

## USER GUIDE

### 'Item Use' Report

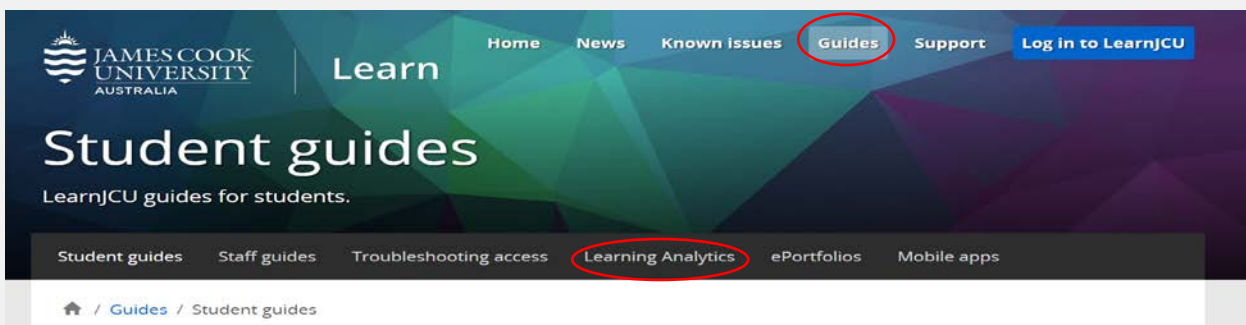
#### What can this report do for me?

- This report can be used to identify if particular items have/have not been added to LearnJCU subject sites in a particular college.
- For instance, this may be particularly useful for identifying which subjects have a Subject Outline uploaded to their LearnJCU subject site.

#### Running the Report

Step 1 • Go to the LearnJCU homepage

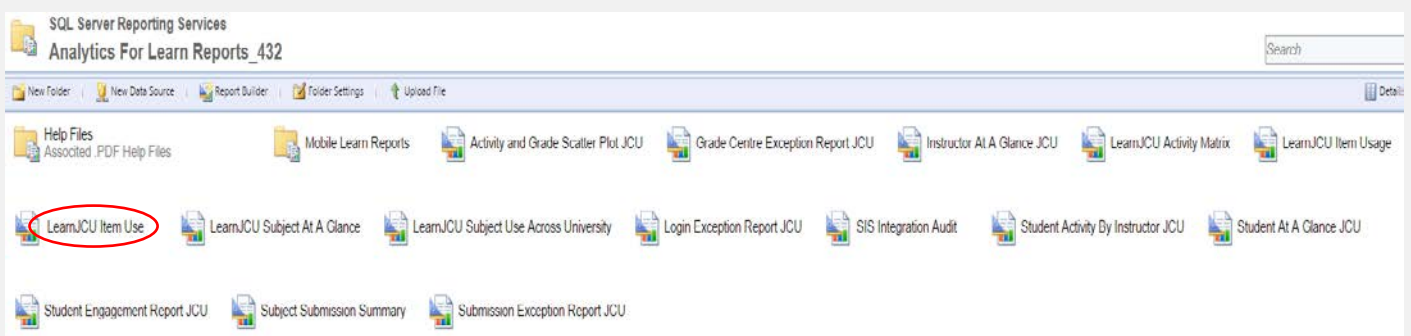
Step 2 • Click the **Guides** tab, and then the **Learning Analytics** tab



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

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

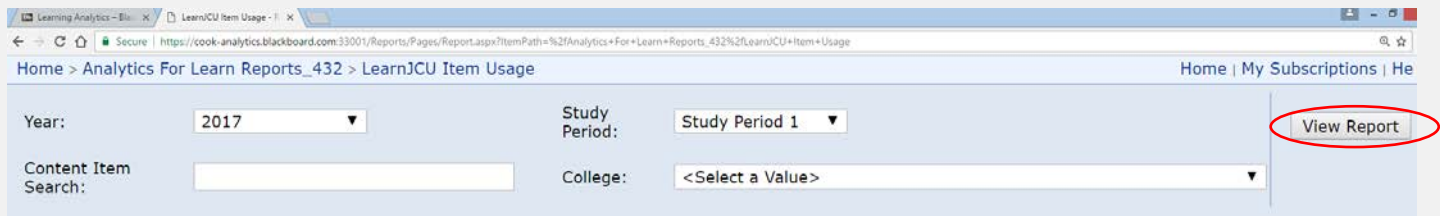
Step 5 • This will bring you to the below page. Click on '**LearnJCU Item Use**'.





## 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.



## Report Parameters

- Year (Required):** Select the year which you wish to run the report for.
- Study Period (Required):** Study period refers to 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.
- Content Item Search:** Type in the name of the item you wish to search for.
- College (Required):** The college organisational units at your institution (e.g. College of Arts, Society and Education).

## Interpreting and Using the Report

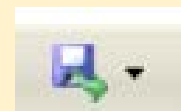
After the report has been run successfully, a table is displayed which contains a range of information for all the subjects in the selected college. Below is a description of what information is contained in the table.

- Division:** This column provides what division the selected college is a part of.
- College:** This details the college which was selected and is being reported on.
- Subject:** This column provides a list of all the subjects within the college.
- Total Subjects:** This value is the total number of subjects in the specified college.
- # Subject w/ Item:** This column provides the total number of subjects which have the specified item, and also identifies which individual subjects have the specified item on their LearnJCU site. A green dot indicates the subject has the item on their site, while a red dot indicates the subject does not.
- Item Count:** This details the total number of items in all LearnJCU sites for the college, and also identifies how many items are in each individual subject within the college.



### Handy tip!

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





- **Item Accesses:** This details the number of times the item has been accessed, both as a total for the college and for each individual subject. An access in this sense can be thought of as clicking on the item. It does not include any actions within the item.
- **Item Interactions:** This details the number of interactions which have occurred with the specified item, both as a total for the college and for each individual subject. An interaction in this sense can be thought of as the number of clicks within the specified folder. For instance, if there is a folder for the subject outline, the interactions is the number of clicks within this folder.
- **# Students Enrolled:** This details the number of students enrolled in both the college and for each individual subject within the college.
- **# Students accessed:** This details the number of students who have accessed the specified item within the college and for each individual subject.

### Words of Wisdom!

*For the # Students Enrolled and # Students who accessed columns it is important to note the college total figure is simply just totalling the figures from the individual subjects. Consequently, students enrolled in more than one subject will be counted twice. While this means the total college figures cannot be used as an accurate measure, it is still a useful comparison tool for examining how much students are accessing the specified item.*

## Report Preview

# LearnJCU Item Use

Subjects that contain items named 'Subject Outline'

DIVISION	COLLEGE	SUBJECT	Total Subjects	# Subject w/ Item	Item Count	Item Accesses	Item Interactions	# Students Enrolled	# Students who accessed
▣ Division Name			203	157	279	6668	20762	8317	5817
	▣ College Name		203	157	279	6668	20762	8317	5817
		Subject Name			4	65	68	42	38
		Subject Name			0	0	0	15	0
		Subject Name			0	0	0	10	0
		Subject Name			0	0	0	14	0
		Subject Name			4	93	121	51	50
		Subject Name			2	74	216	68	62