

# Blackboard Login Report

## User Guide & FAQs



## Student Attendance & Engagement

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## 1. What is the Blackboard Login Report?

The Blackboard Login report brings together login details from Blackboard and student record information from RISIS.

### What is available?

The following report has been developed:

	Report Name	Filter by	Available to
1	<b>Blackboard Logins Sliced</b>	School / Dept / Course / Part / Status / Tier 4 / Student	Support Centre Teams HBS, ISLI & UoRM Programme Admin Teams International Student Advisory & Home Office Compliance Team

### What does the report show?

The report shows the number of times that a student has logged into Blackboard within a selected date range. It also shows the first and last login dates within the same period of time.

A breakdown of total logins is available by week (in chart format), as well as at summary level.

## 2. What information is included?

The following information is automatically captured from **Blackboard**:

	In Scope	Out of Scope
<b>Login Attempts</b>	Number of successful logins for an individual student, to any area of Blackboard for any of their courses (modules)	Activity within Blackboard (e.g. access to a particular course)  Joining a live synchronous Blackboard Collaborate taught session

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### Which students are included in the report?

All Foundation, Undergraduate and Post Graduate Taught students who are studying a programme based in either the Whiteknights or London Road campuses, or at the University of Reading Malaysia are included in the reports. Visiting students are also included in the reports for the period of time they are studying with the University.

UoR staff accessing the report will only be able to search for students studying programmes based in Reading and UoRM staff will only be able to search for students studying programmes based in Malaysia.

### 3. How can the report be accessed?

The Blackboard Login report can be accessed from Power BI, which is a data analytics tool that has been used to bring together data from Blackboard and RISIS.

Go to <https://app.powerbi.com>, which will take you to the Power BI home page. Click 'shared with me' to show the reports available to you. The **Blackboard Logins Sliced** report is ready to use from here.

You may also be sent a direct link to the report (via email) when you are first given access.

Access to the reports will be based on your role and is granted for your use only. The information contained in the reports can only be shared with other UoR staff who are directly involved in the support of the student(s) to whom the data relates. These staff are; the relevant SDAT/DDAT, SDTL/DDTL, Academic Tutor, Student Advice & Support Manager (SASM), Student Support Co-ordinator (SSC), Henley Programme Administrator, ISLI Programme Co-ordinator or UoRM Programme Administrator.

*Please remember that the reports contain personal data and therefore must be adequately protected. You are only authorised to access the reports that are necessary for the performance of your role, and you must only look up students that you have good cause to within your remit. Please ensure any information that is being shared, or held in spreadsheets, is done so securely, and limited to what is necessary to support the relevant student(s).*

### 4. What are the key features of the report?

#### Report Data

- **Total Logins:** For each student in the selected group, the report shows the number of times that the student has logged into Blackboard. This is presented as a total for the date range chosen and will be highlighted in red for zero logins.

Hovering over the total logins for an individual student will show, in chart format, a breakdown of this information by week:



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- **First & Last Login:** Shows the first and last time respectively the student logged into Blackboard within the date range selected. If a student hasn't logged into Blackboard in the date range selected, there will not be a first or last login date.

### Date Range Slicer

Staff are able to select a date range for the results that are to be returned. You can either use the calendars to enter a start and end date or the sliding bar underneath:



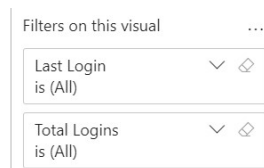
Data is available from 1<sup>st</sup> August of the current academic year.

### Filter & Search Panel

It is also possible to filter information to find an individual student or group of students, for example in a School, a Part or a particular course.

- **Basic Filtering:** Allows you to tick one or more selections from the list of options.
- **Advanced Filtering:** Allows you to apply criteria to your filter selections.

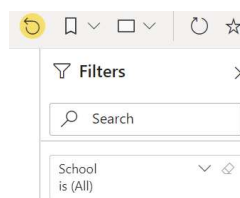
To enable Last Login and Total Logins filters, click anywhere on the report headings:



For a particular filter, use the expand arrow to view options or the eraser to clear selections:

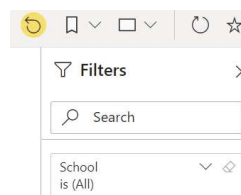


To clear all filters, use the reset report function (highlighted in yellow):



### Other Features

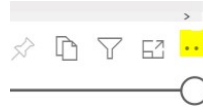
- **Personal Bookmarks:** Once you have established how you want to use the report, you can bookmark the report to capture the filters you have applied to make it easier to retrieve the same version in future:



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Select the 'Add a personal bookmark' option from the Bookmarks drop down. You can create as many personal bookmarks as you need.

- **Export to Excel:** Data can also be exported to Excel by clicking on the More Options ellipsis in the bottom right-hand corner of the report tile:



*The exported file may appear in your Downloads folder. If you want to save the file, you will need to provide an appropriate name and secure storage location. Please avoid using file names that contain personal information. This file must then be deleted from your Downloads folder as soon as possible. If you need to share data with other colleagues, please consider the best way of doing this, ideally avoiding using email attachments and creating duplicate copies.*

## 5. How can the report be used?

### If you are a Student Advice & Support Manager (SASM), Student Support Co-ordinator (SSC) or Henley/ISLI/UoRM Programme Administrator:

- For the first three weeks of the autumn term, use the report in conjunction with your School for Part 0 and Part 1 students to check they have accessed Blackboard. Send an intervention email\* with advice and guidance to any Part 0 or Part 1 students who have not logged in to Blackboard at all. *\*Work with your School to agree any tweaks to the template provided.*
- For the remainder of the term, in conjunction with your School, the report can be used to help identify students whose number of Blackboard logins may indicate a cause for concern, and therefore may warrant further investigation and/or an initial intervention email.
- Look for students who haven't logged in for more than 30 days and consider follow up action to ensure the student is able to access all their course material.
- Also look for students with a very low number of logins\* and use the breakdown by week to show the pattern across a period of time if needed.
- Put this information together with other indicators to build up a picture of engagement if there is a concern that may require follow up through the usual academic engagement processes.

*\*Please note that a very low number of logins may be because the student is only logged into the Blackboard Mobile App, which they can remain logged into for 30 days and only one login attempt would register in that time.*

### If you are in the International Student Advisory & Home Office Compliance team:

- Run the report as needed throughout the academic year for students holding a Tier 4/Student Route visa to help as an indicator of engagement.
- Use the information, along with other indicators, to help build up a picture of engagement in line with Home Office requirements. Work with the Support Centre teams should you have any specific queries about students where additional information is needed.

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### If you are an SDAT, DDAT, SDTL, DDTL or Academic Tutor:

- In the first three weeks of the autumn term, use the information for Part 0 and Part 1 students provided by your Support Centre or Programme Administration team to help support those students who have not yet accessed Blackboard at all.
- For the remainder of the term, use any information provided by your Support Centre or Programme Administration team, along with other indicators, to help build up a picture of engagement for students.
- From the information, identify where a follow up intervention may be beneficial.
- If appropriate, review the information in the report for an individual student who has been escalated for follow up as part of the formal academic engagement procedures.

### If you are a Module Convenor:

- Please continue to use the reports in Blackboard Learn to give an indication of whether students are engaging with course content. Within a module area, these can be found under Course Management, in Control Panel / Evaluation.
- For example, Performance Dashboard gives a Last Course Access Date (for anything within the module), as well as showing how many days since the last course access date.

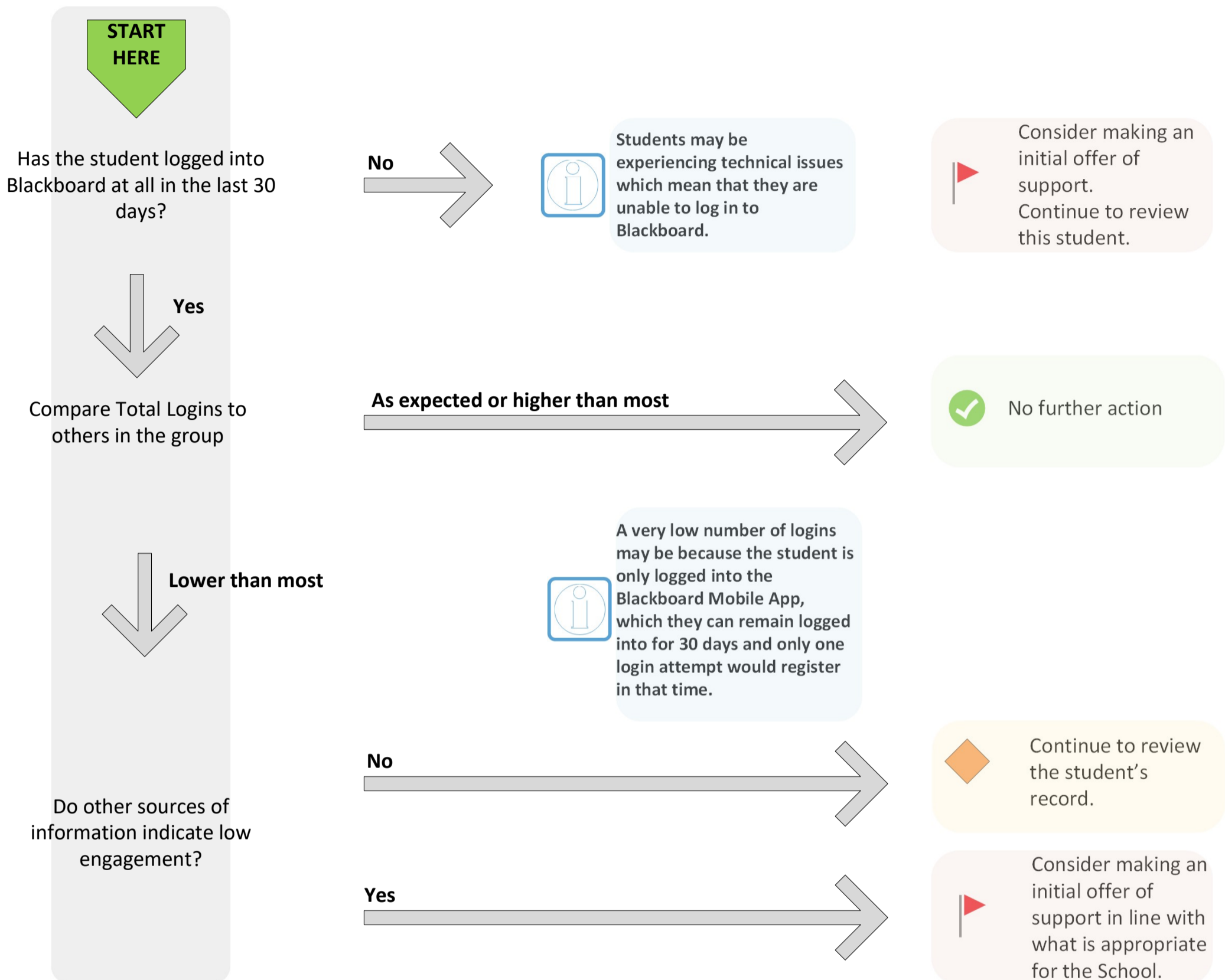
More information and guidance can be found in the Attendance Management & Engagement Guide (please see 'Engagement in online learning and assessment' and 'Use of attendance and engagement data').

## 6. Decision Tree

The Decision Tree diagram below can be used to help with how to determine whether the data indicates that the student may need further investigation &/or an intervention of support.

# Deciding if the student requires follow up support based on Blackboard logins

Use this decision tree if you are working with the Blackboard Login Report available via Power BI



## Notes about using the Blackboard Login data

1. From AY 2020/21 onwards we would expect all Foundation, Undergraduate and Post Graduate Taught students to need to login to Blackboard to access their online course content.
2. Students may be experiencing technical issues which mean that they are unable to login to Blackboard. If this is the case, the support offered might be to signpost students to the DTS Helpdesk.
3. There is a scenario in which a student could have very low Blackboard Login attempts, but still be actively engaging with Blackboard. The session time out for the Blackboard Mobile App is set to 30 days, whereas on the web a student can remain logged in for only a few hours. So, when a student is logged onto only the Blackboard Mobile App, they can remain logged in for 30 days and only one login attempt would register in that time.
4. If there is sufficient cause for concern to initiate academic engagement procedures, information in the Blackboard Login report should be put together with other indicators to help build up a picture of engagement. It should not be relied upon as the sole indicator of non-engagement.