This is an example of how you can use the new Blackboard Analytics for Learn reports to increase student retention in your Unit.
Identify students who have not logged in

The Unit at a Glance report

1. Log into the Staff Portal and then click on Blackboard in the Easy Logins section.

2. In the Unit Management menu, under Control Panel, click on the Evaluation menu item to expand the menu and then select Unit Analytics.

3. On the Unit Analytics page, click on Unit At-a-Glance report link.
4. In the **Learn Unit at a Glance** report, click on the double-headed arrow beside the **Date of Last Access** column heading in the **Student Activity Summary** list. This will sort the student list by the access date.

5. Students who have not yet logged in will not have a date in the **Date of Last Access** column. Contact these students to offer encouragement and support.
Identify students with low interactions

The Activity Matrix report

1. Log into the Staff Portal and then click on Blackboard in the Easy Logins section.

2. In the Unit Management menu, under Control Panel, click on the Evaluation menu item to expand the menu and then select Unit Analytics.

3. On the Unit Analytics page, click on Activity Matrix report link.

4. To identify students with low interactions, click on the double-headed arrow beside the Interactions column heading. This will sort the student list by their interaction ranking in the site.
5. Students with low interactions are located at the top of the list and the *Interactions* are colour-coded red for those students with low interactions. Contact these students to offer encouragement and support.

6. **Alternatively**, to identify students with low interactions and low grades, click on the double-headed arrow beside the *Matrix* column heading. This will sort the student list by their *Activity & Grade Matrix* in the site.
7. You are looking for students in the lower-left of the matrix. These students are those with both low interactions (activity) and low grades. This strategy excludes students with low interactions but higher grades. Contact these students to offer encouragement and support.
Identify students with concerning outcomes

The Activity and Grade Scatter Plot report

1. Log into the Staff Portal and then click on Blackboard in the Easy Logins section.

2. In the Unit Management menu, under Control Panel, click on the Evaluation menu item to expand the menu and then select Unit Analytics.

3. On the Unit Analytics page, click on Activity and Grade Scatter Plot report link.

4. Students are plotted as blue dots, students with low outcomes will appear at the bottom of the Y-axis (Grade Centre Score) of the plot.
5. Hover your mouse over a dot to display their name and student ID. Click on the dot to load the Student at a Glance report for this student. Contact these students to offer encouragement and support.

6. You can use the Student at a Glance report to understand where and how the student is falling short in their interactions and outcomes in the unit.

- **Student's Unit Accessed**: how many times they have logged into the unit site.
- **Your Submissions**: the number of assignment submissions.
- **Your Interactions**: the count of the student's activity in the unit site.
- **Student's Time in Unit**: time spent in minutes in your unit site.
- **Content Access Statistics**: the number of times the students has accessed individual content items in your unit site, as well as the time spent on each item.
Review learning resource use

The Unit Submission Summary report

1. Log into the Staff Portal and then click on Blackboard in the Easy Logins section.

2. In the Unit Management menu, under Control Panel, click on the Evaluation menu item to expand the menu and then select Unit Analytics.

3. On the Unit Analytics page, click on Unit Submission Summary report link.
4. The *Unit Submission Summary* report shows the individual content items in your site, detailing the number of students who accessed the item, total number of times the item has been accessed, dates of access, and the average time per access for each item.

   Use this report to debrief yourself and your team on how students actually interacted with your content and use this information to review unit design and resources used in the unit.

5. You can also export this report for manipulating in Microsoft Excel. Click on the **Save** icon.

   Then select **Excel** to download this report in an Excel-compatible format. Alternatively, you can download the report in a **CSV** format for greater ability to manipulate the data in Excel.