

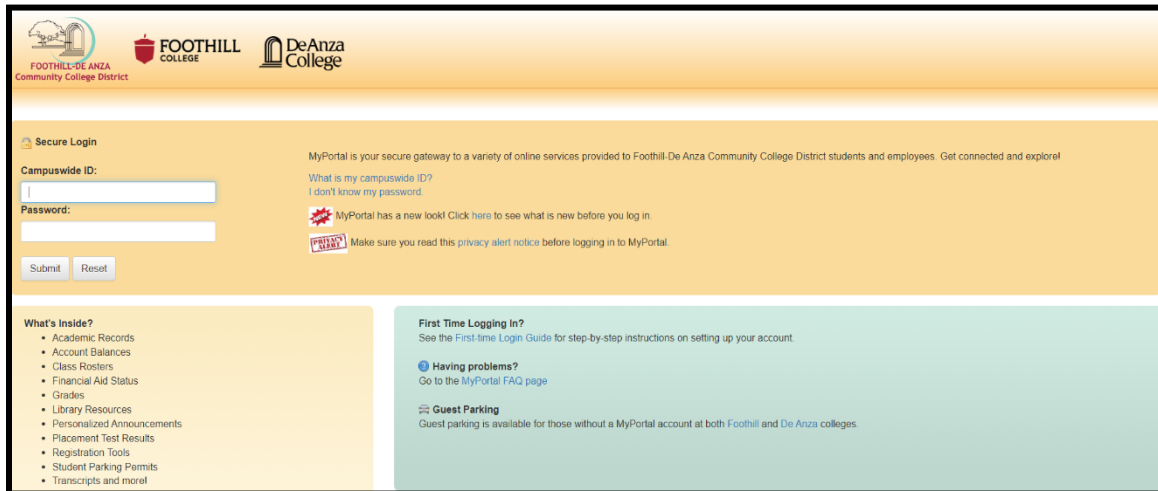


PRECISION CAMPUS ONLINE DATA TOOL HOW TO CREATE AND MANAGE A CUSTOM STUDENT COHORT

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

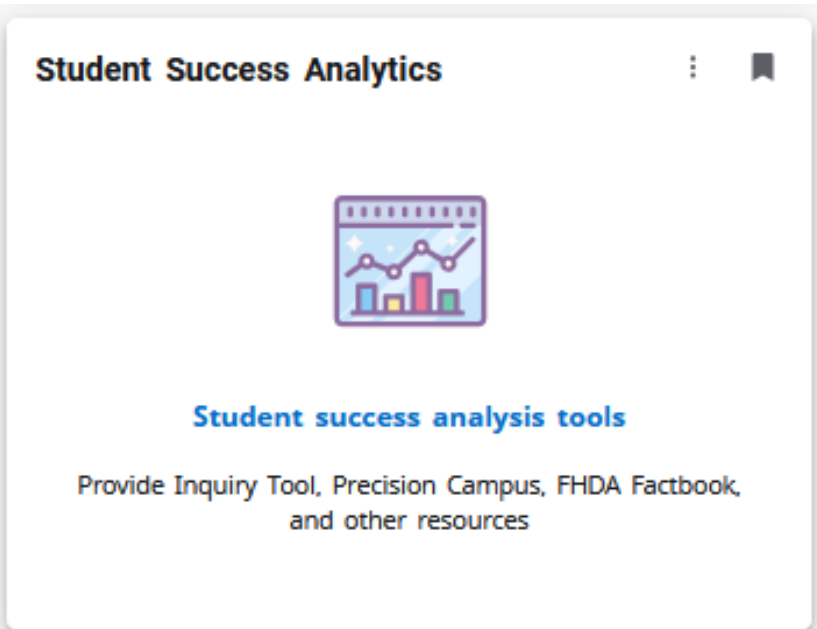
LOG INTO MYPORTAL

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



SELECT "STUDENT SUCCESS ANALYTICS" TILE

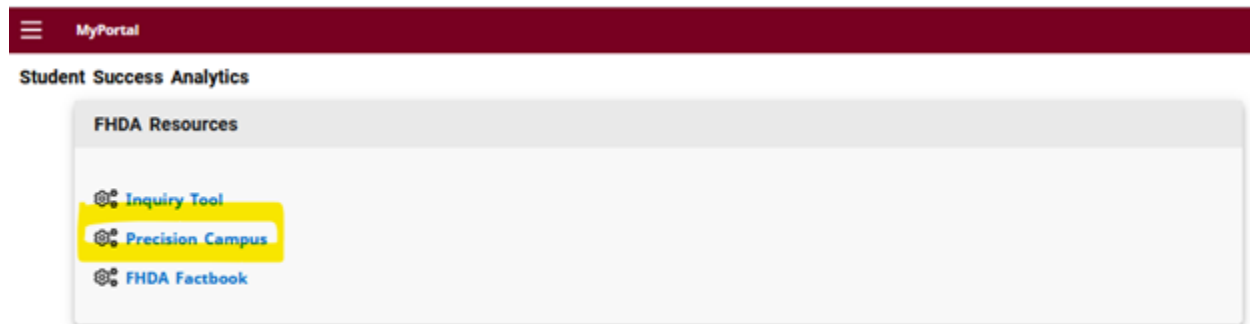
3. Select "Student Success Analytics"



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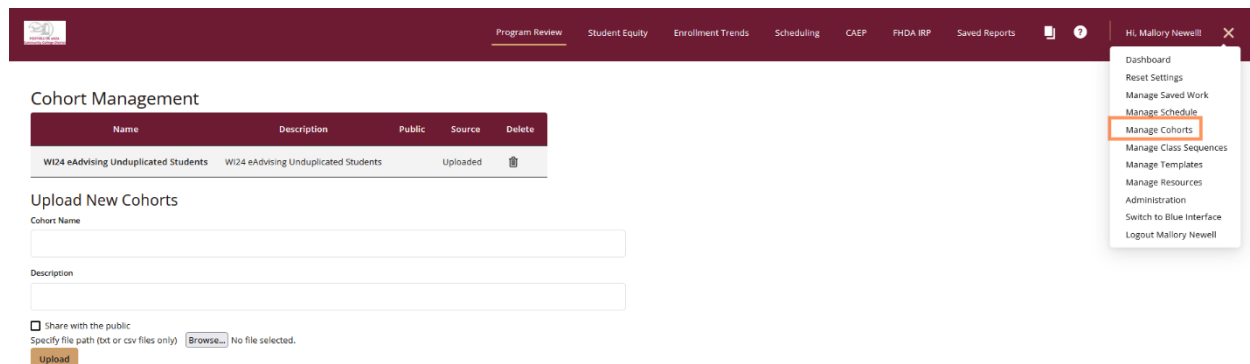
4. Select "Precision Campus"



CREATING A NEW CUSTOM STUDENT COHORT

The creation and management of a custom student cohort can be done in any report. For purposes of this how-to guide, the "Program Review Data Sheet" will be the focus.

1. On the top-right hand corner, click on the icon . Select "Manage Cohorts."
2. A pop-up window will appear. Select "Manage Cohorts."



3. To create a new custom student cohort, complete the following steps on the "Cohort Management" page:
 - a. Give your cohort a name.
 - b. Give your cohort a description.
 - c. Click the "Browse" button and retrieve your file containing your custom student cohort campuswide id (cwid). *Note: Your file needs to be in Text Document (*.txt) or Excel CSV (Comma delimited) format before it is uploaded.*
 - d. Click the "Upload" button.
 - e. Once uploaded, the custom student cohort will appear on the "Cohort Management" page.

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HOW TO CREATE AND MANAGE A CUSTOM STUDENT COHORT



Cohort Management

Name	Description	Public	Source	Delete
WI24 eAdvising Unduplicated Students	WI24 eAdvising Unduplicated Students		Uploaded	

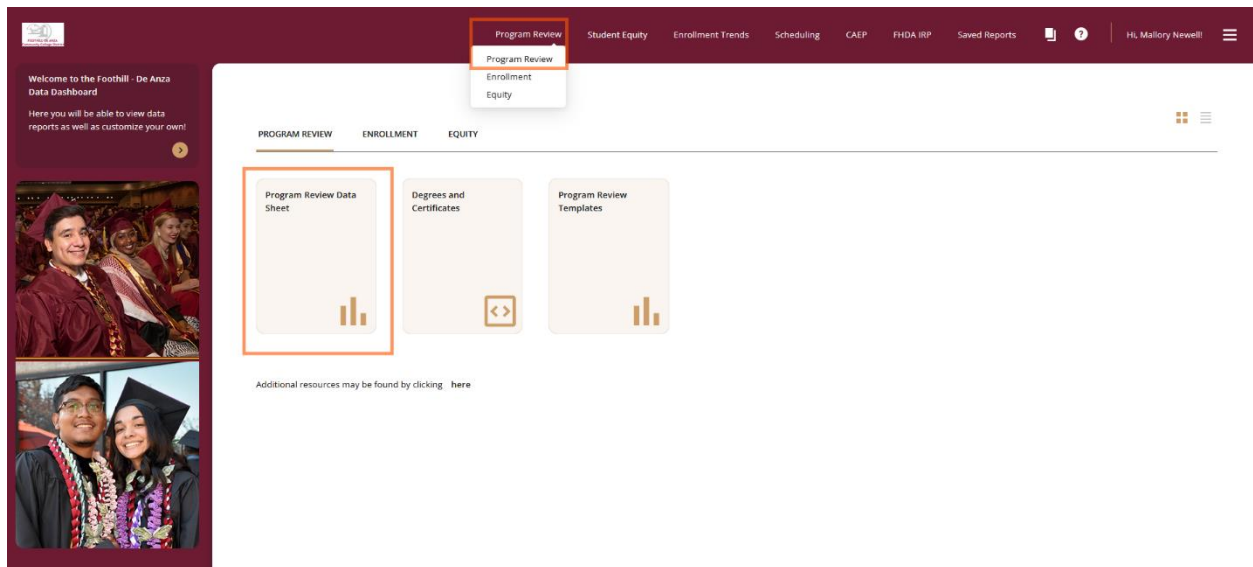
Upload New Cohorts

Cohort Name

Description

Share with the public
 Specify file path (txt or csv files only) No file selected.

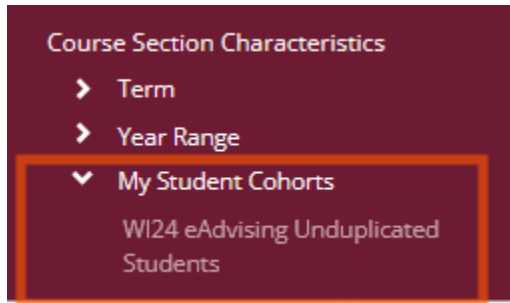
4. To access the custom student cohort, navigate to the “Program Review Data Sheet.”



5. On the left-hand navigation panel, scroll to the bottom. The custom student cohort will appear under “My Student Cohorts.” *Note: If a colleague shared their custom student cohort with you, that cohort will appear under “Shared Student Cohorts.”*



PRECISION CAMPUS ONLINE DATA TOOL HOW TO CREATE AND MANAGE A CUSTOM STUDENT COHORT



MANAGING OR DELETING A CUSTOM STUDENT COHORT

1. Custom student cohorts can be edited by selecting the desired cohort name on the “Cohort Management” page.



Cohort Management

Name	Description	Public	Source	Delete
WI24 eAdvising Unduplicated Students	WI24 eAdvising Unduplicated Students		Uploaded	

Upload New Cohorts

Cohort Name

Description

Share with the public
Specify file path (txt or csv files only) No file selected.

2. To **edit an existing cohort**, revise the cohort name, revise cohort description or add/delete student cwids. To **share your custom student cohort** with other colleagues, click on the field “Share with.” A drop-down menu of FHDA colleagues’ names will appear. Once all the edits have been made, click the “Save Changes” button.
3. To **delete an existing cohort**, click on the trash icon located on the top-right hand corner of the “Cohort Management” page.