



## USER GUIDE

### 'Subject Submission Summary' Report

#### What can this report do for me?

- This report provides a list of students in a LearnJCU subject with submission information for each student. For example, the report can generate a list of students displaying all Assignment submissions for a LearnJCU subject during a given academic study period.
- This report can be used to identify students who are not engaged in their subjects by displaying trends and numbers of submissions compared to the average across all students in that subject. Students below the average may not be sufficiently engaged in the subject and may indicate the need for assistance.

#### 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](#)
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**Step 3** • Click on '**Analytics for Learn Reports \_432**'.

**Step 4** • This will bring you to the below page. Click on the '**Subject Submission Summary**'. 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.

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SQL Server Reporting Services

Analytics For Learn Reports\_432

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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



Subject Submission Summary

Home > Analytics For Learn Reports\_432 > Subject Submission Summary

Year: 2017 Study Period: Study Period 1

Division: <Select a Value> Academic Level: All

College: Subject ID:

LearnJCU Subject: Submission Type: All

[View Report](#)

## Report Parameters

- **Year (Required):** Select the year which you wish to run the report for.
- **Study Period (Required):** Study period refers to 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):** This refers to the academic levels at your institution (e.g. Undergraduate). Selecting an Academic Level filters down the LearnJCU Subjects that can be returned by the report.
- **College (Optional):** This refers to the college organisational units at your institution in the Division selected (e.g. College of Arts, Society and Education). Selecting a college automatically filters down the LearnJCU Subjects that can be selected.
- **Subject ID (Optional):** This refers to the subject code of the subject you wish to run the report for (e.g. 15\_AN1001-SP1). Selecting a subject ID automatically filters down the LearnJCU subjects that can be selected.
- **LearnJCU Subject (Required):** The LearnJCU subject on which the report will be run. The list of subjects is filtered based on the Year, Study Period, Division, College, and Subject ID selected. If the LearnJCU Subject title is longer than 70 characters, it is truncated.
- **Submission Type (Optional):**
  - **All:** Selecting "All" will result in the report displaying all submission types.
  - **Assignment:** Student submissions to a Blackboard Learn Assignment item. If an assignment allows multiple submissions, each distinct student submission is counted once.
  - **Blog:** Student posts to a Blackboard Learn Blog item.
  - **Discussion Forum:** Student posts to a Blackboard Learn Discussion Forum item.
  - **Journal:** Student posts to a Blackboard Learn Journal item.



- **SafeAssignment:** Student submissions to a Blackboard Learn SafeAssignment item. If a SafeAssignment allows multiple submissions, each distinct student submission is counted once.
- **Survey:** Student submissions to a Blackboard Learn Survey item. If a survey allows multiple submissions, each distinct student submission is counted once.
- **Test:** Student submissions to a Blackboard Learn 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 in the selected subject are displayed.

The **LearnJCU subject Information** section presents general information about the selected Subject.

The **Student Activity Summary** section shows information about each student and their submission activity:

- **Student Name:** The name of the student as a link to the Student at a Glance report.
- **Status:** The enrolment status of the student from the student information system.
- **Student:** The total number of the specified submissions made by that student.
- **AVG:** The average number of student submissions for the Submission Type selected for the given subject.
- **Date of Last Submission:** The date of the last submission for the Submission Type selected for the given subject.
- **Days Since Last Submission:** The number of days since the last submission for the specified Submission Type for the given subject.
- **Last Submission Type:** The last submission type displaying in the report row for that student.




### **Handy tip!**

The report can be printed or exported using the below icon at the top of the page.



### **Handy tip!**

Columns can be sorted by clicking on the  icon.



## Report Preview

### Subject Submission Summary

#### LearnJCU Subject Information

**Instructor:** Instructors Name  
**Subject ID:**  
**Study Period:** Study Period 1  
**Status:** Available  
**Mode:** INT - Internal  
**Active Student Users:** 50  
**Division:** Division of Tropical Health & Medicine  
**College:** College of Healthcare Sciences

#### Legend

↑ > Avg. + 10%	→ Within Avg. +/- 10%
↓ < Avg. - 10%	● NA

#### Student Activity Summary (50 Students)

STUDENT NAME ↕	STATUS	STUDENT ↕	AVG	SUBMISSIONS		
				DATE OF LAST SUBMISSION ↕	DAYS SINCE LAST SUBMISSION ↕	LAST SUBMISSION TYPE
Students Name (JC Number)	Passed	4 ↓	4.8	23/05/2016	273	Assignment
Students Name (JC Number)	Passed	3 ↓	4.8	24/05/2016	272	Assignment
Students Name (JC Number)	Passed	7 ↑	4.8	23/05/2016	273	Assignment
Students Name (JC Number)	Passed	5 →	4.8	23/05/2016	273	Assignment