You may read through the complete Dropout Detective information at https://iowacconline.instructure.com/courses/20444. We hope that you find Dropout Detective a very useful tool for identifying, managing and communicating with and about at-risk students.

Dropout Detective Overview:

Dropout Detective integrates with Canvas. It retrieves the necessary data from Canvas, applies a proprietary algorithm and populates an easy-to-use dashboard to administrators and instructors. Students are given a Risk Index and are displayed in a red-yellow-green "stop light" format to draw attention to the most at-risk members of the student body or course. Administrators and instructors can then drill into the individual student's profile to determine the risk reasons and to develop a pro-active plan of action. Through search capabilities and filters, the institution can target its efforts by assigning the right staff to the right students.

Here are some important notes about how the tool works for the ICCOC:

- A link to Dropout Detective will show in every course and course type in Canvas; however, **only instructors teaching fully-online shared and restricted courses** are guaranteed access to the Dashboard in their courses. Individual colleges may choose to purchase access to Dropout Detective for their eCompanion and Hybrid courses. For more information about using Dropout Detective for your eCompanion and Hybrid courses, please contact the Director of Distance Learning at your college. An error message will show upon clicking the Dropout Detective link in **unsupported courses**.

- Dropout Detective and its Dashboard becomes active on the first day of the term. Students will be assigned to college advisors on and after the first day of the term and throughout the enrollment/add period.

- Data is updated nightly. For example, the first day you will see data in the Dashboard will be on the second day of the term or the day after a student is enrolled in a course.

- Student risk indexes and course data are only as accurate as you allow them to be. Please assign due dates to gradable assignments and grade promptly (including entering zeros for missed assignments) so that advisors can follow how students are progressing in their courses. **The risk index is driven by the term start and end dates. (Be sure that you do not have any assignments/quizzes/discussions with old dates in the active course, because you copied them from the previous term.)**

- Within the Notes section of a student, you will be able to see your comments as well as any text entered by an advisor or administrator. You will **not be able to see any notes from any other instructors**; however, you may see that an alert has been placed by either another instructor or advisor.

- You will be able to add a "Tag" to your Notes. By adding a "tag" to Notes, you will be able to filter your Notes by the tag. The tag will also be included in emails when an Advisor Alert has been activated or acknowledged. You will be able to select one of the following "tags" from a dropdown list:

  Never Participated in Course
  Not Responding to Emails
  No Textbook/Course Materials
  Technical Issues
  Struggling to Understand Course Concepts
  Not Participating in Discussions
  Not Completing Assignments
  Missed Quizzes or Exams
  Low Scores
  Has a D in Course
  Failing the Course
  Stopped Participating in Course
  Back on Track and Making Progress
  Advisor Assistance Needed Immediately

- The Advisor Alert function should be used to notify an advisor when an issue needs his/her attention. Also, please raise an Advisor Alert when you have tried to reach out to the student, and you are getting no response. **Advisors do not know if you have been unable to reach a student or that the student has communicated a personal issue or problem of which the advisor should be aware.** All advisors will receive an email when an Advisor Alert is activated. Advisors continue to receive emails when Notes are added as long as the student remains on "alert."

- You may email Advisors directly from the Contacts tab. When you click on the Advisor's email address, the default email client on your computer should open and allow you to send a message. **Do not attempt to use the "Send Message" function, as it is will not work for Advisors due to the structure of Canvas and the ICCOC.**

Is you have questions, concerns or issues with Dropout Detective, please contact Tracy Sleep, ICCOC Student Services Manager, at tsleep@scciowa.edu or 319-759-0497.