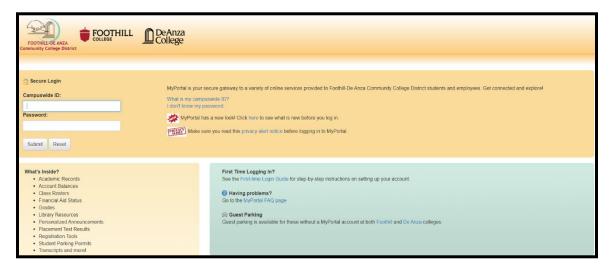


If needed, enlarge this document on your screen to view the images.

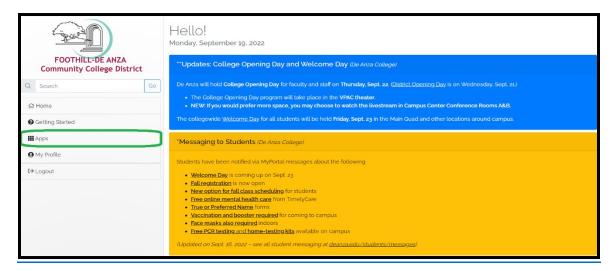
#### **LOG INTO MYPORTAL**

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



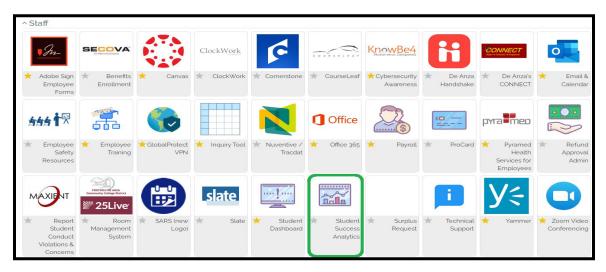
### **SELECT THE "STUDENT SUCCESS ANALYTICS" APP**

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

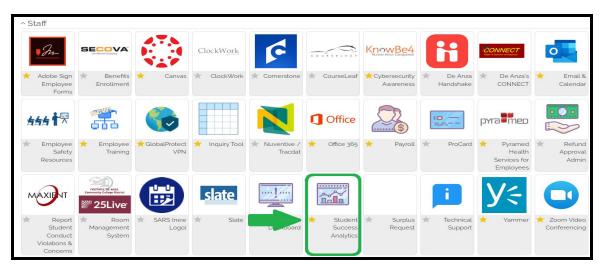




2. Scroll down to the "Staff" section, and select the "Student Success Analytics" app.



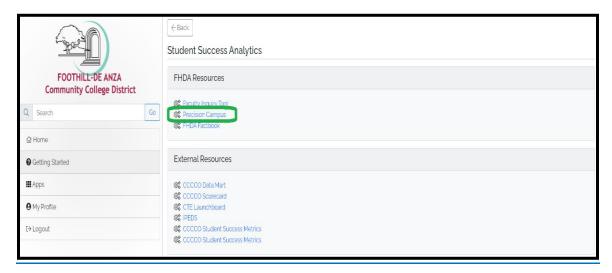
3. Tip: If you star the "Student Success Analytics" app, it will always appear in your list of favorite apps each time you log into MyPortal.





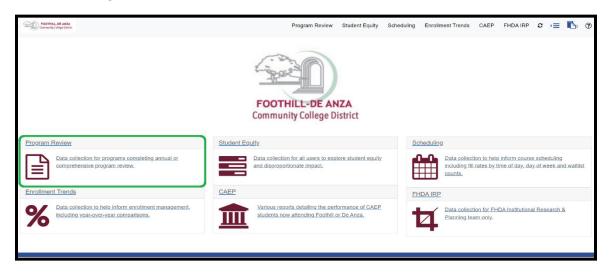
#### **SELECT "PRECISION CAMPUS"**

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



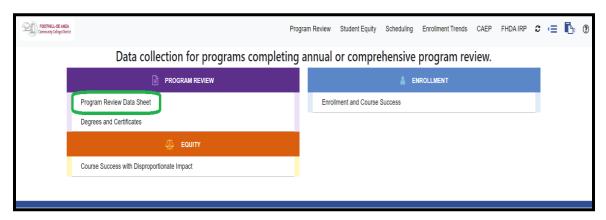
#### **ACCESSING YOUR PROGRAM REVIEW DATA SHEET**

1. Select "Program Review."

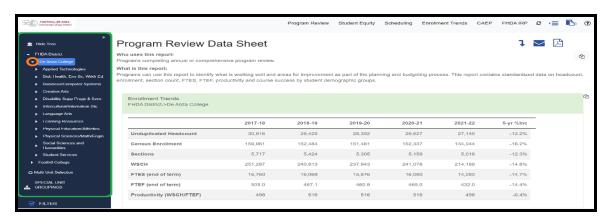




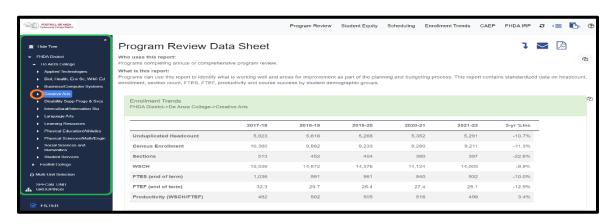
2. Select "Program Review Data Sheet."



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.

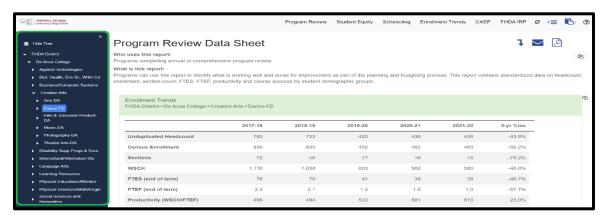


4. Click on the arrow next to the desired <u>division name</u>. In this example, De Anza College's "Creative Arts" division is selected.

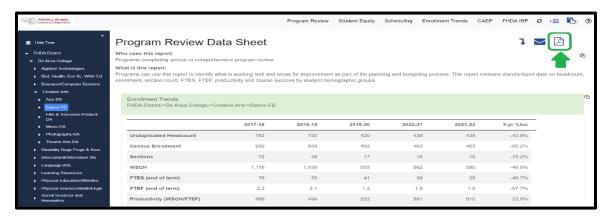




5. Click on the arrow next to the desired <u>department name</u>. In this example, De Anza College's "Dance" department is selected.



6. On the top right-hand corner of the department's program review data sheet, click on the PDF icon. The PDF will automatically generate and likely will be downloaded to your local desktop "Downloads" folder. Open the PDF, and print if needed.





#### SPECIAL UNIT GROUPINGS AND SPECIAL PROGRAMS/LEARNING COMMUNITIES

- 1. In some instances, program review data sheet are housed under the "Special Unit Groupings" section (see left-hand navigation panel) because their data reflect select courses. For examples:
  - De Anza College's Creative Arts special unit groupings are Animation, Film/TV Production and Screenwriting.
  - b. Foothill College's Kinesiology & Athletics special unit groupings are Kinesiology, Personal Trainer and Sports Medicine.



- 2. Additionally, some program review data sheet are housed under the "<u>Special Programs/Learning Communities</u>" section (see left-hand navigation panel) because their data reflect student-level or section-level designations. For examples:
  - a. To select CalWORKs data sheet, be sure that "CalWORKs students" is checked.
  - b. To select First Year Experience data sheet, be sure that "FYE sections" is checked.

