

# Data explorer

## Tutor view guide

Version 5.16

### **Jisc data analytics**

This version is correct at the time of publishing. Please note that we aim to update user guides every 2 months, and any development of Data Explorer that has taken place in the meantime will feature in the next version of this guide.

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# Overview

Data Explorer is a dashboard interface that allows institutions to view student information as part of the Jisc learning analytics service.

Currently the learning data hub contains information on current students, their modules, assessments (marks).

Engagement activity is based on their use of online (VLE), attendance, assessments, library data and Microsoft Teams activity.

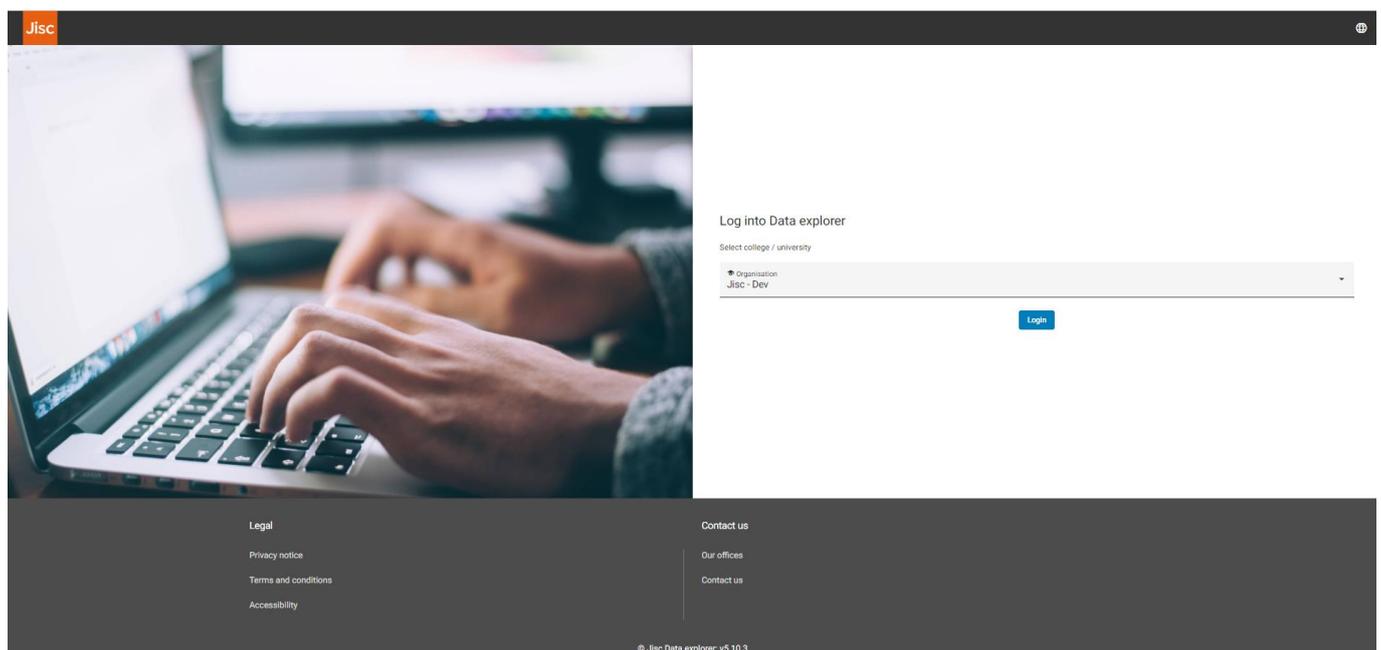
## Getting started

Data Explorer works best in Chrome and is being tested with Edge, Safari and Firefox.

Please note, it does not work with Internet Explorer.

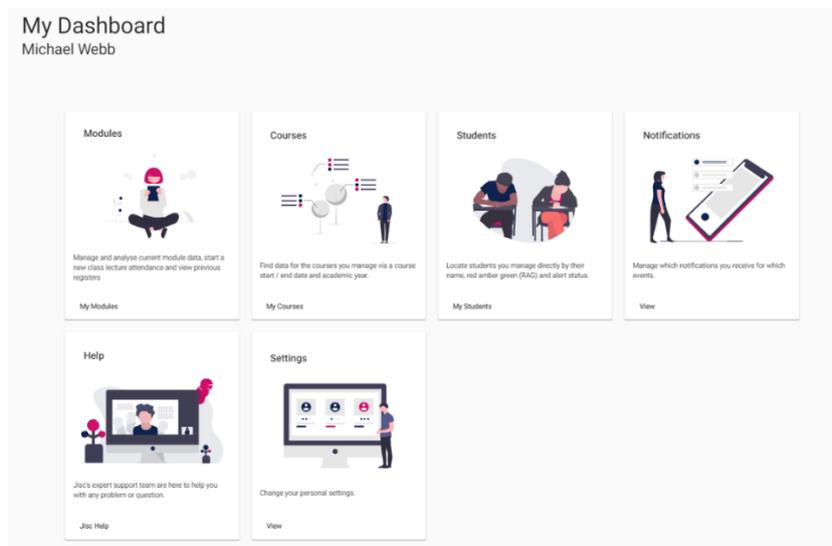
To access Data Explorer <https://datax.jisc.ac.uk/>

The login uses your institutional authentication page, select your institution to login.



# Tutor view

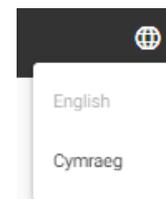
Once you have logged into Data Explorer, you will see these icons:



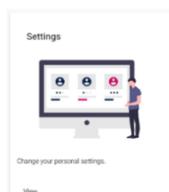
You may find that the colours are different than shown here, as these can be configured to match your own institutional colour scheme.

You can also access these options from the menu found in the top left-hand corner of the dashboard.

You can opt to have the language as being English or Welsh by clicking on the circle in the top right-hand corner of the dashboard.

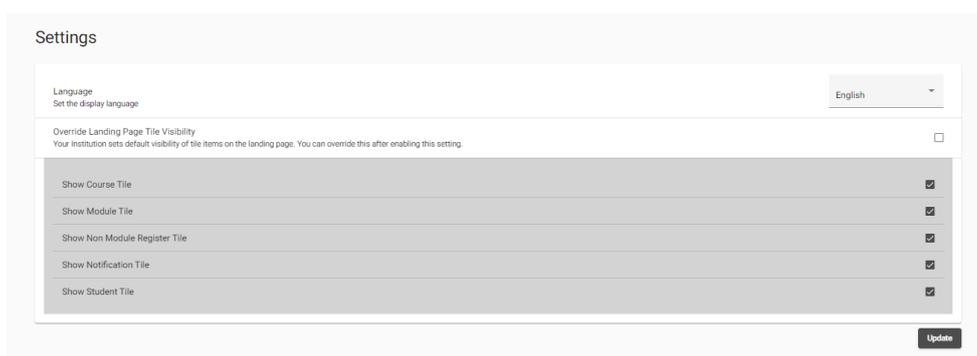


# Settings

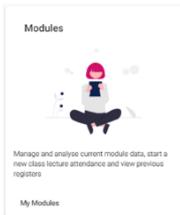


The settings tile allows you to hide any of tiles on the landing page dashboard, creating your own personalised view.

Here you can also change the language settings to English or Welsh.



# Modules



From 'My dashboard' you can select 'My modules'. You will see a list of the modules you are teaching on/responsible for. This is also where you can start/view attendance monitoring ([Click here](#) for visualisations and details).

You can view all academic years or choose a specific year to view.

Clicking on the module name will provide you with visualisations of module activity.

Module Name	Module ID	Module Instance ID	Start date	End date	Academic Year	Attendance	Register
Physics 2	PHY002	PHY002-2018	06/09/2021	13/12/2021	2021	Attendance	Register

If you have attendance monitoring enabled, you have the option to create a register from the module activity dashboard. This button is found in the top right-hand corner of the dashboard. You will also be able to view and export any of the registers created, these are listed at the bottom of the dashboard.

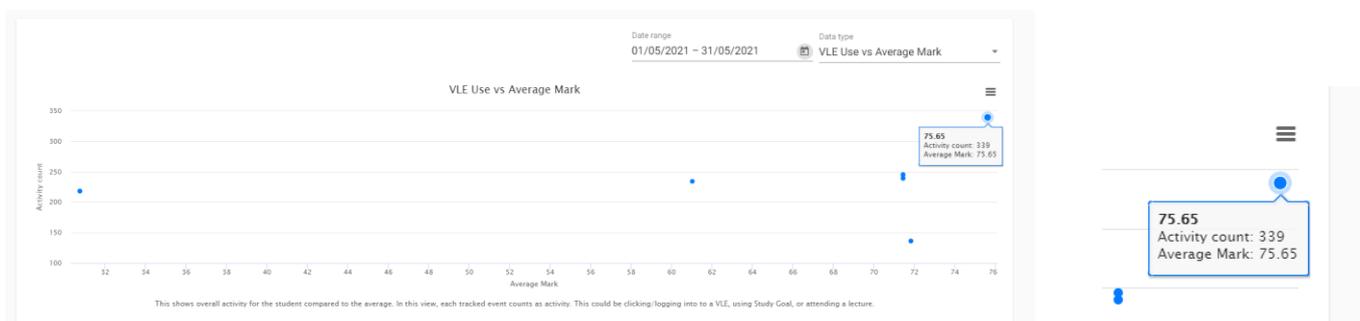
Name	Date	Type	Status	Code	Action
2019-09-09T09:30:00-Lecture-PHY001-2018	26/07/2021	Lecture	Closed	8774	View Export

In the top right-hand corner of every visualisation, you will find a burger menu. Here you have the option to view, print and/or download the image.

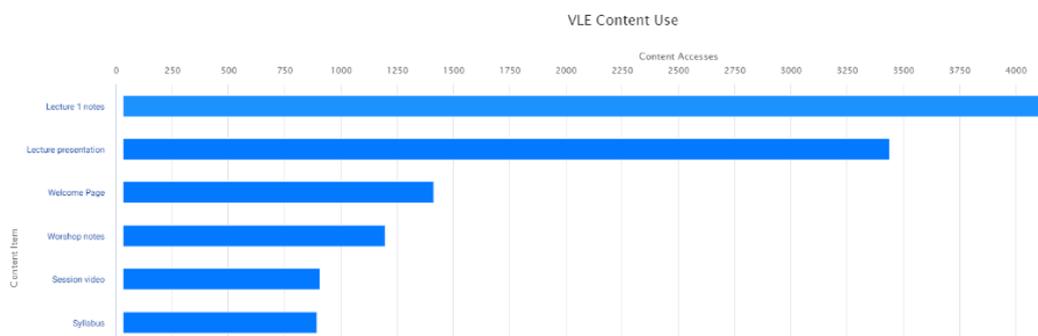
## Data type

An explanation is provided underneath each graph that can be viewed by the data type menu. The data type drop down list is found in the top right-hand corner of the data visualisation, next to the date range field.

Some of the graphs are interactive, i.e., by selecting 'VLE use Vs average mark', and hovering over one of the blue nodes, you can view that student's information in more detail.



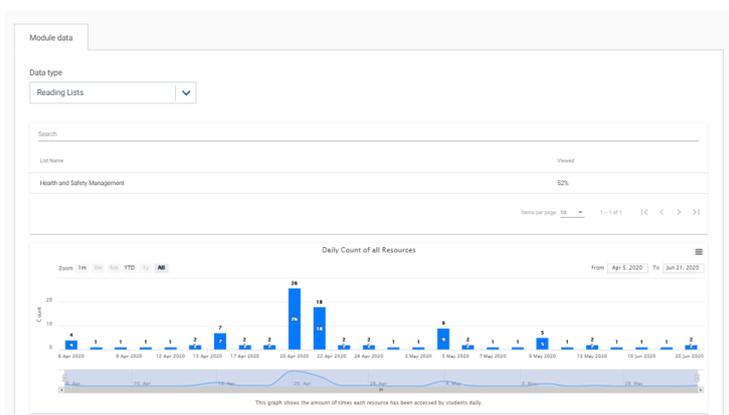
The below picture is showing the VLE content use visualisation. If you click on one of the content items, it will then provide you with another visualisation showing the students who have accessed the content.



On some page items you will see a help flag (circle with a ? within). This picture is showing the assessment view, hover over the flag and this will display an explanation.

Exam Submissions: 6 View ?  
 Coursework Submissions: 6 View ?  
 Registers Filter  
 This is the number of marked assessments. Usually this information comes from the student record system, but can include a feed from your virtual learning environment.

The screenshot below, shows the daily count of resources that have been accessed by students and can be found in the reading list option in the data type drop down list.



Clicking on the list name at the top of the dashboard, will list the resource title, type and what the percentage of views it has had.

Search	
List Name	Viewed
Health and Safety Management	52%

Items per page: 10 1 - 1 of 1 < > >>

Back to all reading lists **Health and Safety Management**

Search

Resource Title	Resource Type	Viewed
Safety Culture Assessment	Webpage	4%
Tolley's health and safety at work handbook	Journal	4%
Health and safety: risk management	Book	4%
An introduction to health and safety	Document	4%
Key Performance Indicators	Webpage	4%
Key process safety performance indicators: a short guide for directors and CEOs	Document	4%
Safety and Health Practitioner	Article	4%
HSE - How HSE enforces health and safety	Webpage	4%

Clicking on a resource title will bring up the below visualisation, this is showing the percentage growth of students who have accessed the selected resource. Hovering over a bar will provide more information.



# Attendance

If attendance monitoring is enabled, you will see the option *'Attendance'* next to each module. This will generate a class list and a 4-digit code (to be used with Study Goal, details about this are found in the Study Goal User Guide) which will allow recording of attendance in a session event.

Module Name ↑	Module ID	Module Instance ID	Start date	End date	Academic Year	Attendance	Register
Physics 2	PHY002	PHY002-2018	06/09/2021	13/12/2021	2021	Attendance	Register

## Start attendance

When you start a register, you can change the register name, before clicking the *'Start'* button.

Create Session

A new register will be open for students to register their attendance for up to one hour. After this, it's possible to manually register their attendance.

Session Title:

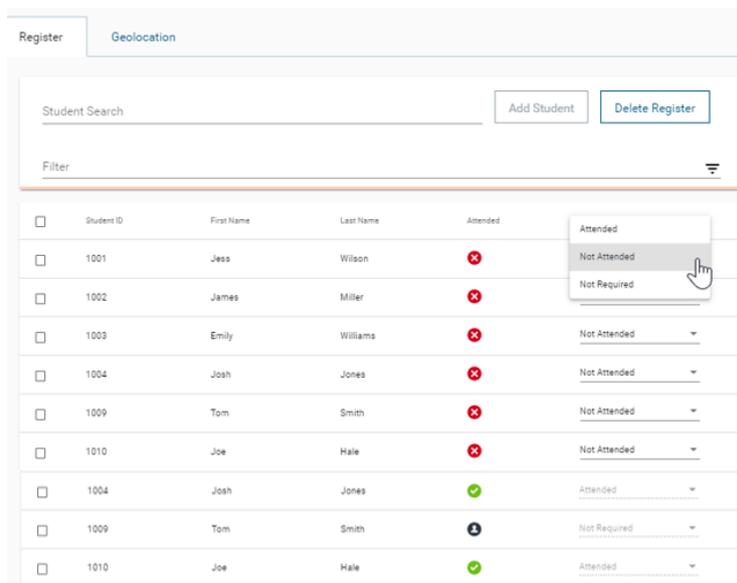
This brings up the session code and the option to show register.

Physics 1 14:00 27/7/2021

Session Code: 8760

Students can use Study Goal on mobile or web to register attendance by checking in using the 4-digit session code found at the top of the dashboard.

Alternatively, if students do not have the means to register their attendance and are in attendance, you can click on *'show register'* button and use the manual register function.



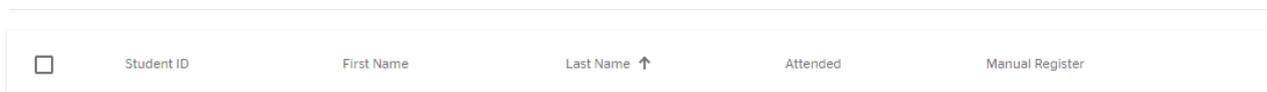
Here you will have the option to mark the student as 'attended', 'not attended' or 'not required'.

The 'Student search' function will only be available if your institution has opted for Checkin plus.

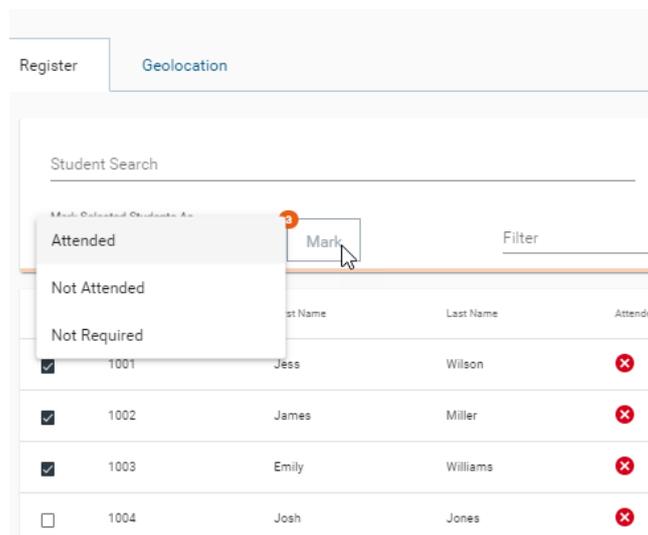
The 'Delete register' button can be used if you have created the register by accident. Please note you are only able to do this if no one has registered.

You also have the option to filter against an individual student.

You can sort the student list view by ID, first name, last name, or attendance by clicking on the appropriate column headings.



If you are manually taking the register and want to mark a specific number of students, or the whole class from those listed you can select the required students from the list. Once there is a tick showing by any number of students the 'Mark selected students as' function will appear next to the 'Filter' option at the top of the dashboard, choose the option from the list shown and once you are happy with your selection click on the 'Mark' button to make the change.



**NOTE:** Registers are open for an hour. Once the hour is over, there is a process that runs every 15 minutes which updates any changes made.

## Geolocation

The geolocation will only be shown if your institution has enabled this. It will only show students using the Study Goal mobile app.

This shows the distance of students who have checked in using the Study Goal app from the central cluster. You can also recentre the display on an individual student



## View registers

You can view and export registers that have previously been recorded in Data Explorer by clicking on 'My Modules' and then on the 'View Registers'.

Registers are listed in time order with the most recent listed first. The 4 digit-code can still be used by students for registers that have a status of 'Open' against them and you as the tutor can go into 'View' and still use all the functionality buttons (shown previously) if required.

Name	Date ↓	Type	Status	Code	Action
Physics 1 14:00 27/7/2021	27/07/2021		Closed	8760	<a href="#">View</a> <a href="#">Export</a>
2019-09-09T09:30:00-Lecture-PHY001-2018	26/07/2021	Lecture	Closed	8774	<a href="#">View</a> <a href="#">Export</a>

If the status of the register is 'closed', the 4-digit code can no longer be used by students. However, you as the tutor can still use all the functionality buttons if required.

**NOTE:** Registers are open for an hour. Once the hour is over, there is a process that runs every 15 minutes which updates any changes made.

# Courses



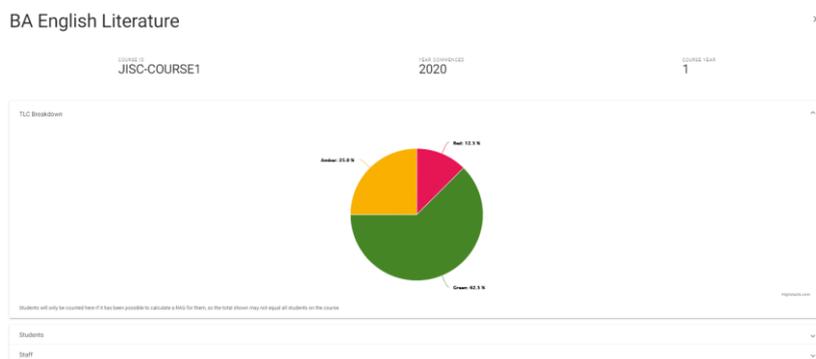
If you select 'My Courses', you will be able to see a list of all the courses you teach.

Name ↑	Course ID	Year Commenced	Course Year	RAG Indicator	Percentage
BA English Literature	JISC-COURSE1	2020	1	<span style="color: green;">●</span>	63%

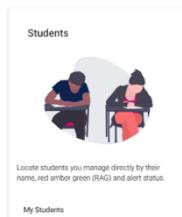
Filters

Items per page: 20 | 1 - 1 of 1 | [Navigation icons]

Click on the course title to see a pie chart breakdown of the traffic light calculation ratings. Below the pie chart, you are able to view the list of students and staff affiliated with the course.



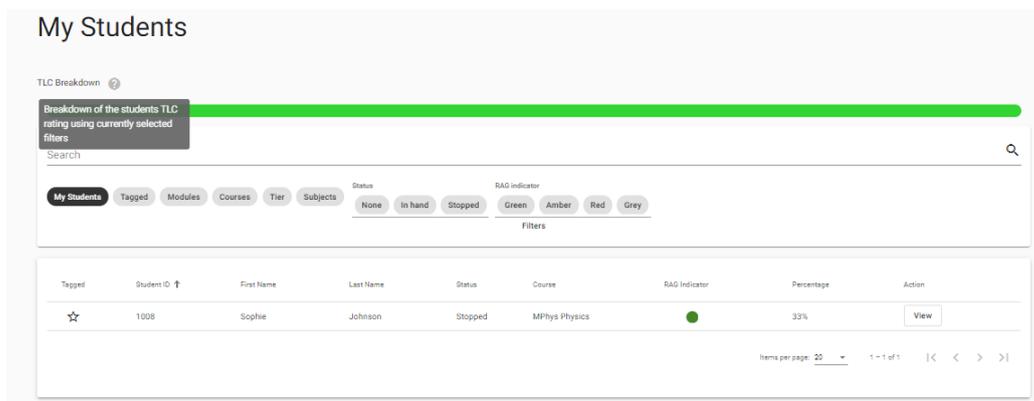
# Students



If you select 'My Students', this will show all the students you have links to, not just your personal tutees.

At the top of the visualisation, you have a TLC breakdown line which will be coloured red, amber, or green. This shows a breakdown of the students TLC rating using the current selected filters you have applied.

There are also filters and a search function at the top of the dashboard.



You have the option to tag students by selecting the star next to the student name. This will then add their name to your 'tagged' list, which enables you to view them quickly. The filtering does not work for site explorers.

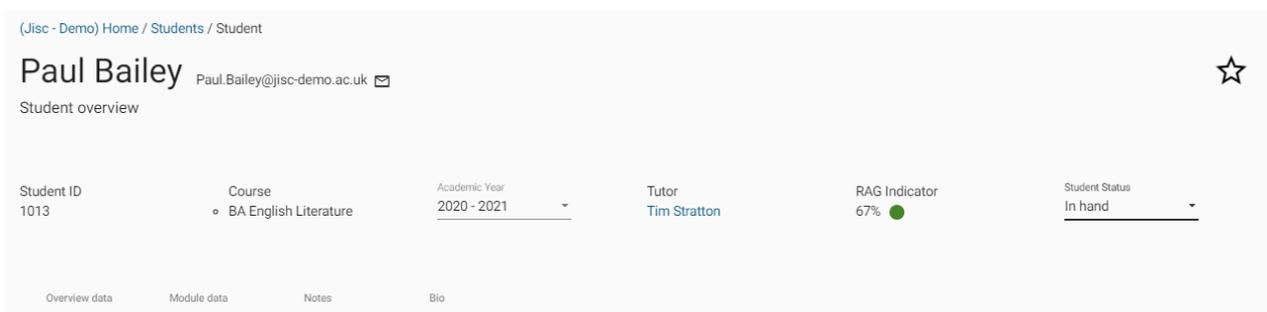
You can sort the student list view by clicking on the appropriate column headings.

The RAG (Red, Amber, Green) indicator shows the students risk status, and this list can be sorted by colour. Where the Traffic Light Calculator cannot make an assessment, due to lack of data, the RAG indicator on Student Search will be coloured grey. Please review the separate Data Explorer Traffic Light Calculator Guide for further detail.

Clicking on the 'view' button against the student name in the 'Action' column will take you to the Student Overview dashboard, which will allow you to see data on an individual student.

## Student overview

At the top of the student overview dashboard, you can email the student directly. You can also tag the student by clicking on the star in the top right-hand corner.



## Student status

You can change the status of a student as *'in-hand'* or *'stopped'*. The purpose of this is to aid sorting when supporting a larger number of students to focus only on those that are not already in hand. This value is set on the student page or in the Bio tab (see above), and then can be used as a filter in views where there is a list of students.

Typically, a member of staff would use the filter to view all students who had a 'Red' indicator and were not already in hand or stopped. Then to review students in-hand to see if their indicators have improved.

Underneath, you have Tabs which are:

Overview data; showing overall data and indicators.

Module data; showing activity data and assessment for each module.

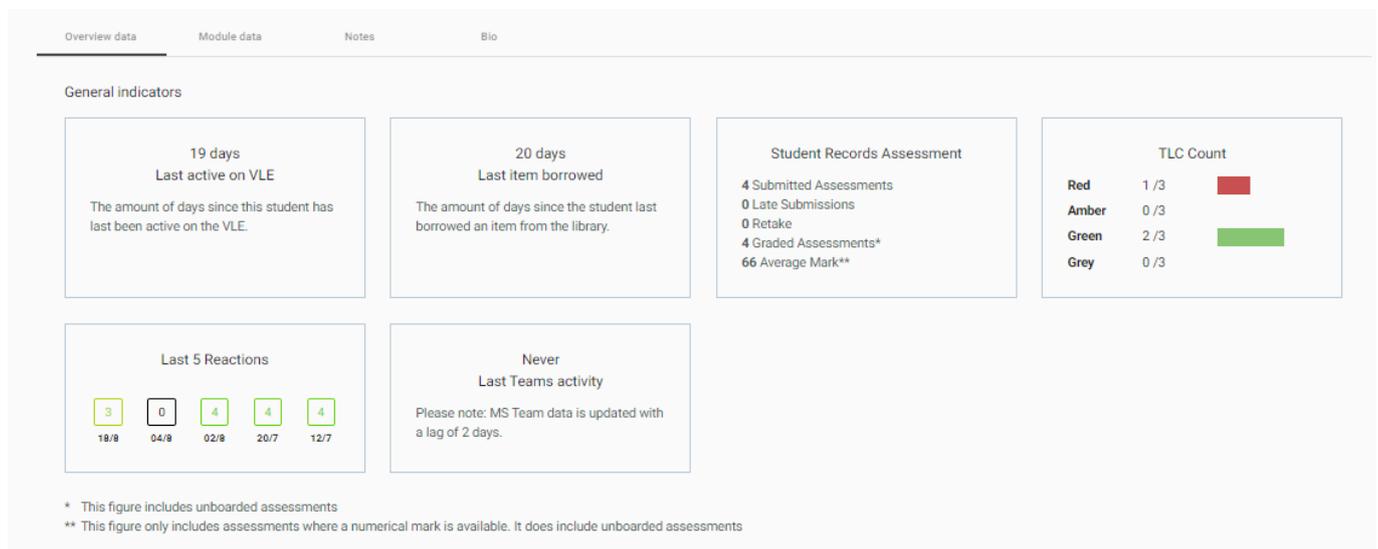
Notes (optional); allows recording of notes on student interactions.

Bio; provides other information about the student.

## Overview data

### General indicators

General indicators for the student overall are at the top of the dashboard and have an explanation of what each indicator means.

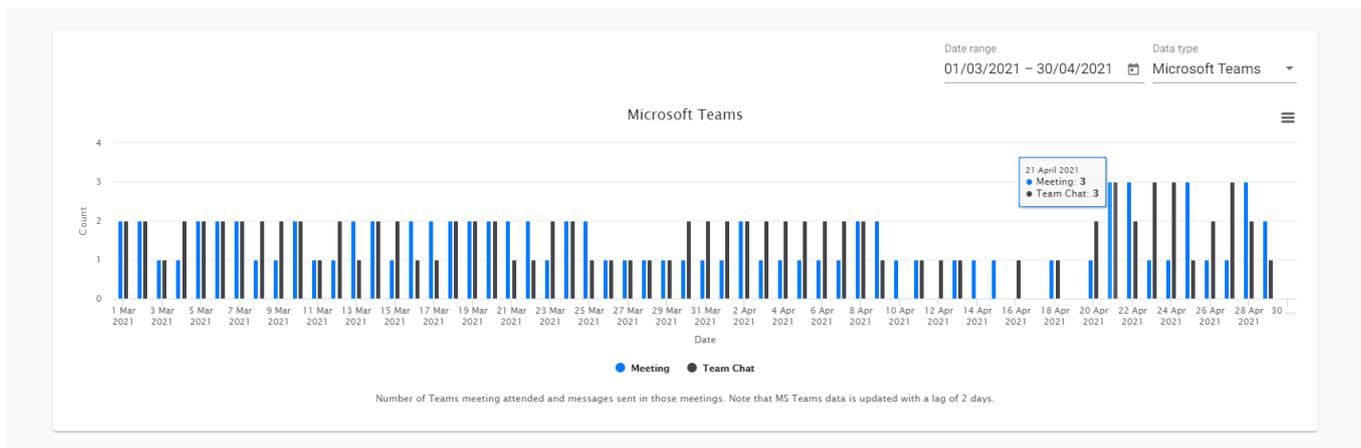


You have the option to hide individual tiles, by clicking in the top right-hand corner of that tile.

Academic Risk Score: will only show if your institution has opted to have predictor.

## Data type

Is found directly underneath the general indicator boxes. You can opt what visualisation to view by the Data Type drop down menu and you are also able to choose what date range you want to look at.



An explanation is provided on each screen to explain what is on view. The above picture is showing Microsoft Teams data. Hover the cursor over the graph lines, will provide you with a pop-up box with the break down of how many meetings and how many Teams chats the student attended that day.

The picture below is showing the students reading lists data, the title of the resource, what type, when first viewed and how many times the student has viewed the resource.

Search Data type: Reading lists

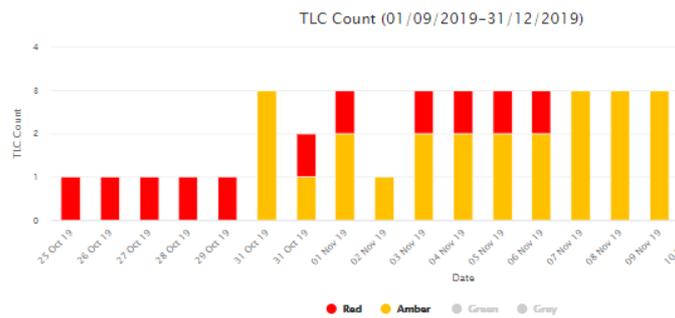
List Name ↑	Resource Title	Resource Type	First viewed	Number of views
BI002-RL	BI002-Book1	Video	22/04/2021	1
BI002-RL	BI002-Website1	Book	21/05/2021	1
BI002-RL	BI002-Book2	Book	26/05/2021	1
BI002-RL	BI002-Book1	Video	18/04/2021	1
BI002-RL	BI002-Video1	Website	24/01/2021	1

The TLC count allows tutors to track a student's TLC over time. The graph shows the count for each TLC colour per day, so the total will increase and decrease depending on the student's active modules.



If you hover over a colour in the graph, it will show you the ratio of that day.

You can select the colours you want to hide/see by clicking on the circles underneath the graph. The example below is focusing on the red and amber.



The below picture is showing the attendance data type, this takes information from events created in 'Attendance' and 'Study Goal'. However, information from institutions own attendance systems can also be displayed.

Overview data

Data type: Attendance

01 Jul 2020 (✓) 01 Jul 2020 (✓) 01 Jul 2020 (✗) 01 Jul 2020 (✓) 02 Jul 2020 (✓) 02 Jul 2020 (✓) 10 Jul 2020 (✓) 21 Jul 2020 (✗) 23 Jul 2020 (✗)

Explanation

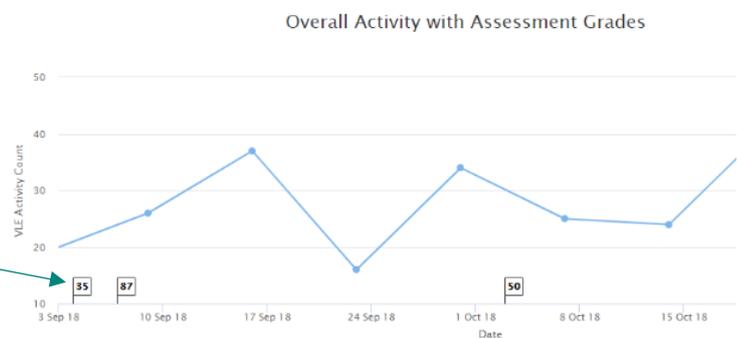
This shows how many events the student attended for a module against the total number of events for a module that have been held. It is possible a student isn't expected to attend all possible events, for example workshops or optional lectures.

3 modules found

Advanced Jiscing for Business 28 / 63 44%	Jiscing, Technology and Student Success 6 / 18 33%	Basic Jiscing 27 / 124 22%
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You can click on the module which will take you to the 'module data' tab.

Click on the flags in the 'Activity with assessment' graph, or the nodes in the 'Assessment over time' graph to obtain more detail about the assessment. This appears as a pop up as shown below



Assessment Information

Assessment ID	Assessment Detail	Module ID	Module Name	Actual Mark	Moderated Mark	Retake
ENG002/ASSESS1	Coursework	ENG002	English 2	70.5	70.5	NO

## Module traffic lights

At the bottom of the dashboard, you will see 'module traffic lights' which provides a RAG rating for each measure of activity including VLE usage, marks and attendance.

Module traffic lights

3 modules active

Module name	VLE Usage	Attendance	Marks	Results
> Basic Jiscing	<span style="color: green;">●</span>	<span style="color: orange;">●</span>	<span style="color: red;">○</span>	Show Results
> Jiscing, Technology and Student Success	<span style="color: grey;">●</span>	<span style="color: red;">○</span>	<span style="color: grey;">●</span>	Show Results
> Advanced Jiscing for Business	<span style="color: grey;">●</span>	<span style="color: grey;">●</span>	<span style="color: red;">○</span>	Show Results

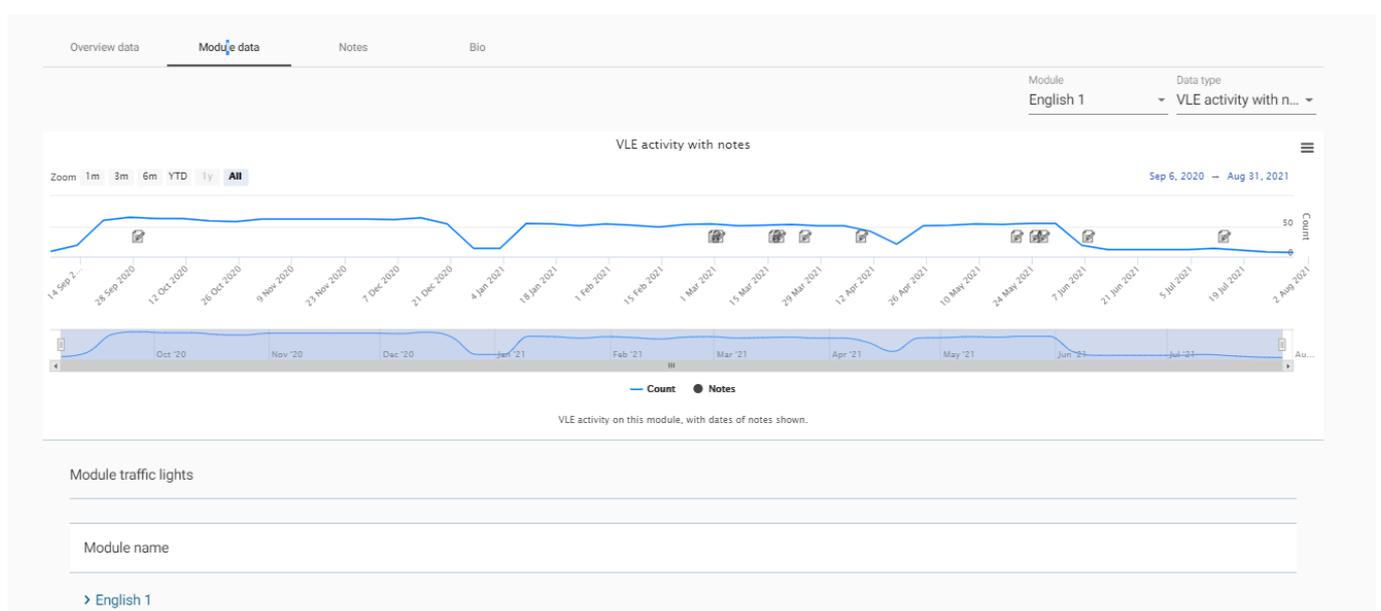
Clicking on the 'show results' button will detail why the issue was triggered.

Virtual Engagement <span style="color: green;">●</span>	Physical Engagement <span style="color: orange;">●</span>	Attainment <span style="color: red;">○</span>
No issues triggered	Triggered because days since last activity is between 14 and 7	Triggered because avg mark is between 0 and 49
Days since last activity: 1	Days since last activity: 9	Average mark: 42.5
% Less than average: -5.33	% Less than average: 22.09	Assessment retakes: 4

## Module data

You can also view student data by module. Clicking on the 'Module data' tab allows viewing of the indicators for each module.

You can select the different modules from the 'Module' drop-down menu.

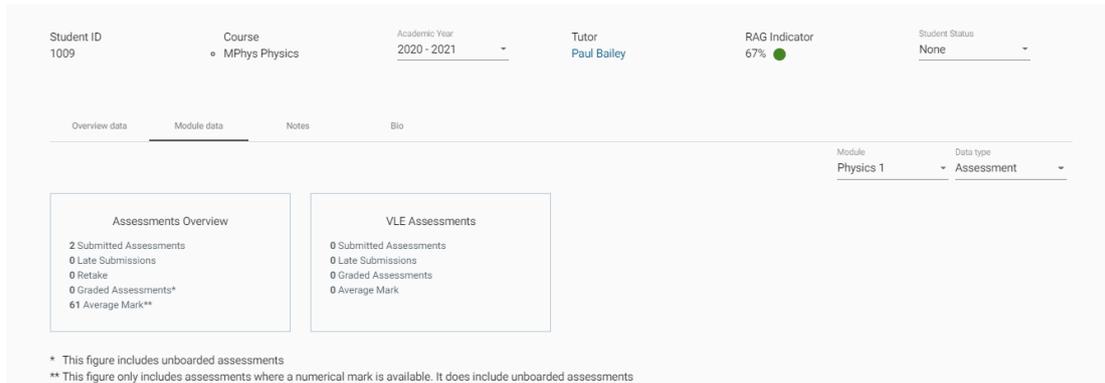


## Data type

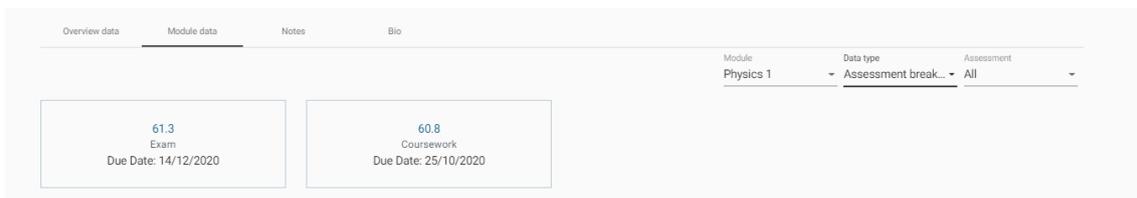
You can select which 'Data type' you want to use from the drop-down list which is in the top right-hand corner of the visualisation.

VLE activity with notes (as seen above); shows VLE activity on the module selected. Hover over the nodes will show you dates and what the activity was.

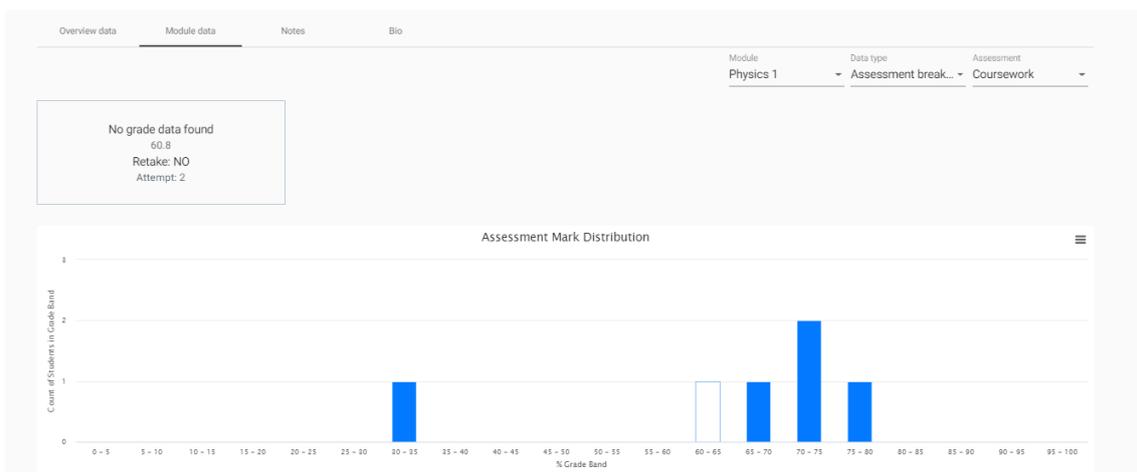
Assessment: Shows the number of submitted assignments, if any were submitted late, how many which have been graded and the average grade all submissions.



Assessment breakdown: Assignments associated with this module and marks/grades if submitted. You can also view all or by individual assessment.



By clicking on the grade of assessment, you will see a graph of the assessment mark distribution. The clear band depicts the students marks. You can also view all or by individual assessment type.

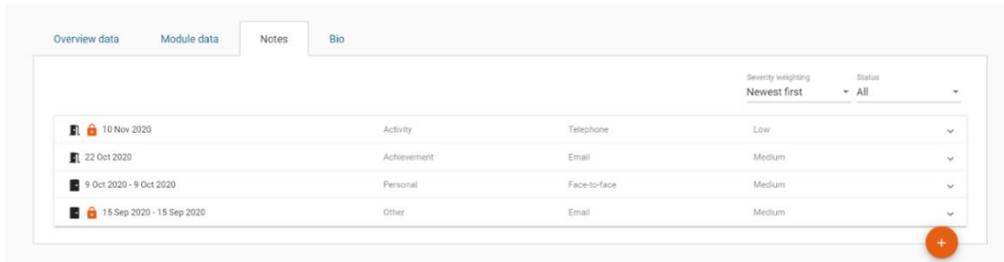


## Module traffic lights

At the bottom of the dashboard, you will see 'module traffic lights' which provides a RAG rating for each measure of activity including VLE usage, marks and attendance for the module you are viewing.

## Notes

The notes tab allows the recording of notes and shows a list of any recorded notes of meetings or other interactions with the student.



By clicking here:  you can input details of an intervention with a student.

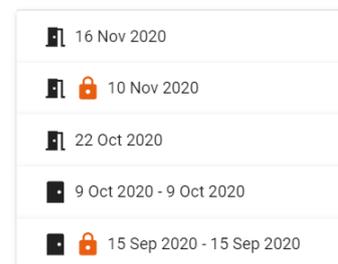
Status: Open  
Method: Face-to-face  
Level: Medium  
Reason: Mentoring  
Start date: 16/11/2020  
End date:   
Description: Testing purposes only  
Buttons: Add comment, Save, Protect Message

If the conversation is confidential, you have the option to 'Protect message.' If this option is selected, only the tutor who has written the note will be able to open and read once saved.

If a note is protected, you will see an orange padlock next to the door.

The open-door symbol will be shown if you have selected the status as being open.

The closed-door symbol is shown when you have set the status to closed.



## Bio

By clicking on 'Bio' you can view information about the student.

Your institution will have chosen what fields are populated and which are visible to you.

The standard bio fields will show basic student data; name, VLE (student ID) number, tutor name, and the students personal email. This is shown in the below picture.

Underneath the bio field, lists the courses and module name the student is studying.

**Student**

First Name Jess	Last Name Wilson	VLE ID 1001	Tutor Michael Static	Personal email Jess.Wilson@corp.jisc.ac.uk
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**Courses**

Course Name MPhys Physics	School CEMPS	Course ID JISC-COURSE2	Year 2021	Years on course 1
Course Aim H00	Study Mode 1	Registration Date 03/09/18	Course Leaders	

Module name ↑	Module ID	Start date	End date	Result	Mark	Grade	Credits	Retake	Trailing
Physics 1	PHY001	02/09/21	30/08/22	Not known	73.1	73.1		NO	2
Physics 2	PHY002	02/09/21	13/12/21	Not known	59.7	59.7		NO	2

Items per page: 20 1 - 2 of 2 |< < > >|

\* If a boarded mark or grade is not available, an unboarded mark or grade is shown

If the extended bio fields have been enabled, then you will see an extra line of fields underneath the standard ones.

Not all fields are populated by every institution, if there is no data provided for a particular field, it will show as 'no data.'

Exceptions to this are:

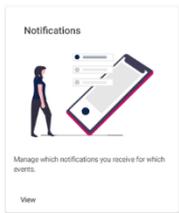
Overseas status: Will show either Yes or No

Tier 4 Visa: Will show yes if visa field set to Tier 4 , otherwise will be left blank.

**Student**

First Name Jess	Last Name Wilson	VLE ID 1001	Tutor Michael Static	Personal email Jess.Wilson@corp.jisc.ac.uk	
Mobile number No data	Date of birth 1997-07-08	Overseas status NO	Tier 4 visa	Term time address No data	Entry postcode No data

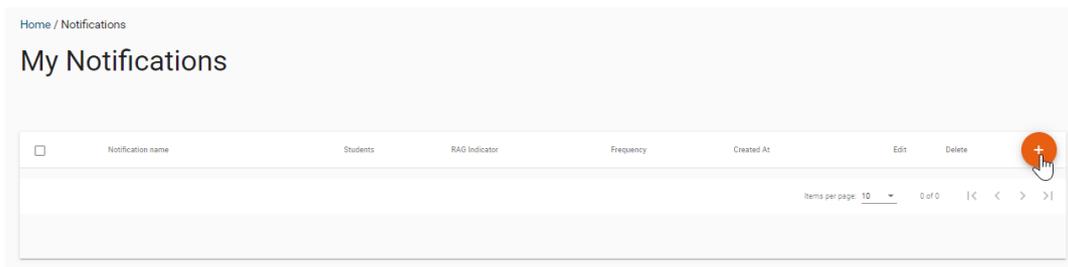
# Notifications



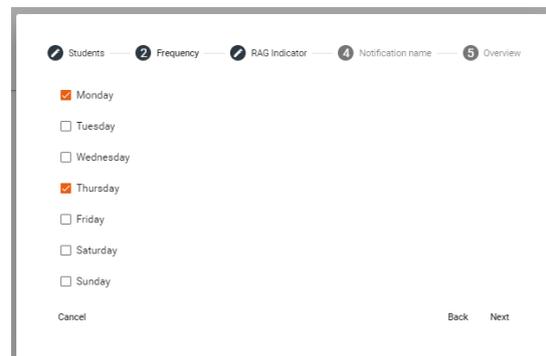
Notifications allow you to be notified when your student's engagement drops to a certain level, allowing you to be proactive in helping students.

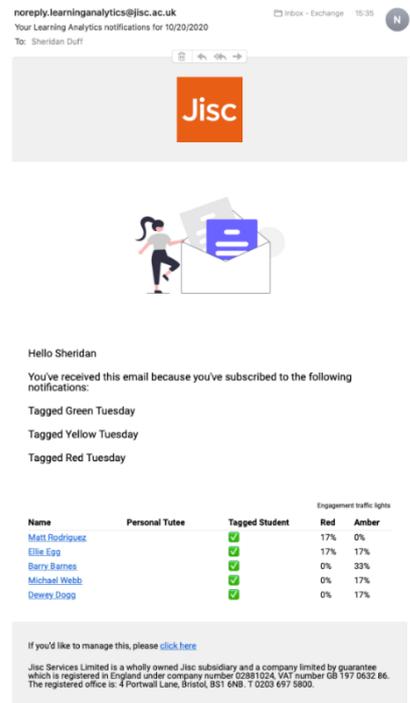
Notifications can be turned on or off at a university level by Site Admins.

If they are turned on, there will be a new tile on the home page. Click on the tile to access the notifications main dashboard. Here will show a list of notifications you have already set up. To set up a new notification, click on the circle with + in the middle found in the top right-hand corner of the dashboard.



From here, you can opt which students you want to be notified about, the frequency of the notification, what RAG indicator, give your notification a name and at the end will show you an overview of what you have selected.





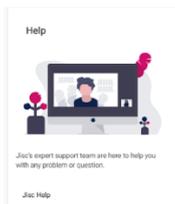
Notifications are sent by email to the email address of the account that set them up.

You should only receive one email, rather an email per rule.

You should be able to click on the students in the email and be linked to them in Data Explorer.

Some limited info about the student will be displayed in the email.

## Help



Your institution can choose whether to have this option showing and configured to 'help and support' pages at your institution and/or configured to the 'help and support' pages at Jisc.

## Providing feedback or reporting faults

If you find a problem with the software or the data, then you should contact your institutional project lead who will collate and report to Jisc.