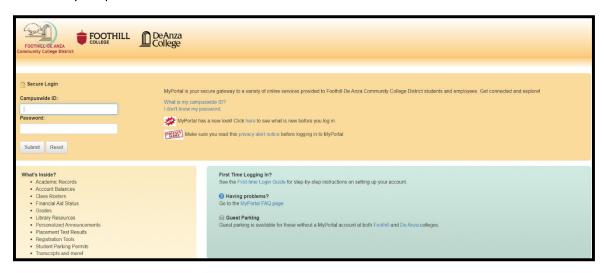


If needed, enlarge this document on your screen to view the images.

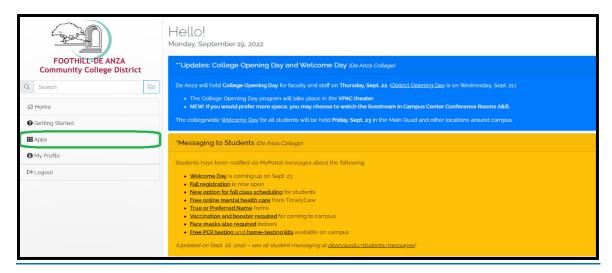
#### **LOG INTO MYPORTAL**

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



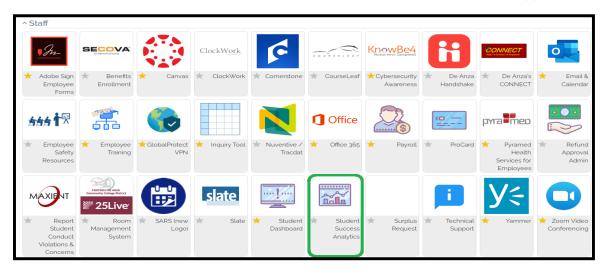
### **SELECT THE "STUDENT SUCCESS ANALYTICS" APP**

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

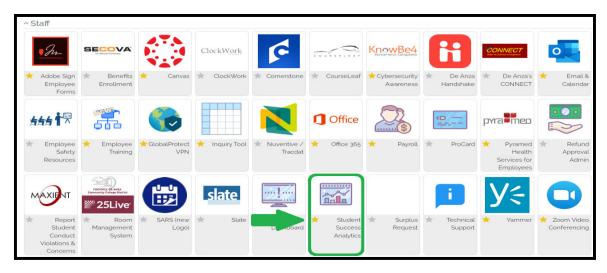




2. Scroll down to the "Staff" section, and select the "Student Success Analytics" app.



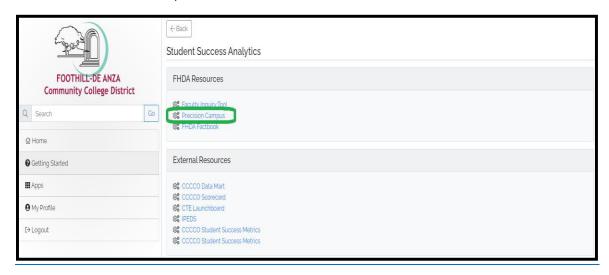
3. Tip: If you star the "Student Success Analytics" app, it will always appear in your list of favorite apps each time you log into MyPortal.





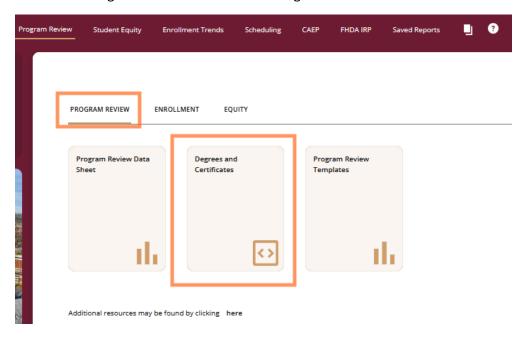
#### **SELECT "PRECISION CAMPUS"**

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



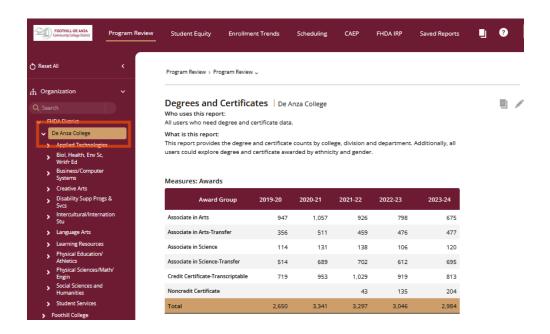
### **ACCESSING YOUR DEGREE AND CERTIFICATE DATA SHEET**

1. Select "Program Review" then select "Degrees and Certificates."



2. 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.





3. Click on the arrow next to the desired <u>division name</u>. In this example, De Anza College's "Business & Computer Systems" division is selected.



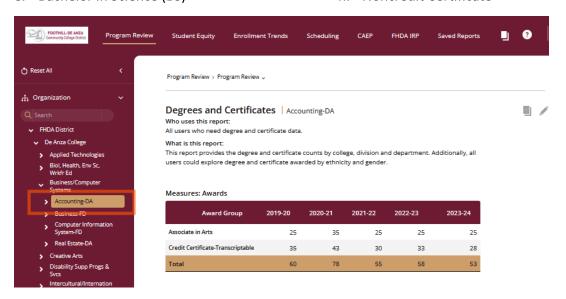
- 4. Click on the desired <u>department name</u>. In this example, De Anza College's "Accounting" department is selected. Degrees and certificates for each department will display and they are grouped as follows:
  - a. Associate in Arts (AA)

b. Associate in Arts-Transfer (AAT)



- c. Associate in Science (AS)
- d. Associate in Science-Transfer (AST)
- e. Bachelor in Science (BS)

- f. Credit Certificate-Non-Transcriptable
- g. Credit Certificate-Transcriptable
- h. Noncredit Certificate

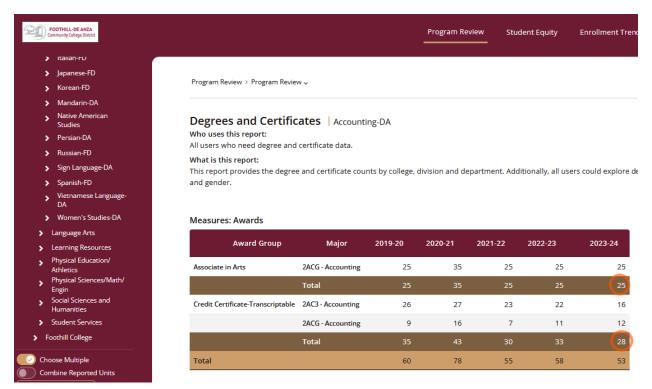


5. If more information about the degrees and/or certificates is desired, on the left-hand navigation panel, scroll down and click on the words "Award" and "Major," it will then light up indicating both have been selected.



The data table will then expand and include the different majors associated with each degree and certificate category. In this example, De Anza College's "Accounting" department has 25 Associate in Arts degrees and 28 credit certificates.





#### **FILTERS**

- 1. Users can select specific degree or certificate groupings as well as majors under the "Filter" section (see left-hand navigation panel). For example, to access Foothill College's Bachelor in Science data, be sure "Foothill College" is selected and "Bachelor in Science" is checked.
- 2. Major codes beginning with "1" are assigned to Foothill College, whereas major codes beginning with "2" are assigned to De Anza College.





3. Degree and certificate data could be disaggregated further by ethnicity and gender. In this example, to display degree and certificate data by gender, click on the word "Gender" to add all gender categories to the report displayed. The data will change and display degree and certificate data by gender.

