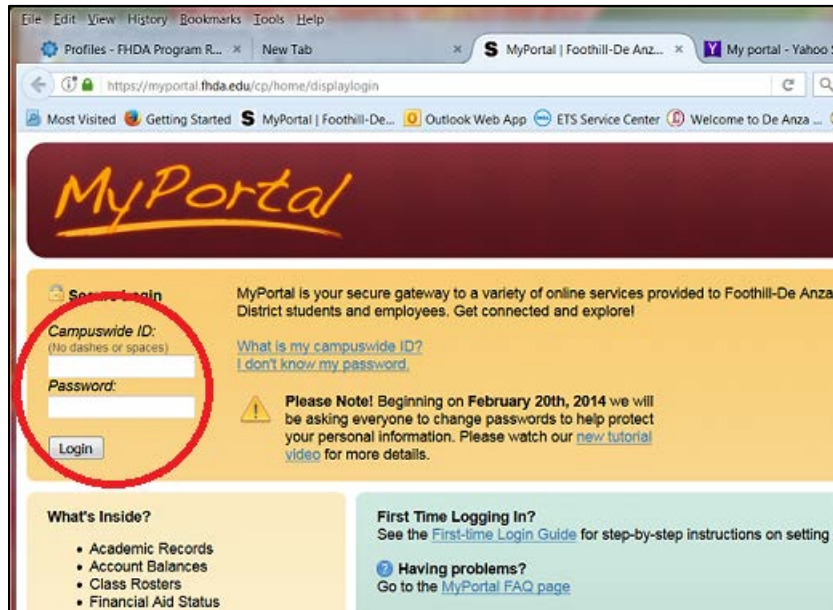
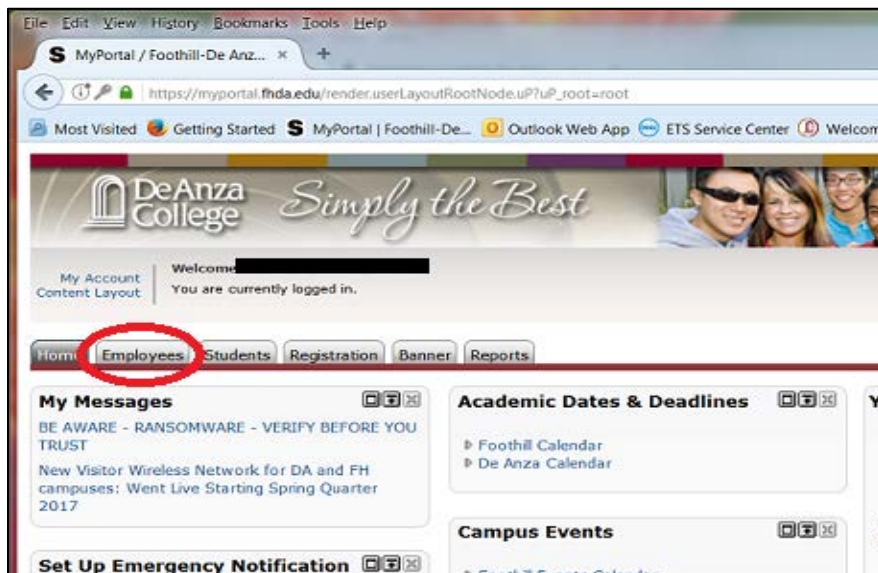


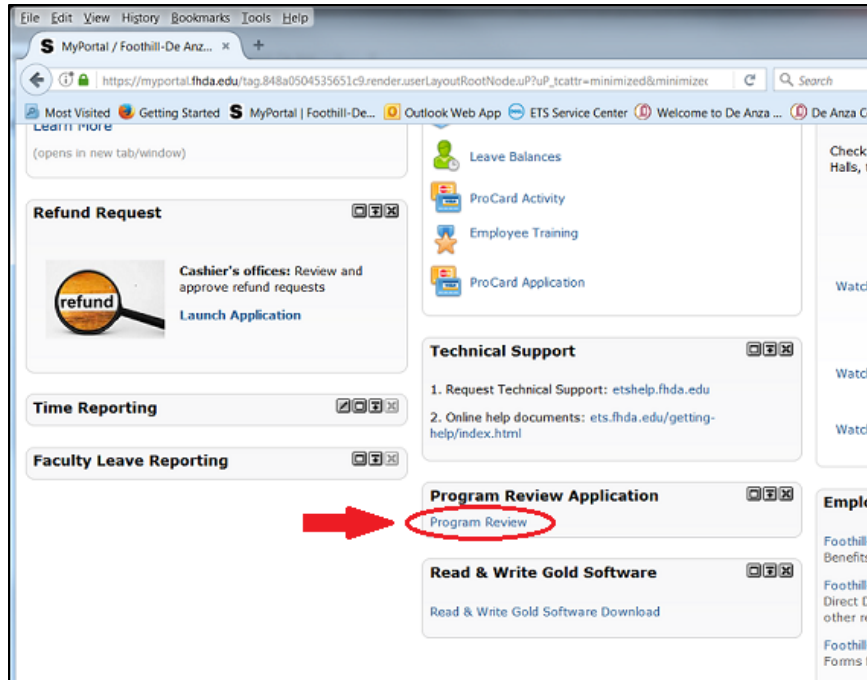
Uploading a Cohort to the Program Review Application

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

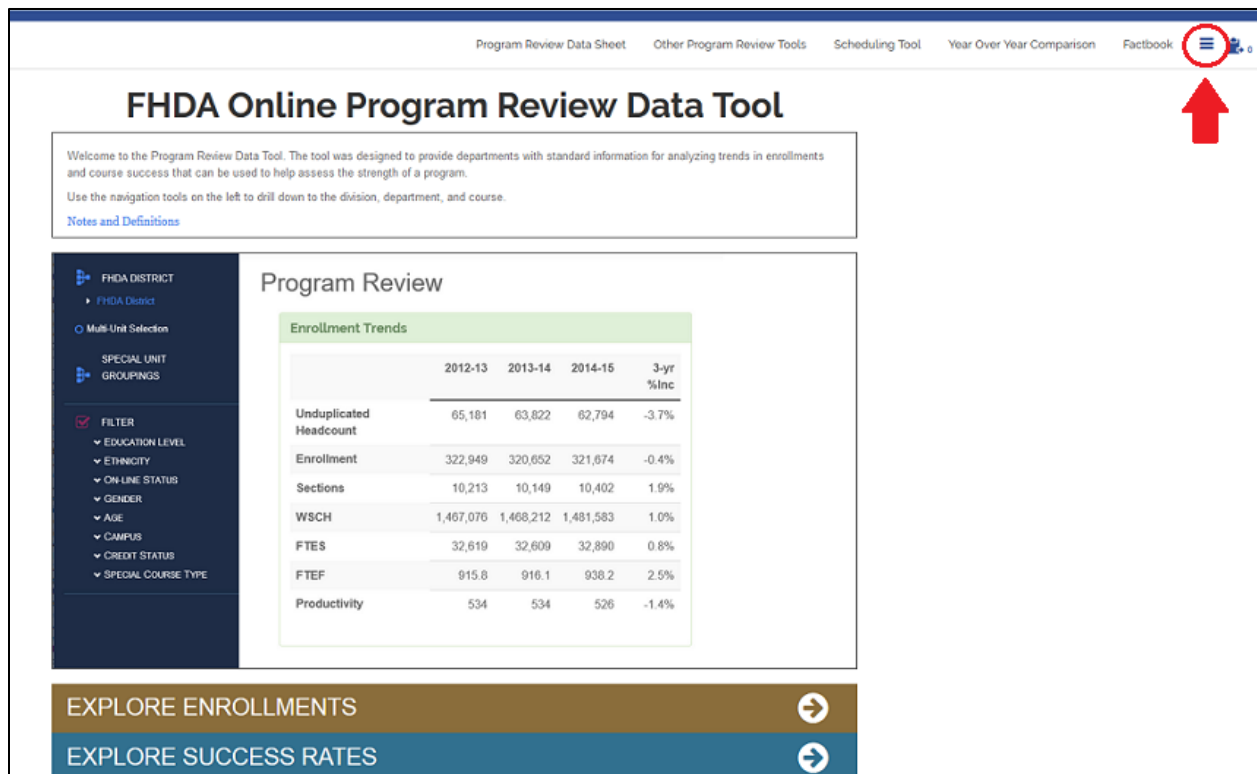


2. Click on the “*Employees*” tab, then scroll down and click on “*Program Review*” in the Program Review Application.

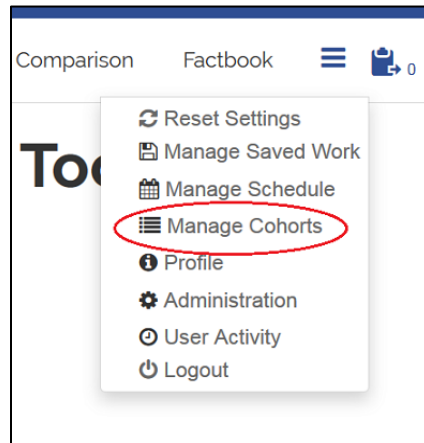




- Once you have accessed the Program Review Data Tool, click on the (☰) icon at the top right corner of the page.



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



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 a web browser window with the URL <https://fhda.higheredprofiles.com/#/manage-cohorts>. The page is titled "Cohort Management" and is part of the Foothill-De Anza Community College District system. The form contains the following elements:

- Cohort Name:** A text input field containing "Sample Cohort". A red arrow labeled "1" points to this field.
- Description:** A text area containing "An example list of CWIDs for demonstration purposes.". A red arrow labeled "2" points to this field.
- Share with the public:** A checkbox that is currently unchecked.
- File Selection:** A section labeled "Specify file path (txt or csv files only)" containing a "Browse..." button, a text field with "Sample Data.csv", and a green "Upload" button. A red arrow labeled "3" points to the "Browse..." button, and a red arrow labeled "4" points to the "Upload" button.

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 Foothill-De Anza Community College District website. The navigation bar includes links for "Program Review Data Sheet", "Other Program Review Tools", "Scheduling Tool", "Year Over Year Comparison", and "Factbook". The main heading is "Cohort Management". Below this is a table with the following data:

Name	Description	Public
Sample Cohort	An example list of CWIDs for demonstration purposes.	<input checked="" type="checkbox"/>

Below the table is the "Upload New Cohorts" section, which includes a "Cohort Name" text input, a "Description" text area, a "Share with the public" checkbox, and a file upload section with a "Browse..." button and the text "No file selected." At the bottom is a green "Upload" button.

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

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

	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	1,487,076	1,458,212	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
- 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 title is "FHDA Program Review". A navigation menu on the left includes "ALL UNITS", "SPECIAL UNIT GROUPINGS", and "FILTER". The "My Student Cohorts" section is highlighted with a red circle, showing a "Sample Cohort" with a checkmark. The main content area features two sections: "Enrollment Trends" and "Faculty Workload". Both sections display a table with a "0-yr %Inc" column. The "Enrollment Trends" table lists metrics such as Unduplicated Headcount, Census Enrollment, Sections, WSCH, FTES (end of term), FTEF (end of term), and Productivity (WSCH/FTEF), all showing "N/A". The "Faculty Workload" section also shows a "0-yr %Inc" column.

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*”.