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).
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.

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.
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.

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.
Rules

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

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.

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

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

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

Please report any errors or omissions in this guide to lms-guides@lists.unimelb.edu.au

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