

# **Accessing the Detailed Course Report**

The Detailed Course Report is now available for all courses in MyUni, providing teaching staff with an overview of student demographics and previous results.

## **1. Go to LMS Analytics**

From your course homepage, click on the LMS Analytics menu item.

If the LMS Analytics menu item is not available, you may need to activate it by going to the Settings menu item, clicking on the navigation tab and selecting the LMS Analytics item from the disabled items section. Select 'Enable' on the dropdown that appears and then click save at the bottom of the page

2019 Semester 2		EUNRESITY ADELAIDE 3920_ENGL_1109 > Settings						
Announcements	⋮ ▼ Course Information	2019 Semester 2 Course Details Sections Apps Feature Options   Account Home						
Modules	E About this course-2	Drag items here to hide them from students						
Echo 360	ii 🔗 Course Outline	Drag items here to hide them from students. Disabling most pages will cause students who visit those pages to be redirected to						
Course Readings	E Course Contacts-2	the course home page.						
Assignments Assignment Help		LMS Analytics Page disabled, won't appear in navigation						
Quizzes	Evacuation Points	Chat Page disabled, won't appear in navigation + Enable						
Marks	E Student Evaluation of Learning and Tea	Outcomes						
LMS Analytics		Fuge disabled, will redirect to course nome page						
People		Pages						

### 2. Click on the Detailed Course Report tab

Analytics C	Course Student Profile	Detailed Course Report	]					
					Sea	rch:		Download as CSV
Course Element 『	Title		1L	Views ? ↓	Participations	Students who have viewed 11	Students who have not viewed 11	Students who have participated 11
Home	Course Home			14892	0	145	0	(^
Assignments	Course Assignments			3888	0	143	2	(
Modules	Course Modules			3012	0	143	2	(

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#### 3. Enter your username and password

You may be asked to enter your username (A number) and password. Enter these details and click okay. The report will begin to run. Depending on the size of the course, this may take a few minutes.



## 4. Viewing the report

Depending on your browser settings, the report will generate in different ways. It may appear on screen, allowing you to download it (via right click or as shown below). You may instead be prompted to save/open the report, or the report may open automatically in another tab/window.

Analytics	Course Student Profile	Detailed Course Report			_	
Detailed Cou	urse Report		1/15		Ċ	Download
	THE UNIV ØADEL Detailed Cou	ersity AIDE		DETAILED COURSE REPORT Enrolment Term Code: 3920 Course: ENGL-1109 Run Date: 02/03/2020	•	Cowilload
	Course 2019 Semester 2					

The report may not generate on the page, instead downloading directly to your downloads folder.

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Detailed Course Report(3).pdf Open File				^
Show All Downloads				

### 5. Using the report

An interpretation guide for the report is available <u>here</u>. If you would like to discuss any of the data within the report, please contact the Learning Analytics team at <u>learn\_analytics@adelaide.edu.au</u>. More in-depth versions of the report and other engagement reports are available upon request.

# Troubleshooting

Receiving an error message when accessing the report? Try the following:

#### 1. Ensure you are connected to the VPN if working remotely

Generating the Detailed Course Report requires access to the University Network. If you are working remotely, you will need to log in remotely via the University VPN. Details for logging in via VPN can be found <u>here.</u>

### 2. Try using a different internet browser or clearing your cache

The issue may be browser specific – try an alternative browser (Chrome, Firefox, Safari, Edge). Alternatively, you may need to clear your cache. Instructions for doing so for all browsers can be found via this website.

#### 3. Use Incognito or private modes with your browser

If a different browser or clearing the cache does not resolve the problem try accessing the report using Incognito or Private mode on your browser. Instructions for the most commonly used browsers can be found below.

- <u>Chrome</u>
- Internet Explorer
- <u>Safari</u>

### 4. Stay on the Detailed Course Report tab when report is generating

Do not navigate away from the Detailed Course Report tab within MyUni while the report is running. This will stop the report from generating. (You can still access other pages in another browser tab/window.