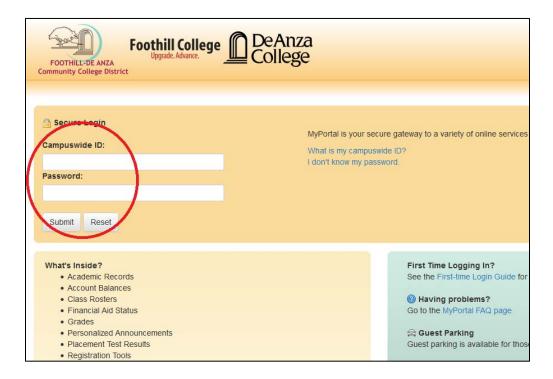
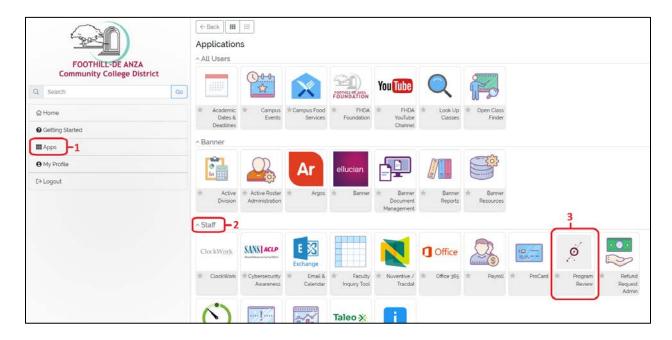
Uploading a Cohort to the Program Review Application

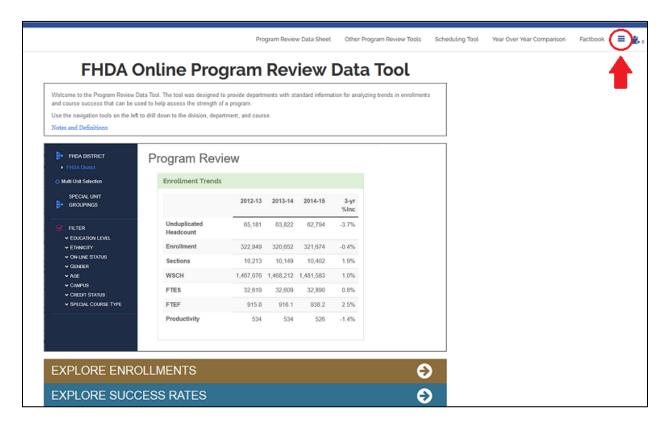
1. Access your My Portal account at https://myportal.fhda.edu/cp/home/displaylogin by entering your CWID and password.



2. 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.



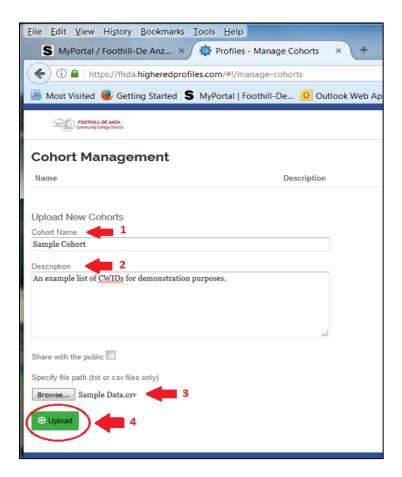
3. Once you have accessed the Program Review Data Tool, click on the (≡) icon at the top right corner of the page.



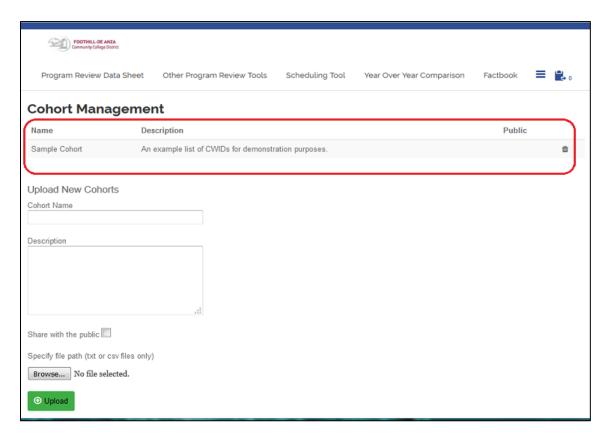
4. From the drop down menu, click on "Manage Cohorts".



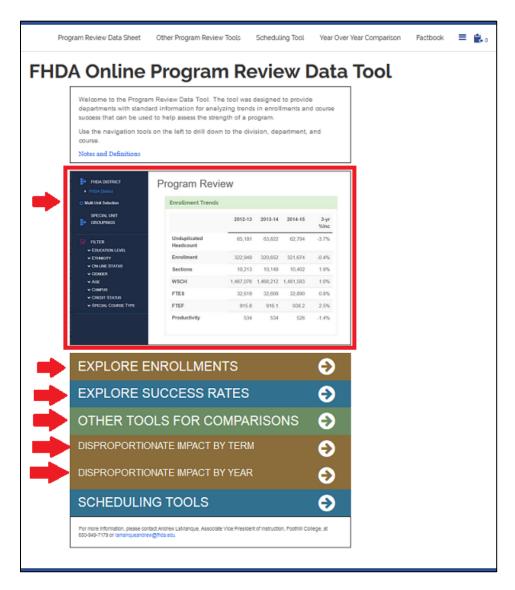
5. In the Cohort Management page, you can upload your cohorts' lists of IDs and/or delete a previously uploaded cohort list. When uploading a new cohort, start by giving your cohort a name and a brief description for your own reference. Then, click the "Browse" button to locate the file containing your 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.



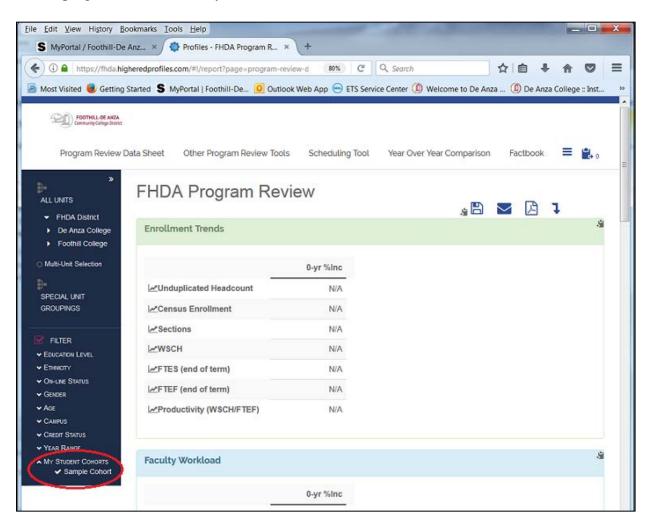
6. When your cohort list uploads successfully, it will appear at the top of the page in your cohorts list. You can click on any of the cohorts that are listed under "Cohort Management" to add or delete IDs or to share the cohort you created with others. You can now return to the home page by clicking "*Program Review Data Sheet*".



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.



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).



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".