



## Using New Analytics as a Communication Tool

### How do I send a message to students based on an assessment grade or submission status?

Messages can be sent to students based on a grade range for an individual assessment or overall, as well as the status of their submission for a piece of assessment.



1

Open Course  
Grade Analytics



2

Select relevant  
assignment from  
dropdown or  
graph



3

Click message  
icon and select  
criteria



4

Verify recipients  
and send  
message

For detailed instructions including screenshots, visit the [relevant Canvas page](#).

### How do I send a message to students based on course participation and engagement data?

Messages can be sent to students based on their engagement with or participation in resources within the course.



1

Open Weekly  
Online Activity



2

Click Message  
icon



3

Select criteria:  
view/  
participation  
status &  
resource



4

Verify recipients  
and send  
message

For detailed instructions including screenshots, visit the [relevant Canvas page](#).

### How do I send a message to students based on participation or engagement in a specific week?



1

Open Weekly  
Online  
Activity



2

Select a  
specific week  
in the data  
table or graph



3

Click on the  
number for  
the group of  
students you  
would like to  
send to



4

Select criteria  
and choose  
specific  
resource (if  
applicable)

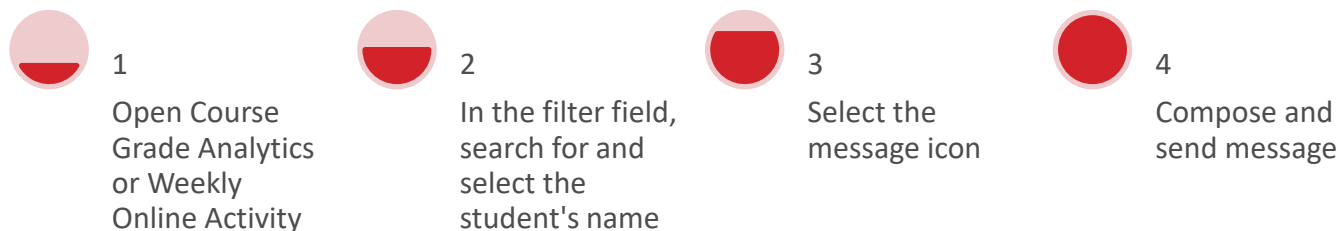


5

Verify  
recipients  
and send  
message

## How do I send a message to an individual student through New Analytics?

At any stage in the above processes, a filter can be applied to an individual student.

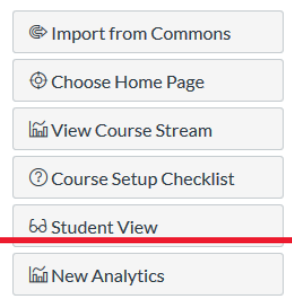


For detailed instructions including screenshots, visit the [relevant Canvas page](#).

## How can I access New Analytics?

New Analytics is available in every course and can be accessed from the course homepage in the menu on the right hand side, or from the left hand navigation menu.

If not appearing on the left hand menu it will need to be added in Settings > Navigation pane.



## What should I consider when sending messages to students via New Analytics?

- The data is updated every 24 hours, so keep this in mind when composing messages and adjust your message to account for this. E.g. *'If you have submitted within the last 24 hours, please disregard this message.'*
- Messages should include Context as well as an Observation/Intervention. E.g Context – *I am contacting you to provide some specific feedback regarding the test in week 8.* Observation/Intervention – *I note that you have not yet submitted your mid-semester assignment. Please contact me to organise a meeting to discuss your options for extensions.*
- Sent messages appear in the conversations inbox in Canvas. You can also view sent messages there.

## How else can I use New Analytics?

Head to the [New Analytics page on the LEI website](#) to download the full guide, which covers:

- View average course grade analytics as an interactive chart graph or a data table
- Compare the course average grade with an individual assignment, course section, or student filter using the chart graph comparison or data table comparison
- View average weekly online participation analytics as an interactive chart graph or a data table
- Compare the course average weekly online participation analytics with an individual student or section using the chart graph comparison or data table comparison
- View course grade and participation analytics for an individual student