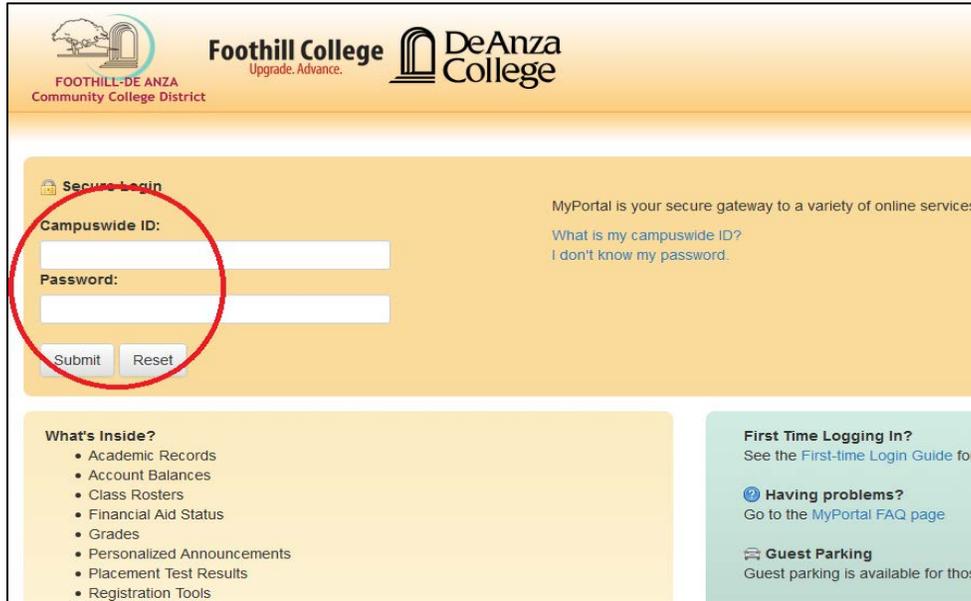
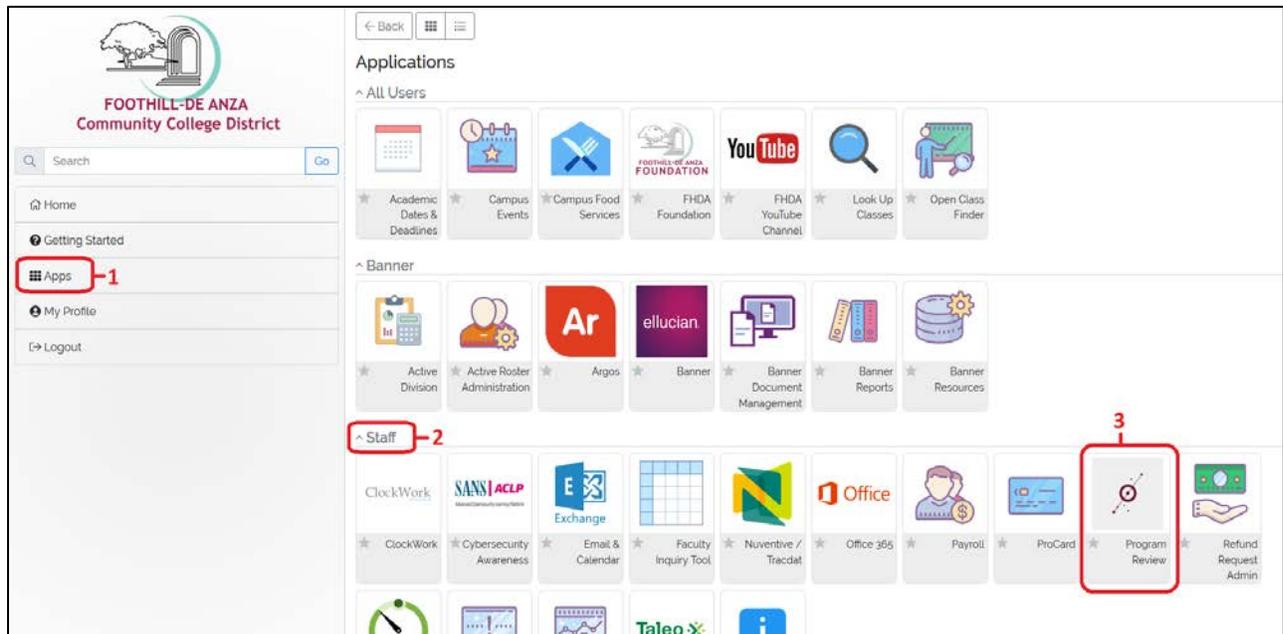


Retention and Graduation Milestones Tracker

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.



- Once you have accessed the Program Review Data Tool, select “*Factbook*” from the top right corner of the page.

Program Review Data Sheet Other Program Review Tools Scheduling Tool Year Over Year Comparison **Factbook** ↻ ☰ 📄 0

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

Enrollment Trends

	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	1,467,076	1,468,212	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%

4. Under the “*Student Outcomes*” column, you can choose to click on any of seven options:

[Retention and Graduation Milestones](#) = Select the starting term for the cohort and number of terms to track them. (Enrolled full time is enrolled full time anytime during the terms selected)

[Milestones by Term](#) = Allows you to drill down to the categories and see how many students obtained the outcome in each term (Degree or Certificate, Certificate, Transfer Degree, Educational Plan, Fully Matriculated, Degree Only)

[Educational Goal Attainment](#) = Displays number of students who completed a degree or certificate

[Explore One Term Persistence Rates](#) = Term to term persistence rates by percent of the cohort selected

[Explore One Year Persistence Rates](#) = Year to Year persistence rates by percent

[Explore One Term Persistence Counts](#) = Term to term persistence rates by count of students

[Explore One Year Persistence Counts](#) = Year to Year persistence rates by count of students

To continue following this demonstration, click on “*Retention and Graduation Milestones*”

The screenshot shows the Factbook interface for Foothill-De Anza Community College District. The top navigation bar includes links for Program Review Data Sheet, Other Program Review Tools, Scheduling Tool, Year Over Year Comparison, and Factbook. The main content area is titled "Factbook" and is divided into two columns. The left column, "STUDENT OUTCOMES", is highlighted with a red box and a red arrow pointing to the "Retention and Graduation Milestones" option. The right column, "ENROLLMENT", contains options like "Explore Headcount by Year", "Explore Headcount by Term", "Explore Enrollments by Year", "Explore Enrollment by Term", "Explore FTES by Year", "Explore FTES by Term", and "Explore Grade Distribution".

STUDENT OUTCOMES	ENROLLMENT
Retention and Graduation Milestones	Explore Headcount by Year
Milestones by Term	Explore Headcount by Term
Educational Goal Attainment	Explore Enrollments by Year
Explore One Term Persistence Rates	Explore Enrollment by Term
Explore One Year Persistence Rates	Explore FTES by Year
Explore One Term Persistence Counts	Explore FTES by Term
Explore One Year Persistence Counts	Explore Grade Distribution

5. *“Retention and Graduation Milestones”* tracks cohorts of first-time students (or any other enrollment type) by term. The display shows a graph and two tables with information regarding enrollment, persistence, matriculation, and obtained degrees or certificates.

From the blue drop-down menu on the left side of the screen, you can click to filter on ethnicity, residency, or gender.

FILTER
Click here to see more filter variables

- NEW OR CONTINUING
 - First-time student
 - First-time transfer
 - Continuing
 - Returning student
 - Special admit (K-12)
 - Other
- All / None
- ETHNICITY
- RESIDENCY
- GENDER
- COLLEGE
 - DA
 - FH
- COHORT
 - 2012 Spring
 - 2012 Fall
 - 2013 Spring
 - 2013 Fall
 - 2014 Spring
 - 2014 Fall
 - 2015 Spring
 - 2015 Fall
 - 2016 Spring
 - 2016 Fall
 - 2017 Spring
 - 2017 Fall
 - 2018 Spring

Retention and Graduation Milestones

Limits: **New or Continuing** First-time student **College DA**

Track for terms

My Cohorts:

Cohort: 2012 Fall

All Students

Milestone	Percent Complete
Enrolled Full Time	78
Term to Term Persistence	80
Year to Year Persistence	67
Education Plan	32
Fully Matriculated	21
Obtained a Degree/Certificate	15

Tracking Milestones for 23 Terms

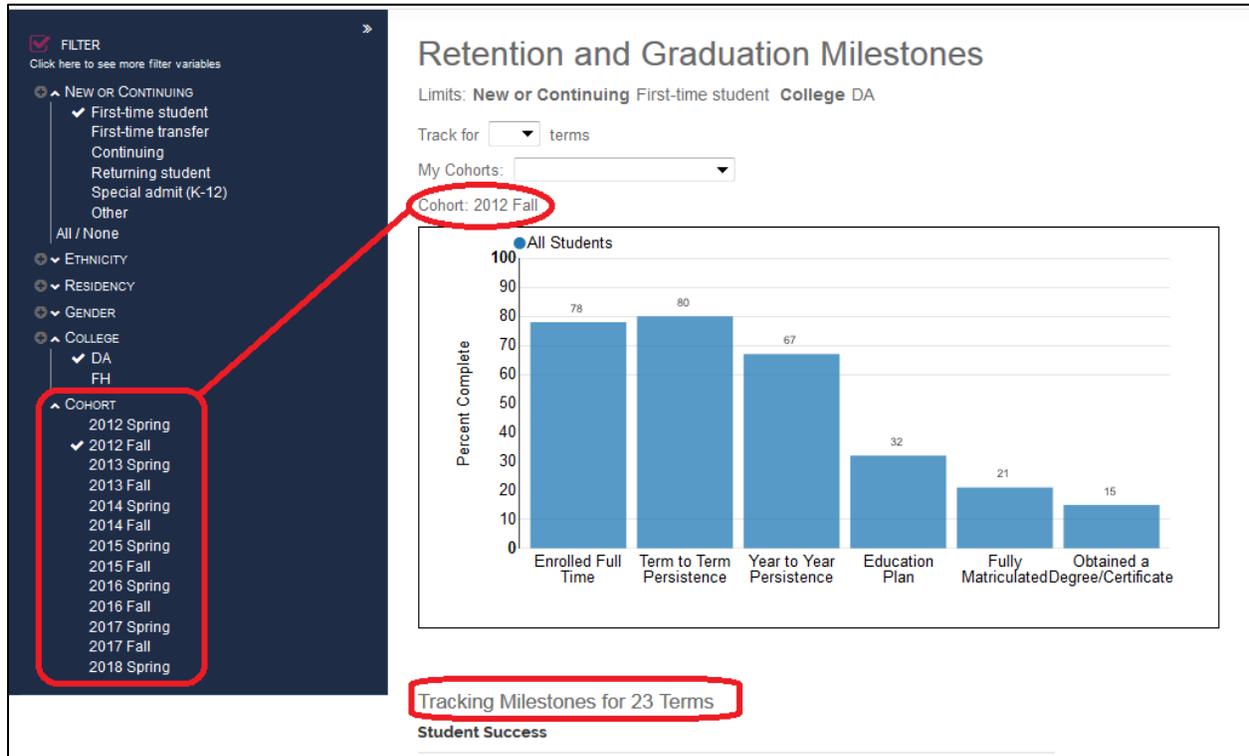
Student Success

	Cohort	Enrolled Full Time	Education Plan	Fully Matriculated
All Students	3,441	2,696 78%	1,104 32%	739 21%

Retention and Graduation

Cohort	Term to Term Persistence	Year to Year Persistence	Obtained a Degree/Certificate

6. Please note, the data being displayed in the graph and tables are for the selected cohort from the left drop-down menu. When selected, **the name of the cohort will appear above the graph**. The cohort is being tracked for the duration of time displayed under the graph (in number of terms).



7. To track your own cohort of students, use the “*My Cohorts*” drop-down menu to select the cohort you have previously uploaded to the Program Review Tool. For information on how to upload your own cohort to the Milestones Tracker, click here: <http://www.deanza.edu/ir/UploadingaCohorttotheProgramReviewApplication.pdf>

FILTER
Click here to see more filter variables

- NEW OR CONTINUING
 - First-time student
 - First-time transfer
 - Continuing
 - Returning student
 - Special admit (K-12)
 - Other
- ETHNICITY
- RESIDENCY
- GENDER
 - Female
 - Male
 - Not Reported
- COLLEGE
 - DA
 - FH
- COHORT
 - 2012 Spring
 - 2012 Fall
 - 2013 Spring
 - 2013 Fall
 - 2014 Spring
 - 2014 Fall
 - 2015 Spring
 - 2015 Fall
 - 2016 Spring
 - 2016 Fall
 - 2017 Spring
 - 2017 Fall
 - 2018 Spring

Retention and Graduation Milestones

Limits: **New or Continuing** First-time student College DA

Sample Cohort - Fall 2014

Track for 15 terms

My Cohorts: **Sample Cohort - Fall 2014**

Using Sample Cohort - Fall 2014

(All filter limits are ignored)

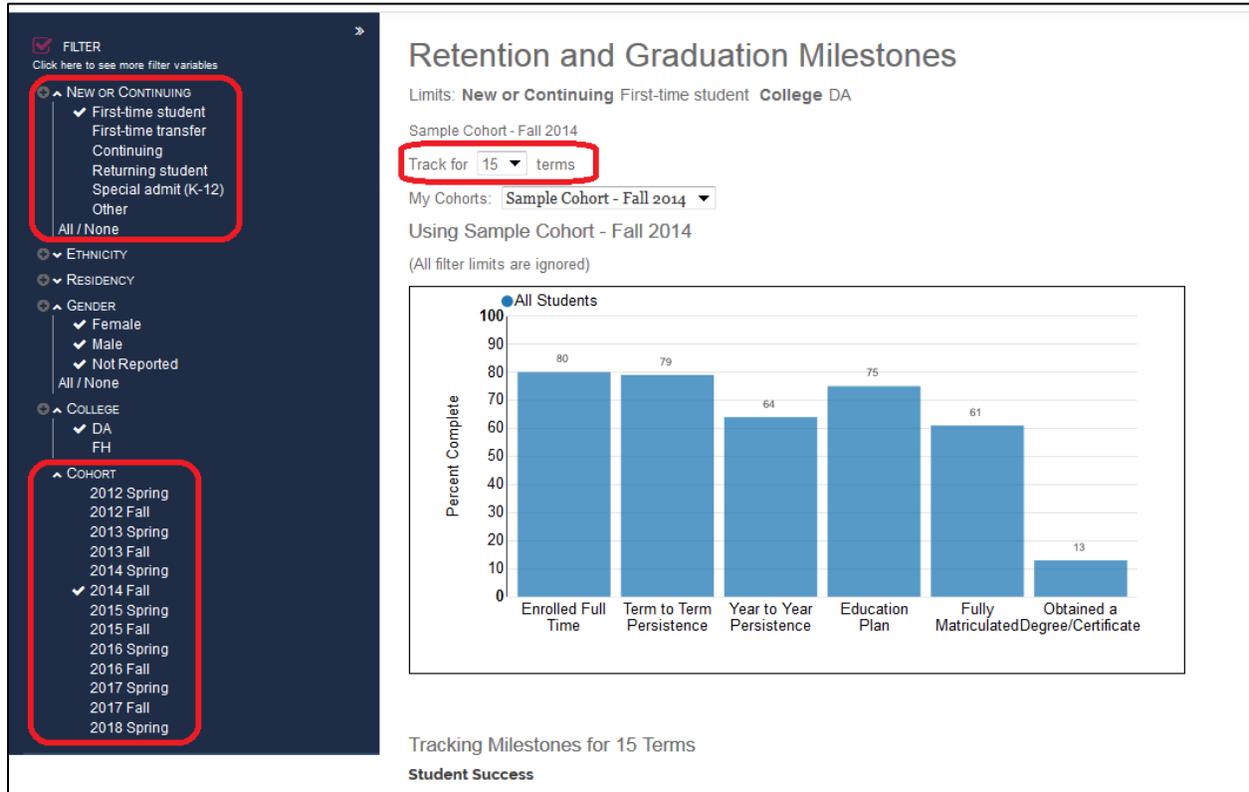
Milestone	Percent Complete
Enrolled Full Time	80
Term to Term Persistence	79
Year to Year Persistence	64
Education Plan	75
Fully Matriculated	61
Obtained a Degree/Certificate	13

Tracking Milestones for 15 Terms

Student Success

8. Please adjust the filters and number of terms to match the custom cohort you are using. Your cohort may not be comprised of only first-time students, and you should always match your cohort's time-line with the cohort drop-down menu on the left side of the screen.

The sample cohort of first-time students shown below was tracked starting fall 2014 for a time frame of 15 terms (or four academic years).



9. If you are having difficulty using the Retention and Graduation Milestones Tracker or have any questions, please contact Ola Sabawi at sabawiola@fhda.edu