Jisc Learning Analytics On-boarding Checklist

Instructions

Please refer to the guidelines for each stage available at <https://analytics.jiscinvolve.org/wp/on-boarding/>

Institutions should maintain a copy of this checklist and record the “evidence required” in each step as this will assist the Jisc team to support your on-boarding to the Jisc learning analytics service.

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| **Stage 1. Orientation** |  |
| 1. Sign up to the analytics mailing list  **Evidence required:**  *A list of people in your institution signed up to the mailing list* | ❑ |
| 2. Review the learning analytics blog post and relevant reports  **Evidence required:**  *Notes on useful articles and posts you have found* | ❑ |
| 3. Attend a Jisc webinar, network meeting or workshop.  **Evidence required:**  *Notes from attending a recent event* | ❑ |

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| **Stage 2. Discovery** |  |
| 4. Decide on institutional aims for learning analytics  **Evidence required:**  *A prioritised list of your aims for learning analytics* | ❑ |
| 5. Strategic alignment, senior management approval and you have a nominated project lead  **Evidence Required:**  *Named sponsor from the senior management team*  *Named project lead and contact details*  *Named technical lead and contact leaded*  *A list of members of your working/management group* | ❑ |
| 6. Undertake the readiness assessment  **Evidence required:**  *A completed readiness assessment questionnaire with your commentary on the answers* | ❑ |
| 7. Arrange a verification meeting with Jisc to discuss the outcomes and possible next steps  **Evidence required:**  *Date of meeting, documentation to share and a list of people attending* | ❑ |

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| **Stage 3. Culture and Organisation Setup** |  |
| 8. Start to address readiness recommendations  **Evidence required:**  *Action plan to address readiness recommendations* | ❑ |
| 9. Legal and ethical policy considerations in hand  **Evidence required:**  *List of institutional policies relevant to learning analytics*  *Plan to update/create policies to cover learning analytics* | ❑ |
| 10. Decision on learning analytics products to pilot  **Evidence required:**  *A documented list of products with an agreed rational for choices* | ❑ |
| 11. Data processing agreement signed  **Evidence required:**  *Signed Data Processing Agreement* | ❑ |
| 12. Select student groups for the pilot and engage staff/students  **Evidence required:**  *List of student groups/cohorts and numbers of students involved* | ❑ |

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| **Stage 4. Data Integration** |  |
| 13. Undertake a data and systems audit  **Evidence required:**  *A list of data fields, which systems hold them and the data owner* | ❑ |
| 14. Contact Jisc to start data integration  **Evidence required:**  *None* | ❑ |
| 15. Install and evaluate the VLE data plugin(s) on a test system at your institution  **Evidence/information required:**  *VLE information (system, version and where hosted)*  *An image of the data warehouse portal or data explorer showing successful uploading of xAPI data* | ❑ |
| 16. Extract student data, transform to UDD and validate.  **Evidence/information required:**  *Name of lead contact and student record system*  *A successfully validated sample data set in your learning records warehouse*  *An image of the data warehouse portal or data explorer showing successful uploading of the data*  *An account of the approach you used to extract the data that would be useful to others* | ❑ |
| 17. Extract historical VLE (or other activity) data  **Evidence required:**  *VLE information (system, version and where hosted)*  *An account of the approach you used to extract the data that would be useful to others* | ❑ |
| 18. Install VLE (or other activity) data plugin(s) on live system, activate for live data upload to LRW  **Evidence required:**  *VLE information (system, version and where hosted)*  *An image of the data warehouse portal or data explorer showing successful uploading of live VLE data* | ❑ |
| 19. View uploaded LRW data using data explorer to check quality  **Evidence required:**  *Images of the data explorer showing validated data sets* | ❑ |

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| **Stage 5. Implementation Planning** |  |
| 20: Move to implementation Stage  **Evidence required:**  *An implementation plan with agreed timescales* | ❑ |