User Guide

"Instructor At Risk Dashboard Version 2"

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1. Overview of At Risk Dashboard Version 2

The Iowa Community College Online Consortium has identified a set of courses in which the student success rate is less than average. Subsequently, eCollege has created a method for instructors to review all of their students, on a class-by-class basis, and easily identify any student who is at risk. Early identification will allow instructors to contact students at the first sign of decreased activity, with the goal of increasing student retention and improving grades.

This application extension will provide a view of the following at risk categories and associated student course data:

- Student Last Name
- Student First Name
- Last Login Date
- Last Submit Date
- Course Activity Minutes
    - Last 10 Days
    - Total to date for the course
- Number of Gradable Item Submissions
    - Last 10 Days
    - Total to date for the course
- Student's Grade to Date in Course
- Student E-mail Address

NOTE: Dashboard view will present data based upon course work completed no later than 11:59pm Mountain Time on the previous day.

2. Accessing the Dashboard

Instructor role types (dashboard users) may access the At Risk Dashboard from the PSH.

Client Administrators can determine which dashboard users can view the Dashboard by providing specific course IDs.

If...	Then...
No Course IDs are provided	Dashboard can be accessed by all Instructors
An Instructor role type attempts to access the dashboard that is not amongst the provided list of Course IDs	Instructor will receive the following error message: You do not have sufficient authority to view the dashboard. Please contact your administrator.

Before dashboard users can access the dashboard, an eCollege Client Services representative must add the Dashboard link to the specific PSH nugget.

3. Using the Application

3.1. Determining At Risk Criteria

Student success can be gauged by measuring course activity. The At Risk Dashboard displays users that have failed to meet the minimum requirements in one of three categories:

- Last Login Date – user has not logged into the course within the past 120* hours (5 days).
- Submissions – user has not submitted any gradable item assignments in the Last Ten* (10) Days.
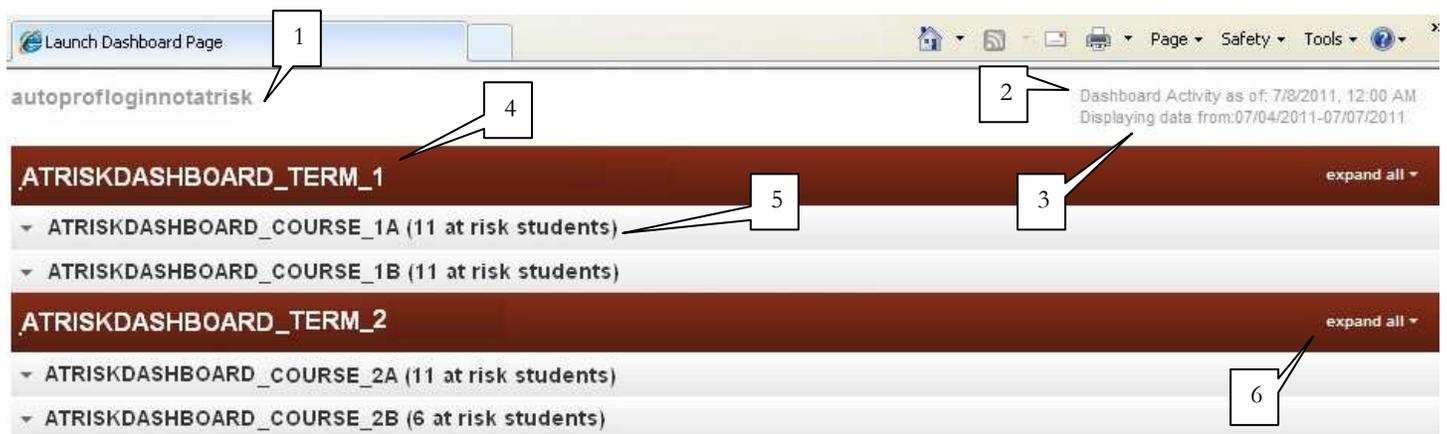- Student Grade to Date – Grade to Date is less than 72%*

*This is a configurable value and can be changed for all courses by your client services representative.

3.2. Dashboard Home

The Dashboard home provides information about the data that is contained in the dashboard. The following table details what can be found on the Dashboard Home Page.

Callout	Area
1.	Instructor Name.
2.	Report run time and date. This indicates the time at which the dashboard report was last run.
3.	Data sample. This field will indicate the days being reported in the dashboard report.
4.	Term Name. All terms for which the dashboard users are enrolled will be displayed. The terms are listed from the most current term start date to the oldest term start date.
5.	Course Name. All courses for which dashboard users are enrolled will be displayed. Courses are listed alphabetically within the term in which they reside. Clicking a course will display all at risk users within the course.
6.	Expand All. Clicking this button will display all student information in all courses within a term.

Figure 1- Dashboard Home

3.3. Expanded Dashboard

The expanded Dashboard view provides information about at risk students within a course. The following table details what can be found in the expanded Dashboard view.

Note: If a student is considered at risk in any category all student data will be reported on the dashboard. Students who do not meet the At Risk criteria will not be displayed in the dashboard UI.

Callout	Area
1.	Student Last Name
2.	Student First Name
3.	Date of Last Login. This column lists the last login date for the student. At risk flag only shows if user has not logged in to the course for 5 consecutive days (120 hours) or more. [The number of days is a configurable value that can be changed by your client services representative.]
4.	Last Submit Date. The last date that the student submitted a gradable item to the course. At Risk flag only shows if user has not submitted an assignment for the past 10 days. [The number of days is a configurable value that can be changed by your client services representative.]
5.	Activity Minutes. Activity minutes will be listed for the Past 10 days and for the entire course to date.
6.	Submissions. Gradable item submission counts will be listed for the Past 10 days and for the entire course to date.
7.	At Risk Indicator. Any student that is deemed at risk in any category will be shown in the dashboard. A warning indicator, pictured below, will indicate which category contained the at risk behavior. **Note:** A student may be at risk in one or more categories. At Risk Indicator:
8.	Grade to Date. If a student's Grade to Date falls below 72% for the course the at risk indicator will appear. [The Grade to Date values can be changed by your client services representative.]
9.	E-mail. A student's e-mail address, as stored in the eCollege system, is listed so students can be contacted to address at risk behavior. • Instructors may send an email to one student by clicking on the student's email address; or • Instructors may send one email message to multiple students be selecting the checkbox next to each student's name, then clicking on the "Email Selected Students" link.
10.	Email Selected Students Link. Used to send one email to multiple students; student names are in the BCC field so they are not viewable by recipients. Professor name is in the TO: field.
11.	Download Dashboard View Link. The data in the dashboard can be downloaded to a .csv file and opened with Excel.
12.	Instructor Name

Figure 2- Expanded Dashboard

Figure 3- Email Window – Sending Email to One Student; Student Name is in TO field

Figure 4- Email Window – Sending One Email to Multiple One Students; Student Names display in BCC field

4.   Report History

The Dashboard view is created based upon daily reports of user activity for the past 24 hours. A report will be saved daily to the client's FTP folder for historical review and analysis.

In addition the instructor will be able to download the data displayed in the dashboard view by clicking on the "Download Dashboard View" link (See Figure 2, Item 11). This will prompt the user to save the file to his/her local machine. By hovering over this link the user can read the instructions on how to save and open the Dashboard file.

The download file will be in .csv format. The instructor will be prompted to save the download file to his/her desktop. By right-clicking on the desktop file and selecting "Open With… Excel" the data will be displayed in Excel format:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Instructor Name														
2	Dashboard Activity as of	12:00 AM													
3	Displaying data from: 01/07/2012-01/17/2012														
4	AtRisk_Test_Term_(Do_Not_Use)001														
5	AtRisk_Course_1A_(Do_Not_Use) (4 at risk students)														
6	Last Name	First Name	Last Login Date		Last Submit Date	Activity (min)		Submissions			Grade to Date		Email		
7					Last 10 Days		Total	Last 10 Days		Total					
8	tbteststuddropbox	tbteststuddropbox	1/16/2012 0:00		1/16/2012 0:00	1	1	1		1	0.00%	At Risk	stevet@ecollege.com		
9	tbteststudexam70	tbteststudexam70	1/16/2012 0:00		1/16/2012 0:00	6	6	1		1	70.00%	At Risk	tarab1@ecollege.com		
10	tbteststudloginonly	tbteststudloginonly	1/16/2012 0:00		1/1/1970 0:00	10	10	0	At Risk	0	0.00%	At Risk	tarab@ecollege.com		
11	tbteststudthread	tbteststudthread	1/16/2012 0:00		1/16/2012 0:00	2	2	6		6	0.00%	At Risk	tarab3@ecollege.com		
12	002/AtRisk_Course_1B_(Do_Not_Use) (5 at risk students)														
13	Last Name	First Name	Last Login Date		Last Submit Date	Activity (min)		Submissions			Grade to Date		Email		
14					Last 10 Days		Total	Last 10 Days		Total					
15	tbteststuddropbox	tbteststuddropbox	1/1/1970 0:00	At Risk	1/1/1970 0:00	0	0	0	At Risk	0	0.00%	At Risk	stevet@ecollege.com		
16	tbteststudexam70	tbteststudexam70	1/1/1970 0:00	At Risk	1/1/1970 0:00	0	0	0	At Risk	0	0.00%	At Risk	tarab1@ecollege.com		
17	tbteststudexam72	tbteststudexam72	1/1/1970 0:00	At Risk	1/1/1970 0:00	0	0	0	At Risk	0	0.00%	At Risk	tarab2@ecollege.com		
18	tbteststudloginonly	tbteststudloginonly	1/1/1970 0:00	At Risk	1/1/1970 0:00	0	0	0	At Risk	0	0.00%	At Risk	tarab@ecollege.com		
19	tbteststudthread	tbteststudthread	1/1/1970 0:00	At Risk	1/1/1970 0:00	0	0	0	At Risk	0	0.00%	At Risk	tarab3@ecollege.com		
20															
21															