Retention and Graduation Milestones Tracker

1. Access your My Portal account at https://myportal.fhda.edu/cp/home/displaylogin by entering your CWID and password.
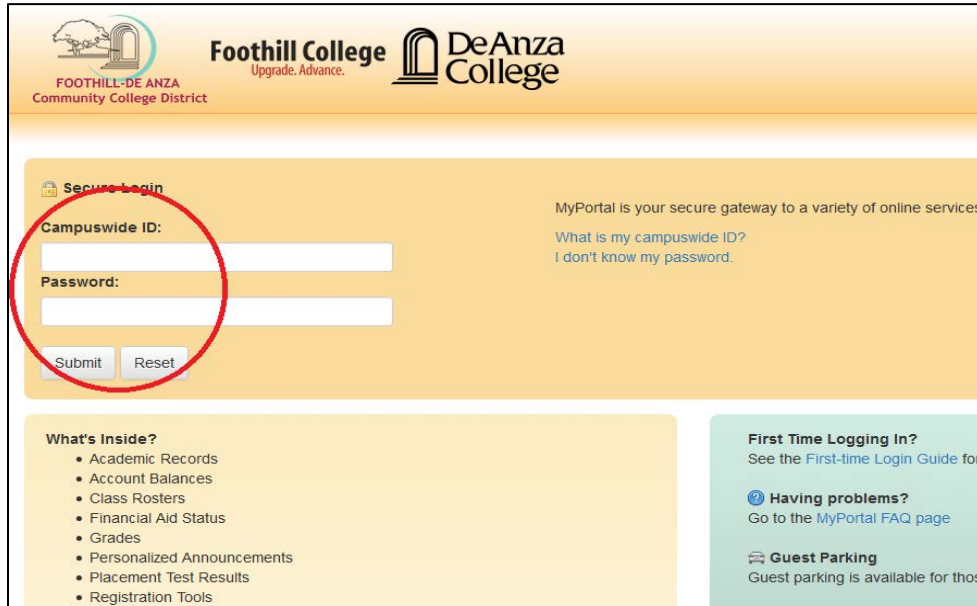
2. On the menu on the left side of the screen click on "*Apps*", then scroll down to the "*Staff*" drop-down menu and click on the "*Program Review*" application.
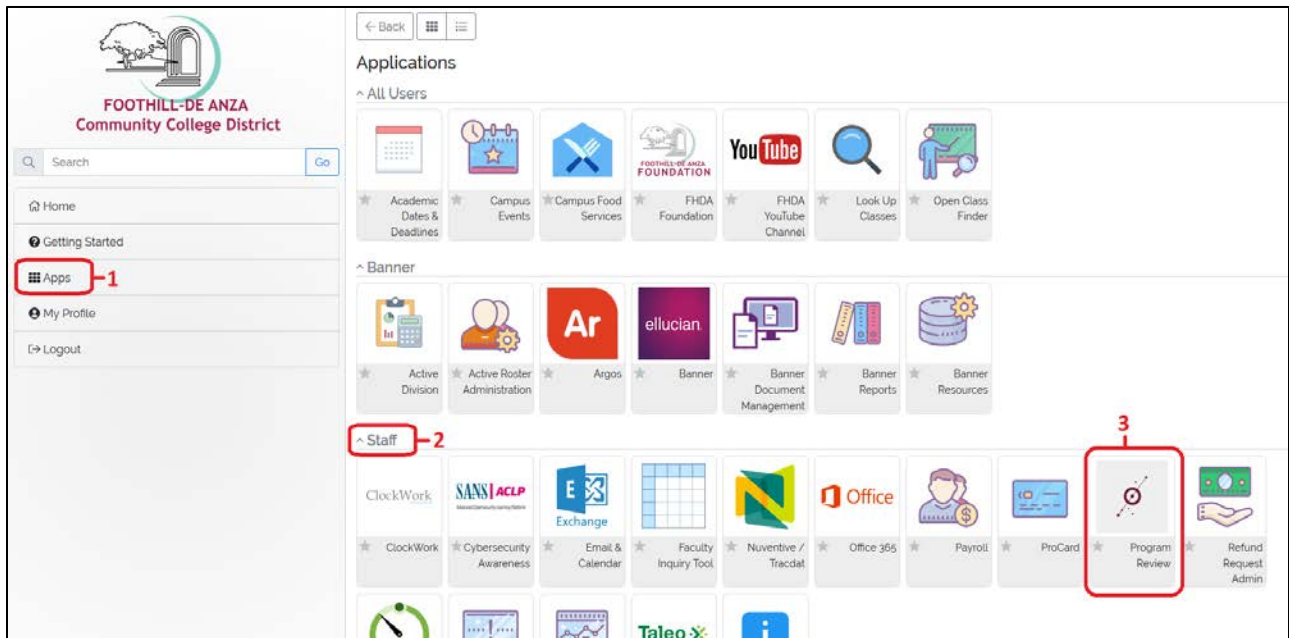
3. Once you have accessed the Program Review Data Tool, select *"Factbook"* from the top right corner of the page.

4. Under the *"Student Outcomes"* column, you can choose to click on any of seven options:

Retention and Graduation Milestones = Select the starting term for the cohort and number of terms to track them. (Enrolled full time is enrolled full time anytime during the terms selected)

Milestones by Term = Allows you to drill down to the categories and see how many students obtained the outcome in each term (Degree or Certificate, Certificate, Transfer Degree, Educational Plan, Fully Matriculated, Degree Only)

Educational Goal Attainment = Displays number of students who completed a degree or certificate

Explore One Term Persistence Rates = Term to term persistence rates by percent of the cohort selected

Explore One Year Persistence Rates = Year to Year persistence rates by percent

Explore One Term Persistence Counts = Term to term persistence rates by count of students

Explore One Year Persistence Counts = Year to Year persistence rates by count of students

To continue following this demonstration, click on "*Retention and Graduation Milestones*"

5. *"Retention and Graduation Milestones"* tracks cohorts of first-time students (or any other enrollment type) by term. The display shows a graph and two tables with information regarding enrollment, persistence, matriculation, and obtained degrees or certificates.

   From the blue drop-down menu on the left side of the screen, you can click to filter on ethnicity, residency, or gender.

6. Please note, the data being displayed in the graph and tables are for the selected cohort from the left drop-down menu. When selected, **the name of the cohort will appear above the graph**. The cohort is being tracked for the duration of time displayed under the graph (in number of terms).
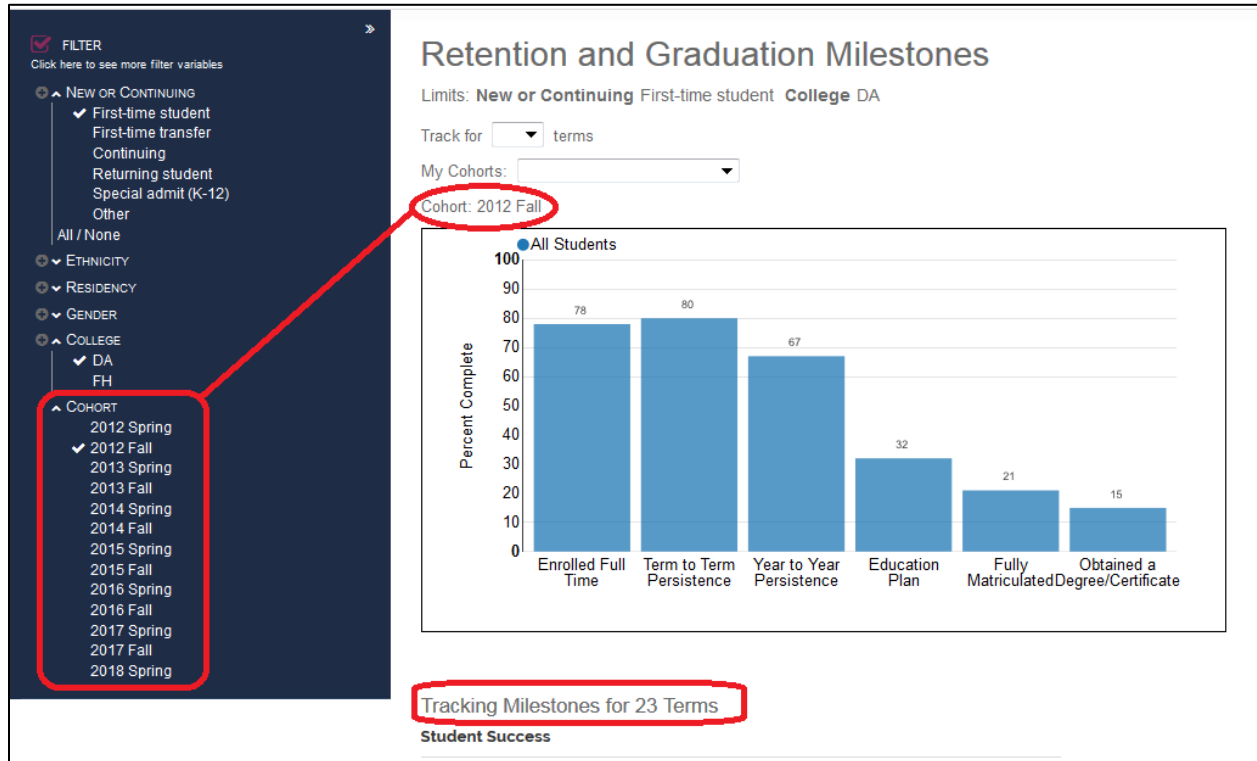
7. To track your own cohort of students, use the *"My Cohorts"* drop-down menu to select the cohort you have previously uploaded to the Program Review Tool. **For information on how to upload your own cohort to the Milestones Tracker, click here:** http://www.deanza.edu/ir/UploadingaCohorttotheProgramReviewApplication.pdf

8. **Please adjust the filters and number of terms to match the custom cohort you are using.** Your cohort may not be comprised of only first-time students, and you should always match your cohort's time-line with the cohort drop-down menu on the left side of the screen.

The sample cohort of first-time students shown below was tracked starting fall 2014 for a time frame of 15 terms (or four academic years).
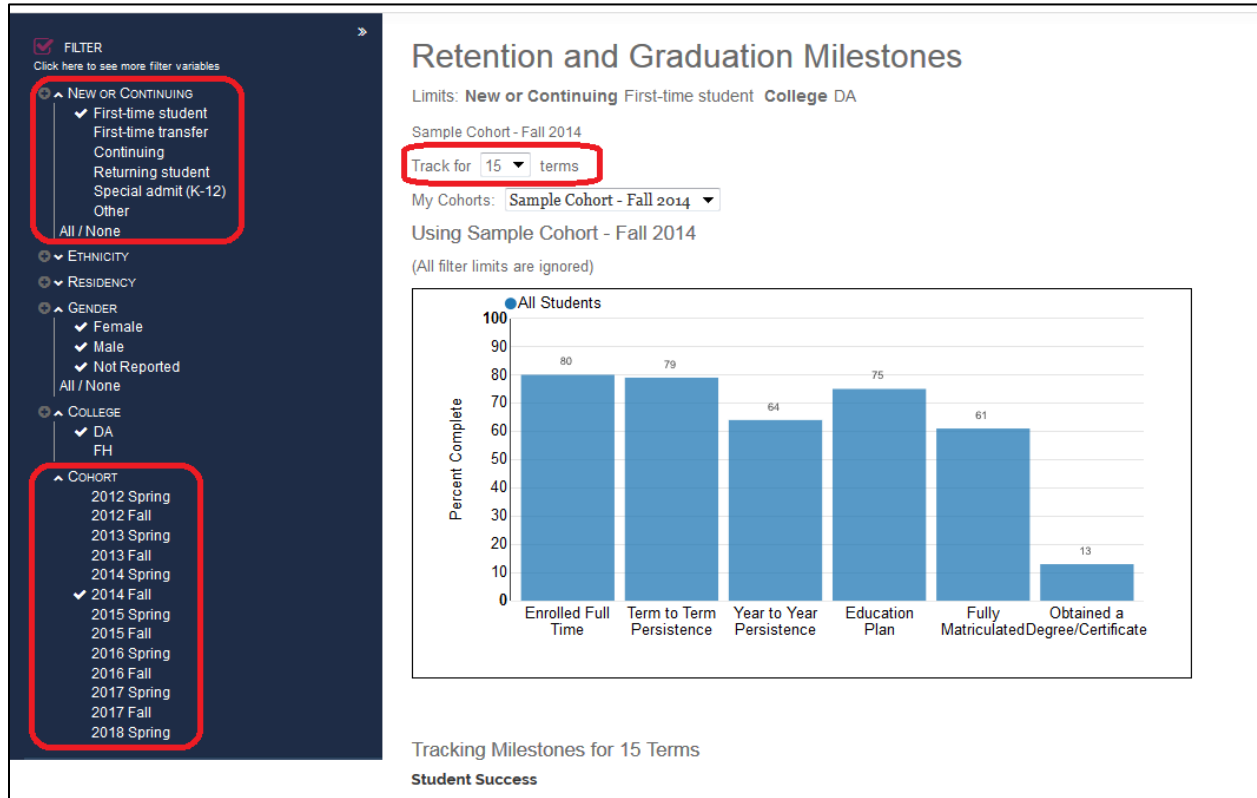
9. If you are having difficulty using the Retention and Graduation Milestones Tracker or have any questions, please contact Ola Sabawi at sabawiola@fhda.edu