

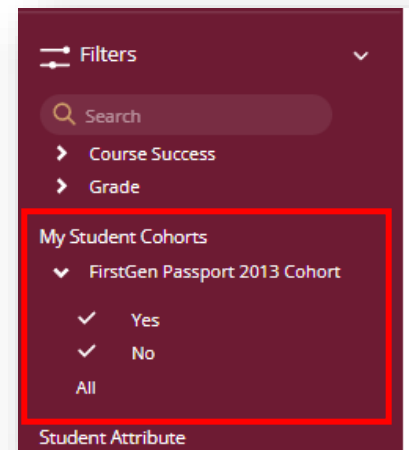
Precision Campus Cohort Tracking Guide

Cohort tracking allows users to view data for groups of students within reports.

Cohorts appear in Filters section of the side bar under the heading “My Student Cohorts” and can be used as filters or in crosstabs of explorer reports.

All Precision Campus users can see cohorts that are shared publicly.

Administrators enable “Manage Cohorts” permission to allow users to manage cohorts and “Share Cohorts” permission to allow users to share cohorts with other users.

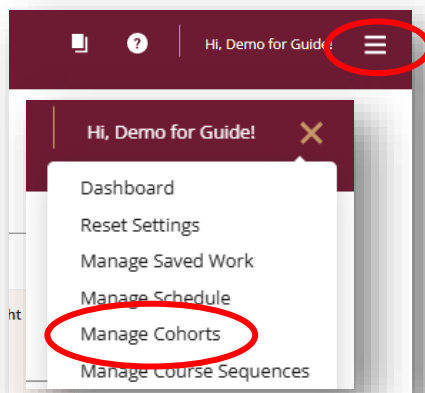


Creating and managing cohorts:

1. Prepare a list of student IDs for students within a cohort, saved as csv or txt format with no headers.
2. Navigate to **Manage Cohorts** in top hamburger menu (contingent on “Manage Cohorts” permission).

The screenshot shows a CSV file with the following data:

	A	B	C	D
1	5341231			
2	4477329			
3	5803663			
4	8083531			
5	8553454			
6	9260086			
7	5653806			
8	7842112			
9	2194006			
10	5950225			
11	5440282			
12	5969517			
13	7287597			



3. Enter a new cohort's name and description, if desired.

4. Select **Share with the public** to share cohort with all other Precision Campus users (contingent on "Share Cohorts" permission; if not selected, only the cohort own will be able to see the cohort in reports).

5. Use **Choose File** to select the file with student IDs and select **Upload** to load them.

Upload New Cohorts

Cohort Name

Description

☐ Share with the public
Specify file path (txt or csv files only)

Choose File No file chosen

Upload

6. Cohorts will appear in the Cohort Management list.

Name	Description	Public	Source	Delete
FirstGen Passport 2013 Cohort	2013 first-year students participating in FirstGen Passport program	Uploaded		

7. Click to review and edit a cohort.

- Edit Cohort Name or Description
- Share with individuals or select Share with the public to share with all users.
- Delete students from cohort.
- Add additional students to cohort.
- Select **Save Changes** after updating a cohort.

Cohort Management

Return to Cohort List

Cohort Name

FirstGen Passport 2013 Cohort

Description

2013 first-year students participating in FirstGen Passport

Share with ☐ Share with the public

Save Changes

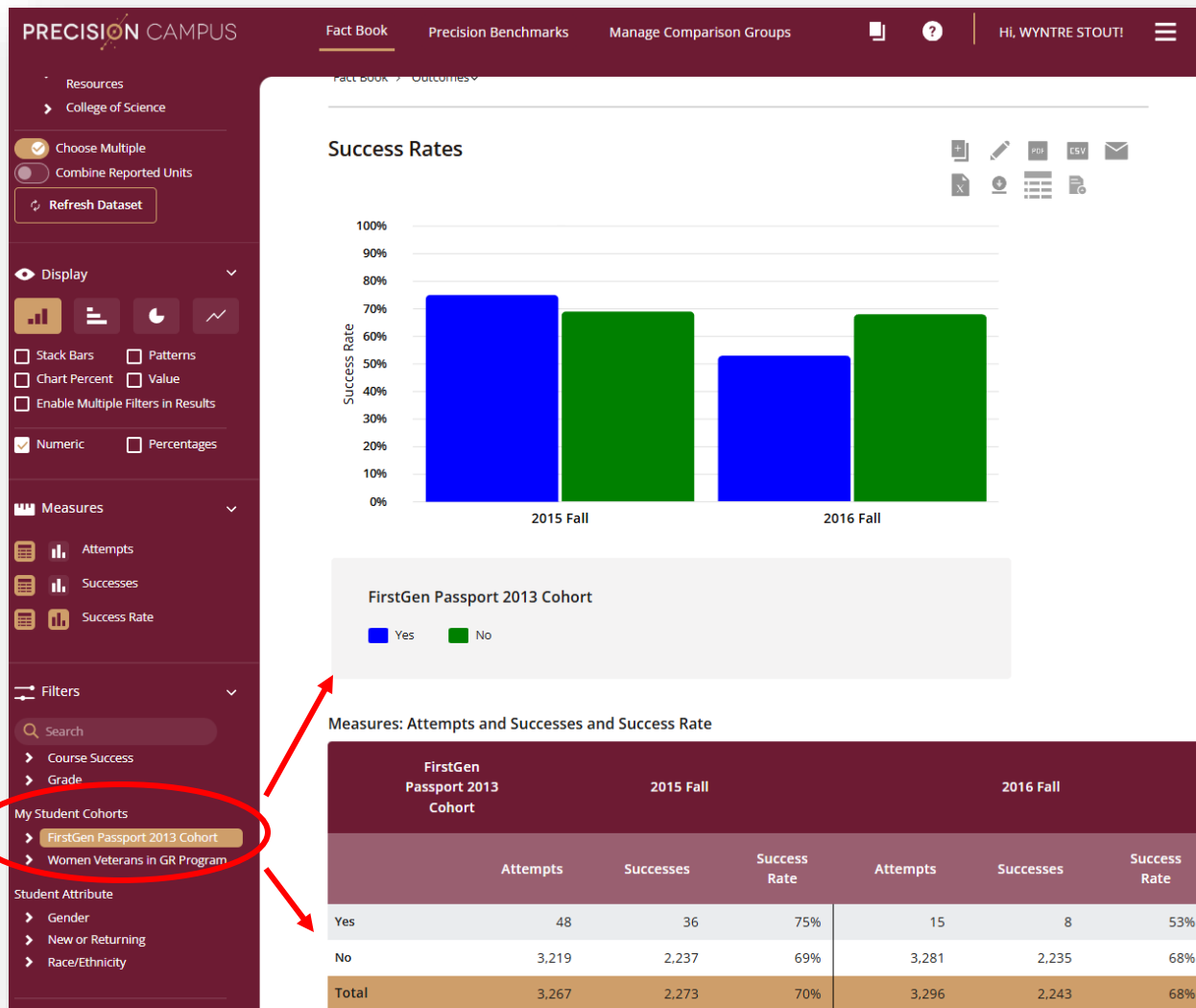
Record	Student	Delete
1.	5341231	
2.	4477329	
3.	4567819	

Additional Student ID

Add

Save Changes

8. In a report with them enabled, cohorts will appear in the Filters section under “My Student Cohorts” where you can use them as filters or to disaggregate in pivot reports.



Tip: The **Drill Down** feature (contingent on “allowDrilldown” permission) can be used to create a cohort from a report. Click a value in a table cell to view list of records then click **Save these results as a Student Cohort**.

Drill Down Records

Graduate Degree/Women/Veteran/2015 Fall

Download Save these results as a Student Cohort

Detail List of Records

#	Student ID	Course	Section
1	7764394	CIS365	110
2	8056891	GEOG121	237
3	0632457	ART141	41
4	0741153	PHIL102	306
5	9855513	CIS201	100
6	5565814	CS202	148
7	0199423	BIOL105	65
8	2820932	BIOC400	56
9	1549166	CS202	147
10	2278092	COMM101	132
11	0513600	CNCL105	132