USER GUIDE

'Submission Exception' Report

What can this report do for me?

- This report provides a list of students that meet specified criteria related to submissions from LearnJCU Subject(s). For example, the report can generate a list of students who have not submitted at least 1 test in their LearnJCU subjects during a given academic study period.
- This report can be useful to find and contact students who are not engaged with their subjects and who may be in need of assistance. The students' instructor(s) can also be contacted using this report.

Running the Report

Step 1 • From the Teaching @ JCU webpage, select the Learning Analytics webpage.

Step 2 • Select **Level 2 Report Access** to login with the Blackboard login

- Level 2 Report Access
- Managing your Blackboard Account
- Information for Staff
- Information available to students via LearnJCU
- Frequently Asked Questions
- Reports and Dashboards
- Glossary

Step 3 • Click on '**Analytics for Learn Reports _432'**.

Step 4 • This will bring you to the below page. Click on the **'Submission Exception report'**. To run this report, several parameters need to be supplied. Fill in the required parameters (and optional parameters if desired) and click the **View Report** tab in the right hand corner. A description of each parameter is provided below.

SQL Server Reporting Services
Analytics For Learn Reports_432

Search

New Folder | New Data Source | Report Builder | Folder Settings | Upload File   Details View

Help Files
Associated .PDF Help Files   Mobile Learn Reports   Activity and Grade Scatter Plot JCU   Grade Centre Exception Report JCU   Instructor At A Glance JCU   LearnJCU Activity Matrix

LearnJCU Subject At A Glance   LearnJCU Subject Use Across University   Login Exception Report JCU   SIS Integration Audit   Student Activity By Instructor JCU   Student At A Glance JCU

Student Engagement Report JCU   Subject Submission Summary   Submission Exception Report JCU

1

Report Parameters

- **Year (Required):** Select the year which you wish to run the report for.
- **Study Period (Required):** The academic Study Periods at your institution, e.g. Study Period 1, 2015. Selecting a Study Period automatically filters down the LearnJCU Subjects that can be selected.
- **Division (Required):** This refers to the organisational units at your institution (e.g. Division of Tropical Environments and Societies). Selecting a division automatically filters down the LearnJCU Subjects that can be selected.
- **Academic Level (Optional):** The academic levels at your institution (e.g. Undergraduate). Selecting an Academic Level filters down the students that can be returned by the report.
- **Academic Standing (Optional):** The standing of students at your institution (e.g. Good Standing). Selecting an Academic Standing filters down the students that can be returned by the report.
- **Class Level (Optional):** The level of a subject (e.g. 1 = first year subjects, 2 = second year subjects).
- **Operator (Required):** The numerical operator (<, >, <=, >=, =) that determine which students will be returned by the report.
- **Value (Required):** A whole number that will be used, in conjunction with the Operator, Study period, and other optional filters, to determine which students will be returned by the report.
- **Activity Type (Required):** The type of student activity against which the Grade Centre External Grade will be plotted.
  - **Assignment:** Student submissions to a LearnJCU Assignment item. If an assignment allows multiple submissions, each distinct student submission is counted once.
  - **Blog:** Student posts to a LearnJCU Blog item.
  - **Journal Posts:** Student posts to a LearnJCU Journal item.
  - **SafeAssignment:** Student submissions to a LearnJCU SafeAssignment item. If a SafeAssignment allows multiple submissions, each distinct student submission is counted once.
  - **Survey:** Student submissions to a LearnJCU Survey item. If a survey allows multiple submissions, each distinct student submission is counted once.
  - **Test:** Student submissions to a LearnJCU Test item. If a test allows multiple submissions, each distinct student submission is counted once.

Interpreting and Using the Report

After the report has been run successfully, all of the students that meet the selected criteria are displayed.

Information about each student and their subject(s) are displayed:

- **Student:** The name of the student as a link to the Student At a Glance report.
- **Student email:** The email address of the student from the student information system.
- **LearnJCU Subject:** The name of the LearnJCU Subject in which the condition specified was true.
- **Student Submissions:** The number of student submissions for the Activity Type selected.
- **Subject Avg:** The avg number of student submissions for the Activity Type selected for a given LearnJCU subject.
- **[Activity] Items:** The number of items for the specified Activity Type for a given LearnJCU subject.
- **Instructor Name:** The primary instructor for the LearnJCU Subject.
- **Instructor email:** This is a link to the primary instructors email address.

Some of the columns in this report can be sorted by clicking the ⬍ icon.