

REPORTING FOR STUDENT SERVICES

Tracy Sleep, ICCOC Student Services & IR Manager



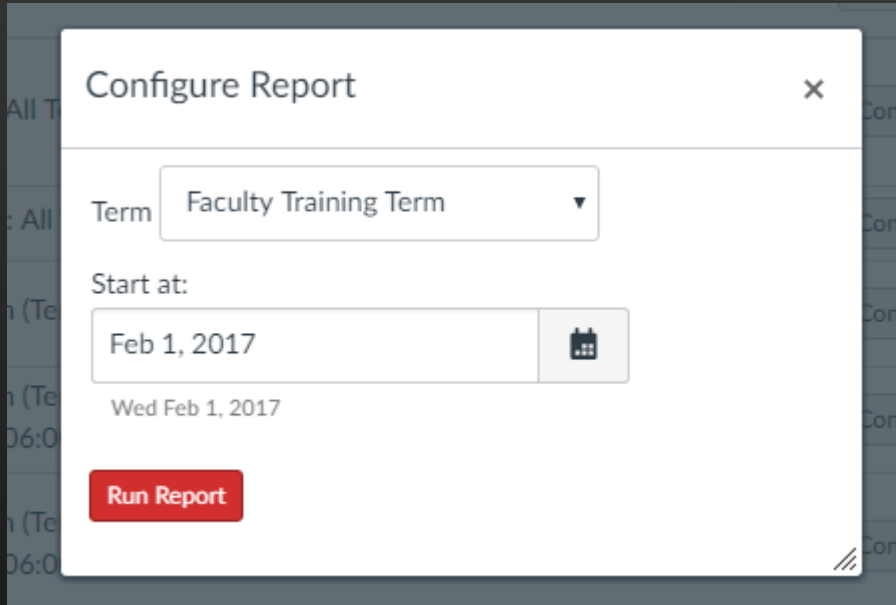
ICCOC

- ▶ No Pre-Term At-Risk For Fall 2017
- ▶ Zero Activity
- ▶ No Submissions
- ▶ Submissions
- ▶ Grades & Grade Reports
- ▶ Instructor Role/Best Practices
 - ▶ Courses that use 3rd party software/websites
- ▶ Weekly At-Risk Report
 - ▶ Zero Activity
 - ▶ No Submissions
 - ▶ Submissions/Last Submission Date
 - ▶ Grades - Percentages

TOPICS

Format, Frequency & Use

- ▶ This report shows all the students enrolled in any courses in a given term. Resulting file will have one row per user enrollment that have not visited the course since the date selected from report filter



The screenshot shows a 'Configure Report' dialog box with a close button (X) in the top right corner. It contains a 'Term' dropdown menu set to 'Faculty Training Term'. Below this is a 'Start at:' section with a date input field showing 'Feb 1, 2017' and a calendar icon. A tooltip below the date field shows 'Wed Feb 1, 2017'. At the bottom is a red 'Run Report' button.

Configure Report

Term Faculty Training Term ▼

Start at:

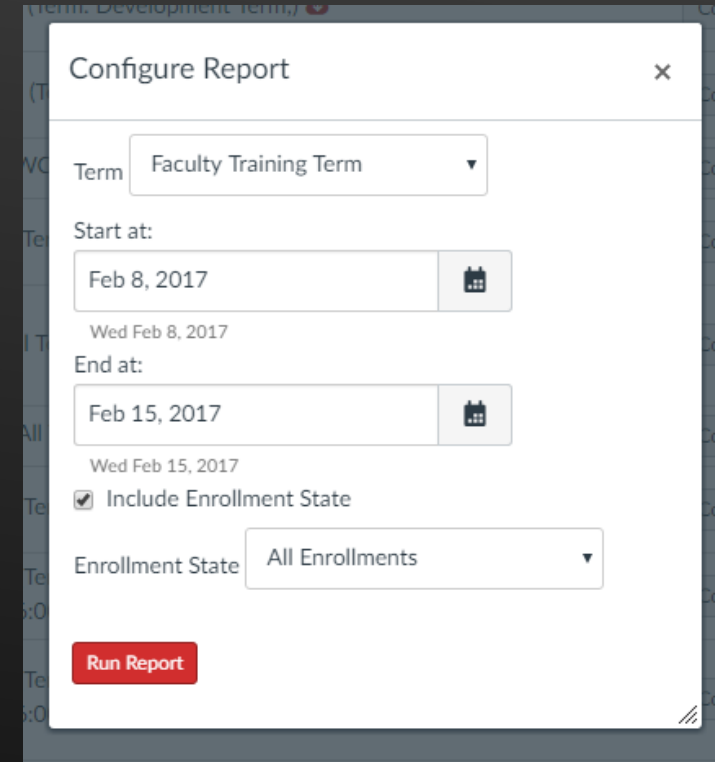
Feb 1, 2017

Wed Feb 1, 2017

Run Report

ZERO ACTIVITY

- This is a report of all students enrolled in a course in a given term that have not submitted an assignment between the given date range in a course. This report contains one row per student enrollment that meet the criteria. The date range can be no longer than two weeks.

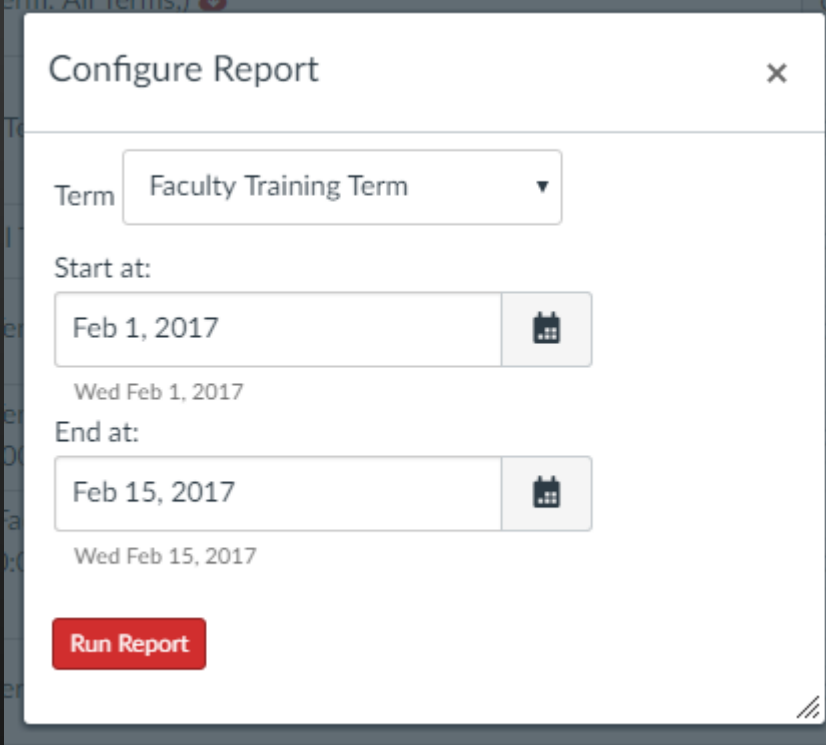


The screenshot shows a 'Configure Report' dialog box with the following settings:

- Term:** Faculty Training Term
- Start at:** Feb 8, 2017 (with a calendar icon and the text 'Wed Feb 8, 2017' below it)
- End at:** Feb 15, 2017 (with a calendar icon and the text 'Wed Feb 15, 2017' below it)
- Include Enrollment State:** ☒ (checked)
- Enrollment State:** All Enrollments
- Run Report:** A red button at the bottom.

NO SUBMISSIONS

- This is a report of all students enrolled in a course in a given term that have submitted an assignment. This report contains one row per student submission.



The screenshot shows a 'Configure Report' dialog box with a close button (X) in the top right corner. It contains the following fields and controls:

- Term:** A dropdown menu currently showing 'Faculty Training Term'.
- Start at:** A date input field showing 'Feb 1, 2017' with a calendar icon to its right. Below the input field, the text 'Wed Feb 1, 2017' is displayed.
- End at:** A date input field showing 'Feb 15, 2017' with a calendar icon to its right. Below the input field, the text 'Wed Feb 15, 2017' is displayed.
- Run Report:** A red button with white text located at the bottom left of the dialog.

SUBMISSIONS

- This report shows the student final grade results for all students in a given term. The resulting file will have one row per enrollment, and will show the current and final grade that is displayed in the course gradebook. Grades are in percentages—not letter grades.

GRADE REPORT

Total: 75%

Current Score

Show All Details

Course assignments are not weighted.

☒ Calculate based only on graded assignments

Total: 53.96%

Final Score

Show All Details

Course assignments are not weighted.

☐ Calculate based only on graded assignments

- ▶ Excel Document with Multiple Worksheets
- ▶ Data will be pulled from the previous week; delivered once a week (Mondays?)
- ▶ Delivery? (Via email to college distribution lists)
- ▶ Identify students with:
 - ▶ Zero Activity during past week
 - ▶ Zero Submissions during past week
 - ▶ Low Grades in courses
 - ▶ Last Submission Date



AT-RISK REPORT

- ▶ Enter Your Grading Scheme for Your Courses

<https://community.canvaslms.com/docs/DOC-2922>

- ▶ Be Sure Every Graded Assignment, Discussion, and Quiz Have Been Published and Appear in the Gradebook

<https://community.canvaslms.com/docs/DOC-2785>

- ▶ Use the Calendar/Due Dates

▶ Grade Frequently

- ▶ If using 3rd Party-Software or websites, you need to find a way to record student progress in the course.

INSTRUCTOR BEST PRACTICES



- ▶ Retention Rates – Census (10 Business Days/14 Days) to Term End
- ▶ Success Rates – Grades of C or Better

There is no longer a Census Date with Canvas.
ICCOC will continue to use the 10 business days/14 day rule for reporting.



END-OF-TERM REPORTS

Thank You!

REPORTING FOR STUDENT SERVICES

Tracy Sleep, ICCOC Student Services & IR Manager

tsleep@sccciowa.edu

319-759-0497



ICCOC