

Data explorer Site explorer 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 to allow 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, and assignments (marks).

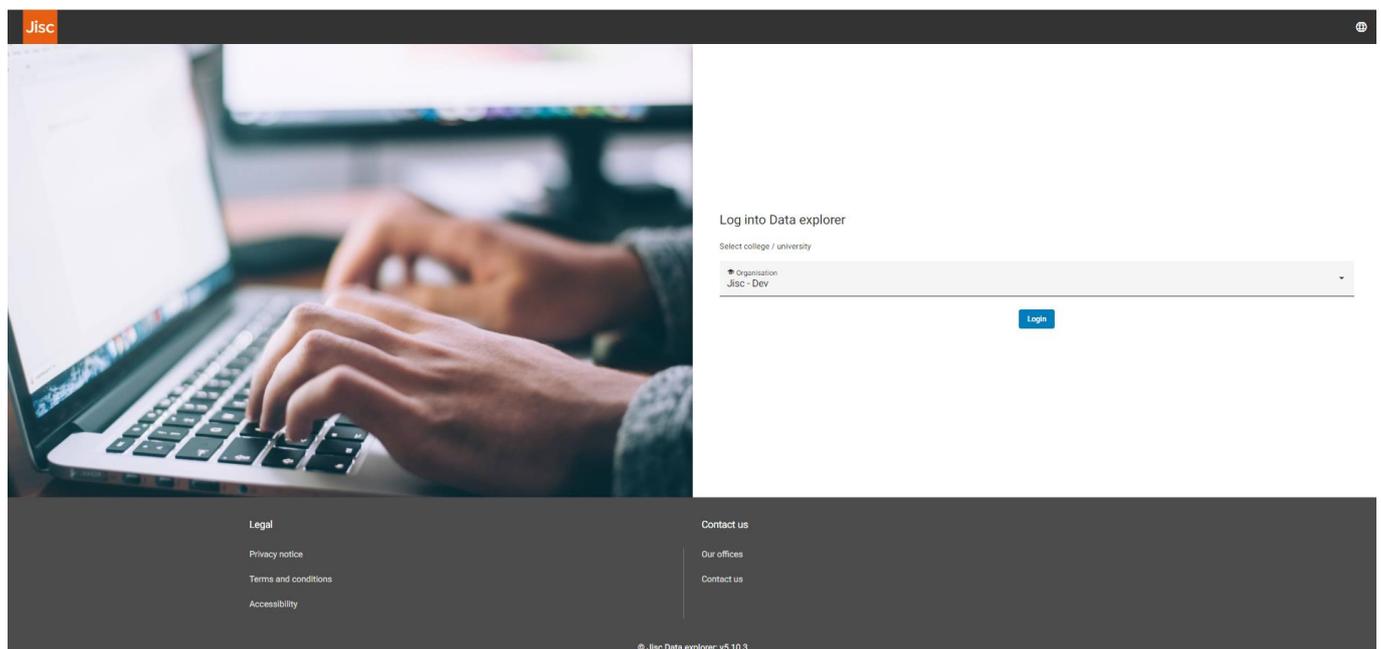
Engagement activity is based on their use of online (VLE), attendance, assessments, library data and Microsoft Teams activity.

Getting started

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

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

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



Roles

The following roles in data explorer may be assigned to staff:

Site admin role – has full access to the system and can manage configurations and users.

Tutor role – allows academic staff to see data around the courses and modules they are teaching; and students data if they have an academic tutor group (this is covered in the tutor guide).

Site explorer role – allows staff to see all courses, modules, and students they can access, view what a tutor can see and view students at risk (RAG indicator) by faculty, department, and course (or equivalent for your institution).

The site explorer role is designed to be used by staff who have the following roles, for example.

Central services staff who support students and require a global view of students at risk so they can support individual students.

Faculty/department support staff (e.g., retention officers) who require a view of students at risk so they can support academic staff in supporting individual students.

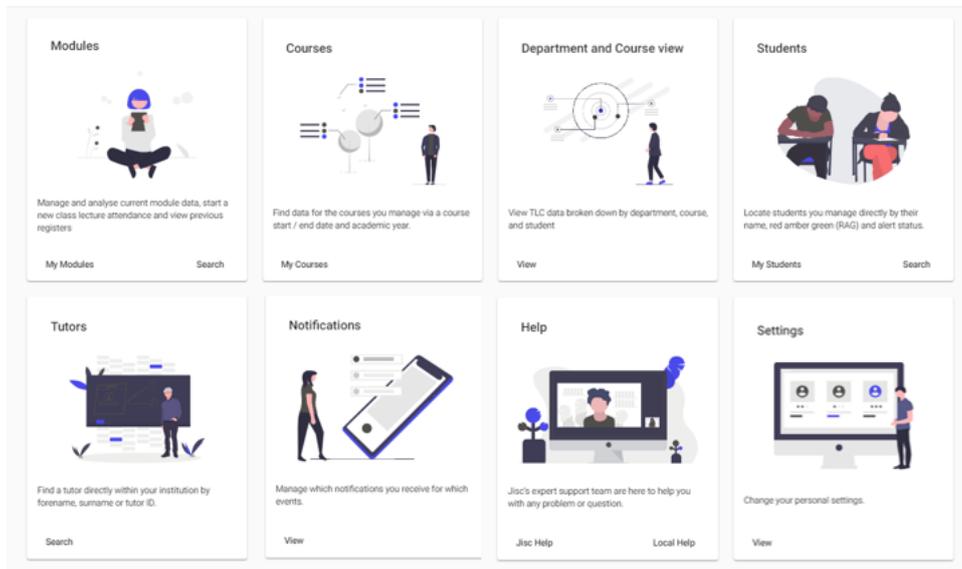
Faculty/department managers to assess and manage the support of at-risk students.

Course leaders to be able to view data for all modules on a course.

Senior tutors to be able to manage and support academic tutors.

Site explorer view

Once you have logged into data explorer, you will see these icons:

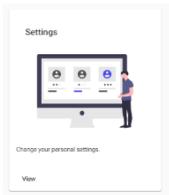


You can also access the site explorer view from the menu found in the top right-hand corner of the dashboard.

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

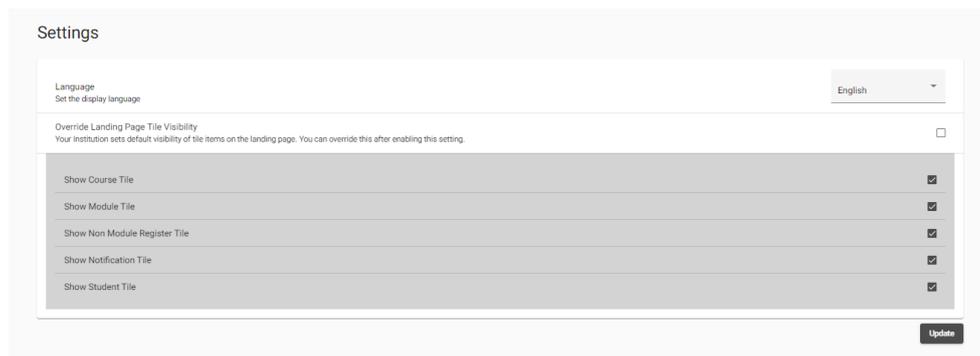


Settings



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.



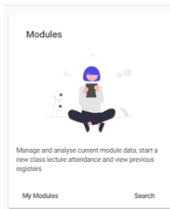
Courses



To access your own courses, select 'My Courses'. You are only able to search for courses, you as an individual have access to.

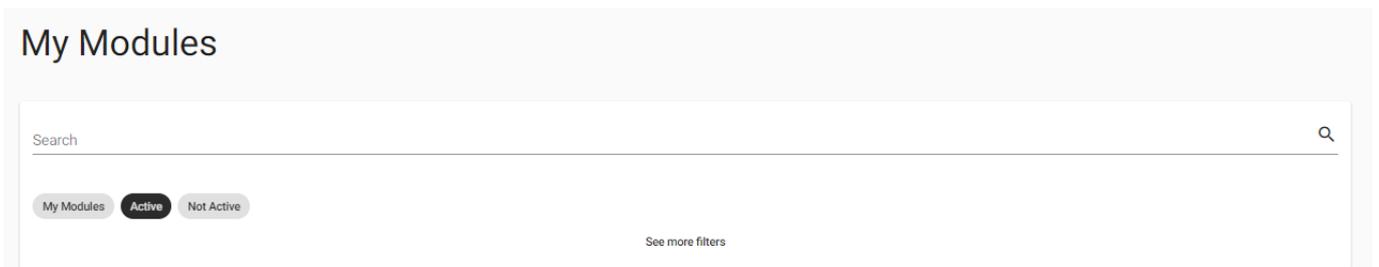
Visualisations and details on courses, can be found in the data explorer tutor view guide.

Modules



To access your own modules, select *'My Modules'*.

This will automatically default to show all active modules that you teach on. You can apply a filter using the *'active'*, *'not active'*, and *'my modules'* options.



From the modules tile on *'my dashboard'*, selecting *'Search'* allows you to view all modules in the institution and see the same overview that a tutor will see.

You can filter this view by academic year. The below screenshot shows the academic year of 2021 and the list of modules I as a tutor can view.

Module Name ↑	Module ID	Module Instance ID	Start date	End date	Academic Year
Biology 1	BI001	BI001-2018	06/09/2021	30/06/2022	2021
Biology 2	BI002	BI002-2018	06/09/2021	13/12/2021	2021
Biology 3	BI003	BI003-2018	06/09/2021	31/08/2022	2021
English 1	ENG001	ENG001-2018	06/09/2021	13/12/2021	2021
English 2	ENG002	ENG002-2018	06/09/2021	30/06/2022	2021
English 3	ENG003	ENG003-2018	06/09/2021	31/08/2022	2021
Physics 1	PHY001	PHY001-2018	06/09/2021	30/06/2022	2021
Physics 2	PHY002	PHY002-2018	06/09/2021	13/12/2021	2021
Physics 3	PHY003	PHY003-2018	06/09/2021	30/08/2022	2021

Visualisations and details on modules and attendance, can be found in the data explorer tutor view guide.

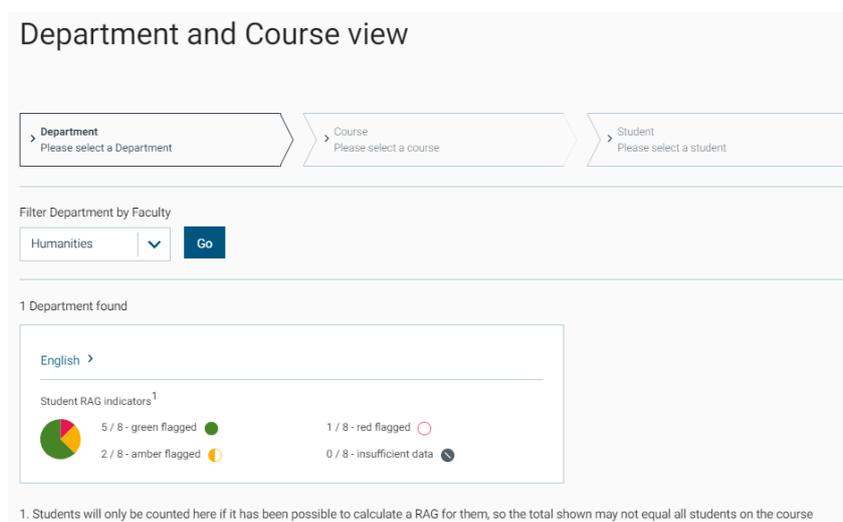
Department and course view



The terms faculty, department and course may have been configured differently in your institutions (e.g., school, programme).

This allows you to view the number of students at risk by department or course and see a list of students at risk by course.

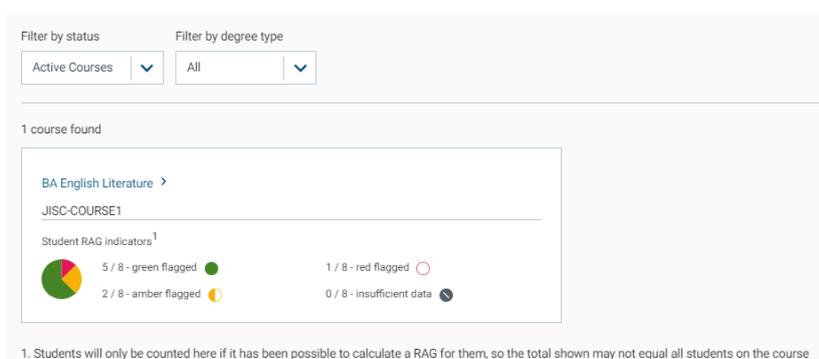
You start by selecting a faculty from the drop-down list.



For each department you can see a pie chart and the numerical values for the number of students with RAG indicators. Red and Amber being 'at risk' students, Green for students below the risk threshold, and grey if there is insufficient data to calculate risk for any students.

Selecting a department will give you a list of courses, with a similar breakdown.

Here you can filter by status and by degree type.



Selecting a course will give you a list of students.

The list can be sorted by name, student ID or risk indicator and filter by student status or risk (RAG) indicator.

Clicking on the student name will then give you the same student view as can be seen by a tutor (see data explorer tutor view guide for full details on student overview).

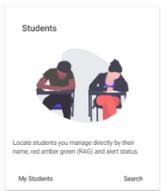
RAG indicator Sort

All Last name A - Z

10 students found

> Megan Brown	MPhys Physics	1007	33% 🟡
> Dan Davis	MPhys Physics	1006	67% 🟢
> Joe Hale	MPhys Physics	1010	67% 🟢
> Sophie Johnson	MPhys Physics	1008	67% 🟢
> Josh Jones	MPhys Physics	1004	67% 🟢
> James Miller	MPhys Physics	1002	33% 🟠

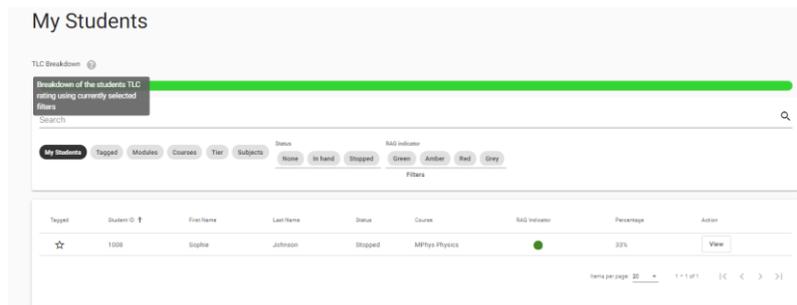
Students



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 (traffic light calculator) 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.



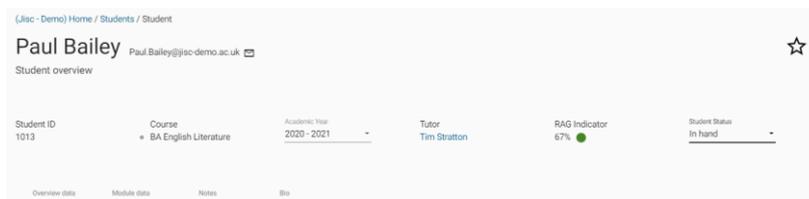
You have the option to tag students by selecting the star next to the student name which will allow them to be more easily found as will be listed in the tagged section.

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.

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

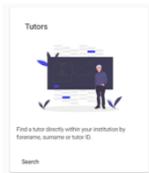


Student Status

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 in the student view and then can be used as a filter in views where there 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.

Tutors



Allows you to view the student or modules associated with a tutor.

You can search by list name or an ID. You may use this as a senior tutor reviewing how academic tutor's groups are getting on, or if you are supporting a tutor in teaching a module, but you do not teach in that module yourself.

Search by tutor last name or ID Sort

webb 🔍 First name A - Z ▼ Search

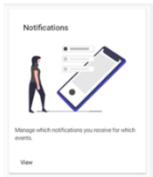
1 tutors found ☰ ☱

Michael Webb	> View students > View modules > View courses > Log In As Michael Webb
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Log in as

This function is primarily for end user support. For example, when a tutor rings or logs a support call with yourself, you can walk through what their problem is, as if you were them. Also “I can't see X”, “I don't have Y” – it means you can confirm or deny permissions or access problems.

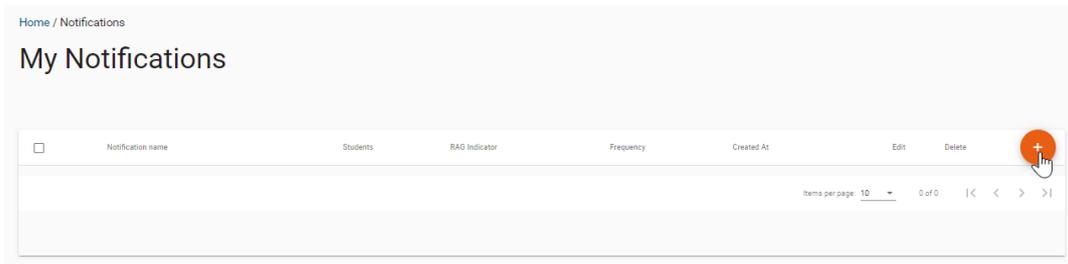
Notifications



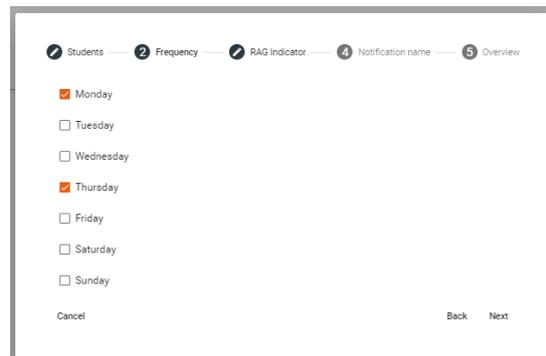
Notifications allow you to be notified when your student's engagement drops to a certain level, allowing you to be proactive in helping students.

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.

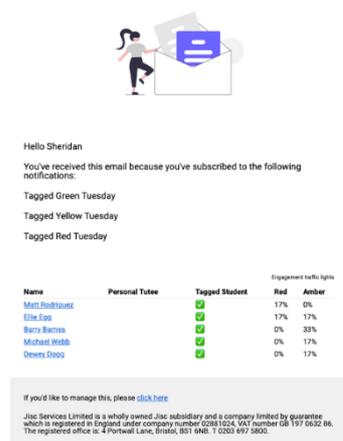


Notifications are sent by email to the email address of the account that set them up.

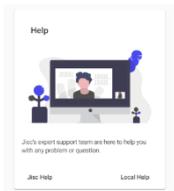
You should only receive one email, rather an email per rule.

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 via help@jisc.ac.uk