

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

FOOTHILL:DE ANZA Community College District	DeAnza College
Submt Reset	MyPortal is your secure gateway to a variety of online services provided to Foothill De Anza Community College District students and employees. Get connected and explore! What is my campuswide ID? I don't know my password. WyPortal has a new look! Click here to see what is new before you log in. THE MyPortal has a new you read this privacy atert notice before logging in to MyPortal.
What's Inside? Academic Records Account Blances Class Rosters Class Rosters Grades Grades Ubrary Resources Personalized Announcements Palacement Test Rosults Registration Tools Student Parking Pormits Timercepts and morel	First Time Logging In? See the First time Login Guide for step-by-step instructions on setting up your account. Having problems? Go to the MyPortal FAQ page Guest Parking Guest parking is available for those without a MyPortal account at both Foothill and De Anza colleges.

SELECT THE "STUDENT SUCCESS ANALYTICS" APP

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

FOOTHILL-DE ANZA	Hello! Monday. September 19, 2022
Community College District	
Q Search Go	De Anza will hold College Opening Day for faculty and staff on Thursday, Sept. 22 (District_Opening_Day is on Wednesday, Sept. 21)
ය Home	The College Opening Day program will take place in the VPAC theater. NEW: If you would prefer more space, you may choose to watch the livestream in Campus Center Conference Rooms A&B.
Getting Started	The collegewide Welcome Day for all students will be held Friday. Sept. 23 in the Main Guad and other locations around campus.
III Apps	*Messaging to Students (De Anza College)
O My Profile	Students have been notified via MVPortal messages about the following
E→ Logout	Welcome Davis compiles up of Sent as
	Koncome var. S coming up on sept 23 Earlier is now open
	New option for fall class scheduling for students
	<u>Free online mental health care</u> from TimelyCare
	Intel or preferred name forms Vertilities and basefur required for complexity and the complexity of the complex
	Face masks also required indoors Face masks also required indoors
	Free PCR testing and home-testing kits available on campus
	(Updated on Sept. 16. 2022 – see all student messaging at <u>deanzaedu/students/messages</u>)

Page 1 of 6



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

^ Staff									
• In	SECOVA An Abruat Company		ClockWork	C		KnowBe4	H	Febr + Connect + Engener	0
★ Adobe Sign Employee Forms	★ Benefits Enrollment	📩 Canvas	★ ClockWork	★ Cornerstone	★ CourseLeaf	★Cybersecurity Awareness	★ De Anza Handshake	De Anza's CONNECT	★ Email & Calendar
<u>\$\$\$</u> † ₹					1 Office	\$	(D	руга	
 Employee Safety Resources 	★ Employee Training	★ GlobalProtect VPN	🛨 🛛 Inquiry Tool	★ Nuventive / Tracdat	★ Office 365	★ Payroll	* ProCard	 Pyramed Health Services for Employees 	Refund Approval Admin
MAXIENT	FOOTPELL OF ANTA Community College District		slate				i	У÷	0
Report Student Conduct Violations & Concerns	* Room Management System	★ SARS (new Logo)	★ Slate	★ Student Dashboard	★ Student Success Analytics	★ Surplus Request	★ Technical Support	★ Yammer	★ Zoom Video Conferencing

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.

	Eack Student Success Analytics
FOOTHILL-DE ANZA Community College District	FHDA Resources
Q Search Go	Image: Security Insuiry Tool Image: Precision Compus Image: Precision Compus Image: Precision Compus
ය Home	
Getting Started	External Resources
H Apps	St CCCCO Deta Mart
9 My Profile	Signal CCCCO Scorecard
E> Logout	章、PEDS 章集 CCCCO Student Success Metrics 章集 CCCCO Student Success Metrics

ACCESSING THE CLASS MEETING TIMES REPORT

1. Select "Scheduling."

Community Callege Sense	Program Review Student Equity	Scheduling Enrollment Trends CAEP FHDA IRP C 📹 ኬ 🛞											
	FOOTHILL-DE ANZA Community College District												
Program Review	Student Equity	Scheduling											
Data collection for programs completing annual or comprehensive program review.	Data collection for all users to explore student equity and disproportionate impact.	Data collection to help inform course scheduling including fill rates by time of day, day of week and waitlist counts.											
Enrollment Trends	CAEP	EHDA IRP											
Data collection to help inform enrollment management, including year-over-year comparisons,	Various reports detailing the performance of CAEP students now attending Foothill or De Anza.	Data collection for FHDA Institutional Research & Planning team only.											



2. Select "Class Meeting Times."

FOOTHILL-DE ANZA Community Callege Destrict		Program R	view Student E	equity Enrollment	Trends S	Scheduling	CAEP	FHDA IRP	c (≣	B	?		
Data colle	ction to help inform course scheduling inclu	ding fi	rates by	time of day	, day o	of week	and	waitlist	count	s.			
	V COURSES												
Wai	itlist and Open Seats by Course		Budget Master St	heet									
Clas	ss Meeting Times		Division Summar	у									
Opti	timized Section Fill Rates		Schedule Adjustn	nents									
Proc	ductivity Measures by Section		FTES Trends										
Enro	oliment History by Course		FTEF Trends										
Enro	oliment History with Instructor		Productivity Trends										
			Annual Instruction	nal Cost Trends									
			Revenue Trends										

 To generate a report, a division, 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>division</u>, <u>department</u> or <u>course</u>. In this example, De Anza College's "Accounting" department is selected. The data table will then display the calendar for class meeting times.

CONTINUE DE ANDA Community Callago Electer														Progra	am Revie	w Stu	dent Equity	Enrol	ment Trends	Scher	luling	CAEP	FHDAIR	ю () (E	В	0
م ۲ Hide Tree	Class	Meet	ting Tim	es																				~	B	1	
FHOL Dated De Acz Datege Acpose Technologies Acpose Technologies Best Health, En Sc, Mith Ed Besteres Computer Systems Best Ends - Bool Best Ends - Bool	Limits: 20 Purpose This calenda times and da Fill rate The fill rate i * black shad FHDA Distric BURas	Limits: 2022 Fail Parpoint This caledatar allows users to view courses by day of the week and starting and end times. Fill notes are displayed as well. Users have found this tool heipful when scheduling or adding classes to determine if class times overlap or to determine class times and days that tend to have higher fill rates than others. Fill net The fill rates classified with subtracting the maximum seat count per section from the actual seas count. Maximum seat counts are set by each department. * black shading indicates no maximum seat count is available. Find Relief Counted Systems - Accounting DA * New ************************************														55	ත										
 Disability Supp Props & Sves Interculturalitetamation Stu Language Acts Launing Resources Physical Education/Diffuences 	Fill Rates b	vy Time o Subject	f Day Course	Section	CRN	hange sch	Type	iors to black \$Start Time	k-white <u>c</u> [Fill Rate	gradient TBD	8AM	9AM 10	AM 11A	M 12PM	M 1PM	2PM 3	PM 4PM	5PM 6	 PM								
Pripska Johnson Autopart Social Sciences and Hamanilies Student Services Fostbill College O Mall-Unit Selectore	Monday	ACCT	ACCTD001A	02Y 03Y 06Z	27176 27178 24001	DA-L76 DA-L74 DA- ONLINE	CLAS CLAS CLAS	9:00 AM 11:00 AM 9:00 AM	100% 100% 100%						•												
SPECIAL UNIT			ACCTD001B	01Y 02Y	24284 27179	DA-L76 DA-L76	CLAS CLAS	11:00 AM 12:00 PM	50% N/A																		
FILTER Click have to see all filter natiables CLASS SIGE CLASS SIGE CLASS TYPE ENCOLMENT CAP HIS CRADULES STINGENTS			ACCTD001C	03Z 01Y 02Y	26784 22457 27182	DA- ONLINE DA-L81 DA-L84	CLAS CLAS CLAS	8:00 AM 6:00 PM 10:00 AM	100% 50% N/A																		
 NUMBER OF WEEKS 				08Y	27183	DA-L84	CLAS	1:00 PM	87%			-			-												



4. To select a desired term, on the left-hand navigation panel, scroll to the bottom and click on the filter "<u>Term</u>." A term may be selected up through the current registration period. Current enrollment data is refreshed once daily during the registration period. All prior terms represent data at census.

POTTNEL OF ANDA Commonly College Strates	Program Review Blueter Equity Encodiment Trends Scheduling CAEP PHEA INP 🕰 🚛 🍢 🕚
≜ Hite Tree	Class Meeting Times 🗈 🖼 🗎
FIGL Calanti On Arcs College On A	Units: 201
Special Programs, Earling Carmanities Data, Enderstandt Colf Status Fain Yeak Environes (PFF) Jaconom Hanning Colf Status Honoris Sectorias MMACT AAPS Sectorias MANOT AAPS Sectorias Manufactorias Honoris Sectorias Hanning Community (Jaconomic Hanning Sectorias) Hanning Sectorias Hanning Sectorias Hanning Sectorias Hanning Sectorias Hanning Sectorias	

CREATING A CUSTOM CLASS MEETING TIMES REPORT

- 1. On the left-hand navigation panel, select "Multi-Unit Selection."
- 2. The panel will expand and "Combine reported units" will appear. Click on "Combine reported units" as well.





 Select desired <u>division</u>, <u>department</u> or <u>course</u>. *Note: A custom class meeting times report can be* created from multiple courses within the same department or from different departments. In this example, De Anza College's "Accounting 1A, 1B, and 1C" courses are selected.



4. Click "SELECT." The courses will combine and the data table will then display the custom calendar for class meeting times. You could double check your course selection as they will appear above the data table.

FCOTHILL-OF ANDA Community Delege/Const												Progra	m Reviev	v St	tudent Equ	iity E	nrollment T	rends	Scheduling	CAEF	FHDA	IRP	0 🤆	= 10	p (?)
> ≇ Hide Tree	Class	Meet	ing Tim	es																	A	\sim	B	ı	
FHOLADethd Dr Anza College Appletel Technologies Bold Health, Enri Sc, With Ed Barlines/Darghaf Systems Orashile Anto Deabley Supp Phoge & Sives Intercollarabilitimation tas Langauge Anto Leaning Researches Physical Education/Webletce	Limits: 20 Purpose This calendar determine da Fill rate * black shadi FHDA Distric College.>Bus Fill Fare	21 Fall allows use ass times ar s calculated ng indicate t.>De Anzz siness/Con	rs to view cours nd days that ten by subtracting s no maximum : a College-Plusi puter Systems-	es by day of the maxim seat count ness/Comp	of the we higher fill um seat o is availab outer Syst ng-DA->A	ek and star rates than count per s le. tems <u>- Acc</u> CCT->AC	rting and others. section fi counting- CTD001	I end times rom the act DA->ACCT C	Fill rates Jal seat o	are disp count. M	olayed laximur	as well. User m seat count District>De ,	s have for s are set l Anza Coll	und thi by each ege->E	s tool help n departma Business/C	vful when ent. Compute	ı schedulin r Systems	g or add Accour	ing classes to	o determin	ne if class ti TD001B, <mark>F</mark>	mes or	verlap o	r to •De Anz	φ.
 Physical Sciences/Math/Engin Social Sciences and Humanities 					(Change scl	hedule ci	olors to bla	k-white (gradient	t														
 Student Services 	Fill Rates b	y Time of	Day																						
Foothil College	10		‡ Course		001		-	1 Start	1 Fill	-															
Multi-Unit Selection Orombine reported units	1 Day	Subject	Number	Section	CRN	Room	iype	lime	Rate	IBD	8AM	SAM 10A	VI 11AM	12PM	1PM 29	PINI 3P	M 4PM	OPM 6	PM						
SELECT	Monday	ACCI	ACCID001A	U3Z	21305	DA- ONLINE	CLAS	2:00 PM	89%																
SPECIAL UNIT				05Z	24001	DA- ONLINE	CLAS	9:00 AM	130%																
FILTER Cick here to see all filter variables				1GZ	26772	DA- ONLINE	CLAS	2:00 PM	105%																
 ✓ CLASS SIZE ✓ CLASS TYPE 			ACCTD001B	02Z	25884	DA- ONLINE	CLAS	12:00 PM	63%																
ENROLLED TUDENTS NUMBER OF WEEKS			ACCTD001C	01Z	22457	DA- ONLINE	CLAS	6:00 PM	105%																