDA Factbook
යි Home	
Getting Started	External Resources
# Apps	S CCCCO Data Mart
	St CCCCO Scorecard
O My Profile	© © CTE Launchboard © © IPEDS
E→ Logout	Sector Student Success Metrics
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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."

Community Galage Barriet	Program Review Student Equity	Scheduling Enrollment Trends CAEP FHDA IRP 2 📻 🌓 🛞
	FOOTHILL-DE ANZA Community College District	
Program Review	Student Equity	Scheduling
Data collection for programs completing annual or comprehensive program review.	Data collection for all users to explore student equity and disproportionate impact.	Data collection to help inform course scheduling including fill rates by time of day, day of week and waitlist courts.
Enrollment Trends	CAEP	FHDAIRP
Data collection to help inform enrollment management. Including year-over-year comparisons.	Various reports detailing the performance of CAEP students now attending Foothill or De Anza.	Data collection for EHDA Institutional Research & Planning team only.



2. Select "Program Review Data Sheet."

FOOTHILL-DE ANZA Community College District	Pro	gram Review	Student Equity	Scheduling	Enrollment Trends	CAEP	FHDA IRP	C	Û	Ъ	?
_	Data collection for programs completing	annual	or compre	ehensive	program rev	view.					
				å E	NROLLMENT						
	Program Review Data Sheet	Enro	llment and Course	Success							
	Degrees and Certificates										
	4Δ ΕQUITY										
	Course Success with Disproportionate Impact										

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

Community College District			Program Review	Student Equity	Scheduling Enrolli	ment Trends CAE	EP FHDA IRP	≈।≡∎∿
» Hide Tree	Program Review Da	ata Sheet					Ţ	-
EHDA District	Who uses this report:							_
De Anza College	Programs completing annual or comprehe	nsive program review.						
Foothill College	What is this report: Programs can use this report to identify wh							
SPECIAL UNIT GROUPINGS	enrollment, section count, FTES, FTEF, pr							
ORODI IIIOD								
FIITER	Enrollment Trends All Units							
FILTER Durse Section Characteristics CAMPUS		2017-18	2018-19	2019-20	2020-21	2021-22	5-yr %Inc	_
FITTER Surse Section Characteristics CARES CREDIT STATUS INSTRUCTIONAL MODALITY		2017-18 62,186	2018-19 58,688	2019-20 57,608	2020-21 55,764	2021-22 49,178	5-yr %Inc -20.9%	_
FILTER UNSE Section Characteristics CAMPUS CORES: CREDIT STATUS INSTRUCTIONAL MODALITY TERM	All Units							_
ГІІТГК urse Section Characteristics Самена С Самена С С С С С С С С С С С С С	All Units	62,186	58,688	57,608	55,764	49,178	-20.9%	_
FILTER unse Section Characteristics CAMPUS CAMPUS CAMPUS CAMPUS TERM ecial Programs/Learning mmmilities CAWDRK: STERM MTS DSPS STUDENTS	All Units Unduplicated Headcount Census Enrollment	62,186 289,577	58,688 272,432	57,608 264,867	55,764 262,263	49,178 222,148	-20.9% -23.3%	_
F FUTTR unio Sicilion Characteristics, Casara Count Sintis; bierrascritowa Molourity Team bierrascritowa Molourity casal Programs/Learning casal Programs/Learning DePastorements DePastorements DePastorements DePastorements DePastorements DePastorements DePastorements DePastorements DePastorements DePastorements Dep	All Units Unduplicated Headcount Census Enrollment Sections	62,186 289,577 10,170	58,688 272,432 9,584	57,608 264,867 9,419	55,764 262,263 9,084	49,178 222,148 8,727	-20.9% -23.3% -14.2%	-
FILTER surso Social Characteristics CANERS Control Status Control Control Status Control Control Status Control Control Status control Control Status control Control Status Control S	All Units Unduplicated Headcount Census Enrollment Sections WSCH	62,186 289,577 10,170 441,660	58,688 272,432 9,584 422,622	57,808 264,867 9,419 411,716	55,764 262,263 9,084 409,613	49,178 222,148 8,727 347,417	-20.9% -23.3% -14.2% -21.3%	-

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

FOOTHILL-DE ANZA Community College District			Program Review	Student Equity	Scheduling Enrolli	ment Trend: Ø Reset	t Settings	•= B
Tide Tree FIDA District Hos Anza Galege Fosthill Callege Ondin-Line Selection	Program Review Da Who uses this report: Programs completing annual or compreher What is this report: Programs can use this report to identify wh	nalve program review. at is working well and a			ing and budgeting pro-	i⊞ Mana I≣ Mana ₽ Manag	ge Saved Work nge Schedule nge Cohorts ge Class Sequences nge Templates	L on headcount
SPECIAL UNIT SPECIAL UNIT GROUPPINGS	enrollment, section count, FTES, FTEF, pr Enrollment Trends All Units	oductivity and course su	ccess by student dem	ographic groups.		🗘 Admir	ge Password	
✓ CAMPUS		2017-18	2018-19	2019-20	2020-21	2021 22	5 y. %hite)
 ✓ COURSE CREDIT STATUS ✓ INSTRUCTIONAL MODALITY ✓ TERM 	Unduplicated Headcount	62,186	58,688	57,608	55,764	49,178	-20.9%	
Special Programs/Learning	Census Enrollment	289,577	272,432	264,867	262,263	222,148	-23.3%	
Communities	Sections	10,170	9,584	9,419	9,084	8,727	-14.2%	
 DSPS students 	WSCH	441,660	422,622	411,716	409,613	347,417	-21.3%	
DUAL ENROLLMENT CCAP SECTIONS	FTES (end of term)	29,424	28,169	27,444	27,314	23,163	-21.3%	
EOPS students Filest YLAR EXPERIENCE (FYE) sections	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%	



- 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.

FOOTHELL OF ANKA Commandy Calling Datas	Program Review	Student Equity	Scheduling	Enrollment Trends	CAEP	FHDA IRP	c	Ē	Ъ	?
Cohort Management										
Upload New Cohorts Cohort Name 1										
Description 2	Å									
Specify file path (bt or csv files only) Choose File No file chosen 4										

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

FOOTHELL-DE ANZA Community Callege Disort		Program Review	Student Equity	Scheduling	Enrollment Trends	CAEP FHDAIR	, c	•=	Б.	?
Cohort Management										
Name	Description				Public	Source				
Sample Cohort	Sample list of cwids for demonstration purposes.					Uploaded			Û	
Upload New Cohorts Cohort Name Sample Cohort Description Sample list of cwids for demonstration pr	urposes.									
Specify file path (txt or csv files only) Choose File 8. custom student cohort_m Upload	gmt page sample ids.txt									



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

Community College Dedect			Program Review	Student Equity	Scheduling Enrolli	ment Trends CAE	P FHDAIRP	≎ •≡ ∎
> Hide Tree	Program Review Da	ata Sheet					1 8	∠ 🛛
FHDA District	Who uses this report:							
De Anza College	Programs completing annual or comprehe	nsive program review.						
Footbill College	What is this report:							
Multi-Unit Selection	Programs can use this report to identify with enrollment, section count, FTES, FTEF, pr				ning and budgeting pro-	cess. This report cor	ntains standardized o	data on headco
SPECIAL UNIT								
FILTER urse Section Characteristics Самрия		2017-18	2018-19	2019-20	2020-21	2021-22	5-yr %Inc	
COURSE CREDEL STATUS		2017-18	2018-19	2019-20	2020-21		5-yr %ind	
INSTRUCTIONAL MODALITY	Unduplicated Headcount	62,186	58,688	57,608	55,764	49,178	-20.9%	
INSTRUCTIONAL MODALITY TERM	Unduplicated Headcount Census Enrollment	62,186 289,677	58,688 272,432	57,608 264,867	55,764 262,263	49,178 222,148	-20.9%	
INSTRUCTIONAL MODALITY TERM ecial Programs/Learning mmunities	Census Enrollment	289,577	272,432	264,867	262,263	222,148	-23.3%	
INSTRUCTIONAL MODALITY TERM acial Programs/Learning mmunities Gai WORKS STUDENTS	Census Enrollment Sections	289,577 10,170	272,432 9,584	264,867 9,419	262,263 9,084	222,148 8,727	-23.3% -14.2%	
INSTRUCTIONAL MODALITY TERM ecial Programs/Learning mmunitics Cai WORKS STUDENTS DSPS STUDENTS	Census Enrollment	289,577	272,432	264,867	262,263	222,148	-23.3%	
INSTRUCTIONAL MODALITY Term esial Programs/Learning minunities CatWORKS strates nos DSPS structures Dual EnrolLment CCAP escritons	Census Enrollment Sections	289,577 10,170	272,432 9,584	264,867 9,419	262,263 9,084	222,148 8,727	-23.3% -14.2%	
INSTRUCTIONAL MODALITY TERM cealel Programs/Learning mmunities Cal WORKs strute Nts Cal WORKs strute Nts DSPS strucents Duck Enroclument CCAP acctone	Census Enrollment Sections WSCH FTES (end of term)	289,677 10,170 441,660 29,424	272,432 9,584 422,622 28,169	264,867 9,419 411,716 27,444	262,263 9,084 409,613 27,314	222,148 8,727 347,417 23,163	-23.3% -14.2% -21.3% -21.3%	
Instituctional Modal (TY Term ceal Programs/Learning mmunities Cal WORK:strute N15 DSPS strucents DSPS strucents DAL Enrockiett CCAP accross ECPS strucents Firest Yean Experience (FYE) strucents	Census Enrollment Sections WSCH FTES (end of term) FTEF (end of term)	289,677 10,170 441,660 29,424 882.9	272,432 9,584 422,622 28,169 800.6	264,867 9,419 411,716 27,444 787.3	262,263 9,084 409,613 27,314 777.7	222,148 8,727 347,417 23,163 709.0	-23.3% -14.2% -21.3% -21.3% -18.7%	
C20082 Cat bit Status hermocrease. Moosairty Tene coal Programs/Learning exait Programs/Learning monunities monunities monunities borks structures EOPS struct	Census Enrollment Sections WSCH FTES (end of term)	289,677 10,170 441,660 29,424	272,432 9,584 422,622 28,169	264,867 9,419 411,716 27,444	262,263 9,084 409,613 27,314	222,148 8,727 347,417 23,163	-23.3% -14.2% -21.3% -21.3%	

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."*

GROUPINGS	Enrollment Trends										
FILTER	All Units										
OURSE Section Characteristics CAMPUS COURSE CREDIT STATUS			2017-18		2018-19		2019-20	2020-21	2021-22	5-yr %inc	
INSTRUCTIONAL MODALITY	Unduplicated Headcount		62,186		68,688		57,608	55,764	49,178	-20.9%	
• Term becial Programs/Learning	Census Enrollment		289,577		272,432		264,867	262,263	222,148	-23.3%	
CALWORKS STUDENTS	Sections		10,170		9,584		9,419	9,084	8,727	-14.2%	
DSPS STUDENTS DUAL ENBOLLMENT CCAP SECTIONS	WSCH		441,660		422,622		411,716	409,613	347,417	-21.3%	
EOPS STUDENTS	FTES (end of term)		29,424		28,169		27,444	27,314	23,163	-21,396	
FIRST YEAR EXPERIENCE (FYE) RECTIONS	FTEF (end of term)		882.9		800.6		787.3	777.7	709.0	-19.7%	
HIP HOP FLOW SECTIONS HONORS SECTIONS	Productivity (WSCH/FTEF)		500		528		523	527	490	-2.0%	
IMPACT AAPI Sections	,										
LEARNING IN COMMUNITIES (LINC) SECTIONS MATH PERFORMANCE SUGCESS (MPS) SECTIONS PUENTE SECTIONS	Faculty Workload All Units										
REACH UMOJA SECTIONS		2017-18	2018-19	2019-20	2020-21	2021-22	6-yr %inc				
VIDA SECTIONS ident Characteristics	Full Time Load	326.8	319.1	281.2	283.1	268.0	-1896				
Ident Charactenstics Foster Youth Veteran	Full Time %	37 0%	30.0%	35 7%	36 4%	37.8%	296				
YEAR BANGE	Overload	114.3	108.7	112.7	108.4	100.3	-12%				
MY STUDENT COHORTS	Overload %	12.9%	13.6%	14.3%	13.9%	14,1%	996				
Sample Cohort	Part Time Load	441.9	372.8	393.5	380.3	340.8	-23%				
	Part Time %	50.1%	46.6%	50.0%	49.7%	48.1%	496				



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.

Community Callage Daniet		Program Review	Student Equity	Scheduling	Enrollment Trends	CAEP FHDA IRP	8	•≡	Ъ	•
Cohort Management										
Name	Description				Public	Source				
Sample Cohort	Sample list of cwids for demonstration purposes.					Uploaded			⑪	
Upload New Cohorts Cohort Name Description Share with the public Specify life path (bt or cav files only) Choose File No file chosen Uprese										

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.

	IBLE-DE ANZA Iş Callege Dedinit	
	t Manag	jement
ohort Name		
Sample Col escription		
Sample list	of cwids for der	monstration purp
	h the public	
hare with		
Save Chang	pes	
	Student	
1.	cwid 1	13
2.	cwid 2 cwid 3	0 0
3. 4.	cwid 4	
5.	cwid 5	m
в.	cwid 6	œ
7.	cwid 7	œ

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

Community Callage Elevin		Program Review	Student Equity	Scheduling	Enrollment Trends	CAEP	FHDA IRP	ø	۰	Б.	۲
Cohort Management											
Name	Description				Public	Sc	ource				
Sample Cohort	Sample list of cwids for demonstration purposes.					U	ploaded		(
Upload New Cohorts Cohort Name Description Share with the public Specify file part (tot or ow files only) Choose Hiel No file chosen Uptower											