Monitoring student engagement

Monitoring student activity in your unit site is an important engagement strategy. It allows you to identify students who may be at risk of dropping out or failing so that you can proactively intervene. It also allows you to see which materials and activities students are (and are not) accessing so you can provide guidance to all students about their learning.

At key points in the semester, access the four reports shown below

Every 1-2 weeks

- **Identify students with low interactions**
  See the ‘Activity Matrix’ report (pages 4-6 in the Increasing Student Retention guide)

As you move progressively off campus

- **Identify students who have not logged in**
  See the ‘Unit at a Glance’ report (pages 2-3 in the Increasing Student Retention guide)

1-2 weeks prior to assessment deadlines

- **Review students’ use of learning resources to identify materials that are being underutilized by the class**
  See the ‘Unit Submission Summary’ report (pages 9-10 in the Increasing Student Retention guide)

After assessments have been marked

- **Identify students with concerning outcomes**
  See the ‘Activity and Grade Scatter Plot’ report (pages 7-8 in the Increasing Student Retention guide)

Use the following email template to make contact with students

Dear [insert student name],

I noticed that

a) [you haven’t logged into the unit site for XYZ1234],
b) [your activity in the unit site for XYZ1234 has been low],
c) [you received an outcome for X assessment in XYZ1234 that you may have been disappointed with].

Data from previous semesters shows that students who are successful in this unit [adjust the following as needed for your unit]:

- log into the unit site at least 2-3 times per week
- listen to the lecture recording as it is posted each week
- post on the discussion board regularly, and respond to the posts of others
- access the following important learning resources: [insert resources]
- access learning advice and resources through the Academic Skills Centre
- start preparing their assessments at least 2 weeks before the due date.

Also, I am here to help, so please contact me by email if there is anything you would like assistance with.