NTU Student Dashboard
Key changes summer 2017

This (rather unglamorous) sheet is specifically intended for staff who have already used the Dashboard. If you are not familiar with the resource, please see the NTU online guidance.

The Dashboard should still be accessed via NOW.ntu.ac.uk
The following summarise the specific changes developed in summer 2017:

- **Notes & Actions** - This is by far the most significant change. All staff using the Dashboard must make themselves familiar with this section. This section enables staff to read existing notes by another staff member, add their own, or see any alerts raised about the student. The notes function is more sophisticated and allows a tutor to add notes, agree actions with the student and refer students to other services. We are researching the impact of tutor interventions on student success. Please do complete the 'communication method' and 'time' drop down menu. **REMEMBER**, all notes are seen by students and must not contain highly personal information.
- **Engagement ratings** - There is now a new engagement rating "Very Low", students with this rating have almost no engagement with the Dashboard measures.
- **Dashboard algorithm** - The algorithm now includes data from attendance captured by the NTU attendance app/ QR code reader and when students authenticate access to an electronic journal/ book
- **Layout** - The design of the Dashboard has changed. Navigation now lies on the left-hand side. If you have tutor groups, you will see these groups when you log in. If you need to see other students, you will need to use the search function.
- **Search** – The search function is improved and you can now search by key word or course code (where appropriate).
- **Access to former students** - By default the Dashboard keeps students on record for 12 months after they have completed their course, withdrawn or are dormant. This is to enable references to be written and to help staff where a student may be taking a break/ want to return. These students should not show up in the tutor groups, but should be accessible through the search function.
- **Engagement graphs** - There are lots of changes on the 'engagement' page. The top graph shows week-by-week changes. Using the buttons or the sliders, it is possible to see from a month at a time to four whole years (although in 2017, this will only go back to Oct 2016). Notes, alerts and the dates of any course changes should show up visually on the graph. The page also contains a calendar view of the last 30 day's engagement and a cumulative graph view.
- **Profile page** – The page contains limited information about involvement in SU activities and enrolment dates/ dates of course changes.
- **Resources** – This page shows the student's most recent engagement with the measures used in the Dashboard in a new graph format.
- **Assessment** - In addition to seeing coursework and feedback, you will be able to

see students' grades (expected October 2017).

- **Exemptions** – You can turn off the student 'no engagement' alerts for students who have an authorized absence.
- **Auto log out** - For increased data protection and privacy, all users will be logged out after 15 minutes' inactivity.
- **Horizontal scrolling** - Large tables can be navigated in any direction by a two finger gesture on track pads, or by using your device's touch screen.
- **Right click** – If you right click on a student in a table, it will open the details in a new tab. This will save lots of time if you are looking at a group.

Getting ready for the start of the year

1. Check that you have access to the Dashboard

Log in to [NOW.ntu.ac.uk](NOW.ntu.ac.uk) and click on the link to the Dashboard

If you are unable to log in, please check that you have been given access by your Head of Department. If you ought to be able to access it, please contact support@ntu.ac.uk

2. Check that you can see your students

Staff who are tutors ought to be able to see their tutees. The relationship is built in the timetabling software (Facility) by the timetablers. Can you see the students you expect to? If not, please check with your timetablers. At the start of the year, you may see previous tutorial groups or students who have graduated, please do ask for these to be removed. You ought to be able to search for students in your department using the search function. Please check that you can see these students.

3. Entry qualifications

It is particularly important that you use the Dashboard to look at the range of entry qualifications of any students you may be teaching. Do you need to reconsider any approaches to your teaching/ induction?

4. Include the Dashboard in your induction

Please introduce the Dashboard to new students early in the first term. Students value tutors showing them how the Dashboard works. This does not need to be during Welcome Week, but please find an appropriate time to do so.

5. Explore the Dashboard

Take a few minutes to explore the notes function. During 2017-18, there will be a strong focus on seeking to find strategies that have an impact on student engagement. The notes function will play an important part in these studies.

Using the Dashboard week-by-week

Please make time to use the Dashboard as part of your normal working practice:

- **Respond to alerts** - If the Dashboard raises an alert due to either no-engagement, or non-submission (NBS pilot course only) please do investigate. It may be that you know why a student is not around, but fewer than 50% of students with a non-engagement alert progressed to the next year (2015-16).
- **Check the academic health of your groups** - Please make a few minutes to check the engagement of your tutees on a regular basis. Whilst students are free to choose how they want to learn, low engagement is a strong indicator of a risk of early withdrawal or failure.
- **Use the Dashboard in tutorials, particularly the notes function** - We have strong feedback that students value tutors using the Dashboard in tutorials.