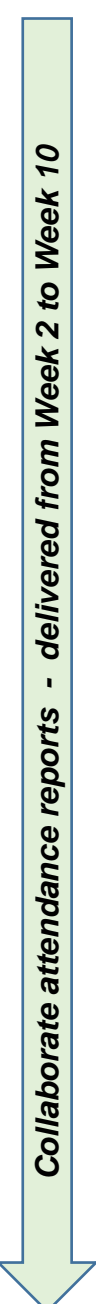


TIMING	REPORT NAME/TYPE	METRICS/ BEHAVIOURS		FOCUS	QUESTIONS	ACTIONS
Pre-SP22 and SP52 29 June -	Discovery report – sent to ADLTs Subject Coordinators	<ul style="list-style-type: none"> - locate <i>Subject outline</i> and <i>Introduction Video</i> in LearnJCU prior to O Week - consistent subject setup as per template in <i>Subject Setup Checklist</i> item in LearnJCU 		Discovery	Is the Subject Outline document present? Is the Introduction Video present? Does the layout of the subject follow the recommended Institutional template with the essential elements for student success and reporting?	ADLT/Administration to work with Subject Coordinators to ensure items are uploaded one week prior to SP commencing Subject Coordinators use LearnJCU template and resources
O Week 6-10 July	Subject item audit and level inventory report sent to Subject Coordinators	<ul style="list-style-type: none"> - table of subject items and access levels - review subject to ensure all items are available and easy to find 		Prepare	Are subject materials ready for the coming weeks? Is the Student view clear and easy to follow?	Amend/check subject to locate easy, consistent levels and structure in LearnJCU
1 13-17 July	Week 1 Analytics: <ul style="list-style-type: none"> - full list of enrolled students - subject demographics - subject Measures 	<ul style="list-style-type: none"> - engagement metrics for each student - gender, ethnicity & citizenship - list of learning materials in the subject - HD-N activity profile for previous year 		Meet & Design	Who are the students ? Which students have not accessed and interacted ? Are learning materials accessible and support student work? How can I use the HD-N profiles from previous year to prepare students for successful engagement in the subject?	Review of student demographic Review subject content Use subject profile data to inform engagement recommendations over the SP
2 20-24 July	Week 2 Analytics: <ul style="list-style-type: none"> - full list of enrolled students - graph of weekly interactions 	<ul style="list-style-type: none"> - engagement metrics for each student - weekly online activity 		Engage	Which students have not accessed the subject? What does the weekly interaction graph indicate about student activity?	Communicate with the students via Announcements or Messages in LearnJCU or Email using list provided <i>Note: Students can continue to enrol in subjects up until Week 2 (JCUB).</i>
3 27-31 July (JCUS – public hol. 31 July)	Week 3 Analytics: <ul style="list-style-type: none"> - full list of enrolled students - graph of weekly interactions 	<ul style="list-style-type: none"> - engagement metrics for each student - weekly online activity - student engagement with materials 		Engage	Which students have low engagement this week? What does the weekly interaction graph show? Are students engaging with materials in the subject?	Communicate with the students via Announcements or Messages in LearnJCU or Email using list provided <i>Note: Students can continue to enrol in subjects up until Week 3 (JCUS).</i>
4 3-7 Aug	Week 4 Analytics: <ul style="list-style-type: none"> - list of < 50% engaged students - graph of weekly interactions - interactions with subject items - submission detail QUALTRICS YourJCU Pulse Survey	<ul style="list-style-type: none"> - engagement metrics for each student - weekly online activity - student engagement with materials - time periods of online activity - individual assessment submissions Survey collects responses to 5 questions		Subject Check Census date 6 August 2020 SP22 & 52 YourJCU pulse survey to open on Friday 7 August	Which students have low engagement this week? Has the weekly interaction changed? Are students continuing to engage with materials? Are there any students who require assessment follow up ? Do students know about the YourJCU Pulse Survey ? How?	Communicate reminder of upcoming assessment due date Check learning materials are up to date Follow up non submissions
5 10-14 Aug (JCUS – public hol. 10 Aug)	Week 5 Analytics: <ul style="list-style-type: none"> - graphs of 'activity time' periods - submission detail - grade detail by student QUALTRICS YourJCU Pulse Survey	<ul style="list-style-type: none"> - individual assessment or discussion submissions - assessment type, attempts and grade Survey collects responses to 5 questions		Assess SP 22 & 52 YourJCU Pulse Survey to close Friday 14 August	What story is being told by the times students are online? Is the grade centre efficient in providing feedback to students? Are there any students that require follow up ? Do students know about the YourJCU Pulse Survey ? How?	Follow up with individual students not meeting submission conditions and dates Promote the survey to students in class
6 24-28 Aug	Week 6 Analytics: <ul style="list-style-type: none"> - list of < 50% engaged students - graph of weekly interactions 	<ul style="list-style-type: none"> - engagement metrics for each student - weekly online activity 		Post Lecture Recess Academic Penalty 28 August 2020	Has lecture recess changed student online activity ? Review feedback received in the YourJCU Pulse survey and provide responses to students and submissions to website	Communicate with the students via Announcements or Messages in LearnJCU or Email using list provided YOURfeedback matters public webpage – provide submissions to Survey Coordinator
7 31 Aug – 4 Sept	Week 7 Analytics: <ul style="list-style-type: none"> - graph of weekly interactions - interactions with subject items 	<ul style="list-style-type: none"> - weekly online activity - student engagement with materials 		Engage/Assess	Are students still engaged this week? Are students still engaging with learning materials?	Communicate with the students via Announcements or Messages in LearnJCU or Email using list provided
8 7-11 Sept	Week 8 Analytics: <ul style="list-style-type: none"> - submission detail - grade detail by student - graphs of 'activity time' periods 	<ul style="list-style-type: none"> - individual assessment submissions - assessment type, attempts and grade - time periods of online activity 		Engage/Assess	Are there any students who require assessment follow up ? Is grade centre up to date for students before final assessment? What story is told by the time periods of engagement?	Follow up with individual students not meeting submission conditions and dates
9 14-18 Sept	Week 9 Analytics: <ul style="list-style-type: none"> - list of all students - grade detail by student 	<ul style="list-style-type: none"> - engagement metrics for each student - assessment type, attempts and grade 	Engage/Assess	Are there any students who require follow up? Is grade centre up to date?	Follow up non submissions	
10 21-25 Sept	YourJCU Surveys – undertaken in class	Subject and teaching satisfaction SP22 open 21/9/20 and closed on 21/10/20 SP52 open 7/9/20 and closed on 21/10/20	Review YourJCU Teaching & Subject surveys	Are all surveys completed ?	Communicate with the students via Announcements or Messages in LearnJCU or Email using list provided	