

Uploading a Cohort to the Program Review Application

1. Access your My Portal account at <https://myportal.fhda.edu/cp/home/displaylogin> by entering your CWID and password.

Secure Login

MyPortal is your secure gateway to a variety of online services

What is my campuswide ID?
I don't know my password.

What's Inside?

- Academic Records
- Account Balances
- Class Rosters
- Financial Aid Status
- Grades
- Personalized Announcements
- Placement Test Results
- Registration Tools

First Time Logging In?
See the [First-time Login Guide](#) for

Having problems?
Go to the [MyPortal FAQ page](#)

Guest Parking
Guest parking is available for those

2. On the menu on the left side of the screen click on “Apps”, then scroll down to the “Staff” drop-down menu and click on the “Program Review” application.

Applications

^ All Users

- Academic Dates & Deadlines
- Campus Events
- Campus Food Services
- FHDA Foundation
- FHDA YouTube Channel
- Look Up Classes
- Open Class Finder

^ Banner

- Active Division
- Active Roster Administration
- Argos
- Banner
- Banner Document Management
- Banner Reports
- Banner Resources

~ Staff

- ClockWork
- SANSI/ACLP
- Exchange
- Faculty Inquiry Tool
- Nuventive / Tracdat
- Office 365
- Payroll
- ProCard
- Program Review
- Refund Request Admin

- Once you have accessed the Program Review Data Tool, click on the (☰) icon at the top right corner of the page.

Program Review Data Sheet Other Program Review Tools Scheduling Tool Year Over Year Comparison Factbook ☰

FHDA Online Program Review Data Tool

Welcome to the Program Review Data Tool. The tool was designed to provide departments with standard information for analyzing trends in enrollments and course success that can be used to help assess the strength of a program.
Use the navigation tools on the left to drill down to the division, department, and course.
[Notes and Definitions](#)

Program Review

Enrollment Trends

	2012-13	2013-14	2014-15	3-yr %Inc
Unduplicated Headcount	65,181	63,822	62,794	-3.7%
Enrollment	322,949	320,652	321,674	-0.4%
Sections	10,213	10,149	10,402	1.9%
WSCH	1,407,076	1,468,212	1,481,583	1.0%
FTEs	32,619	32,609	32,890	0.8%
FTEF	915.8	916.1	938.2	2.5%
Productivity	534	534	526	-1.4%

EXPLORE ENROLLMENTS →

EXPLORE SUCCESS RATES →

- From the drop down menu, click on “*Manage Cohorts*”.

Comparison Factbook ☰ 📄 0

- Reset Settings
- Manage Saved Work
- Manage Schedule
- Manage Cohorts**
- Profile
- Administration
- User Activity
- Logout

5. In the Cohort Management page, you can upload your cohorts' lists of IDs and/or delete a previously uploaded cohort list. When uploading a new cohort, start by giving your cohort a name and a brief description for your own reference. Then, click the “Browse” button to locate the file containing your cohort’s ID list. **Please make sure that the file is in txt format or in Excel CSV (Comma Delimited) format before it is uploaded. If using a Mac Computer, save your Excel sheet in “MS-DOS Comma Separate. (CSV)” or in “Windows Formatted Text. (txt)” format.** Next, click the green “Upload” button.

The screenshot shows the 'Cohort Management' page in a web browser. The page has a header with the Foothill-De Anza Community College District logo. Below the header is a table with columns for 'Name' and 'Description'. Underneath the table is the 'Upload New Cohorts' section. This section contains a 'Cohort Name' input field with the text 'Sample Cohort' and a red arrow labeled '1' pointing to it. Below that is a 'Description' text area with the text 'An example list of CWIDs for demonstration purposes.' and a red arrow labeled '2' pointing to it. Further down is a 'Share with the public' checkbox. Below that is a file selection area with the text 'Specify file path (txt or csv files only)'. It includes a 'Browse...' button and the filename 'Sample Data.csv' with a red arrow labeled '3' pointing to it. At the bottom of the form is a green 'Upload' button with a red circle around it and a red arrow labeled '4' pointing to it.

6. When your cohort list uploads successfully, it will appear at the top of the page in your cohorts list. You can click on any of the cohorts that are listed under “Cohort Management” to add or delete IDs or to share the cohort you created with others. You can now return to the home page by clicking “*Program Review Data Sheet*”.

The screenshot shows the 'Cohort Management' page. At the top, there is a navigation bar with the following items: 'Program Review Data Sheet', 'Other Program Review Tools', 'Scheduling Tool', 'Year Over Year Comparison', 'Factbook', and a user profile icon. Below the navigation bar, the page title 'Cohort Management' is displayed. A table with three columns: 'Name', 'Description', and 'Public' is shown. The table contains one row: 'Sample Cohort', 'An example list of CWIDs for demonstration purposes.', and 'Public'. A red box highlights the entire table. Below the table, there is a section titled 'Upload New Cohorts'. This section includes a 'Cohort Name' text input field, a 'Description' text area, a 'Share with the public' checkbox, and a file upload section. The file upload section has the text 'Specify file path (txt or csv files only)', a 'Browse...' button, and the text 'No file selected.'. At the bottom of the upload section is a green 'Upload' button.

Name	Description	Public
Sample Cohort	An example list of CWIDs for demonstration purposes.	Public

Upload New Cohorts

Cohort Name

Description

Share with the public

Specify file path (txt or csv files only)

No file selected.

7. You can now access all the data that is related to your cohort, including enrollment trends, success rates, and demographic information. To begin exploring, you can start by clicking anywhere on the *Program Review* box. You can also click on *Explore Enrollments*, *Explore Success Rates*, *Other Tools for Comparison*, or any of the other categories listed below the Program Review box.

Program Review Data Sheet Other Program Review Tools Scheduling Tool Year Over Year Comparison Factbook

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Program Review

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- EXPLORE ENROLLMENTS
- EXPLORE SUCCESS RATES
- OTHER TOOLS FOR COMPARISONS
- DISPROPORTIONATE IMPACT BY TERM
- DISPROPORTIONATE IMPACT BY YEAR
- SCHEDULING TOOLS

For more information, please contact Andrew LaManque, Associate Vice President of Instruction, Foothill College, at 650-949-7179 or lanmanqueandrew@fhda.edu.

8. Once you click on the category you want to explore, you will find your cohort in the menu to the left of the page under “*My Student Cohorts*”. When you click on your cohort, a small check mark will appear next to it and the information on the screen will be specific to your cohort (in the picture below, my cohort’s IDs were made up, so the program did not find any data).

The screenshot displays the FHDA Program Review web application. The browser window shows the URL <https://fhda.higheredprofiles.com/#/report?page=program-review-d>. The page header includes the Foothill-De Anza Community College District logo and navigation links for Program Review Data Sheet, Other Program Review Tools, Scheduling Tool, Year Over Year Comparison, and Factbook. The main content area is titled "FHDA Program Review" and features a left-hand navigation menu. The menu is divided into sections: ALL UNITS (FHDA District, De Anza College, Foothill College), Multi-Unit Selection, SPECIAL UNIT GROUPINGS, FILTER (Education Level, Ethnicity, On-line Status, Gender, Age, Campus, Credit Status, Year Range), and My Student Cohorts (Sample Cohort). The "My Student Cohorts" section is highlighted with a red circle. The main content area displays "Enrollment Trends" and "Faculty Workload" sections, both showing "0-yr %Inc" data. The data for both sections is as follows:

	0-yr %Inc
Unduplicated Headcount	N/A
Census Enrollment	N/A
Sections	N/A
WSCH	N/A
FTEs (end of term)	N/A
FTEF (end of term)	N/A
Productivity (WSCH/FTEF)	N/A

9. From the blue menu on the left, you can also apply filters such as enrollment in specific courses, academic year or term, special student groups, and many other filters. To edit your cohort lists at any time, return to your “Cohort Management” page by clicking on the (☰) icon in the top right corner of the page and select “*Manage Cohorts*”.