



## USER GUIDE

### 'Student Engagement' Report

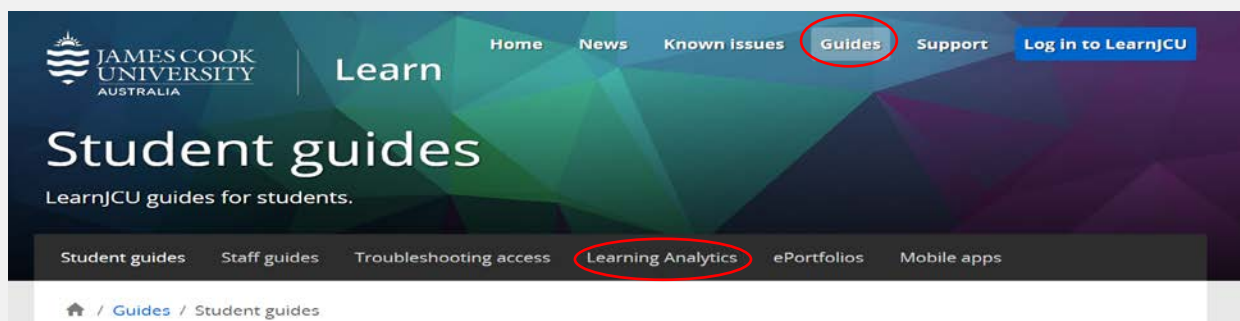
#### What can this report do for me?

- This report provides information on student submissions activity on LearnJCU either across all their subjects, or for specific subjects.
- This can be useful for early identification of students who are not submitting assessment items, and for tracking submission rates.

#### Running the Report

Step 1 • Go to the LearnJCU homepage

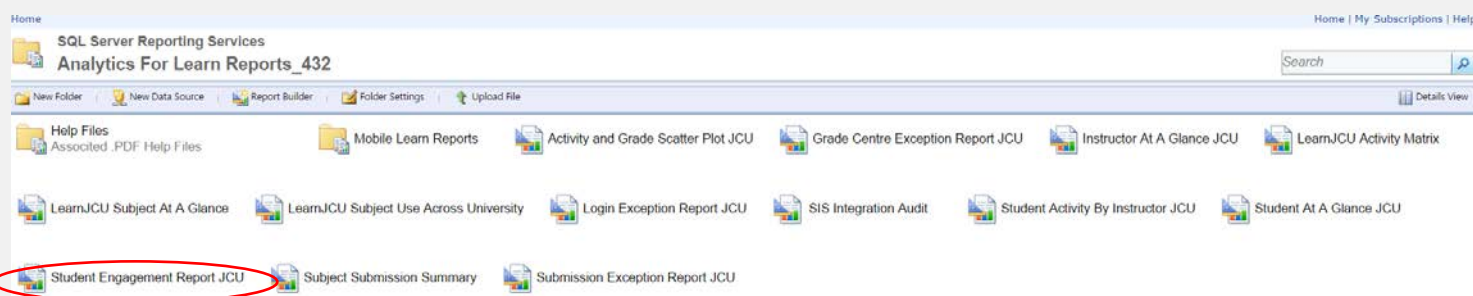
Step 2 • Click the **Guides** tab, and then the **Learning Analytics** tab



Step 3 • Click on '**Access Analytics**' under Access your individual Analytics for Learn reports.

Step 4 • Click on '**Analytics For Learn Reports \_432**'.

Step 5 • This will bring you to the below page. Click on '**Student Engagement Report JCU**'.





## Step 6

- To run this report, several parameters need to be supplied. Fill in the required parameters (and optional parameters if desired) and click the **View Report** tab in the right hand corner. A description of each parameter is provided below.

The screenshot shows the 'Student Engagement Report JCU' interface. It features a grid of filter parameters:

- Year:** 2017
- Study Period:** Study Period 1
- Report Type:** Search students with no activity
- From Date:** 2/20/2017 12:00:00 AM
- To Date:** 6/16/2017 12:00:00 AM
- Division:** All
- College:** All
- Subject:** All
- Academic Level:** All
- Class Level:** All
- Mode:** All
- Include All Students:** Enabled Students Only
- Activities:** Test, Assignment, Blog, Discussion
- Student:** (empty dropdown)
- Paging:** 100

A 'View Report' button is located in the top right corner, circled in red.

## Report Parameters

- **Year (Required):** Select the year which you wish to run the report for.
- **Study Period (Required):** The academic Study Periods at your institution (e.g. Study Period 1, 2015). Selecting a Study Period automatically filters down the LearnJCU subjects that can be selected.
- **Report Type (Required):** This specifies which students you wish to run the report for. You can choose to search for those with no activity, students with activity or all students.
- **From Date (Required):** You can select the time period you want to run the report for. The From Date is the start date you wish to run the report for.
- **To Date (Required):** This date represents the last date you want the report to run for.
- **Division (Optional):** This refers to the organisational units at your institution (e.g. Division of Tropical Environments and Societies). Selecting a division automatically filters down the LearnJCU Subjects that can be selected.
- **College (Optional):** The college organisational units at your institution in the Division selected (e.g. College of Arts, Society and Education). Selecting a college automatically filters down the LearnJCU subjects that can be selected.
- **Subject (Optional):** The LearnJCU subject on which the report will be run. The list of subjects is filtered based on the Study Period, Division and College selected.
- **Academic Level (Optional):** This refers to the academic levels at your institution (e.g. Undergraduate). Selecting an Academic Level filters down the students that can be returned by the report.
- **Class Level (Optional):** The level of a subject (e.g. 1 = first year subjects, 2 = second year subjects).
- **Mode (Optional):** The educational modality of a LearnJCU subject (e.g. Online, In Person, etc.)



- **Last Name Search (Optional):** A keyword search that can be used to filter down the Students that can be selected. This field can be used in conjunction with the other parameters to obtain a smaller list of students from which to make a selection. For example, if you were looking for Jim Smith, typing “Smith” would narrow down the students to those with a keyword match for Smith
- **Include All Students (Required):** You can either select to include all students in the report, or only those students who are enabled.
- **Student (Optional):** You can either select to look at all students, or select an individual student you want to run the report for. The Last Name Search parameter will narrow down the options available here.
- **Activities (Required):** The type of student activity against which the Grade Centre External Grade will be plotted.
  - **Test:** Student submissions to a LearnJCU Test item. If a test allows multiple submissions, each distinct student submission is counted once.
  - **Assignment:** Student submissions to a LearnJCU Assignment item. If an assignment allows multiple submissions, each distinct student submission is counted once.
  - **Blog:** Student posts to a LearnJCU Blog item.
  - **Discussion Forum:** Student posts to a LearnJCU discussion board.
  - **Journal:** Student posts to a LearnJCU Journal item.

## Interpreting and Using the Report

After the report has been run successfully, the submission activity for every student who meets the specified criteria is displayed for the selected activities (e.g. test, assignment). The following information is provided:

- **Student Name:** The name of the student, which links to the Student at a Glance report.
- **Student email:** The student's email address.
- **Start SEM:** The start date of the specified semester.
- **End SEM:** The end date of the specified semester.
- **User Status:** The status of the student within the university.
- **Last Submission Date:** The last date a submission was due. If a particular subject was selected, this submission date represents the last date a submission was due for that subject. If no particular subject was selected, this date represents the last date a submission was due for that student across all their subjects.
- **# Submissions/Posts:** This represents the total number of submissions/posts for each student. If a particular subject was selected, this number represents the total number of submissions/posts for that subject. If no particular subject was selected, this number represents the total number of submissions/posts for that student across all their subjects.



The remaining columns break down the date of last submission and the number of submission items for each type of activity that was selected. The below descriptors apply to all activity types.

- **Last Activity (e.g. test):** This represents the last date a submission was due for that student for the particular activity. If a specific subject was selected, this date represents the last submission date for that subject. If no specific subject was selected, this date represents the last submission date for that student across all their subjects.
- **# Activity (e.g. test):** This represents the number of submissions for that activity type. If a particular subject was selected, this number represents the total number of submission of that activity type for that subject. If no particular subject was selected, this number represents the total number of submission for that activity type for that student across all their subjects.

### Report Preview

#### Student Engagement Report

STUDENT NAME	STUDENT EMAIL	START SEM	END SEM	USER STATUS	SUBMISSION ACTIVITY BY STUDENT						
					Last Submission Date	# Submissions/Posts	LAST TEST	# TEST	LAST ASGMT	# ASGMT	LAST DISC
Student Name (JC number)	Student email	22/02/16	17/06/16	Enabled	18/03/16	3		0	18/03/16	3	
Student Name (JC number)	Student email	22/02/16	17/06/16	Enabled	27/05/16	15	19/05/16	5	29/04/16	2	27/05/16
Student Name (JC number)	Student email	22/02/16	17/06/16	Enabled							
Student Name (JC number)	Student email	22/02/16	17/06/16	Enabled	11/08/16	10	17/05/16	5	11/08/16	4	25/03/16
Student Name (JC number)	Student email	22/02/16	17/06/16	Enabled	20/05/16	3		0	20/05/16	3	
Student Name (JC number)	Student email	22/02/16	17/06/16	Enabled	15/06/16	9	15/06/16	6	28/04/16	3	
Student Name (JC number)	Student email	22/02/16	17/06/16	Enabled	27/05/16	4		0	27/05/16	4	
Student Name (JC number)	Student email	22/02/16	17/06/16	Enabled							
Student Name (JC number)	Student email	22/02/16	17/06/16	Enabled	31/07/16	24	31/07/16	24		0	
Student Name (JC number)	Student email	22/02/16	17/06/16	Enabled	19/06/16	18	19/06/16	9	21/05/16	9	
Student Name (JC number)	Student email	22/02/16	17/06/16	Enabled	29/05/16	4		0	29/05/16	4	
Student Name (JC number)	Student email	22/02/16	17/06/16	Enabled							
Student Name (JC number)	Student email	22/02/16	17/06/16	Enabled							
Student Name (JC number)	Student email	22/02/16	17/06/16	Enabled	01/04/16	2		0	01/04/16	2	
Student Name (JC number)	Student email	22/02/16	17/06/16	Enabled	15/04/16	5	30/03/16	2	15/04/16	3	