

INSTRUCTOR GUIDELINES FOR MONITORING STUDENT ENGAGEMENT IN DISTANCE LEARNING

With the shift to distance learning, some students may be encountering difficulties in keeping up with their studies. The College of Arts and Sciences requests that individual instructors keep track of their students and monitor their progress.

This document provides guidance to instructors for monitoring student engagement in spring 2020 courses. Subsequent guidance will be provided soon so that instructors can contact students and present additional options for them to complete the respective course(s).

How can I tell if a student is not engaging in a course?

- 1) **Direct observation:** The tried-and-true method is simply to notice if a student is not attending an online lecture, participating in chat, or joining Zoom or Webex class sessions.

- 2) **Accessing information in UB Learns:**
 - a. **[Performance Dashboard](#)**
Located in UB Learns under *Control Panel > Evaluation > Performance Dashboard*
 - The Performance Dashboard shows you all types of user activity in your course or organization.
 - All users enrolled in your course are listed, including instructors; students; teaching assistants; graders; observers; and guests. Pertinent information about each user's progress and activity is also available.
 - **Last Course Access:** Displays the date and time when a user last accessed your course.

 - b. **[Course Reports](#)**
Located in UB Learns under *Control Panel*
Expand the evaluation section and select Course Reports > Access a report's

*menu > select Run > Select the Report Specifications.
Options may vary.*

- Run several types of course reports to view information about course usage and activity.
- View summaries of course usage such as which course areas are used most frequently and course access patterns for specific students.
- Report data is automatically refreshed every four hours for all reports, with the exception of activity reports.

c. [Retention Center](#)

Located in UB Learns under *Control Panel > Customization > Tool Availability*

- The Retention Center helps you discover which students in your course are at risk.
- Based on default rules and rules you create, students' engagement and participation are visually displayed, quickly alerting you to potential risk.
- From the Retention Center, you can communicate with struggling students and help them take immediate action for improvement.

3) Accessing Information in Zoom

- a. **Sign in** to your buffalo.zoom.us account
- b. Go to **Reports** on left side menu
- c. Click on **Usage Report** window will open. Select **“Usage”**
 - i. Under **Participants**, you will see the number of people in the meetings is hyperlinked.
 - ii. Click to see who was actually in the Zoom meeting. (When they logged in, how much time each person spent, etc.)

If you have any questions regarding these guidelines, please contact Jay Stockslader, director of online learning at jstocks@buffalo.edu or call (716) 645-2711.