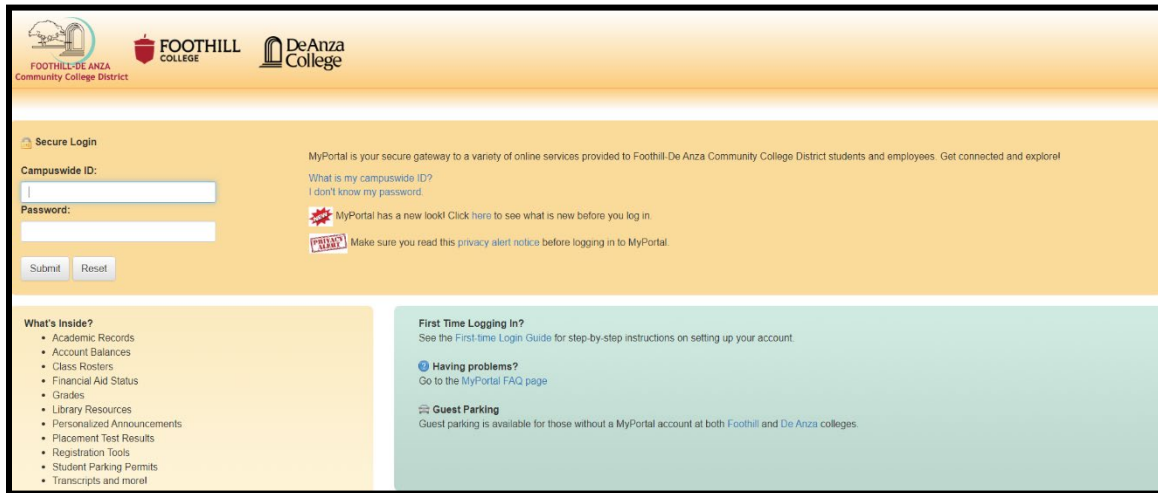# PRECISION CAMPUS ONLINE DATA TOOL
HOW TO CREATE AND MANAGE A CUSTOM STUDENT COHORT

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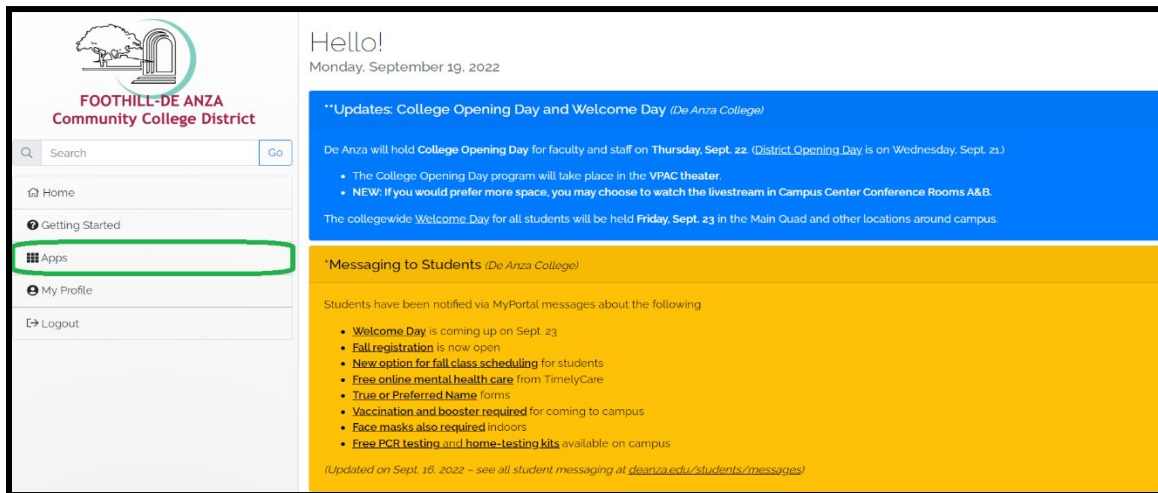
LOG INTO MYPORTAL

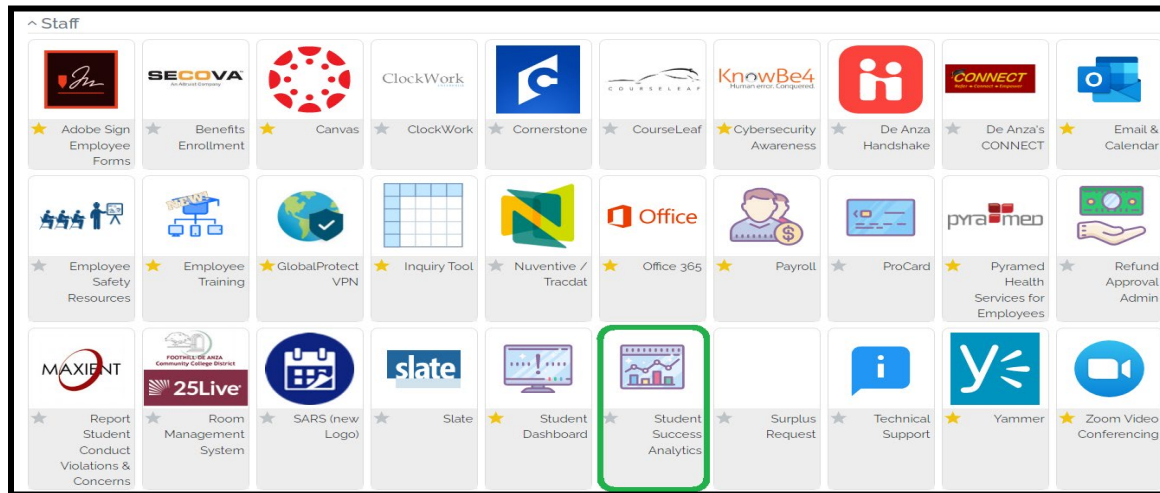1. Enter your campuswide id (cwid)
2. Enter your password

SELECT THE "STUDENT SUCCESS ANALYTICS" APP

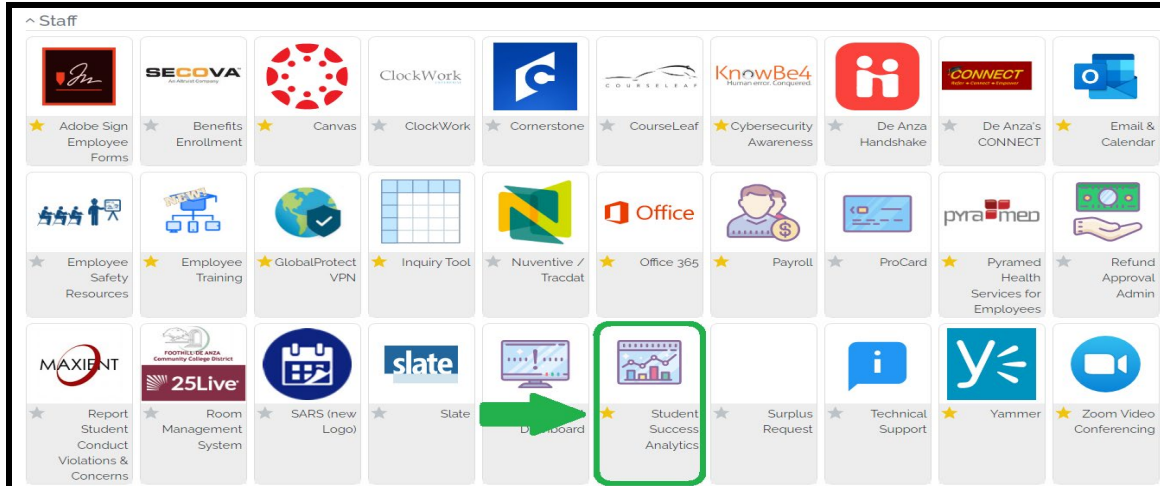1. On the left-hand navigation panel, select "Apps."

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

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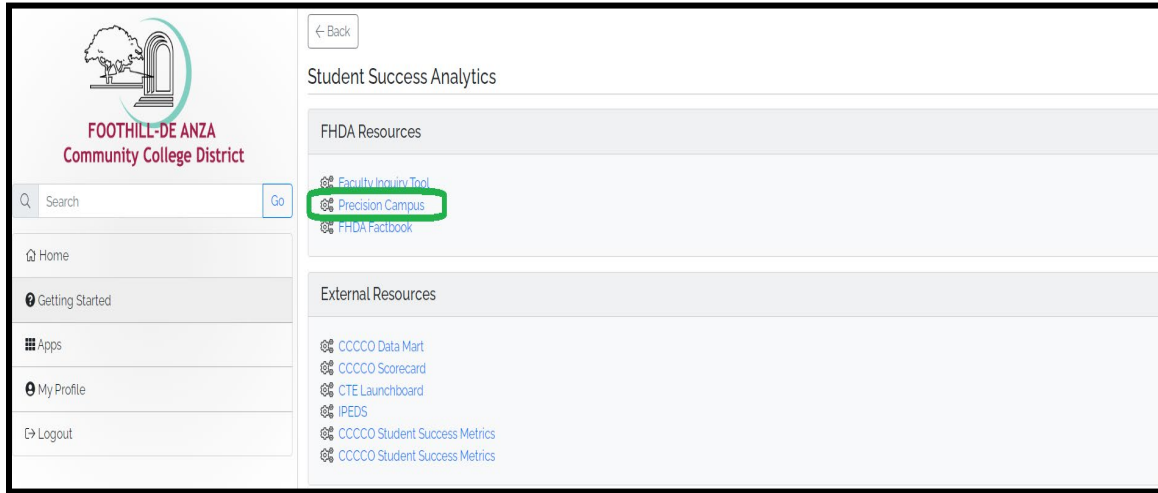
PRECISION CAMPUS ONLINE DATA TOOL
HOW TO CREATE AND MANAGE A CUSTOM STUDENT COHORT
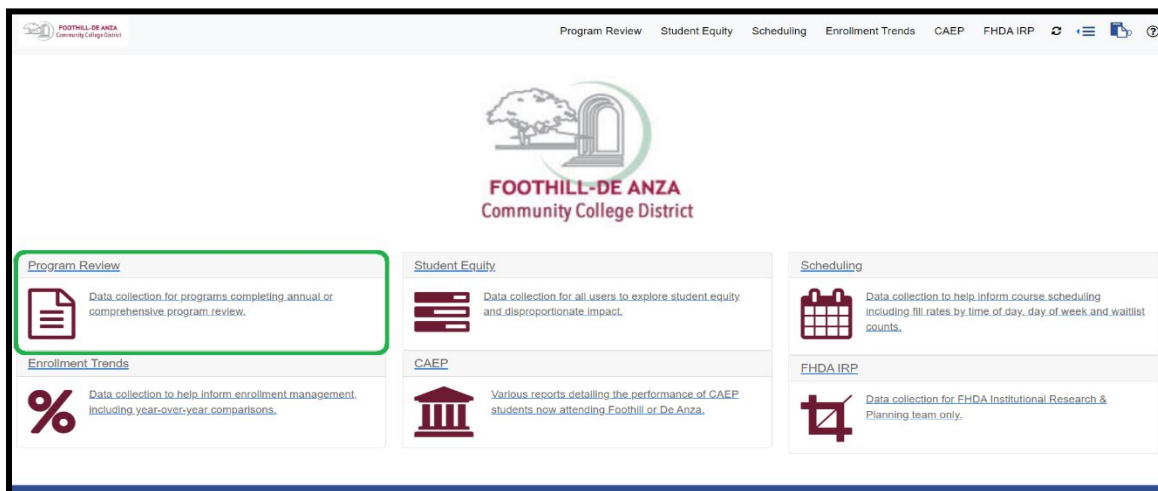
SELECT "PRECISION CAMPUS"

1. Select "Precision Campus" to access the FHDA online data tool.

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.
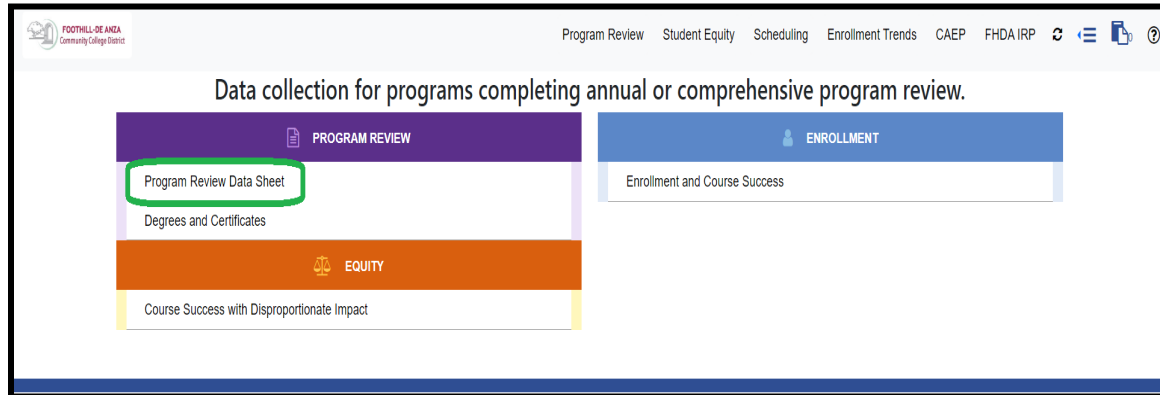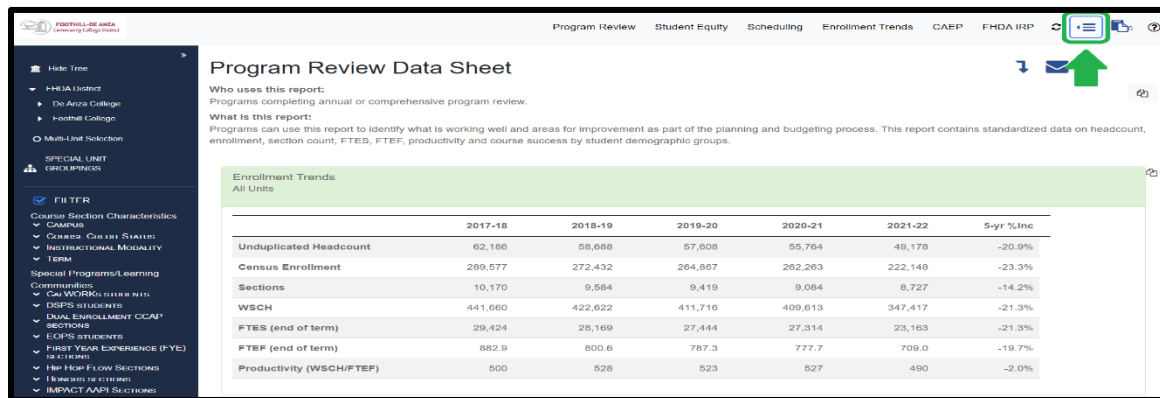
1. Select "Program Review."

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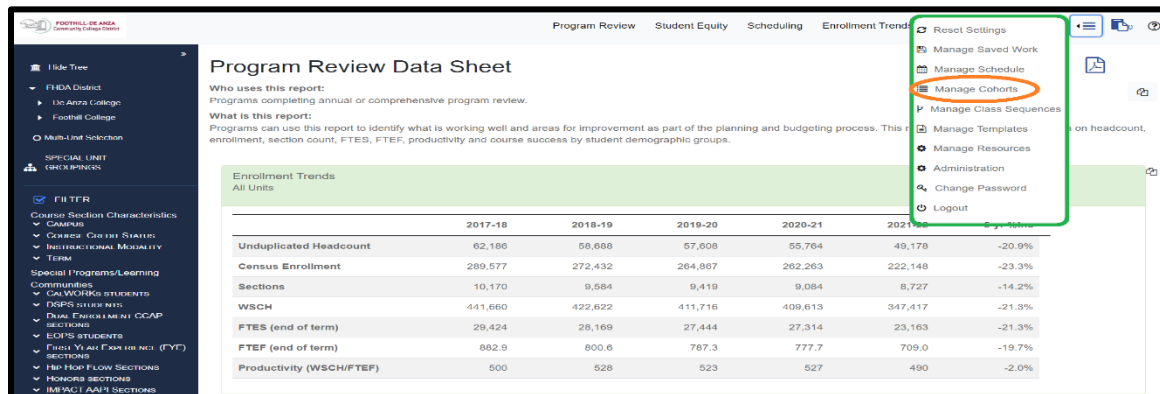**HOW TO CREATE AND MANAGE A CUSTOM STUDENT COHORT**

2. Select "Program Review Data Sheet."
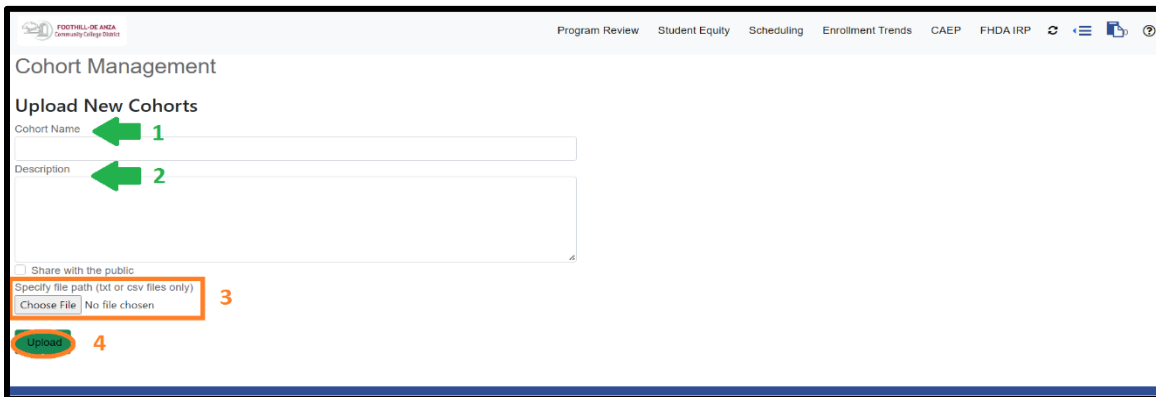

3. On the top-right hand corner, click on the icon ⬅☰ .

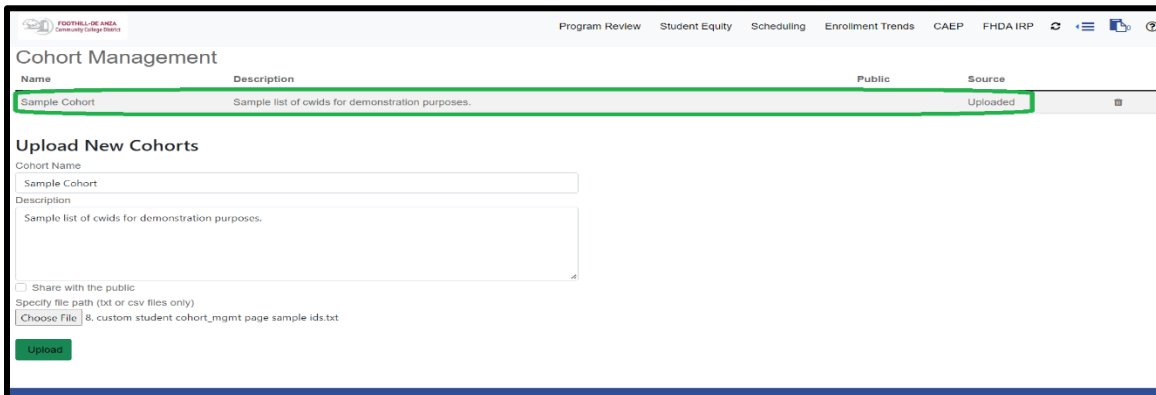4. A pop-up window will appear. Select "Manage Cohorts."

5. 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.

6. Once uploaded, the custom student cohort will appear on the "Cohort Management" page.

7. To access the custom student cohort, return to the "Program Review Data Sheet."

8. 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."*

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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. In this example, "Sample Cohort" is 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.