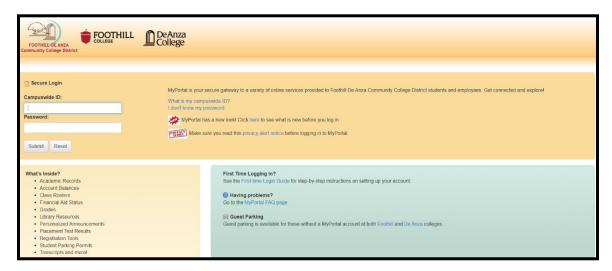


If needed, enlarge this document on your screen to view the images.

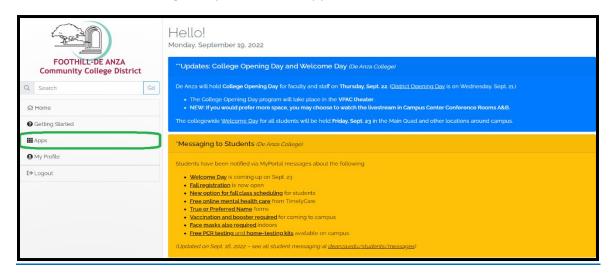
#### **LOG INTO MYPORTAL**

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



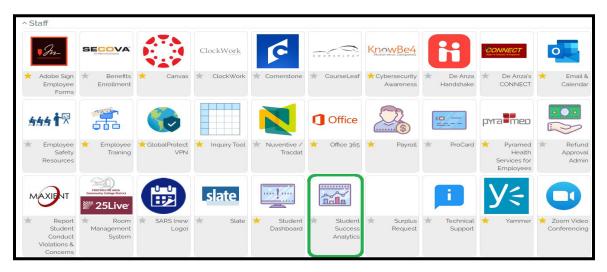
#### **SELECT THE "STUDENT SUCCESS ANALYTICS" APP**

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

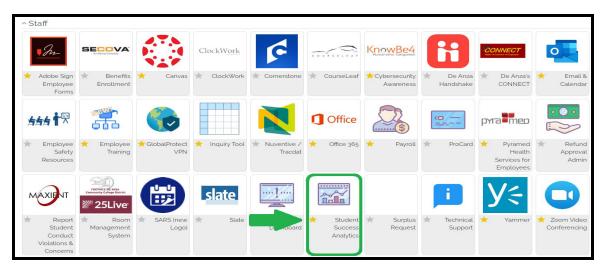




2. Scroll down to the "Staff" section, and select the "Student Success Analytics" app.



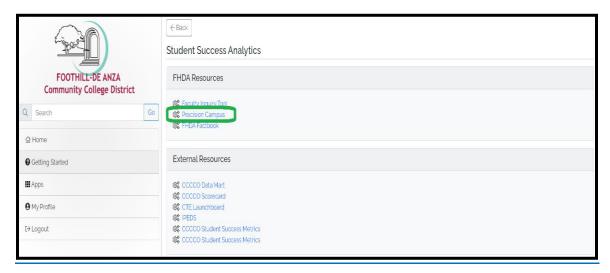
3. Tip: If you star the "Student Success Analytics" app, it will always appear in your list of favorite apps each time you log into MyPortal.





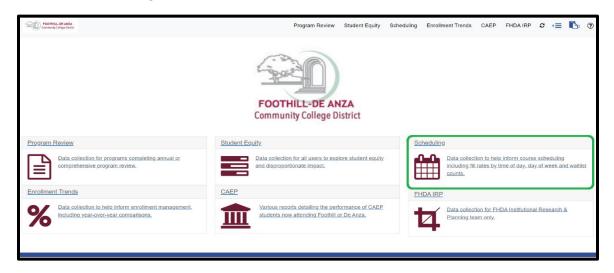
#### **SELECT "PRECISION CAMPUS"**

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



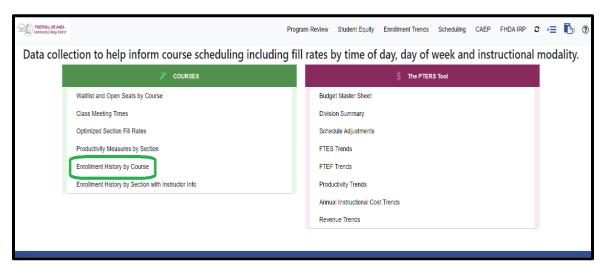
#### **ACCESSING THE ENROLLMENT HISTORY BY COURSE REPORT**

1. Select "Scheduling."

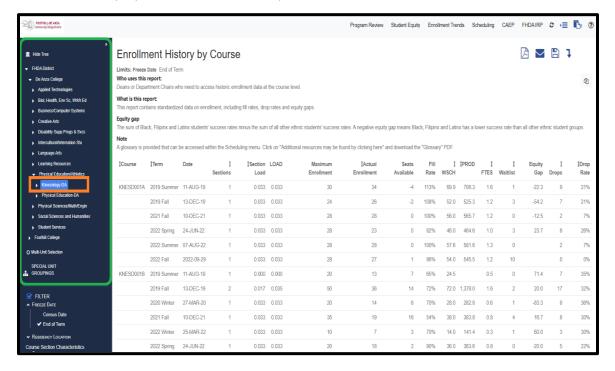




2. Select "Enrollment History by Course."

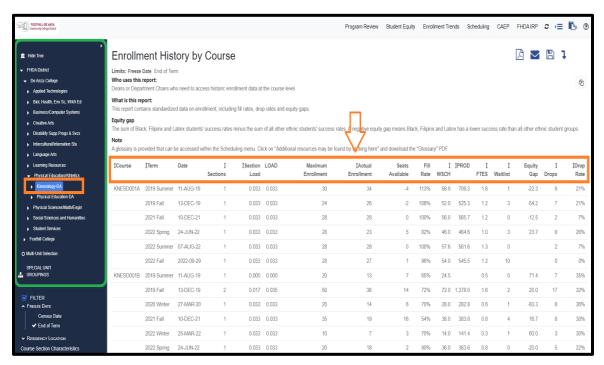


3. To generate a report, a department or course <u>must be selected</u> from the left-hand navigation panel. On the left-hand navigation panel, scroll to the top and select desired <u>department</u> or <u>course</u>. In this example, De Anza College's "Kinesiology" department is selected. The data table will then display the enrollment history.





4. The data table column headers contain <u>arrows that enables the data to be sorted, either in ascending or descending order</u>. In this example, to determine which De Anza's "Kinesiology" courses had the most actual enrollment, click on the up/down arrow and the actual enrollment counts will sort accordingly.



5. To select a desired year and/or term, on the left-hand navigation panel, scroll to the bottom and click on the filters "Year" and "Term." Since this report focuses on enrollment history, the current term will not display. Instead, the most recent term once grades have rolled will display.

