



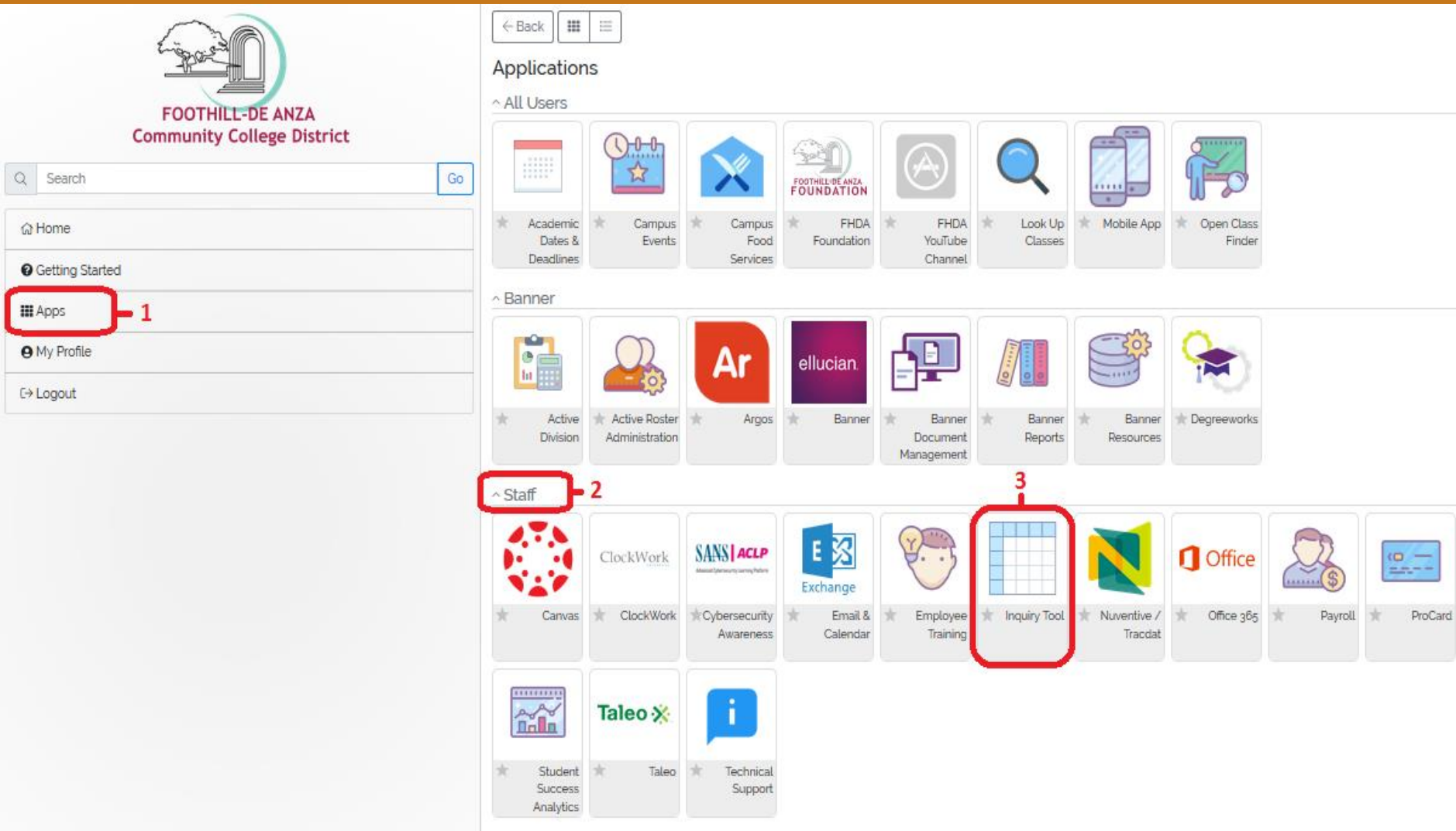
How to Use the Inquiry Tool

The Inquiry Tool

Features of the Inquiry tool:

- The ability to drill down to course section
- Selecting course characteristics (basic skills, vocational, etc.)
- Enrollment status (part-time/full-time)
- Students' educational goal

The Inquiry Tool



The screenshot displays the Foothill-De Anza Community College District portal. The left sidebar contains navigation options: Home, Getting Started, **Apps** (highlighted with a red box and the number 1), My Profile, and Logout. The main content area is titled "Applications" and is organized into three sections: "All Users", "Banner", and "Staff".

The "All Users" section includes applications such as Academic Dates & Deadlines, Campus Events, Campus Food Services, FHDA Foundation, FHDA YouTube Channel, Look Up Classes, Mobile App, and Open Class Finder.

The "Banner" section includes Active Division, Active Roster Administration, Argos, Banner, Banner Document Management, Banner Reports, Banner Resources, and Degreeworks.

The "Staff" section (highlighted with a red box and the number 2) includes Canvas, ClockWork, Cybersecurity Awareness, Email & Calendar, Employee Training, **Inquiry Tool** (highlighted with a red box and the number 3), Nuventive / Tracdat, Office 365, Payroll, and ProCard. Below this section are Student Success Analytics, Taleo, and Technical Support.

The Inquiry Tool

Course-level, course characteristic, and student characteristic filters

Inquiry Tool 1.0.0
Help Logout

Inquiry Tool Hello, Ola

1 Select College

2 Select Academic Year*

3 Select Term

4 Select Division

5 Select Department

6 Select Course

7 Select Section

 Term Level Report

Select Instructional Method

Select Course Characteristics

- Basic Skills
- Transfer
- Degree Applicable
- Vocational

Select Special Population

Select Student Characteristics

Data Definition

Export to CSV

| Term | Enrollment Count | Success Count | Non Success Count | Withdrawal Count | Retention Count | Success Rate | Non Success Rate | Withdrawal Rate | Retention Rate |
|---|------------------|---------------|-------------------|------------------|-----------------|--------------|------------------|-----------------|----------------|
| <input type="text" value="Enter text"/> | | | | | | | | | |
| There is no data to display. | | | | | | | | | |

The Inquiry Tool



Inquiry Tool 1.0.0

Inquiry Tool

Select College

Select Academic Year*

Select Term

Select Division

Select Department

Select Course

Select Section

Term Level Report

Clear All

Select Instructional Method

Select Course Characteristics

- Basic Skills
- Transfer
- Degree Applicable
- Vocational

Select

Select



Your Selections:

De Anza

2017-2018

Data Definition

Export to CSV

| Term | Student Characteristic | Enrollment Count | Success Count | Non Success Count | Withdrawal Count | Retention Count | Success Rate | Non Suc |
|---|---|------------------|---------------|-------------------|------------------|-----------------|--------------|---------|
| <input type="text" value="Enter text"/> | <input type="text" value="Enter text"/> | | | | | | | |
| 2017 Summer De Anza | Full Time | 3,015 | 2,452 | 291 | 272 | 2,743 | 81.3% | |
| 2017 Summer De Anza | Part Time | 14,551 | 12,063 | 1,238 | 1,250 | 13,301 | 82.9% | |
| 2017 Summer De Anza | Total | 17,566 | 14,515 | 1,529 | 1,522 | 16,044 | 82.6% | |
| 2017 Fall De Anza | Full Time | 34,808 | 26,923 | 4,630 | 3,255 | 31,553 | 77.3% | 1 |
| 2017 Fall De Anza | Part Time | 17,629 | 12,355 | 2,799 | 2,475 | 15,154 | 70.1% | 1 |
| 2017 Fall De Anza | Total | 52,437 | 39,278 | 7,429 | 5,730 | 46,707 | 74.9% | 1 |
| 2018 Winter De Anza | Full Time | 31,790 | 25,366 | 3,667 | 2,757 | 29,033 | 79.8% | 1 |

The Inquiry Tool

Data definitions and export

Select Term: ALL | Select Section: ALL | Transfer | Degree Applicable | Vocational | View Report

Select Division: Definitions

Your Selections: **Data Definition**

Enrollment Count = Number of students on record for a course at the end of the term with one of the following grades: A, B, C, D, F, P, NP, I, W

Success Count = Number of students who earned one of the following grades: A, B, C, P

Non-Success Count = Number of students who earned one of the following grades: D, F, NP, I

Withdrawal Count = Number of students who earned a grade of W

Retention Count = Number of students who earned a grade other than W

Success Rate = Success Count / Enrollment Count

Non-Success Rate = Non-Success Count / Enrollment Count

Retention Rate = Retention Count / Enrollment Count

Withdrawal Rate = Withdrawal Count / Enrollment Count

| Term | Student Characteristic | Enrollment Count | Success Count | Non Success Count | Withdrawal Count | Retention Count | Success Rate | Non Suc |
|---------------------|------------------------|------------------|---------------|-------------------|------------------|-----------------|--------------|---------|
| 2017 Summer De Anza | Full Time | 3,015 | 2,452 | 291 | 272 | 2,743 | 81.3% | |
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| 2017 Summer De Anza | Total | 17,566 | 14,515 | 1,529 | 1,522 | 16,044 | 82.6% | |

Your Selections: De Anza | 2017-2018

Data Definition | **Export to CSV**

| Term | Student Characteristic | Enrollment Count | Success Count | Non Success Count | Withdrawal Count | Retention Count | Success Rate | Non Suc |
|---------------------|------------------------|------------------|---------------|-------------------|------------------|-----------------|--------------|---------|
| 2017 Summer De Anza | Full Time | 3,015 | 2,452 | 291 | 272 | 2,743 | 81.3% | |
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Questions/Comments

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