Early Warning Instrument User Guide

The Early Warning Instrument is designed to allow academic and professional staff to identify at-risk students at a program, course and individual level.

Produced in Microsoft PowerBI, the dashboard identifies students potentially at risk by considering numerous risk factors. The dashboard is currently being piloted on the University's Microsoft PowerBI enterprise server. Please contact the Learning Analytics team to request access.

Risk Factors

The following default risk factors are used to classify a student as 'at risk':

Retaken Course	Students who have enrolled in a course on more than one occasion within the last 3 years
Academic Progress	Students flagged as being at risk by Suceed@Adelaide
Low GPA	Students with a Program GPA below 3.0
No Recent Login	Students who have not logged into a course in MyUni in the previous week
Overdue assignments	Students who have no submission recorded in MyUni for an assignment where the due date has passed
Low score	Current overall score from graded assignments is less than 55%
Low Course Activity	Online activity in a course is in the bottom 10% of the class

Since it is common for students to trigger a flag during the course of their studies in a program the **Course Flag Rate** statistic is generated to give a sense of the degree of risk a student faces. Course Flag Rate is the percentage of the seven flags in a student's program that have been triggered.

The dashboard contains the following pages:

- Program
- Course
- Student
- Teaching Staff
- Risk Factors
- Data as of...

Pages	«
Program	
Course	
Student	
Teaching Staff	
Risk Factors	
Data as of...	

You can access and navigate through these pages in the Pages column on left hand side of the dashboard.

Program Page

1. Filters

Use the drop down filters to filter the tab by program, teaching period, year level, commencing/continuing enrolments or Residency.

2. Enrolment Summary

The enrolment summary contains the following information for each listed enrolment:

- ID (a number)
- Name
- Program
- Residency Official Code
- Ave. Course Flag Rate
- Courses (total)
- Flagged Courses

- Risk Flag: Academic Progress
- Risk Flag: GPA
- Risk Flag: Low Course Activity
- Risk Flag: Low Score
- Risk Flag: Multiple Attempts
- Risk Flag: No Recent Activity
- Risk Flag: Overdue Assignmens

3. Enrolment numbers

Shows the total number of enrolments in selected program(s), the total number of courses within selected program(s), and the average course flag rate within the program.

4. Program Enrolments by Percentage of Flags Triggered

Graphic representation of the counts of program enrolments grouped by the new Ave. Course Flag Rate statistic. Students are split into one of 10 groups based on the percentage of possible flags they have triggered in their program. Click on the bars to filter the other visualisations in the tab and control/click to select more than one group.

5. Program Enrolments by Risk Status (Ratio)

The same as above, but shown as a percentage of total enrolments within a single bar for the selected program(s).

Course Page

1. Filters

Use the drop down filters to filter the tab by program, course & teaching period, year level, commencing/continuing enrolments, or residency.

2. Enrolment Summary

The enrolment summary contains the following information for each listed enrolment:

- ID (a number)
- Name
- Course Code (MyUni)
- Course Name
- Course Flag rate
- Last Log In

- Activity Percentile
- Course Attempts
- Overdue Assignments
- Current Score
- Course Risk Status
- Email

3. Enrolment numbers

Shows the total number of enrolments in selected course(s), and the average course flag rate for the selected course.

4. Risk Flag Counts & Filters

The coloured risk boxes show how many enrolments within the selected course(s) are categorised by each risk factor. These also act as a filter by clicking on any of the boxes. The tab will then filter to show only the enrolments that apply to that risk factor. An applied filter can be cleared by clicking on the 'Clear Risk Category Filter(s)' box.

5. Assignment Summary

The assignment summary contains the following information for each assessment:

- Course Code
- Assignment Title
- Number of Total Submissions
- Number of Marked Submissions
- Average Mark

6. Overdue Assignments

Lists all instances of overdue assignments within the selected course(s), with student details.

Student Page

1. Filters

Use the drop down filters to filter the tab by program, student, or residency.

2. Enrolment Summary

The enrolment summary contains the following information for each listed enrolment:

- ID (a number)
- Name
- Course code (MyUni)
- Course Name
- Course Flag Rate
- Last Log In

- Course Attempts
- Activity Percentile
- Overdue Assignments
- Current Score
- Course Risk
- Email

3. Program Info

Shows the program for the selected student, their program GPA and the average course flag rate for the student.

4. Risk Flag Counts & Filters

The coloured risk boxes show in how many courses the selected student is categorised by each risk factor. These also act as a filter by clicking on any of the boxes. The tab will then filter to show only the enrolments that apply to that risk factor. An applied filter can be cleared by clicking on the 'Clear Risk Category Filter(s)' box.

5. Submissions Summary

The submissions summary contains the following information for each submission made by the student:

- Course Code
- Assessment Title
- Submission Status
- Due Date

- Submitted Date
- Published Score
- Points Possible
- Mark Percentile

6. Overdue Assignments

Lists any overdue assignments for selected student(s).

Teaching Staff tab

The Teaching Staff tab simply provides a list of all staff with a teaching role within each course (based on MyUni assigned roles). The table shows the person ID, course code, course name, person name and their role in the course. It can be filtered by course & teaching period, school, faculty, and role.

CRM Contacts tab

This tab provides a list of support records in the Customer Record Management for students. This may include academic & study support, Ask Adelaide support, assessment extensions, replacement exams and grading/exam issues. The filter at the top of the page can be used to filter to specific students. This can assist academic staff in identifying whether at-risk students have already sought or received support from different areas within the University, or whether there are any issues present outside of their courses.

S@A Contacts tab

The Succeed@Adelaide contacts tab provides records of contact made with students by the Succeed@Adelaide team. This lists the issues identified by S@A and/or the student during the call, as well as any services that the student was referred to as a result of the contact.

Risk Factors tab

The risk factors tab outlines the risk factors within the dashboard (the same as page 1 of this document).

Data as of tab

Displays the date that the dashboard data was last updated.

How can it be used

- Identify programs with high numbers of at-risk enrolments
- Identify courses with high numbers of at-risk enrolments
- Identify individual students that are at risk
- Insights can be used to inform contact/interventions with individual students

- Identify areas where an individual student may be struggling (particularly when enrolled in courses across multiple faculties)
- Use email link to contact students directly from the dashboard
- Identify which risk factors apply most to specific course(s)/ program(s)
- Use risk factor indicators to inform course review & design
- Identify course coordinators for specific courses

For more information on how the dashboard can be used, or to provide feedback on how you have used the report, please [contact the Learning Analytics team](#).