

# SUBJECT SETUP FOR DATA IN LEARNJCU

## IMPORTANT SUBJECT SETUP FOR BEST DATA CAPTURE

Follow the ULTRA subject layout to ensure a consistent experience for students across all subjects

Avoid creating redundant Folders – activity data is not available after 2 levels

**Subject Content**

- READ ME - Subject Setup Checklist**  
 Hidden from students  
IMPORTANT - This checklist will help guide you in setting up your subject site and explain where to put content.
- Start Here**  
 Hidden from students  
Introductory video | Subject outline | Contacts
- Assessments**  
 Hidden from students  
About assignments | Draft submission - Originality report | Assessment items
- Reading Resources**  
 Hidden from students  
About Readings | Full Readings list | Your Library
- Staff: Add your LEARNING MATERIALS here ---**  
 Hidden from students  
Follow the link to see some recommended layouts for your learning materials.
- Support**  
 Hidden from students  
Learning support | Studiosity | Student and wellbeing support | Career planning | Technical support

Maintain language conventions and consistency to ensure that reporting reveals all expected components in a subject

Set up the overall grade!  
- assessments must total 100%

All Collaborate sessions should be clearly named with the subject code

Publishing videos correctly to LearnJCU enables full data discovery

**Subject Content**

Assessment 2 level example

Sample questions

**Subject Content**

Assessment 3 level example

Sample questions

## CURRENT DATA AVAILABLE TO SUBJECT COORDINATORS

Data Type	Provided/Available to:	Reports	Method of Delivery
Level 1	<ul style="list-style-type: none"> <li>▪ All Lecturers in a subject as standard,</li> <li>▪ Staff who have been given access to the subject</li> </ul>	<ul style="list-style-type: none"> <li>▪ Subject at a Glance</li> <li>▪ Student at a Glance</li> <li>▪ Activity &amp; Grade Scatter Plot</li> <li>▪ Activity Matrix</li> <li>▪ Subject Submission Summary</li> </ul>	Integrated and downloadable – data refreshed every 24 hours
Embedded Analytics	<ul style="list-style-type: none"> <li>▪ All Lecturers in a subject as standard,</li> <li>▪ Staff who have been given access to the subject</li> </ul>	<ul style="list-style-type: none"> <li>▪ DISCUSSION analytics providing insights into forum participants and activity</li> <li>▪ interactions and submission of ASSESSMENT items</li> </ul>	Embedded into Discussion and Grade Centre sections – data refreshed every 24 hours
Graded Discussion Analysis	<ul style="list-style-type: none"> <li>▪ All Lecturers in a subject as standard</li> </ul>	<ul style="list-style-type: none"> <li>▪ Discussion analysis provides a closer look at how your students participate in discussions, the metrics help determine a grade</li> </ul>	Only used on Graded Discussions
Weekly Push Reports	<ul style="list-style-type: none"> <li>▪ All Subject Coordinators</li> <li>▪ Student Support Staff                             <ul style="list-style-type: none"> <li>- College Support</li> <li>- International Support</li> <li>- IERC Support</li> <li>- Diploma Support</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Customised over the semester to provide just-in-time data on Student activity and engagement in a subject – see Section 2</li> <li>▪ Identifying Students requiring support to engage</li> </ul>	Via email in a PDF format, also available in Word and Excel formats  Via email in Excel formats
Push Reports	<ul style="list-style-type: none"> <li>▪ College ADLTs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Customised over two iterations for the semester</li> </ul>	Via email in a PDF format, also available in Word and Excel formats
Level 2	<ul style="list-style-type: none"> <li>▪ Student Support Staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ A number of detail reports available on all students and subjects on all Campuses</li> <li>▪ Security measure in place</li> </ul>	Available online and downloadable – data refreshed every 24 hours