Guide to Navigating the Faculty Data Portal

Compiled by the Planning, Research, and Institutional Effectiveness (PRIE) Office

Dear SCC Faculty,

For *quick* navigation through this guide, please click on the links embedded in the menu below (in the areas underlined) to go to a specific section of this guide.

MENU

To get started with the Faculty Data Portal:

- Learn how to locate the portal (step 1, page 2).
- Learn how to log into the portal (step 2, page 4).
- Learn about tabs included in the portal (step 3, page 4).

To explore the tabs (step 3 continued) and features within the Faculty Data Portal:

- Jump to the Overview tab (page 5).
- Jump to the Success DI tab (page 6).
- Jump to the Success Graphs tab (page 7).
- Jump to the Course Drop Rate tab (page 8).
- Jump to the Course Drop Rate Graphs tab (page 9).
- Jump to the Enrollment tab (page 10).
- Jump to the Enrollment Graphs tab (page 11).
- Jump to the Headcount tab (page 12).

For more information about the data featured in the Faculty Data Portal:

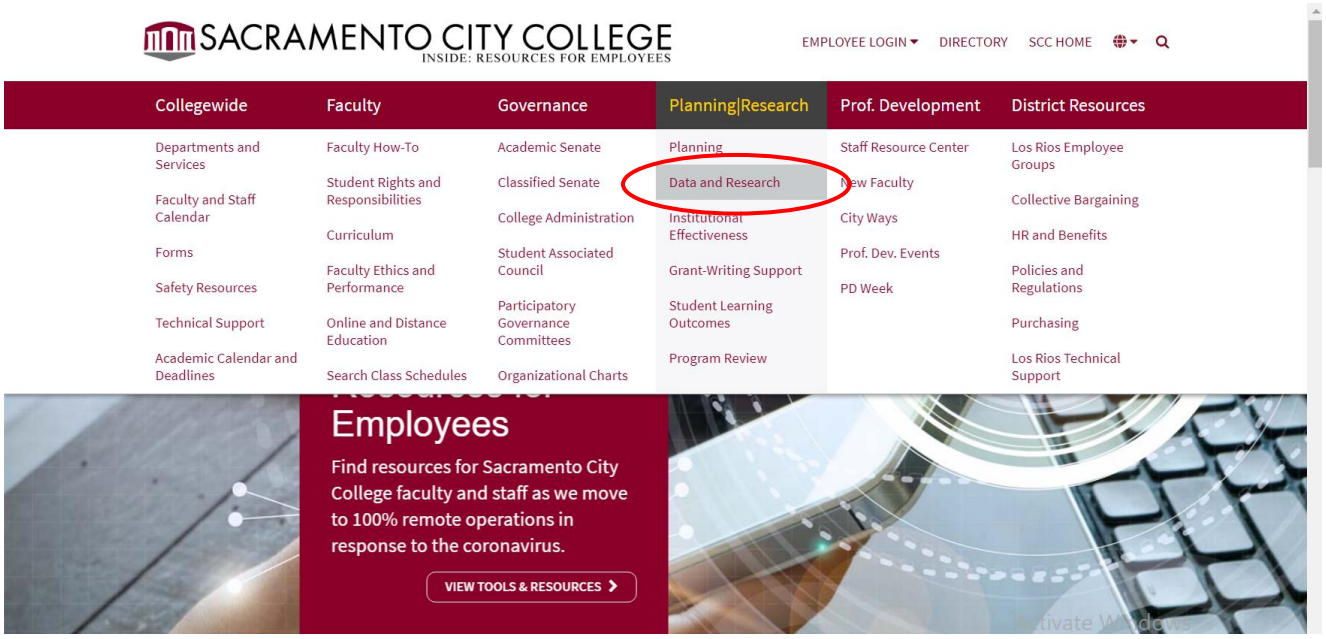
- Find out answers to questions you may have (step 4, page 13).

Please use the "click here to return to the menu (page 1)" link included throughout this guide to return to the menu above.

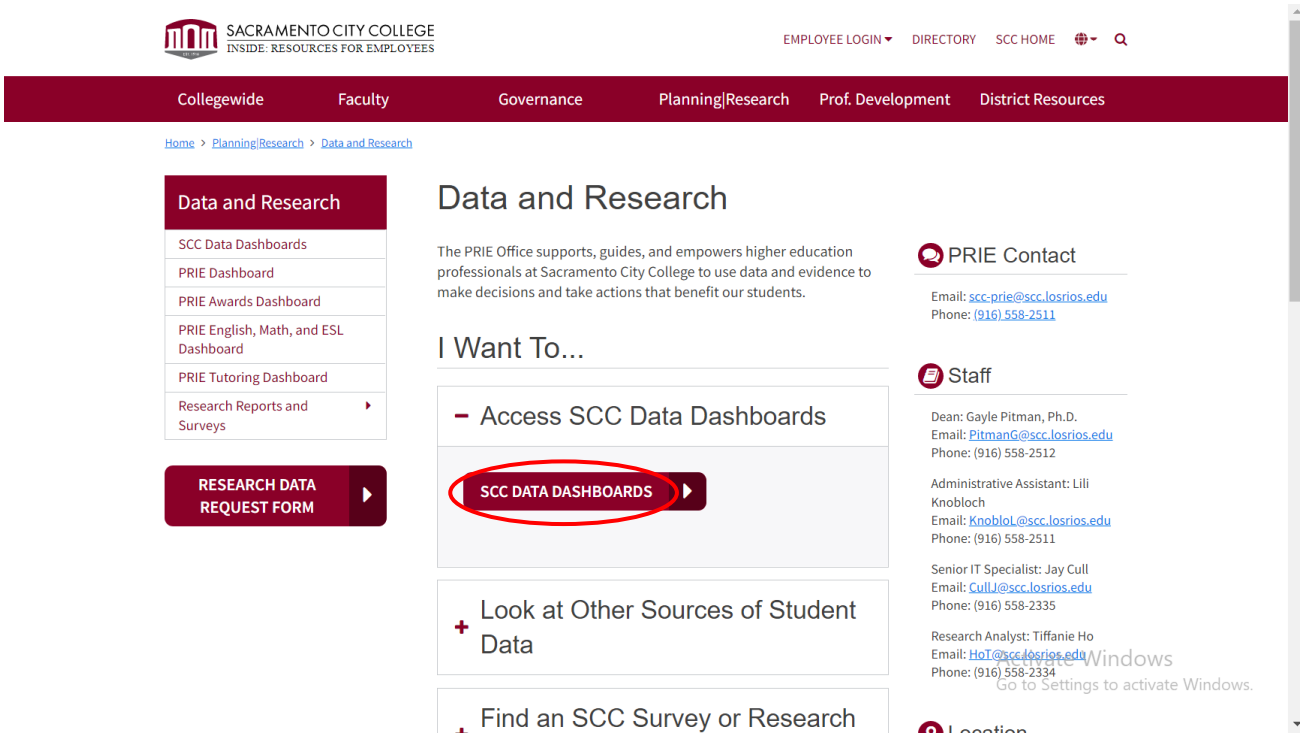
For questions and assistance, please contact the PRIE Office.

Step 1. Locate the Faculty Data Portal

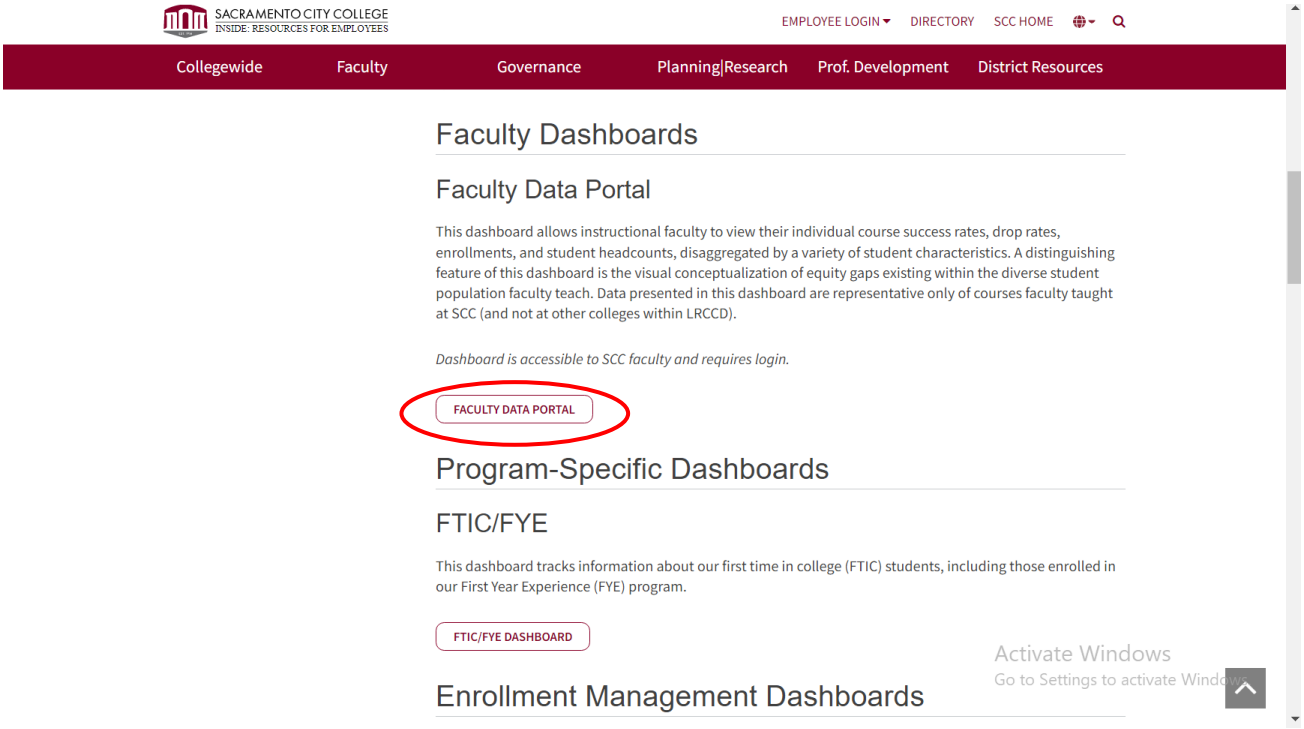
You may access the Faculty Data Portal by visiting the PRIE website starting from the SCC homepage at https://inside.scc.losrios.edu/. Hover over the" Planning/ Research" tab, then click on "Data and Research" in the drop-down menu.



You will be directed to the page below. Under "I Want To…," look for the "Access SCC Data Dashboards" tile, and click on the "+" symbol to expand the view. (Once view is expanded, the "+" symbol will turn into a "-" symbol.) Click on "SCC Data Dashboards."



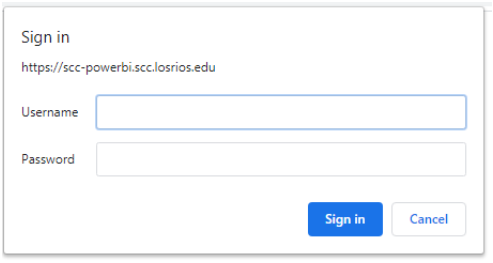
You will be directed to a new page. Scroll down the page until you get to the “Faculty Dashboards” area. Click on “Faculty Data Portal.”



Click here to return to the menu (page 1)

Step 2. Log into the Faculty Data Poral

You will be prompted to access the Faculty Data Portal with a pop-up dialog box to sign in.



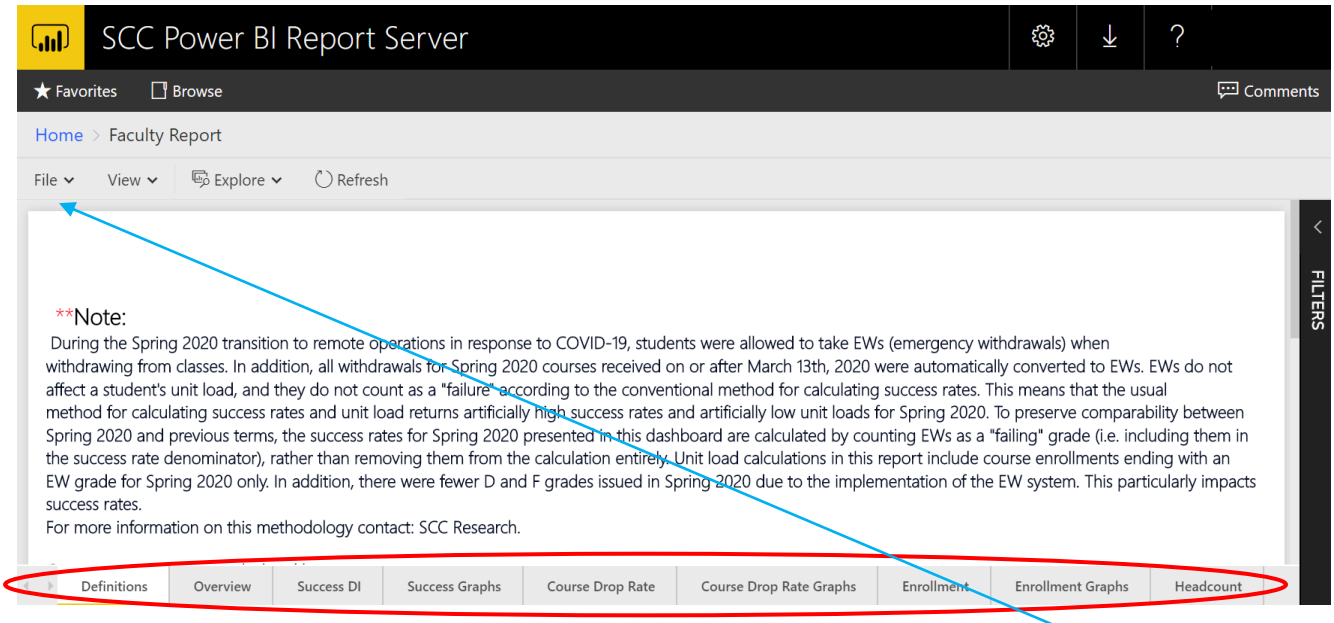
Enter the following information to log in:

- username (enter “w” followed by your seven-digit employee identification number, e.g., w0109852) and
- password (enter the one that you use to log into your Los Rios accounts)
- After signing in you will be automatically directed to the “definitions” tab

Click here to return to the menu (page 1)

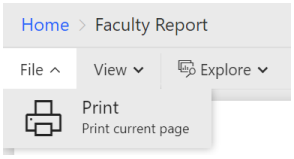
Step 3. Explore Your Data in the Faculty Data Portal

"Definitions" tab: This tab provides you with information about definitions for common metrics used in this data portal. Scroll down the page to see a list of all the metrics (e.g., course success, course enrollment, student headcount, etc.). Reference the information shown in this tab as you navigate the data portal.



Click on the tabs appearing at the bottom or your screen to navigate the Faculty Data Portal.

If you would like to print a copy of the contents shown in any of the tabs, click on the tab, go to the task bar shown on the page, click on "File" and "Print."



Got questions as you are exploring your data? Check step 4 in this guide for answers.

Click here to return to the menu (page 1)

"OVERVIEW" tab: This tab provides you a summary of the data (by semester) for students who have enrolled in courses you taught during the five most recent academic years.

Your overall course success rate (63.64%) for students you taught during the semester compared to the college's overall course success rate (68.17%) for the semester

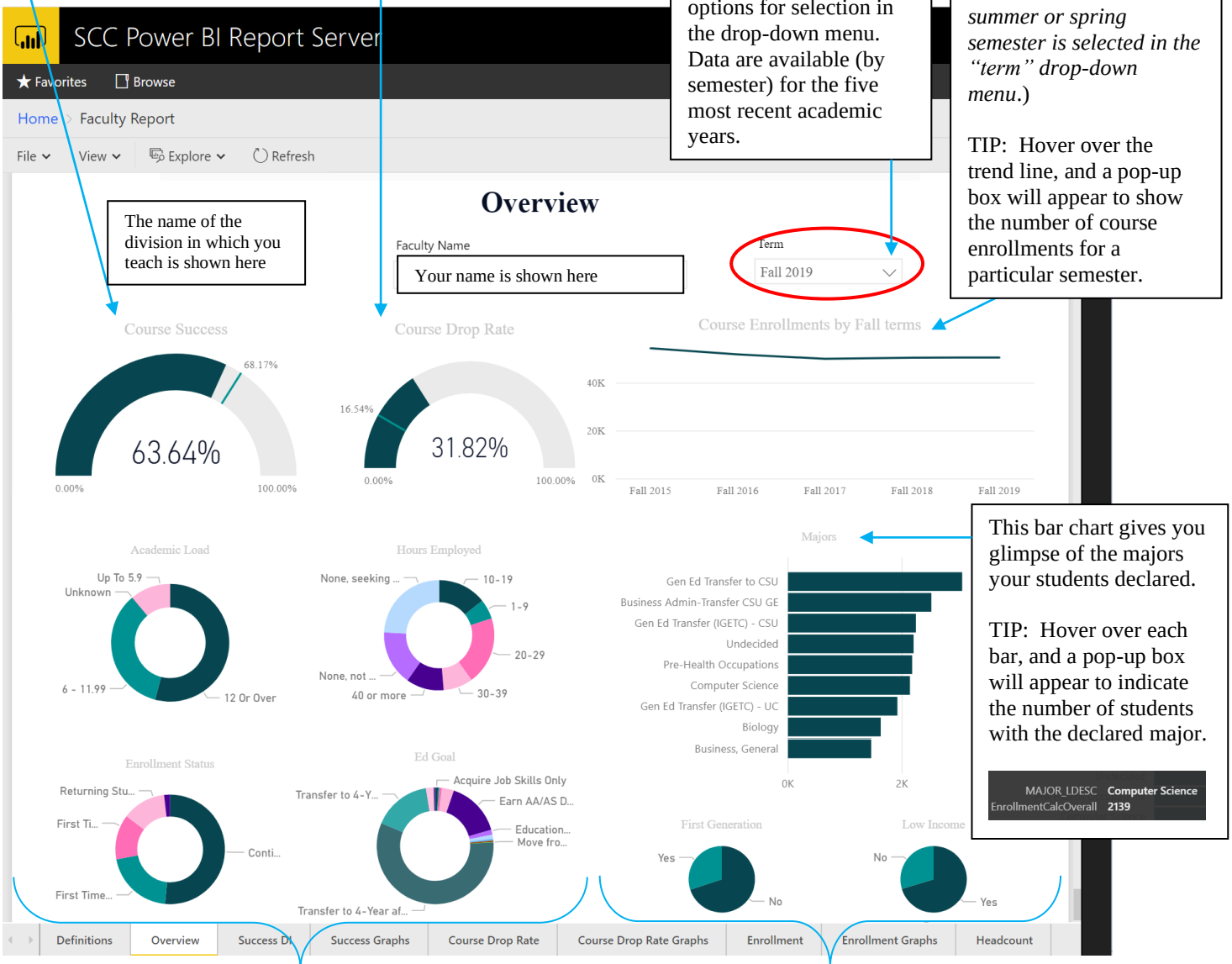
Your overall course drop rate (31.82%) for students you taught during the semester compared to the college's overall course drop rate (16.54%) for the semester

Use the "term" drop-down menu to select the semester for which you would like to see data. Semesters for which you did not teach courses will not appear as options for selection in the drop-down menu. Data are available (by semester) for the five most recent academic years.

Trend of course enrollments from fall-to-fall semesters only

(*Graph does not show trends for spring-to-spring or summer-to-summer when either summer or spring semester is selected in the "term" drop-down menu.*)

TIP: Hover over the trend line, and a pop-up box will appear to show the number of course enrollments for a particular semester.



The name of the division in which you teach is shown here

This bar chart gives you glimpse of the majors your students declared.

TIP: Hover over each bar, and a pop-up box will appear to indicate the number of students with the declared major.

MAJOR_LDESC **Computer Science**
EnrollmentCalcOverall **2139**

The donuts above provide you basic information about your students' academic load (number of units enrolled for the semester), enrollment status, education goals, and hours employed.

TIP: Hover over each segment of the donuts, and a pop-up box will appear to indicate the number of students who identified as such.

MATR_GOAL_1_DESCR **Earn AA/AS Degree- no Transfer**
Enrollments **7793 (15.36%)**

In the pie charts above, the "yes" segment represents the proportion of your students who are first generation/ low income; the "no" segment represents the proportion of your students who are not first generation/ not low income.

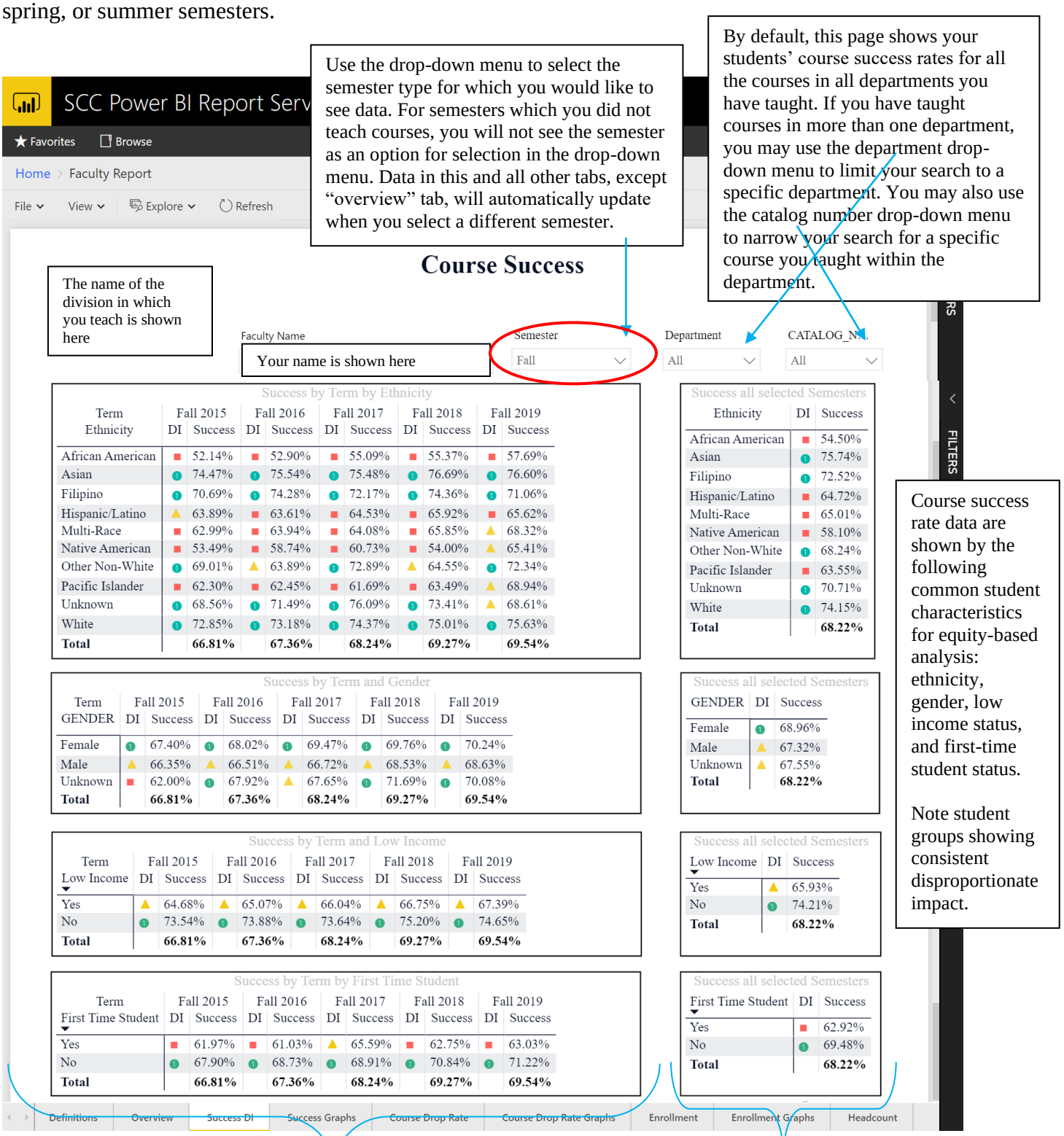
TIP: Hover over each segment of the "First Generation" or "Low Income" pie chart, and a pop-up box will appear to indicate the number of students who identified as such.

FIRST_GENERATION **Yes**
Enrollments **15267 (30.1%)**

Note: For any student group with ten (10) or fewer students, data are not disclosed for the group per the CCCCO's data reporting guidelines, accessible at https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Divisions/Digital-Innovation-and-Infrastructure/Research/Files/PercentagePointGapMethod2017.ashx

Click here to return to the menu (page 1)

"SUCCESS DI" tab: This tab provides information about your students' course success rates and disproportionate impact (DI), indicated with a corresponding symbol, in table view for the five most recent fall, spring, or summer semesters.



Use the drop-down menu to select the semester type for which you would like to see data. For semesters which you did not teach courses, you will not see the semester as an option for selection in the drop-down menu. Data in this and all other tabs, except "overview" tab, will automatically update when you select a different semester.

By default, this page shows your students' course success rates for all the courses in all departments you have taught. If you have taught courses in more than one department, you may use the department drop-down menu to limit your search to a specific department. You may also use the catalog number drop-down menu to narrow your search for a specific course you taught within the department.

The name of the division in which you teach is shown here

Course success rate data are shown by the following common student characteristics for equity-based analysis: ethnicity, gender, low income status, and first-time student status.

Note student groups showing consistent disproportionate impact.

Course success rates in the tables in this column show semester-to-semester data, providing trends over time.

Course success rates in the tables in this column show combined or overall data across the most recent fall/ spring/ summer semesters.

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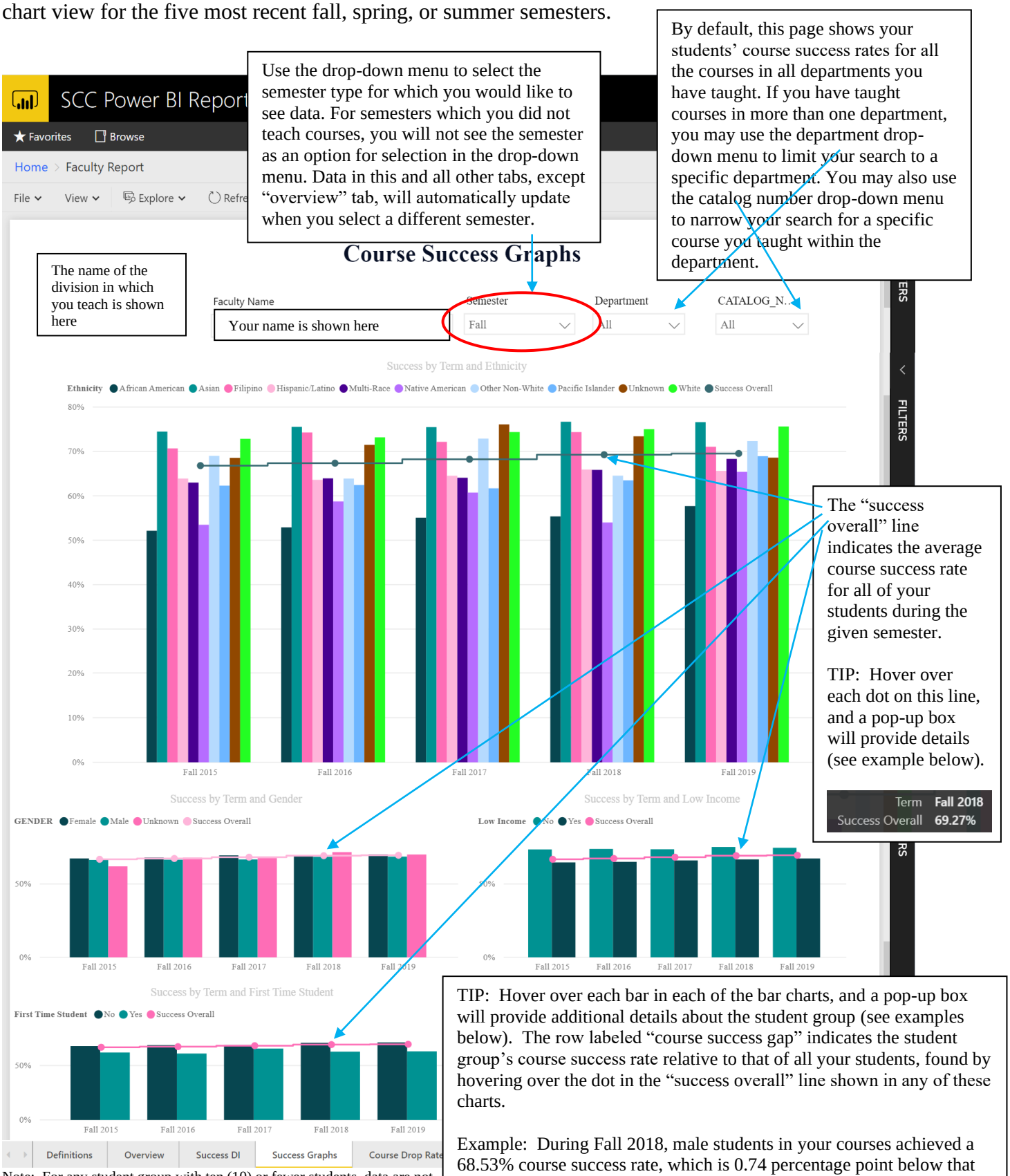
Click here to return to the menu (page 1)

"SUCCESS GRAPHS" tab: This tab provides information about your students' course success rates in bar chart view for the five most recent fall, spring, or summer semesters.



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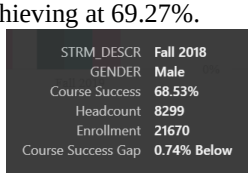
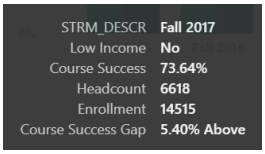
The "success overall" line indicates the average course success rate for all of your students during the given semester.

TIP: Hover over each dot on this line, and a pop-up box will provide details (see example below).

TIP: Hover over each bar in each of the bar charts, and a pop-up box will provide additional details about the student group (see examples below). The row labeled "course success gap" indicates the student group's course success rate relative to that of all your students, found by hovering over the dot in the "success overall" line shown in any of these charts.

Example: During Fall 2018, male students in your courses achieved a 68.53% course success rate, which is 0.74 percentage point below that of all yours students, achieving at 69.27%.





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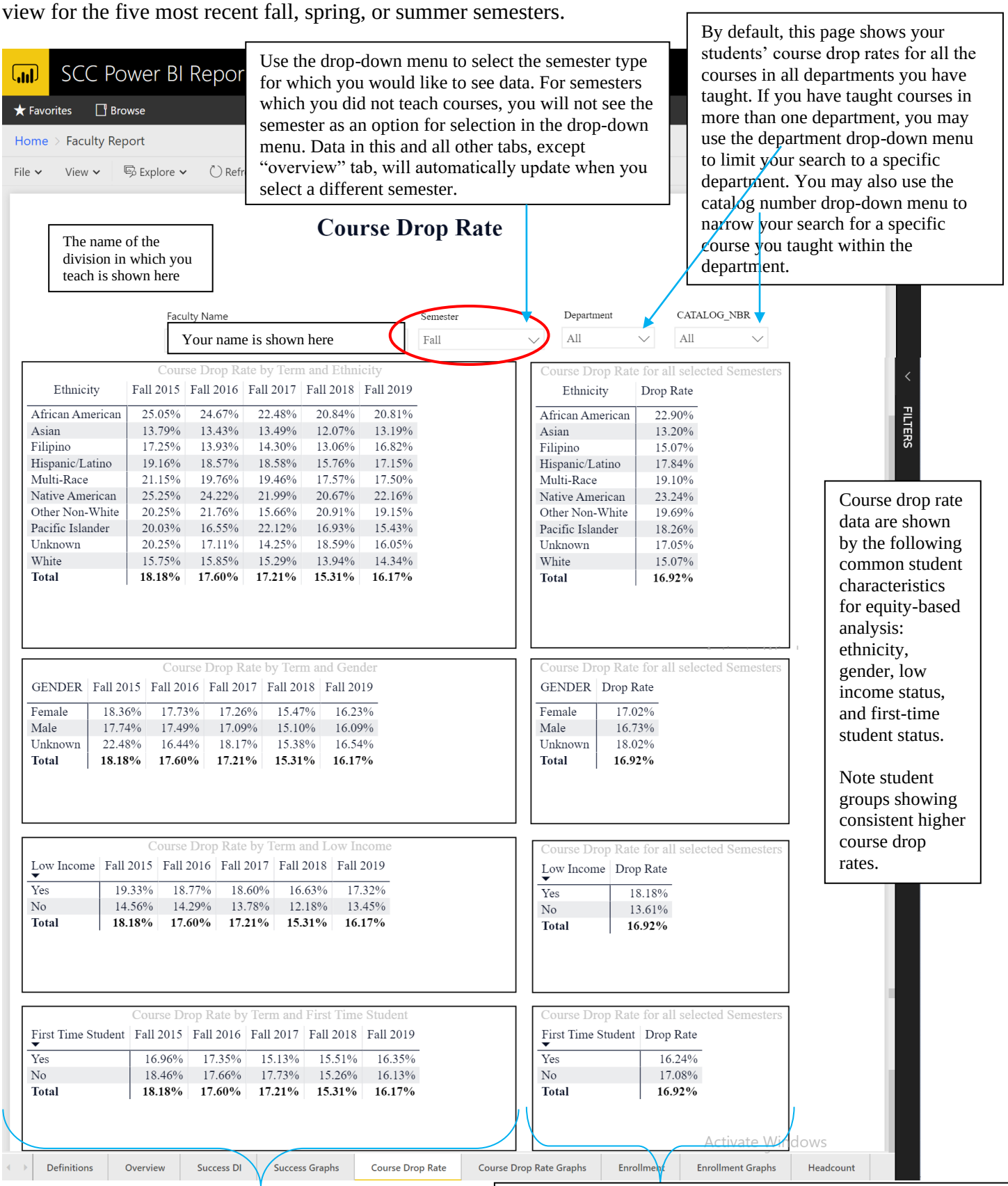
Click here to return to the menu (page 1)

"COURSE DROP RATE" tab: This tab provides information about your students' course drop rates in table view for the five most recent fall, spring, or summer semesters.



The name of the division in which you teach is shown here

Use the drop-down menu to select the semester type for which you would like to see data. For semesters which you did not teach courses, you will not see the semester as an option for selection in the drop-down menu. Data in this and all other tabs, except "overview" tab, will automatically update when you select a different semester.

By default, this page shows your students' course drop rates for all the courses in all departments you have taught. If you have taught courses in more than one department, you may use the department drop-down menu to limit your search to a specific department. You may also use the catalog number drop-down menu to narrow your search for a specific course you taught within the department.

Course drop rate data are shown by the following common student characteristics for equity-based analysis: ethnicity, gender, low income status, and first-time student status.

Note student groups showing consistent higher course drop rates.

Course drop rates in the tables in this column show semester-to-semester data, providing trends over time.

Course drop rates in the tables in this column show combined or overall data across the most recent fall/ spring/ summer semesters.

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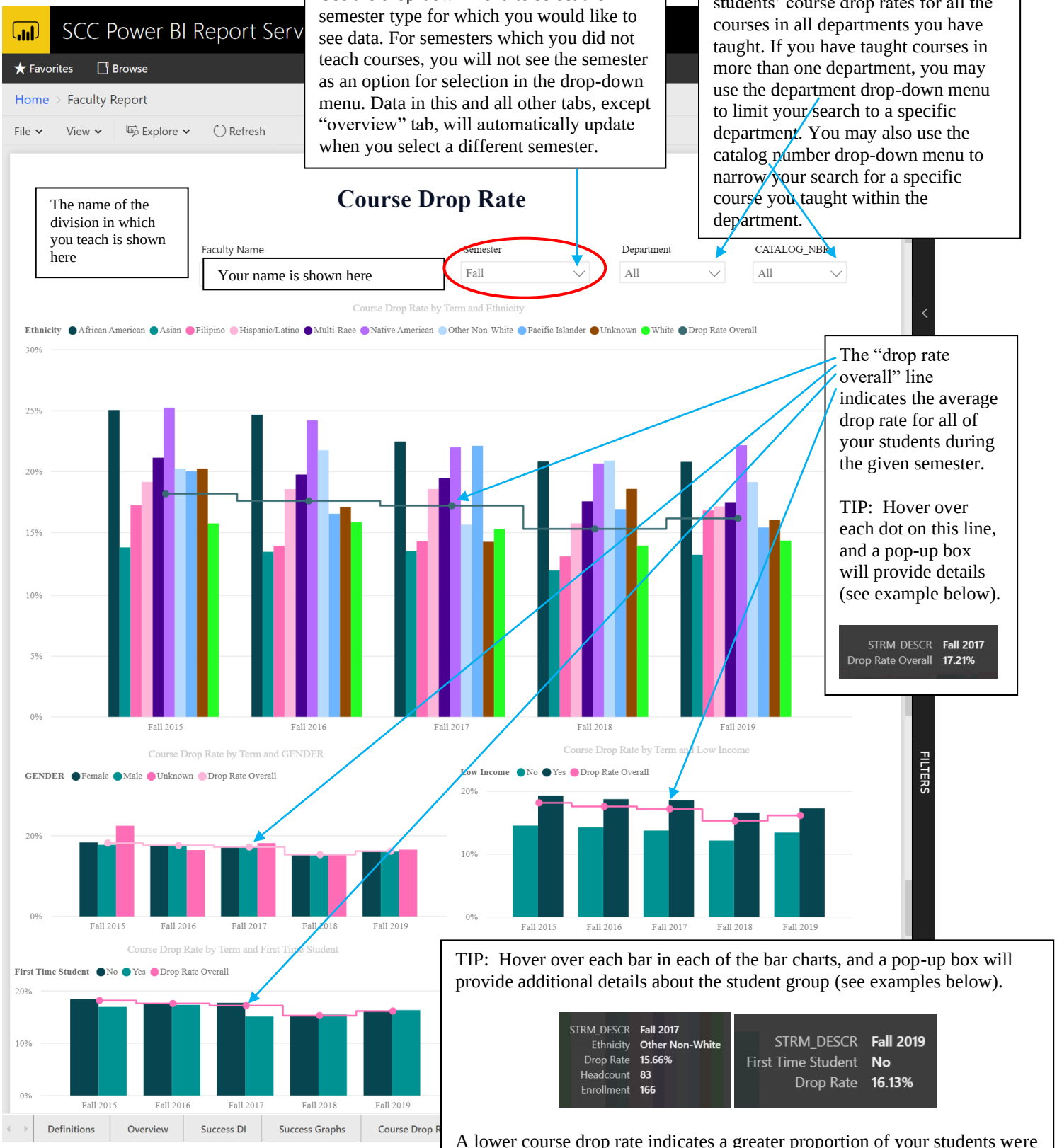
"COURSE DROP RATE GRAPHS" tab: This tab provides information about your students' course drop rates in bar chart view for the five most recent fall, spring, or summer semesters.



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The "drop rate overall" line indicates the average drop rate for all of your students during the given semester.

TIP: Hover over each dot on this line, and a pop-up box will provide details (see example below).

TIP: Hover over each bar in each of the bar charts, and a pop-up box will provide additional details about the student group (see examples below).

A lower course drop rate indicates a greater proportion of your students were retained in and finished your courses with some grade notation other than a W (withdrawal). A higher course drop rate indicates a smaller proportion of your students were retained in and finished your courses and consequently received a W grade notation.

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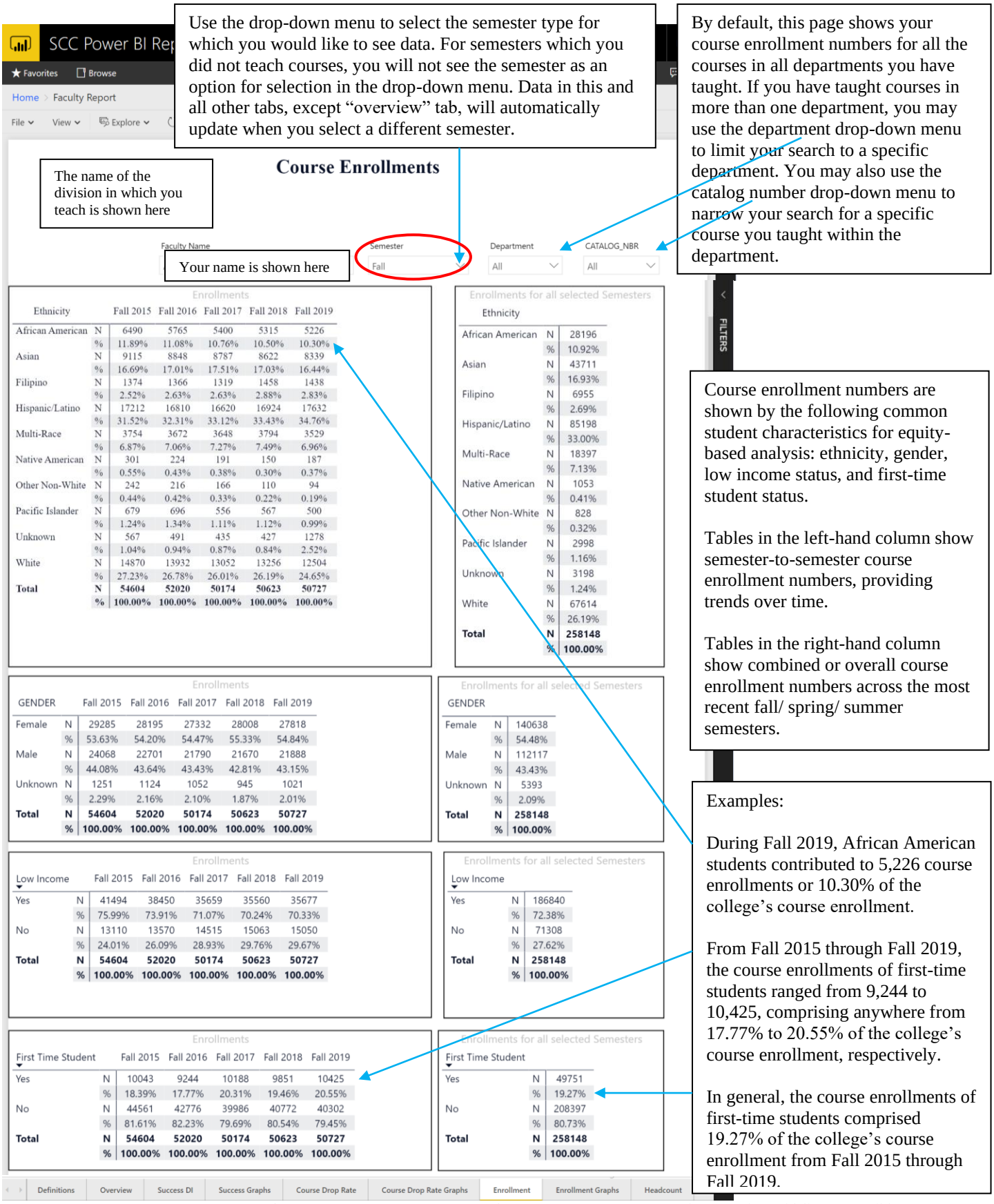
Click here to return to the menu (page 1)

"ENROLLMENT" tab: This tab provides information about your students' course enrollment in table view for the five most recent fall, spring, or summer semesters.



Use the drop-down menu to select the semester type for which you would like to see data. For semesters which you did not teach courses, you will not see the semester as an option for selection in the drop-down menu. Data in this and all other tabs, except "overview" tab, will automatically update when you select a different semester.

By default, this page shows your course enrollment numbers for all the courses in all departments you have taught. If you have taught courses in more than one department, you may use the department drop-down menu to limit your search to a specific department. You may also use the catalog number drop-down menu to narrow your search for a specific course you taught within the department.

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Your name is shown here

Course enrollment numbers are shown by the following common student characteristics for equity-based analysis: ethnicity, gender, low income status, and first-time student status.

Tables in the left-hand column show semester-to-semester course enrollment numbers, providing trends over time.

Tables in the right-hand column show combined or overall course enrollment numbers across the most recent fall/ spring/ summer semesters.

Examples:

During Fall 2019, African American students contributed to 5,226 course enrollments or 10.30% of the college's course enrollment.

From Fall 2015 through Fall 2019, the course enrollments of first-time students ranged from 9,244 to 10,425, comprising anywhere from 17.77% to 20.55% of the college's course enrollment, respectively.

In general, the course enrollments of first-time students comprised 19.27% of the college's course enrollment from Fall 2015 through Fall 2019.

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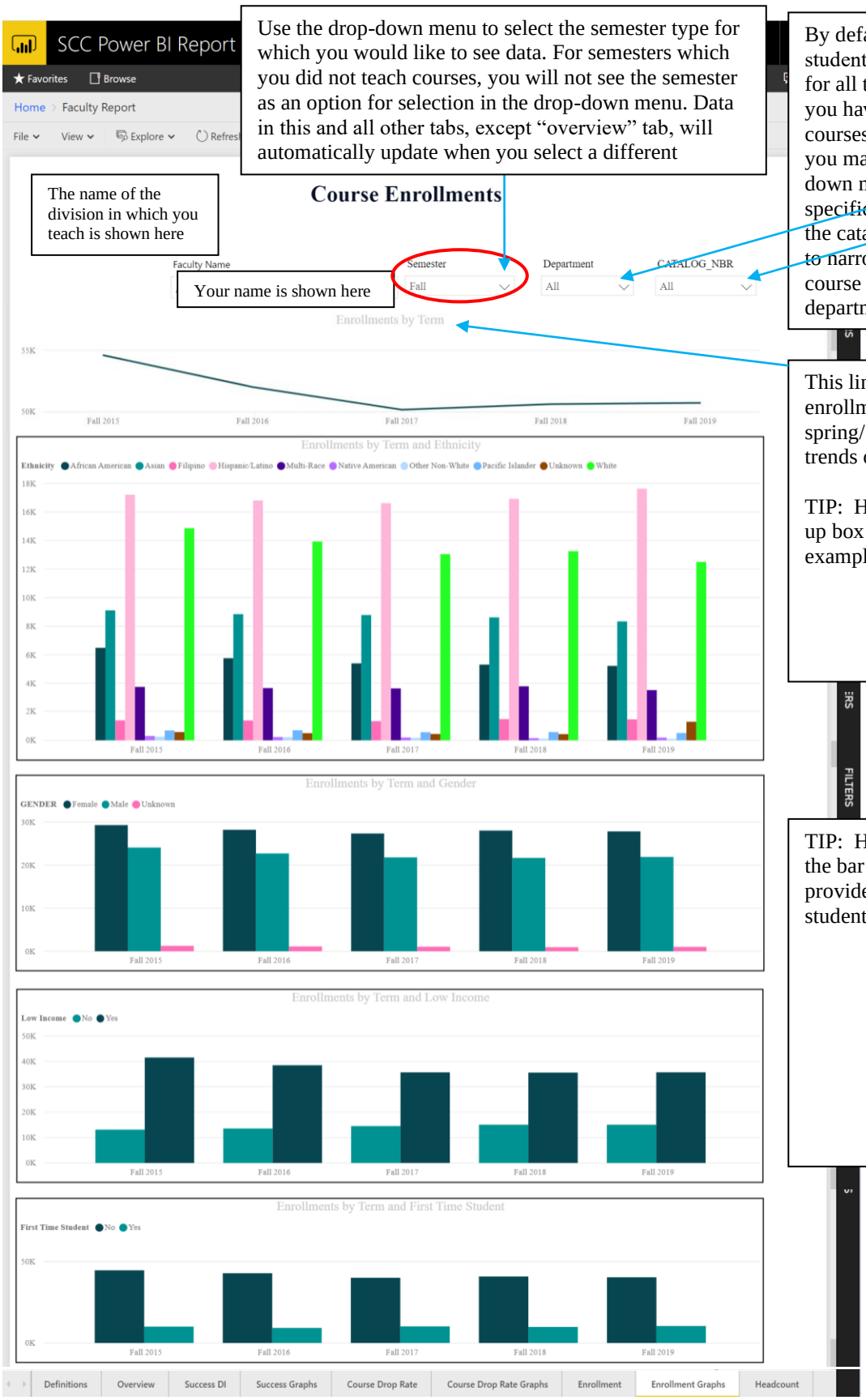
Click here to return to the menu (page 1)

"ENROLLMENT GRAPHS" tab: This tab provides information about your students' course enrollment in line graph and bar chart view for the five most recent fall, spring, or summer semesters.



Use the drop-down menu to select the semester type for which you would like to see data. For semesters which you did not teach courses, you will not see the semester as an option for selection in the drop-down menu. Data in this and all other tabs, except "overview" tab, will automatically update when you select a different

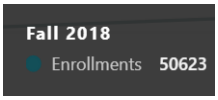
The name of the division in which you teach is shown here

Your name is shown here

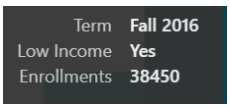
By default, this page shows your students' course enrollment numbers for all the courses in all departments you have taught. If you have taught courses in more than one department, you may use the department drop-down menu to limit your search to a specific department. You may also use the catalog number drop-down menu to narrow your search for a specific course you taught within the department.

This line graph provides course enrollment numbers over the fall/ spring/ summer semesters, showing trends over time.

TIP: Hover over this line, and a pop-up box will provide details (see example below).



TIP: Hover over each bar in each of the bar charts, and a pop-up box will provide additional details about the student group (see examples below).



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Click here to return to the menu (page 1)

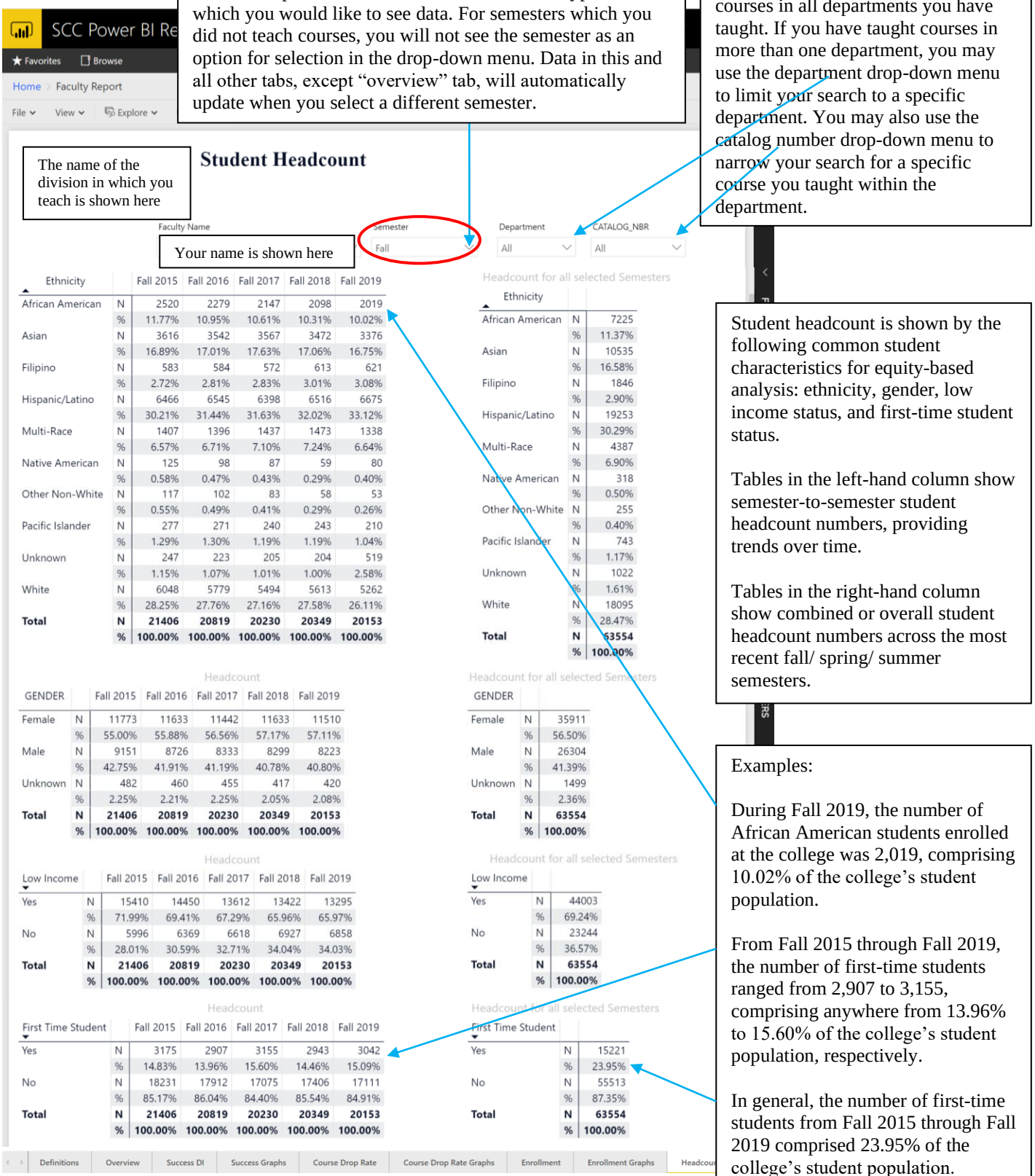
"HEADCOUNT" tab: This tab provides information about the number of students in your courses in table view for the five most recent fall, spring, or summer semesters.

Use the drop-down menu to select the semester type for which you would like to see data. For semesters which you did not teach courses, you will not see the semester as an option for selection in the drop-down menu. Data in this and all other tabs, except "overview" tab, will automatically update when you select a different semester.

By default, this page shows the number of students you had for all the courses in all departments you have taught. If you have taught courses in more than one department, you may use the department drop-down menu to limit your search to a specific department. You may also use the catalog number drop-down menu to narrow your search for a specific course you taught within the department.

The name of the division in which you teach is shown here

Your name is shown here



Headcount

Ethnicity		Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019
African American	N	2520	2279	2147	2098	2019
	%	11.77%	10.95%	10.61%	10.31%	10.02%
Asian	N	3616	3542	3567	3472	3376
	%	16.89%	17.01%	17.63%	17.06%	16.75%
Filipino	N	583	584	572	613	621
	%	2.72%	2.81%	2.83%	3.01%	3.08%
Hispanic/Latino	N	6466	6545	6398	6516	6675
	%	30.21%	31.44%	31.63%	32.02%	33.12%
Multi-Race	N	1407	1396	1437	1473	1338
	%	6.57%	6.71%	7.10%	7.24%	6.64%
Native American	N	125	98	87	59	80
	%	0.58%	0.47%	0.43%	0.29%	0.40%
Other Non-White	N	117	102	83	58	53
	%	0.55%	0.49%	0.41%	0.29%	0.26%
Pacific Islander	N	277	271	240	243	210
	%	1.29%	1.30%	1.19%	1.19%	1.04%
Unknown	N	247	223	205	204	519
	%	1.15%	1.07%	1.01%	1.00%	2.58%
White	N	6048	5779	5494	5613	5262
	%	28.25%	27.76%	27.16%	27.58%	26.11%
Total	**N**	**21406**	**20819**	**20230**	**20349**	**20153**
	%	**100.00%**	**100.00%**	**100.00%**	**100.00%**	**100.00%**

Headcount for all selected Semesters

Ethnicity		
African American	N	7225
	%	11.37%
Asian	N	10535
	%	16.58%
Filipino	N	1846
	%	2.90%
Hispanic/Latino	N	19253
	%	30.29%
Multi-Race	N	4387
	%	6.90%
Native American	N	318
	%	0.50%
Other Non-White	N	255
	%	0.40%
Pacific Islander	N	743
	%	1.17%
Unknown	N	1022
	%	1.61%
White	N	18095
	%	28.47%
Total	**N**	**63554**
	%	**100.00%**

Headcount

GENDER		Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019
Female	N	11773	11633	11442	11633	11510
	%	55.00%	55.88%	56.56%	57.17%	57.11%
Male	N	9151	8726	8333	8299	8223
	%	42.75%	41.91%	41.19%	40.78%	40.80%
Unknown	N	482	460	455	417	420
	%	2.25%	2.21%	2.25%	2.05%	2.08%
Total	**N**	**21406**	**20819**	**20230**	**20349**	**20153**
	%	**100.00%**	**100.00%**	**100.00%**	**100.00%**	**100.00%**

Headcount for all selected Semesters

GENDER		
Female	N	35911
	%	56.50%
Male	N	26304
	%	41.39%
Unknown	N	1499
	%	2.36%
Total	**N**	**63554**
	%	**100.00%**

Headcount

Low Income		Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019
Yes	N	15410	14450	13612	13422	13295
	%	71.99%	69.41%	67.29%	65.96%	65.97%
No	N	5996	6369	6618	6927	6858
	%	28.01%	30.59%	32.71%	34.04%	34.03%
Total	**N**	**21406**	**20819**	**20230**	**20349**	**20153**
	%	**100.00%**	**100.00%**	**100.00%**	**100.00%**	**100.00%**

Headcount for all selected Semesters

Low Income		
Yes	N	44003
	%	69.24%
No	N	23244
	%	36.57%
Total	**N**	**63554**
	%	**100.00%**

Headcount

First Time Student		Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019
Yes	N	3175	2907	3155	2943	3042
	%	14.83%	13.96%	15.60%	14.46%	15.09%
No	N	18231	17912	17075	17406	17111
	%	85.17%	86.04%	84.40%	85.54%	84.91%
Total	**N**	**21406**	**20819**	**20230**	**20349**	**20153**
	%	**100.00%**	**100.00%**	**100.00%**	**100.00%**	**100.00%**

Headcount for all selected Semesters

First Time Student		
Yes	N	15221
	%	23.95%
No	N	55513
	%	87.35%
Total	**N**	**63554**
	%	**100.00%**

Student headcount is shown by the following common student characteristics for equity-based analysis: ethnicity, gender, low income status, and first-time student status.

Tables in the left-hand column show semester-to-semester student headcount numbers, providing trends over time.

Tables in the right-hand column show combined or overall student headcount numbers across the most recent fall/ spring/ summer semesters.

Examples:

During Fall 2019, the number of African American students enrolled at the college was 2,019, comprising 10.02% of the college's student population.

From Fall 2015 through Fall 2019, the number of first-time students ranged from 2,907 to 3,155, comprising anywhere from 13.96% to 15.60% of the college's student population, respectively.

In general, the number of first-time students from Fall 2015 through Fall 2019 comprised 23.95% of the college's student population.

Note: For any student group with ten (10) or fewer students, data are not disclosed for the group per the CCCCO's data reporting guidelines, accessible at https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Divisions/Digital-Innovation-and-Infrastructure/Research/Files/PercentagePointGapMethod2017.ashx

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Step 4. Ask Questions

Did you make any of the following observations about your data?

- I did not see a donut, pie chart, or bar chart (as shown in the "overview" tab of this guide).
- I did not see all segments in the donuts or pie charts (as shown in the "overview" tab of this guide).
- I added the number of students appearing in each segment of the donut or pie chart, and the sums were different for each donut or chart. In summary, it looked like my data were telling me conflicting information about the number of students I had in my courses.
- I added the number of course enrollments (found in the "enrollment" tab) appearing in each of the student characteristics tables, and the total shown in the table did not reflect the sum I calculated.
- I added the number of student headcounts (found in the "headcount" tab) appearing for each of the student characteristics tables, and the total shown in the table did not reflect the sum I calculated.
- I did not see data listed for all of the ethnicity categories, gender types, low-income status type, and/ or a first-time student status type.
- I saw cells in tables that are empty for some semesters but not for other semesters.
- I did not see data for all of the most recent five semesters, but I saw data for some of the semesters.

If you made any of the observations above when reviewing your data, this means the size of the student group you are looking at is too few to report. Please keep in mind that for any student group with ten (10) or fewer students, data are not disclosed for the group per the CCCCO's data reporting guidelines, accessible at https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Divisions/Digital-Innovation-and-Infrastructure/Research/Files/PercentagePointGapMethod2017.ashx. Undisclosed data are not represented in the pie charts, donuts, tables, line graphs, and bar charts.

If you did not teach many or any courses during the five most recent academic years presented in this data portal, it is likely that the total number of students you have had is few. Consequently, further separating the few number of students into specific groups for analysis (e.g., first generation students, students taking 12 or more units, Hispanic/ Latino students, low income students, etc.) may render one of the groups too small for data disclosure.

When looking at data concerning your students' course success rate and course drop rate, refer to data in the "Enrollment" tab to check for the size of your student group.

When looking at data concerning your students' academic workload, number of hours employed, enrollment status, and education goal, refer to data in the "Headcount" tab to check for the size of your student group.

Still have questions after reading this? Please contact PRIE.

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