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: Get an overview of learning analytics and the Jisc learning analytics service | ❑ |
| 2: Engage with the learning analytics community | ❑ |
| 3: Review the learning analytics blog posts, relevant reports and resources | ❑ |
| **Outcomes/Evidence required:**  *Identified a list of people in your institution who should sign-up to the mailing list*  *Reviewed useful reports, articles and posts you have found*  *Gained a better understanding of learning analytics through attending a networking meeting, participating in Introduction to Learning Analytics, a meeting with the Jisc learning analytics service* |  |
| **Resources:**  Jisc Learning Analytics Orientation  [https://docs.analytics.alpha.jisc.ac.uk/docs/learning-analytics/Orientation](%20https://docs.analytics.alpha.jisc.ac.uk/docs/learning-analytics/Orientation) |  |

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| **Stage 2. Discovery** |  |
| 4. Decide on institutional aims for learning analytics | ❑ |
| 5. Strategic alignment, senior management approval and you have a nominated project lead | ❑ |
| 6. Undertake the readiness assessment | ❑ |
| 7. Arrange a verification meeting with Jisc to discuss the outcomes and possible next steps | ❑ |
| 8. Start to address readiness recommendations | ❑ |
| **Outcomes/Evidence required:**  *A prioritised list of your aims for learning analytics*  *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*  *A completed readiness assessment questionnaire with your commentary on the answers*  *Action plan to address readiness recommendations*  *A communication strategy to bring staff and students on board*  *Identified any data collection processes that need to be address* |  |
| **Resources:**  Learning analytics discovery toolkit <https://docs.analytics.alpha.jisc.ac.uk/docs/learning-analytics/discovery-toolkit> |  |

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| **Stage 3. Culture and Organisation Setup** |  |
| 9. Legal and ethical policy considerations in hand | ❑ |
| 10. Decision on learning analytics products to pilot | ❑ |
| 11. Senior management approval and scope of learning analytics project/pilot | ❑ |
| 12. Jisc order and service agreement signed (if required) and/or contracts with suppliers | ❑ |
| **Outcomes/Evidence required:**  *List of institutional policies relevant to learning analytics*  *Plan to update/create policies to cover learning analytics*  *A documented list of products with an agreed rational for choice(s) of solutions*  *A business case/plan to convince senior managers*  *Signed order for Jisc learning analytics service (if required)*  *Contract third party supplier products* *(if required)*  *List of student groups/cohorts and numbers of students involved* |  |
| **Resources:**  [Learning analytics discovery toolkit](https://docs.analytics.alpha.jisc.ac.uk/docs/learning-analytics/discovery-toolkit)  [Legal and ethical toolkit](https://docs.analytics.alpha.jisc.ac.uk/docs/learning-analytics-legal-and-ethical-toolkit/Home)  [Learning Analytics Security FAQ](https://docs.analytics.alpha.jisc.ac.uk/docs/learning-analytics/Security-FAQs)  Signing-up to the Jisc learning analytics service |  |

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| **Stage 4. Data Integration (Live data)** |  |
| 13 Contact Jisc to arrange a kick off meeting to start data integration | ❑ |
| 14. Undertake a data and systems audit | ❑ |
| 15. Install and evaluate the VLE data plugin(s) on a test system at your institution | ❑ |
| 16. Extract student data, transform to UDD and validate. | ❑ |
| 17. Install VLE (or other activity) data plugin(s) on live system, activate for live data upload to LRW | ❑ |
| 18. View uploaded LRW data using data explorer to check quality (at his stage a pilot implementation may take place see Stage 5) | ❑ |
| **Outcomes/Evidence required:**  *An agreed timed implementation plan with Jisc*  *A list of data fields, which systems hold them and the data owner (as required)*  *VLE information (system, version and where hosted)*  *Successful uploading of xAPI data viewed via LRW portal or Data Explorer*  *A successfully validated sample data set in your learning records warehouse*  *Live data can be viewed in Data Explorer* |  |
| **Resources:**  [Learning Analytics Security FAQ](https://docs.analytics.alpha.jisc.ac.uk/docs/learning-analytics/Security-FAQs)  [Data Collection Toolkit](https://docs.analytics.alpha.jisc.ac.uk/docs/learning-analytics/Data-Collection-Toolkit) |  |

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| **Stage 4. Data Integration (Historic data and predictive modelling)** |  |
| 19. Extract historical student data, transform to UDD, extract historical VLE (or other activity) data | ❑ |
| 20. Work with Jisc/supplier to build predictive model | ❑ |
| 21. View uploaded LRW data using data explorer to check quality | ❑ |
| **Outcomes/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* |  |
| **Resources:**  [Data Collection Toolkit](https://docs.analytics.alpha.jisc.ac.uk/docs/learning-analytics/Data-Collection-Toolkit)  Predictive Modelling Guide |  |

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| **Stage 5. Implementation Roll-Out/Planning** |  |
| 22: Plan the implementation of learning analytics products, including a communication plan | ❑ |
| 23: Select student groups for the pilot and engage staff/students | ❑ |
| 22. Configure access to products and understand the analytics data | ❑ |
| 23. Develop an intervention approach to best support students and develop curriculum | ❑ |
| 24. Review and evaluate, identify new data collection processes required | ❑ |
| **Outcomes/Evidence required:**  *Implementation plan and identified tools/products to be used*  *Identified staff and student groups to participate in initial pilots*  *Training and support for staff/students to use products/tools and understand learning analytics*  *Intervention strategy/process in place and training for staff if required*  *Evaluation of the initial pilot* |  |
| **Resources:**  Implementation and Interventions Toolkit  Data Explorer user guide [Data Explorer](https://docs.analytics.alpha.jisc.ac.uk/docs/data-explorer/Home)  Study goal user guide [Study Goal](https://docs.analytics.alpha.jisc.ac.uk/docs/study-goal/Home)  Predictive Modelling Guide |  |