



Faculty Dashboard

User Guide

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Kaplan University Faculty Dashboard

Introduction






The Kaplan University Faculty Dashboard is a new tool that has been added to the instructor view of KU Campus that provides important insight into students' academic progress. The tool displays student activity data to help instructors identify whether students may be "at risk" of underperforming in a class. As students' progress in the course, big data is used to calculate certain predictive markers for student success. Thresholds are then applied to each student to help identify any student who might potentially be at risk in the class. Use of the Faculty Dashboard enables instructors to more easily identify issues, monitor progress and address concerns as early as possible to help students succeed.

Current Classes

- MT217-03: Finance
- MT217-02: Finance
- MT217-03: Finance
- MT480-01: Corporate Finance

Faculty Dashboard [Contact Manager](#)

Student Activity Grid 5 Students | 0 With Alerts

	First Name	Last Name	Mins	Attendance	Submissions	Last Activity	Grade
	Jeffery	Student	1102	14	16	7/30/2015	0.59
	Jackie	Student	836	15	15	7/29/2015	0.52
	Eric	Student	733	11	8	7/28/2015	0.35
	David	Student	1278	17	20	7/31/2015	0.9
	Chasity	Student	2404	20	14	7/31/2015	0.57

Updated: 8/02/2015 - 1:03 PM

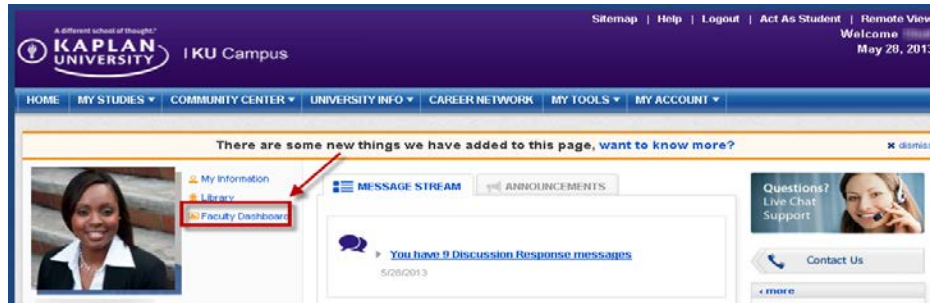
Getting Started

Web Browser Considerations

- **Firefox** is the most compatible browser for use with Faculty Dashboard.
- **Chrome** is compatible with Faculty Dashboard
Note: If you access Faculty Dashboard from the online class room, the student's email address link (see [Student Information Pod](#)) will be disabled due to Chrome security setup.
- **Internet Explorer** is not compatible and not recommended for use with Faculty Dashboard.

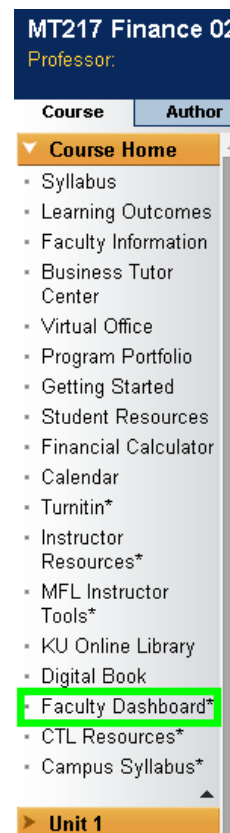
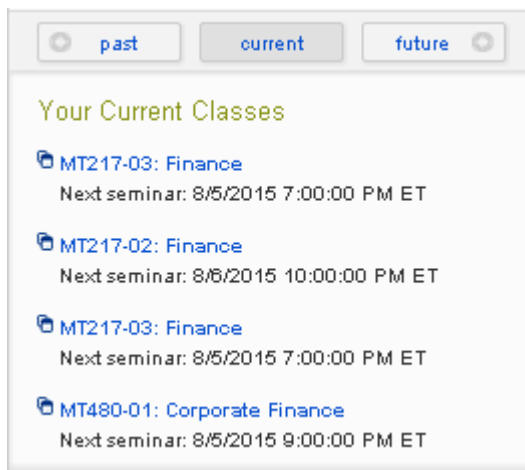
Access

KU Campus: Instructors can access the Faculty Dashboard from their homepage in KU Campus by clicking on the “Faculty Dashboard” link next to their profile picture.



Online Classroom: Instructors can access the Faculty Dashboard from an online class to which they are assigned to by clicking on the “Faculty Dashboard” link in the left hand vertical navigation bar under “Course Home”.

Note: Students are unable to view the link in their student display.








Student Activity Grid

When instructors enter the Faculty Dashboard, they first see the **Student Activity Grid**. It contains the name of each student down the vertical axis. Along the horizontal axis, the grid contains the following data columns that populate (see Note) for each student:

- First / Last Name
- Minutes (“Mins”)
- Attendance
- Submissions
- Last Activity
- Grade

Faculty Dashboard

Contact Manager

	First Name	Last Name	Mins	Attendance	Submissions	Last Activity	Grade
	Jeffery	Student	1102	14	16	7/30/2015	0.59
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Updated: 8/02/2015 - 1:03 PM

Student Data Population


Unlike the Class Roster, the Student Activity Grid does not populate with all of the enrolled student names when the term begins. Instead, it begins to populate once a sufficient mass of course activity data is collected for the predictive threshold model. Then, a student's information populates the Student Activity Grid once that student submits a gradable item (discussion post, assignment, quiz) in the class.

Student Data Update

Daily data updates ensure the Faculty Dashboard reflects a student's cumulative data to date in the class. The Faculty Dashboard processes large amounts of student course data every day and, on average, the new data is available by 4PM ET. The date of the last data update is located at the bottom of “Student Activity Grid” for each class.

Student Information

Instructors are able to see the first and last name of each student registered for a given class and see each student's profile image. If a student has not uploaded an image to their KU Campus profile, a default image is displayed instead.

Student Activity Grid							
9 Students 0 With Alerts							
	First Name	Last Name	Mins	Attendance	Submissions	Last Activity	Grade
	Mitch	Student	2817	24	67	5/26/2013	0.98
	Angela	Student	2650	19	29	5/26/2013	0.92






Minutes

Minutes are defined as the total number of minutes each student has spent in their class from the start of the term.

At Risk Indicator: Students with a low amount of time spent in the class will have a yellow flag highlighting the number of minutes on the activity grid.

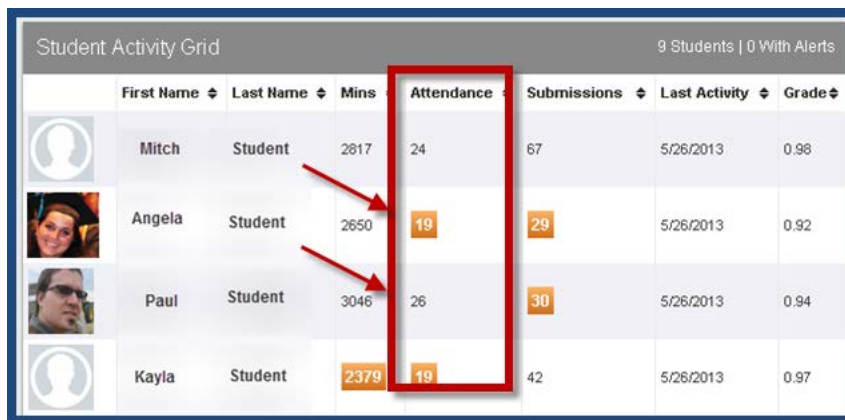
Note: The threshold for a low amount of time is established in accordance with data drawn from successful and unsuccessful students at Kaplan University specific to each course.





For Example (below): A student, Kayla, who has spent 2,379 minutes logged into the classroom since the start of the term is flagged whereas students with longer amounts of time spent logged into the classroom are not.

Student Activity Grid							
9 Students 0 With Alerts							
	First Name	Last Name	Mins	Attendance	Submissions	Last Activity	Grade
	Mitch	Student	2817	24	67	5/26/2013	0.98
	Angela	Student	2650	19	29	5/26/2013	0.92
	Paul	Student	3046	26	30	5/26/2013	0.94
	Kayla	Student	2379	19	42	5/26/2013	0.97
	America	Student	2027	23	32	5/26/2013	0.96

Attendance

Students' attendance as defined in the Faculty Dashboard and displayed in the activity grid is based on the number of days a student has successfully entered their class from KU Campus.



Student Activity Grid							
9 Students 0 With Alerts							
	First Name	Last Name	Mins	Attendance	Submissions	Last Activity	Grade
	Mitch	Student	2817	24	67	5/26/2013	0.98
	Angela	Student	2650	19	29	5/26/2013	0.92
	Paul	Student	3046	26	30	5/26/2013	0.94
	Kayla	Student	2379	19	42	5/26/2013	0.97

Note: Attendance measured on the Faculty Dashboard as defined above differs from the way in which attendance is officially measured at Kaplan University and recorded in CampusVue.

Official attendance is only registered when students perform any of the following:

- Post to any classroom discussion board
- Post to a virtual office
- Submit an assignment into the drop box
- Attend a seminar
- Participate in a quiz, test, exam, or Learning Object.

At Risk Indicator: Students with a low attendance in the class as defined in the Faculty Dashboard in the class have a yellow flag highlighting the number of times they have logged into the class on the activity grid.

Note: The threshold for low attendance is established in accordance with data drawn from successful and unsuccessful students at Kaplan University specific to each course.

Example (Above): A student, Angela, who has logged in to the class 19 times since the start of the term is flagged whereas a student who has logged into their class 26 times since the start of term is not.




Submissions

The Submissions column of the student activity grid logs the number of times each student has done one of the following:

- Posted to a discussion board
- Completed a quiz or exam
- Submitted an assignment

Note: Submissions as measured on the Faculty Dashboard closely align to the way in which official attendance is measured by Kaplan University but Submissions is exclusive of:

- Post to a virtual office
- Participate in a Learning Object.

	First Name	Last Name	Mins	Attendance	Submissions	Last Activity	Grade
	Mitch	Student	2817	24	67	5/26/2013	0.98
	Angela	Student	2650	19	29	5/26/2013	0.92
	Paul	Student	3046	26	30	5/26/2013	0.94





At Risk Indicator: Students with a low number of submissions have a yellow flag highlighting the number of times they have made submissions in the class since the start of the term.

Note: The threshold for a low number of submissions is established in accordance with data drawn from successful and unsuccessful students at Kaplan University specific to each course.

Example (Above): A student who has made 29 or 30 submissions is flagged for being at risk but a student who has made 67 submissions is not.

Last Activity

The Last Activity column lists the last time a student logged into their class (i.e., posted attendance as defined in the Faculty Dashboard).

	First Name	Last Name	Mins	Attendance	Submissions	Last Activity	Grade
	Mitch	Student	2817	24	67	5/26/2013	0.98
	Angela	Student	2650	19	29	5/26/2013	0.92
	Paul	Student	3046	26	30	5/26/2013	0.94
	Kayla	Student	2379	19	42	5/26/2013	0.97

Note: Last Activity is not synonymous with Last Date of Attendance (LDA) which is based on official attendance at Kaplan University.

At Risk Indicator: There is no indicator under Last Activity.





Example (Above): Each student most recently logged into their class on 5.26.2013.

Grade

The Grade column displays the current cumulative grade for each student as pulled from the class Gradebook that appears as a percentage.

At Risk Indicator: There is no indicator under Grade.

Example (Below): Grades shown range from a 92% to a 98%.

	First Name	Last Name	Mins	Attendance	Submissions	Last Activity	Grade
	Mitch	Student	2817	24	67	5/26/2013	0.98
	Angela	Student	2650	19	29	5/26/2013	0.92
	Paul	Student	3046	26	30	5/26/2013	0.94
	Kayla	Student	2379	19	42	5/26/2013	0.97

Student Information Pod

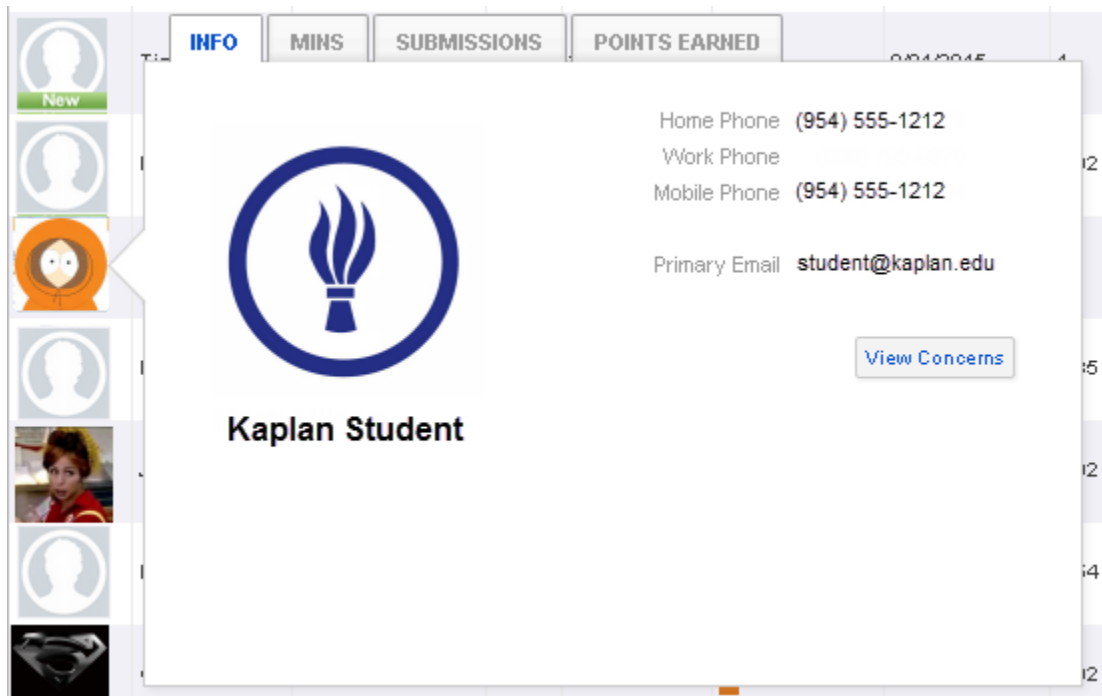
When you mouse-over the photo / photo placeholder of a student in the far left column of the Student Activity Grid in the Faculty Dashboard, information about each student appears:

- **Home phone number**
- **Work phone number**
- **Mobile phone number**
- **Primary email address (clickable link)**

Tip: Right click on email address to open email to compose in a new tab. It only works in Chrome if Faculty Dashboard is opened from KU Campus. See [Browser Considerations](#).

- **View Concerns (clickable link)**

Tip: By clicking on the link, you can view a page displaying any open Instructor Concerns, and open a new Instructor Concern from the page, too.



Use Case Scenario

The Faculty Dashboard is an additional tool to save faculty time and help them to better identify at risk students. Unless specific outreach using the Faculty Dashboard is prescribed by your Chair or Dean, it is the instructor's discretion as to when and how they use it to provide outreach to students.

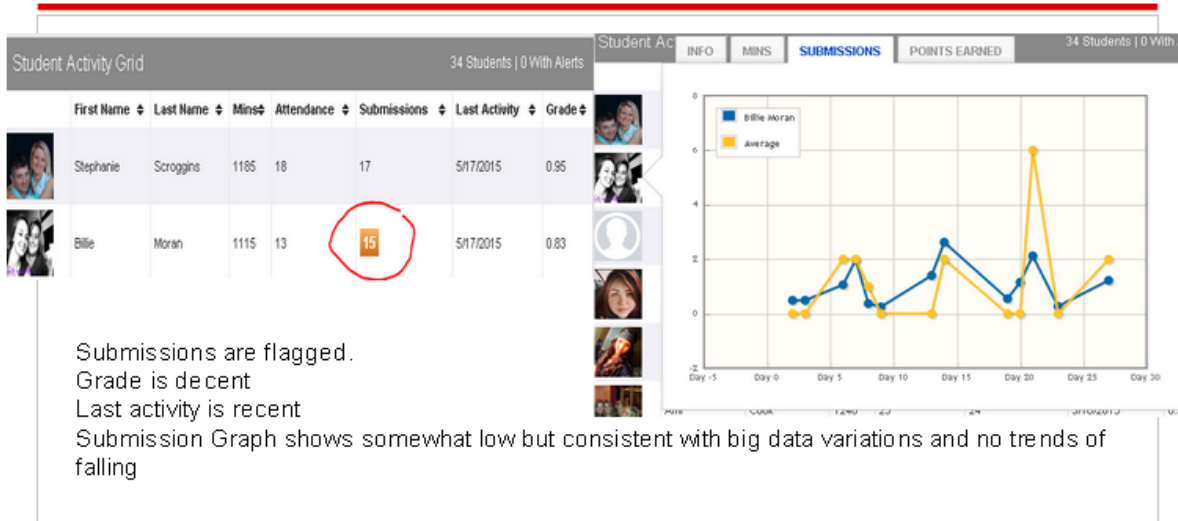
It can provide a quick look at:

- **Students with low engagement** (flagged for attendance, minutes or submissions)
- **Students with high engagement yet low grades**
- **Trends in student engagement activity**

Based on the make-up of a particular class and the time an instructor has to spend on outreach, this tool allows the instructor to better prioritize outreach to those students for whom it might be most effective.

At the very least, it provides a quick review of the students in the class and highlights those for whom the instructor may want to look more deeply into their class activities.

Case Example



In the above example, the data indicates that this student has fewer than average submissions, which include Discussions, Assignments and Quizzes. However, the graph indicates that submissions are being made on time and in amounts on par with other students until the most current week. What outreach is required?

- Perhaps the instructor would reach out to see if something has changed for the student or if they are struggling with that specific unit's content.
- Or, the instructor may choose to watch it in the next week to see if it becomes a downward trend.
- There are other things of which the instructor might be aware that would inform their decision on outreach.
 - **For Example:** If an instructor was aware that there was a student who had posted an abnormally high number of posts in last week's discussion board, this additional activity would be captured in the data as additional submissions, causing the average level of submissions to increase. In that case, this student's submissions may not actually be below the expected or necessary submissions for the week and no outreach or concern is warranted.

Appendices

Frequently Asked Questions (FAQ)

What are the predictive markers used in the Faculty Dashboard?

- Class Activity
 - Time spent viewing class material via eCollege platform
- Assignment Submissions
 - Discussion board posts
 - Unit assignments
- Assignment Grades
- Attendance
 - Each individual day the student has entered the class and marked activity
- Last Date of Attendance

Why is a student missing from the Faculty Dashboard?

Faculty Dashboard is not intended to be a roster for the class but an analysis tool for instructors. The student must have class activity (submitted an assignment and have an assignment grade) before enough data has been collected that the application can predict if a student is at risk based upon their class progression.

When is the Faculty Dashboard data updated?

Faculty Dashboard processes new data every day but has to process large amounts of data and does not take up the same amount each day but on average the data is available by 4PM ET. The date the data has last been updated is located at the bottom of "Student Activity Grid" for each class.

What does each column in the "Student Activity Grid" mean?

Hovering over the column title will bring up help text that provides details regarding the data in that column.

Why are certain values for students highlighted in the "Student Activity Grid"?

Each day a threshold of success is calculated from the class data for each predictive marker. Students below the threshold are flagged as at risk for that predictive marker. The instructor can then, at a glance, identify students for whom a deeper analysis might be warranted in order to ensure the student receives the best possible support to succeed.

Feedback

Faculty are welcome to provide feedback on their experience using the Faculty Dashboard, make suggestions for enhancements or changes via [Faculty Dashboard Feedback](#).