

LEARNING MANAGEMENT SYSTEM USER GUIDE: STUDENT ACTIVITY CENTRE

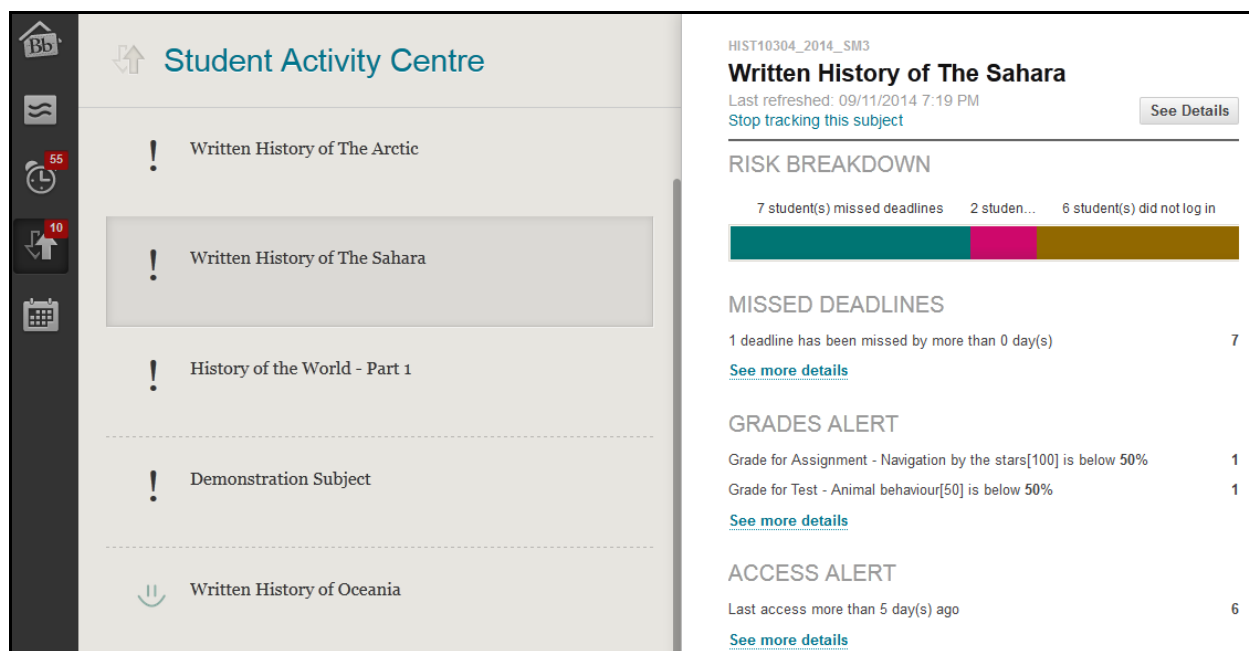
The Student Activity Centre provides information about which students in your subject are at risk. Based on preconfigured rules as well as rules you can create, students' engagement and participation are visually displayed, alerting you to potential risk. From the student activity centre you can contact students and help them take immediate action for improvement.

Where can I find the Student Activity Centre?

Staff are able to find the Student Activity Centre in the notifications area at the top right of the LMS screen or within the Control Panel of a particular subject.

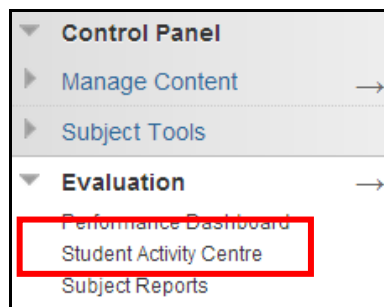
Via notifications area

1. Click *your name* on the top right of screen.
2. From the menu that appears click the *Student Activity Centre icon*. A number next to the icon indicates there are students at risk in one or more of your subjects.
3. Click a subject name in the left column to see a summary on the right. You will be able to determine from the summary if there is an issue that needs your attention.
4. Click **See Details** (top right) to go to the full Student Activity Centre for that subject.



Via control panel

Select **Control Panel >> Evaluation >> Student Activity Centre**.



For both methods, the Student Activity Centre of a particular subject is now displayed in full (see image on following page).

Student Activity Centre Customise

The Student Activity Centre provides an easy way for you to discover which students in your subject are at risk. You can communicate with struggling students and help them take immediate action for improvement. You can also keep track of patterns over time. [More Help](#)

Students currently at risk

17

STUDENT ▲	MISSED DEADLINES	GRADES ALERT	ACTIVITY ALERT	ACCESS ALERT
SP11 Demo	●	●	●	●
Debbie zz_Emerson	●	●	●	●
Shabnam Baxter	●	●	●	●
SP11 Demo	●	●	●	●

Students you are monitoring

Roger Pallen ★

Last Access 5 day(s) ago

Activity ▲ 435% above average

Grade ▼ 10.18% below average

Missed Deadlines 1

Other information you are monitoring

Click the number in the “Students currently at risk” horizontal bar to see a breakdown of how many students are at risk with each of the rules.

Students currently at risk

2 student(s) have low grades

17

2

17

17

[← Back to Overview](#)

Put your cursor on a number to see more details about the particular grade. Click the number to get further options.

A full list of students at risk, and the rules that apply to them are listed below the coloured *Students currently at risk* summary.

Student details

Click a student name: details about the risk factors for this student are displayed.

Roger Pallen * AT RISK

★ Monitor
✉ Notify ▼

Risk Factors

MISSED DEADLINES	GRADES ALERT	ACTIVITY ALERT	ACCESS ALERT
1 items	54.96% ▼ 10.18% below average	▲ 435% above average	5 day(s) ago
1 deadline(s) has been missed by more than 0 day(s)		Activity in the last 14 day(s) is 20% above subject average	Last access more than 5 days ago

[show all rules](#)

Notification History Add a Note

Sent: 09/07/2013 @ 2:44 PM Sent By: Bronwyn Disseldorp	✉ HIST10304_2013_SM3/Written History of The Sahara: Subject Performance Alert to Roger Pallen	Your activity and performance levels have triggered an alert from this subject. Please contact your instructor for details.
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Notify

The **Notify** option will let you send an email to the student.
A copy of the email is also sent to you.



Notifications sent this way will appear in the *Notification History* list at the bottom of this screen.

Monitor

If you believe the student is at risk you can click the **Monitor** button.
This will have the student appear in a reminder list on the right of the main page of the Student Activity Centre.



Click the star again (from either screen) to stop monitoring a student.

Students you are monitoring

Roger Pallen ★

Last Access 5 day(s) ago

Activity ▲ 435% above average

Grade ▼ 10.18% below average

Missed Deadlines 1

Your activity in the subject

Not sure how active you have been in the subject? The summary at the bottom of the Student Activity Centre page gives you information on how active you have been in various areas of your subject.

Direct links for creating (e.g. groups or announcements) are available within this area.

Your subject activity Last login: 04/07/2014 @ 2:55 PM

<p>ASSESSMENT ⓘ</p> <p>Bb Assignment 1 6 2 day(s) pending</p> <p>Bb Assignment 2 1 2 day(s) pending</p>	<p>INTERACTION & COLLABORATION ⓘ</p> <p>Discussion Board 2 Last activity 2 day(s)</p> <p>Groups 2 Create a group</p>	<p>LEARNER SUPPORT ⓘ</p> <p>Announcements posted: 2</p> <p>Last posted on 01/07/2014:</p> <p>“ Welcome on board Snap Dragon! Enjoy some rum. Fair winds ahead.</p> <p style="text-align: center;">Post an announcement</p>
<p>SUBJECT DESIGN ⓘ</p> <p>Last content created on 01/07/2014: Item 2</p>		

Rules

To see the current rules: Select **Control Panel >> Evaluation >> Student Activity Centre >> Customise**

Customise Student Activity Centre

You can use the four default rules to begin receiving alerts about how your students are doing in your subject. Edit the rules as necessary to customise them for your subject. [More Help](#)

Create Rule ▾

Actions ▾ Delete

Included in Risk Table	Name ▲	Type	Criteria
<input type="checkbox"/> Yes	Default Activity Rule	Subject Activity	Activity in the last 1 week(s) is 20% below subject average
<input type="checkbox"/> Yes	Default Grade Rule	Grade	External Grade is 25% below class average
<input type="checkbox"/> Yes	Default Missed Deadline Rule	Missed Deadline	1 deadlines have been missed by more than 0 days
<input type="checkbox"/> Yes	Default Subject Access Rule	Subject Access	Last access more than 5 days ago

There are four default rules, one for each category, and you may edit these or add new rules as needed. All rules in the Student Activity Centre must fall into one of four categories. The categories and example criteria are displayed below:

Subject Activity – Activity of a student when compared to the average level of activity in that subject.

Subject activity will be compared to the subject average. Specify the acceptable activity threshold for the user.

* Define Criteria User Activity in the Last Weeks ▾ is % Average

Grade – Grade of a student when compared to the average grade in that subject.

* Select Grade

Monitor Final Grade

Monitor Specific Item

* Define Criteria

Set Grade Value

Use Average Grades

Grade is % Average Grade

Missed Deadline – The number of deadlines that have been missed (may specify a number of days past the date that is considered as missed).

* Define Criteria

Monitor all subject deadlines

Deadline(s) have been missed by ▾ days

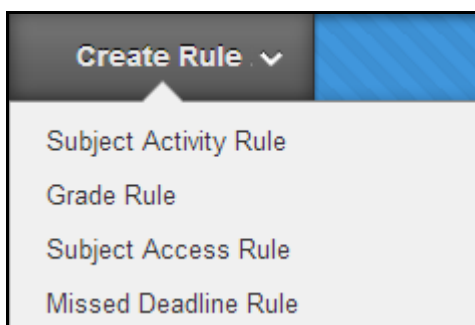
Monitor Specific Deadline

Subject Access – The number of days since the student last accessed the subject.

* Days Since Last Subject Access

Create a new rule

1. On the *Customise Student Activity Centre* screen click **Create Rule**.
2. Click the rule type you would like to create.



3. Give the rule a name.
4. Select whether the rule should be *Included in Risk Table* (used to generate warnings of student at risk).
5. Select the desired rule criteria from the options presented.
6. Click **Submit**.

Edit a rule

1. On the *Customise Student Activity Centre* screen put your cursor on the name of a rule.
2. From the down pointing arrow that appears, select **Edit**.
3. Change the rules as desired.
4. Click **Submit**.

Note: You can edit just the *Included in Risk Table* option by clicking the check box to the left of the rule. Then from the Actions button select **Include...** or **Exclude...**

Delete a rule

1. On the *Customise Student Activity Centre* screen put your cursor on the name of a rule.
2. From the down pointing arrow that appears, select **Delete**.
3. Click OK to confirm deletion when prompted.

Note: You can also delete by clicking the check box to the left of the rule. Then click the **Delete** button at the top or bottom of the rule list.

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