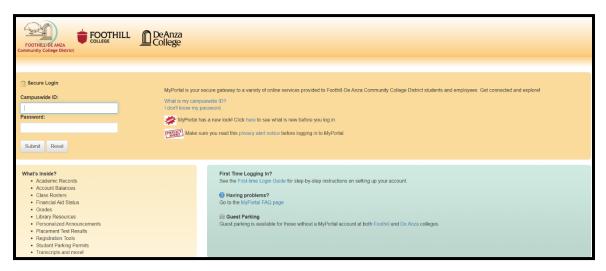


If needed, enlarge this document on your screen to view the images.

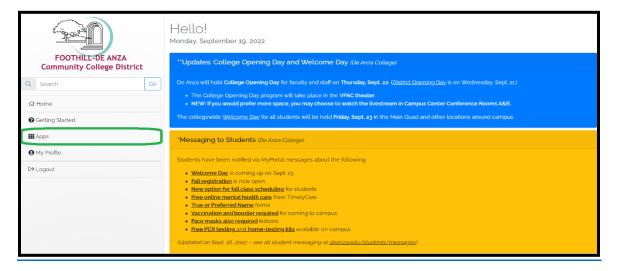
LOG INTO MYPORTAL

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



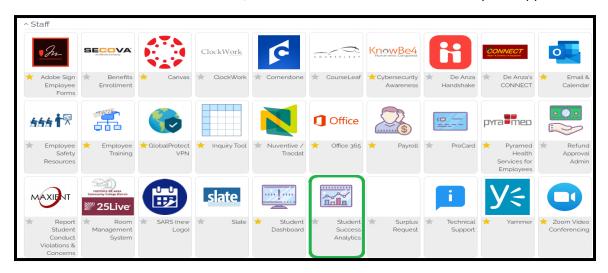
SELECT THE "STUDENT SUCCESS ANALYTICS" APP

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

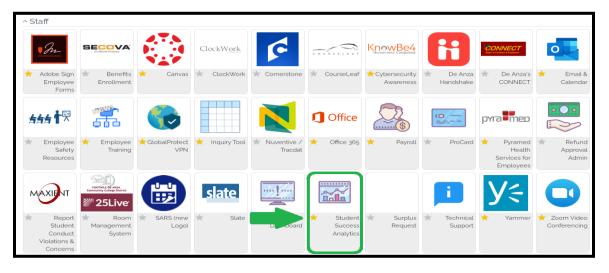




2. Scroll down to the "Staff" section, and select the "Student Success Analytics" app.



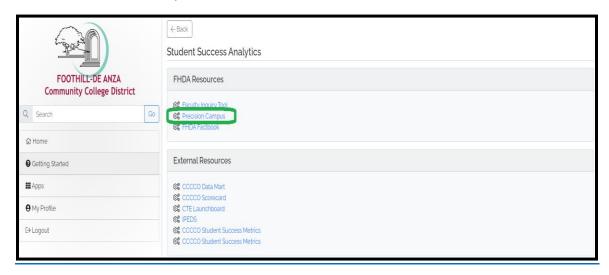
3. Tip: If you star the "Student Success Analytics" app, it will always appear in your list of favorite apps each time you log into MyPortal.





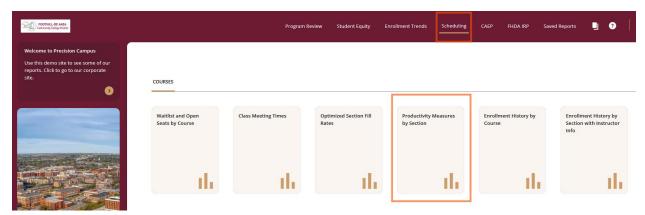
SELECT "PRECISION CAMPUS"

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



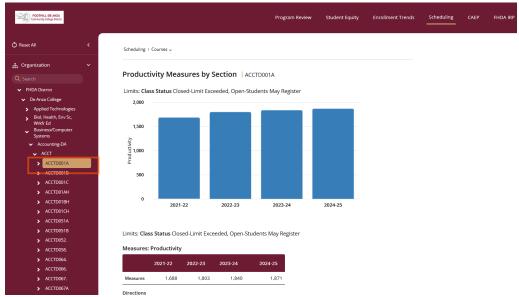
ACCESSING THE PRODUCTIVITY MEASURES BY SECTION REPORT

1. Select "Scheduling." Then select "Productivity Measures by Section."

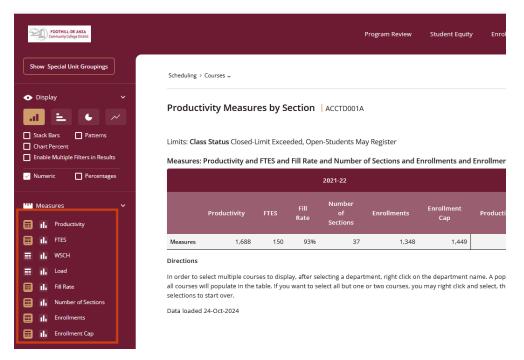




2. On the left-hand navigation panel, scroll to the top and select desired <u>college</u>, <u>division</u>, <u>department</u> or <u>course</u>. In this example, De Anza College's "Accounting 1A" course is selected.



3. The data table will then display data selected using the MEASURES filter. In the example below, productivity, FTES, fill rate, number of sections, enrollment, enrollment cap are selected.





- 4. To select a desired term, on the left-hand navigation panel, scroll to the bottom 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 Range" 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.

