USER GUIDE

‘Subject Submission Summary’ Report

What can this report do for me?

- This report can provide submission information for each student in a LearnJCU subject site.
- This report can be used to identify students who may not be engaged in the subject by displaying trends and numbers of submissions compared to the average across all students in that subject.

Running the Report

Step 1
- Log onto LearnJCU

Step 2
- Access the subject you wish to run the report for.

Step 3
- As a Lecturer you can click on the pie graph in the top right navigation bar, or you can click on the Books and Tools link in the left hand menu.

Step 4
- You will see one of two pages through the links. To run the report click on ‘Subject (Course) Submission Summary’

Handy tip!

Students below the average may not be sufficiently engaged in the subject and may indicate the need for assistance.
Interpreting and Using the Report

The LearnJCU Subject Information section presents general information about the selected subject.

The Student Activity Summary section shows information about each student and submission activity. Below is a description for each category of information provided:

- **Student**: The name of the student and student jc login ID as a link to the Student at a Glance report. This column is sortable.
- **Submissions & Posts Trend**: Display of a given student’s submission activity over the entire study period.
- **Student Submissions/Posts**: The number of student submissions for the given LearnJCU subject site compared to the average number of student submissions.
- **Date of Last Submission**: The actual date of the last submission for the Submission Type for the given LearnJCU subject site.
- **Days Since Last Submission**: The number of days since the last submission for Submission Type for the given LearnJCU subject site.
- **Last Submission Type**: The last submission type for that student. Submission types can be Assignment, Blog, Discussion, Journal, Safe Assignment, Survey, and Test.

*Handy tip!*

The report can be printed or exported using the below icon at the top of the page.
# Subject Submission Summary

**19-XX1111-CNS-INT-SP1 Example Subject**

This report can be used to identify students who are not engaged in their subject by displaying trends and numbers of submissions compared to the average across all students in the subject.

## LearnCU Subject Information

- **Instructor:** Jane Doe
- **Subject ID:** 19-XX1111-CNS-INT-SP1
- **Study Period:** Study Period 1
- **Status:** Available
- **Mode:** INT - Internal
- **Active Student Users:** 444
- **Division:** Division of Tropical Environments & Societies
- **College:** College of Examples

## Student Activity Summary (113 Students)

<table>
<thead>
<tr>
<th>STUDENT NAME</th>
<th>STATUS</th>
<th>STUDENT</th>
<th>AVG.</th>
<th>DATE OF LAST SUBMISSION</th>
<th>DAYS SINCE LAST SUBMISSION</th>
<th>LAST SUBMISSION TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student name, (c101010)</td>
<td>Enrolled</td>
<td>1</td>
<td>1.2</td>
<td>15/04/2019</td>
<td>206 SafeAssignment</td>
<td></td>
</tr>
<tr>
<td>Student name, (c101011)</td>
<td>Enrolled</td>
<td>1</td>
<td>1.2</td>
<td>14/04/2019</td>
<td>207 SafeAssignment</td>
<td></td>
</tr>
<tr>
<td>Student name, (c101012)</td>
<td>Enrolled</td>
<td>1</td>
<td>1.2</td>
<td>10/04/2019</td>
<td>211 SafeAssignment</td>
<td></td>
</tr>
<tr>
<td>Student name, (c101013)</td>
<td>Enrolled</td>
<td>1</td>
<td>1.2</td>
<td>10/04/2019</td>
<td>211 SafeAssignment</td>
<td></td>
</tr>
<tr>
<td>Student name, (c101014)</td>
<td>Enrolled</td>
<td>3</td>
<td>1.2</td>
<td>15/04/2019</td>
<td>206 SafeAssignment</td>
<td></td>
</tr>
<tr>
<td>Student name, (c101015)</td>
<td>Enrolled</td>
<td>1</td>
<td>1.2</td>
<td>15/04/2019</td>
<td>206 SafeAssignment</td>
<td></td>
</tr>
<tr>
<td>Student name, (c101016)</td>
<td>Enrolled</td>
<td>0</td>
<td>1.2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student name, (c101017)</td>
<td>Enrolled</td>
<td>1</td>
<td>1.2</td>
<td>15/04/2019</td>
<td>206 SafeAssignment</td>
<td></td>
</tr>
<tr>
<td>Student name, (c101018)</td>
<td>Enrolled</td>
<td>1</td>
<td>1.2</td>
<td>15/04/2019</td>
<td>206 SafeAssignment</td>
<td></td>
</tr>
</tbody>
</table>

**Handy tip!**

Blue text is a clickable link that drills through to another report. Clicking on a student name drills to the ‘Student at a Glance’ report.