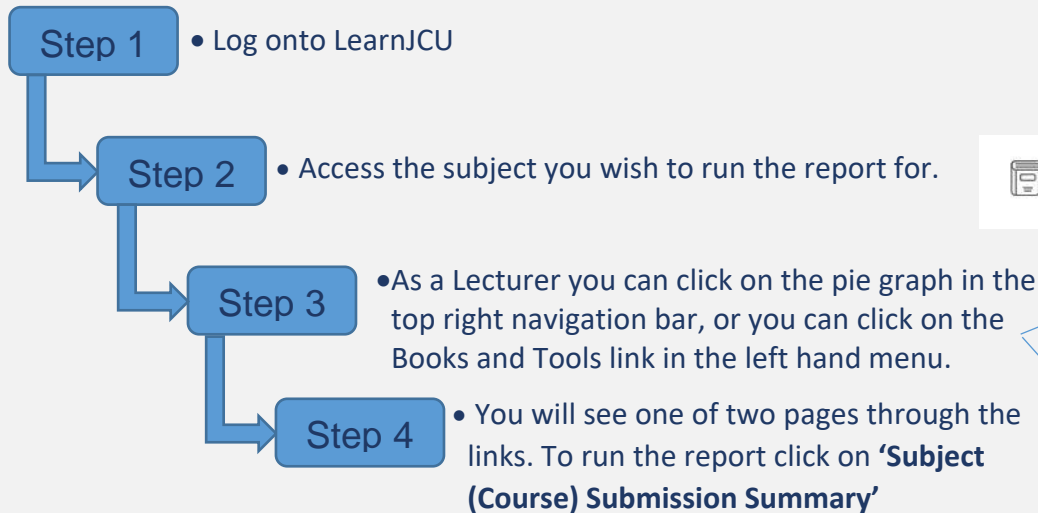# USER GUIDE

## 'Subject Submission Summary' Report

### What can this report do for me?

- This report can provide submission information for each student in a LearnJCU subject site.
- This report can be used to identify students who may not be engaged in the subject by displaying trends and numbers of submissions compared to the average across all students in that subject.

### Running the Report

**Step 1** • Log onto LearnJCU

**Step 2** • Access the subject you wish to run the report for.

**Step 3** • As a Lecturer you can click on the pie graph in the top right navigation bar, or you can click on the Books and Tools link in the left hand menu.

**Step 4** • You will see one of two pages through the links. To run the report click on **'Subject (Course) Submission Summary'**

Details & Actions

Class register
View everyone on your subject

Course Groups
Create and manage groups

Subject is open
Students can access this subject

Subject Room
Join session

Attendance
Mark attendance

Announcements
3 Posted | 3 Total

Books & Tools
View course & institution tools

Question Banks
Manage banks

Student Preview
Enter student preview mode

Subject Coordinator Essentials 2019

## Subject Analytics

Question Analysis | **Subject Reports** | SCORM Reports

| Report | Description | Last Run | |
|---|---|---|---|
| Course at-a-Glance | Compare this course to others in the same department | 5/06/2019 9:44 am | Run Report |
| Activity and Grade Scatter Plot | This report plots the distribution of student activity against their grades in this course. | 9/10/2018 9:19 am | Run Report |
| Activity Matrix | View a representation of student activity in this course. | 9/11/2018 10:34 am | Run Report |
| Course Submission Summary | View a summary of user submissions for this course. | 6/09/2018 2:57 pm | Run Report |

## Books & Subject Tools

**Available tools**

Analytics (A4L)
Alternative access to A4L for non...

1

## Interpreting and Using the Report

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

The **Student Activity Summary** section shows information about each student and submission activity. Below is a description for each category of information provided:

- **Student:** The name of the student and student jc login ID as a link to the Student at a Glance report. This column is sortable.

- **Submissions & Posts Trend:** Display of a given student's submission activity over the entire study period.

- **Student Submissions/Posts:** The number of student submissions for the given LearnJCU subject site compared to the average number of student submissions.

- **Date of Last Submission:** The actual date of the last submission for the Submission Type for the given LearnJCU subject site.

- **Days Since Last Submission:** The number of days since the last submission for Submission Type for the given LearnJCU subject site.

- **Last Submission Type:** The last submission type for that student. Submission types can be Assignment, Blog, Discussion, Journal, Safe Assignment, Survey, and Test.

*Handy tip!*

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

# Subject Submission Summary

### 19-XX1111-CNS-INT-SP1 Example Subject

*This report can be used to identify students who are not engaged in their subject by displaying trends and numbers of submissions compared to the average across all students in the subject.*

### LearnJCU Subject Information

| | |
|---|---|
| **Instructor:** | Jane Doe |
| **Subject ID:** | 19-XX1111-CNS-INT-SP1 |
| **Study Period:** | Study Period 1 |
| **Status:** | Available |
| **Mode:** | INT – Internal |
| **Active Student Users:** | 444 |
| **Division:** | Division of Tropical Environments & Societies |
| **College:** | College of Examples |

### Student Activity Summary (113 Students)

| ↑ > Avg. + 10% | → Within Avg. +/– 10% | ↓ < Avg. – 10% | ⬤ NA |
|---|---|---|---|

| | | SUBMISSIONS | | | | |
|---|---|---|---|---|---|---|
| **STUDENT NAME** | **STATUS** | **STUDENT** | **AVG** | **DATE OF LAST SUBMISSION** | **DAYS SINCE LAST SUBMISSION** | **LAST SUBMISSION TYPE** |
| Student name, (jc101010) | Enrolled | 1 ↓ | 1.2 | 15/04/2019 | 206 | SafeAssignment |
| Student name, (jc101011) | Enrolled | 1 ↓ | 1.2 | 14/04/2019 | 207 | SafeAssignment |
| Student name, (jc101012) | Enrolled | 1 ↓ | 1.2 | 10/04/2019 | 211 | SafeAssignment |
| Student name, (jc101013) | Enrolled | 1 ↓ | 1.2 | 10/04/2019 | 211 | SafeAssignment |
| Student name, (jc101014) | Enrolled | 3 ↑ | 1.2 | 15/04/2019 | 206 | SafeAssignment |
| Student name, (jc101015) | Enrolled | 1 ↓ | 1.2 | 15/04/2019 | 206 | SafeAssignment |
| Student name, (jc101016) | Enrolled | 0 ↓ | 1.2 | | | |
| Student name, (jc101017) | Enrolled | 1 ↓ | 1.2 | 15/04/2019 | 206 | SafeAssignment |
| Student name, (jc101018) | Enrolled | 1 ↓ | 1.2 | 15/04/2019 | 206 | SafeAssignment |

***Handy tip!***

Blue text is a clickable link that drills through to another report. Clicking on a student name drills to the **'Student at a Glance'** report.

Student Success
Date Modified: December 2019