PRECISION CAMPUS ONLINE DATA TOOL
HOW TO ACCESS THE SCHEDULING REPORT: CLASS MEETING TIMES

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

LOG INTO MYPORTAL

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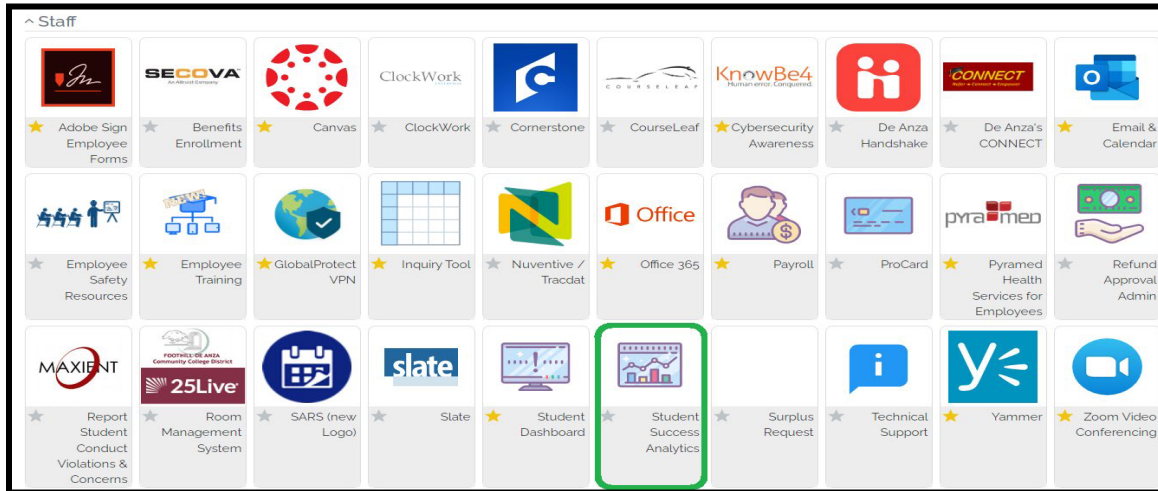2. Enter your password

SELECT THE "STUDENT SUCCESS ANALYTICS" APP

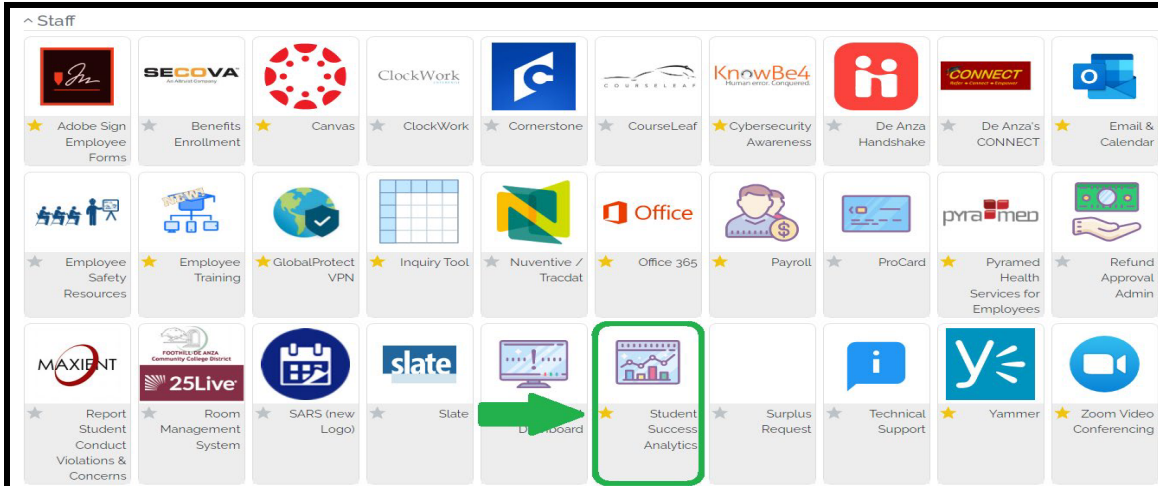1. On the left-hand navigation panel, select "Apps."

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.
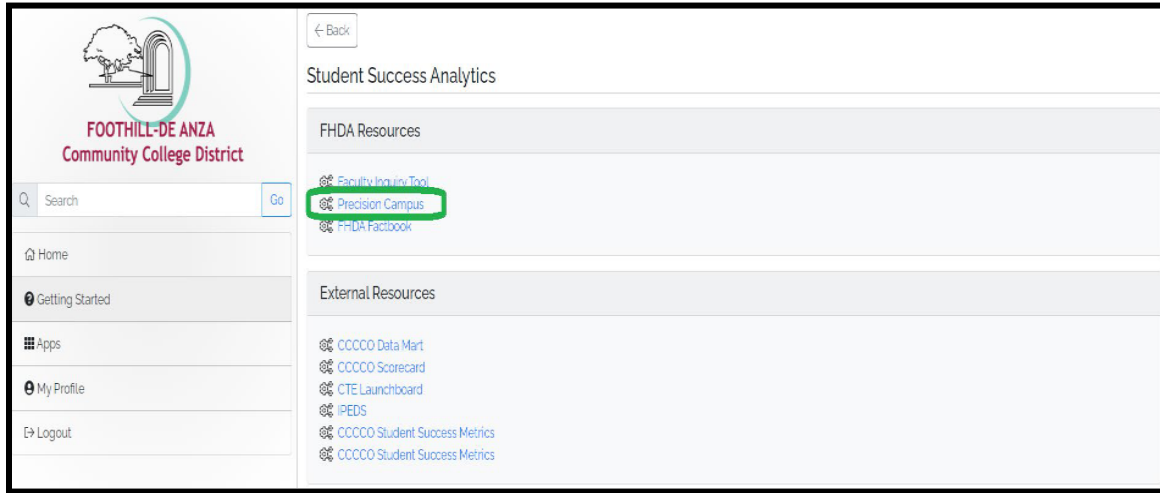
PRECISION CAMPUS ONLINE DATA TOOL
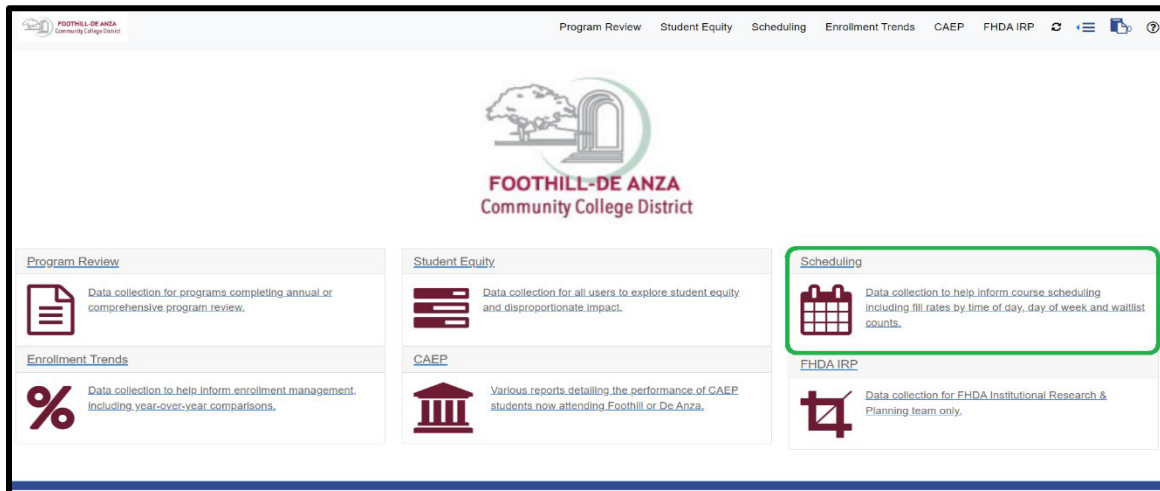# HOW TO ACCESS THE SCHEDULING REPORT: CLASS MEETING TIMES

SELECT "PRECISION CAMPUS"

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

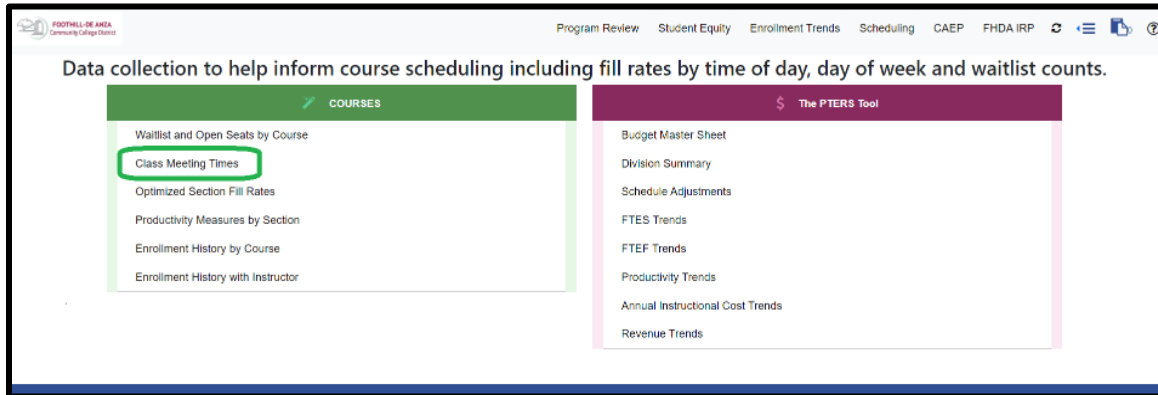## ACCESSING THE CLASS MEETING TIMES REPORT
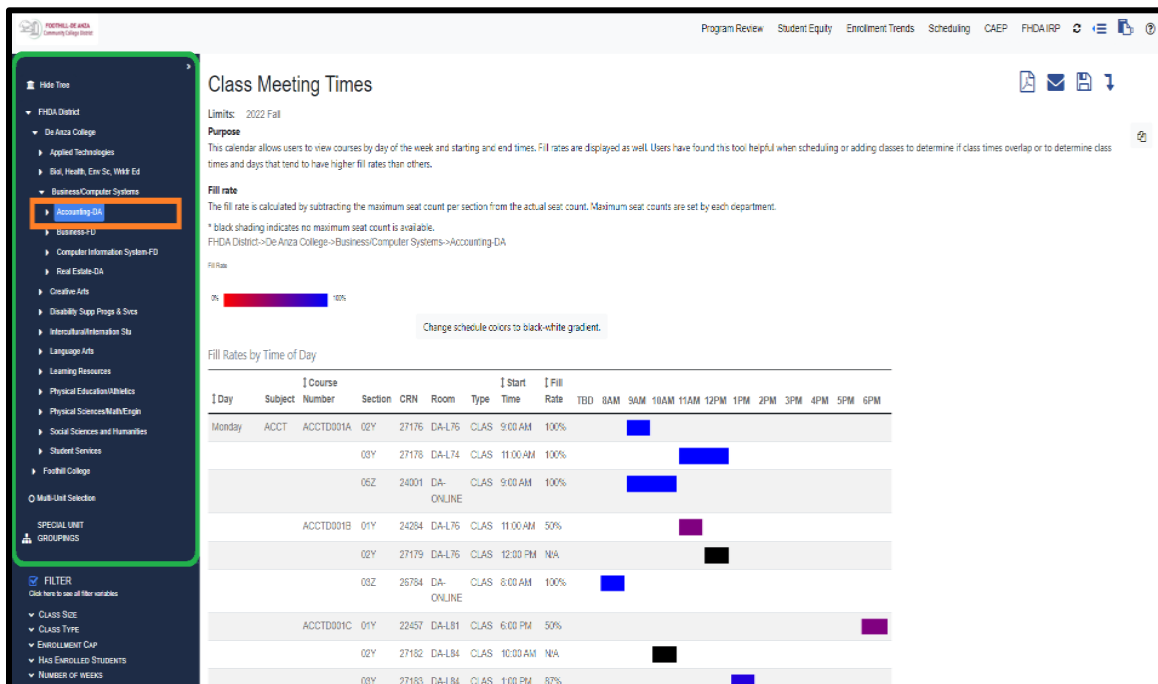
1. Select "Scheduling."
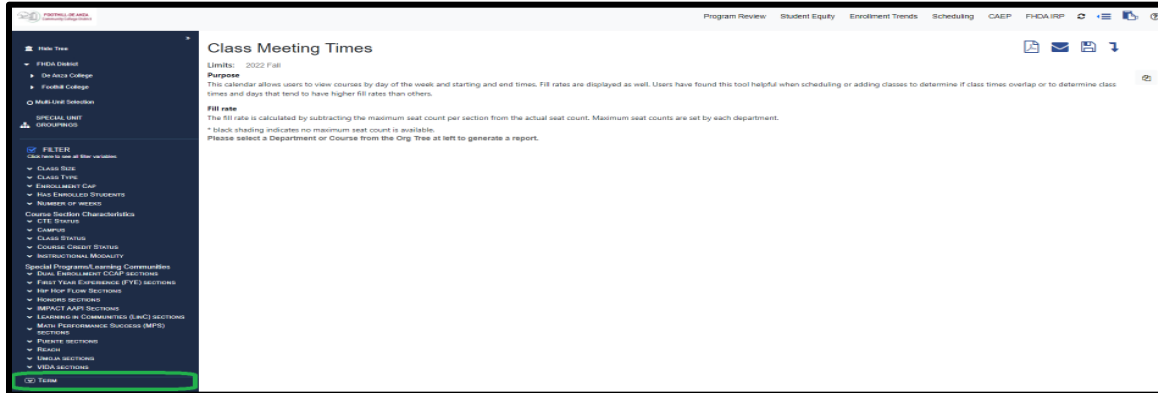
2. Select "Class Meeting Times."

3. To generate a report, a division, department or course <u>must be selected</u> from the left-hand navigation panel. On the left-hand navigation panel, scroll to the top and select desired <u>division</u>, <u>department</u> or <u>course</u>. In this example, De Anza College's "Accounting" department is selected. The data table will then display the calendar for class meeting times.
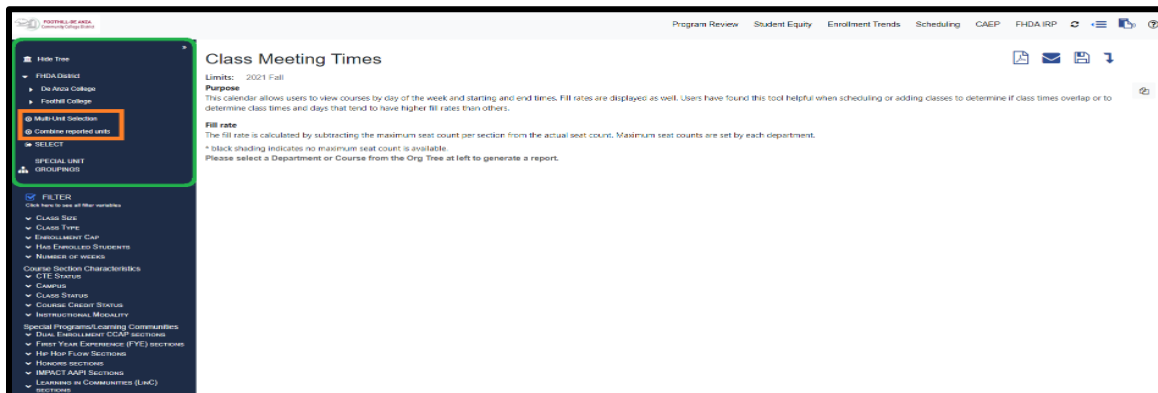
4. To select a desired term, on the left-hand navigation panel, scroll to the bottom and click on the filter "Term." A term may be selected up through the current registration period. Current enrollment data is refreshed once daily during the registration period. All prior terms represent data at census.

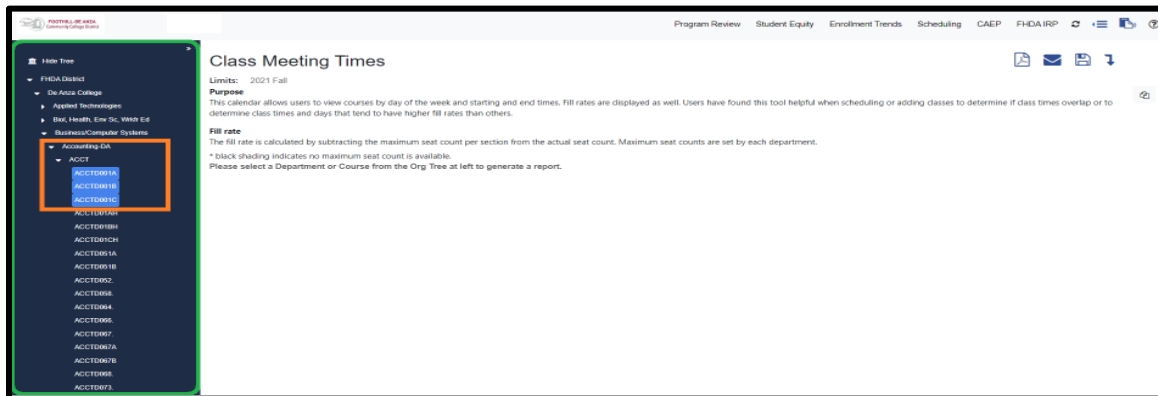## CREATING A CUSTOM CLASS MEETING TIMES REPORT

1. On the left-hand navigation panel, select "Multi-Unit Selection."
2. The panel will expand and "Combine reported units" will appear. Click on "Combine reported units" as well.

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3. Select desired <u>division</u>, <u>department</u> or <u>course</u>. *Note: A custom class meeting times report can be created from multiple courses within the same department or from different departments.* In this example, De Anza College's "Accounting 1A, 1B, and 1C" courses are selected.

4. Click "SELECT." The courses will combine and the data table will then display the custom calendar for class meeting times. You could double check your course selection as they will appear above the data table.