Academic Monitoring Dashboard User Guide

<table>
<thead>
<tr>
<th>Version</th>
<th>Author</th>
<th>Date</th>
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<tbody>
<tr>
<td>V1.0</td>
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<tr>
<td>V1.1</td>
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</tbody>
</table>
# Contents

QlikView .................................................................................................................................................. 3

Academic Monitoring Dashboard Overview .......................................................................................... 4

Introduction Section .................................................................................................................................. 5

Help Section ............................................................................................................................................. 6

Module Dashboard .................................................................................................................................. 7

Module Analysis ...................................................................................................................................... 9

Awards Reporting .................................................................................................................................. 10
QlikView

- QlikView is read only. You cannot modify the underlying data when making selections and creating reports. Any data inconsistencies should be reported directly to the Data Owner (Planning) so that these can be investigated, and where appropriate, amended in the source system.

- Clicking on any item (chart, graph, record or field) will filter the data by that dimension. This allows you to drill down and create specific data queries.

- If you make a selection on one tab, it will usually filter the whole dashboard by that dimension. Please keep this in mind when navigating between tabs.

- QlikView uses the colour scheme Green / Grey / White to indicate selections. Green means selected data, white means related data and grey means unrelated data.

- The QlikView toolbar is very helpful. Here are some of the most commonly used features:

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Clear</td>
<td>Clear will remove all selections made by the user (except any which are locked).</td>
</tr>
<tr>
<td>Back/Forward</td>
<td>QlikView remembers the last 100 selections. Clicking Back and Forward will scroll through any selections you have made.</td>
</tr>
<tr>
<td>Lock / Unlock</td>
<td>This will Lock/Unlock the current selections. It is useful in preventing selections accidentally being removed. A locked selection has a blue instead of green indicator.</td>
</tr>
<tr>
<td>Selections box</td>
<td>Opens the Current Selections box so you can see what selections are active.</td>
</tr>
<tr>
<td>Add / Remove Bookmarks</td>
<td>A bookmark will save the current selection. Handy if there is a selection you regularly use.</td>
</tr>
</tbody>
</table>

- Most charts and tables can easily be exported to MS Excel using the drop down menu arrow at the top right of the chart or table (if available) or by right clicking and selecting ‘Export to Excel’.

- If using an iPad / tablet, users can multi select, by selecting and holding an item. A pop-up will appear with a tick, eraser and cross. Make all the selections required from the list and press the tick to confirm selections. Press the cross to cancel or the eraser to delete the selections. To scroll the entire screen, touch outside any report/list, otherwise only the report will scroll.

- **Screen size**: QlikView dashboards do not resize according to the screen display. If the screen appears smaller or larger than you would like then you can zoom in using CTRL + or out using CTRL -.
Academic Monitoring Dashboard User Guide

**Academic Monitoring Dashboard Overview**

This dashboard provides an overview of module results and degree performance within each School. It is designed to assist Schools as they compile their annual academic monitoring reports.

Data is updated once per semester from the Student Records system (SITS).

Access is restricted to nominated personnel only.
Introduction Section

The Introduction section provides users with a brief overview of the dashboard and the contact details for its owner. Users should contact the dashboard owner if they suspect the data is incorrect. For other technical problems, contact the IT Service Desk.

The date and time of the dashboard’s last data refresh is displayed here and is replicated at the bottom-right corner of this and every other sheet.

The Latest News feed keeps users informed of any recent developments which may affect their session.
## Help Section

The Help section contains a link to this document, as well as a QlikView basics guide for new users, and useful contact email addresses.

### QlikView Basics Cheat Sheet
A quick guide to help users get up-and-running with QlikView.

### Academic Monitoring Reports Dashboard User Guide
A detailed guide to the Academic Monitoring Reports dashboard.

### IT Service Status
Any issues affecting this dashboard are displayed on the IT service Status webpage.

Contact planning@st-andrews.ac.uk to report uncorrected data.
Contact itservicedesk@st-andrews.ac.uk for any other issues.

[Data as of: 16/07/2017]
Module Dashboard

The Module Dashboard section allows users to view grades awarded for the selected module during the selected academic year.

To begin, users must select one module code, one academic year and one snapshot date from the hamburger menu. Note that only one of each should be selected, the dashboard will not display with more.

Once the required selections have been made, the module dashboard will appear (see below). Here, users can compare the number of students enrolled in the selected module against other school modules, and compare the number of students in each grade band for that sitting against the rest-of-school average.
To clear selections and begin again, hit the clear button at the top-left of the screen:

Alternatively, use the hamburger menu at the top right to make minor changes:
Module Analysis

The Module Analysis section contains three charts: the first allows users to view specific results for the chosen module and year; the second to compare those results against the same module for the two years previous (if the data is available); the third to compare the same results against rest-of-school and faculty outcomes.

To clear selections and begin again, hit the clear button at the top-left of the screen:

Alternatively, use the hamburger menu at the top right to make minor changes:
Awards Reporting

The Awards Reporting section is not linked to the previous two sections and is concerned with overall award outcomes rather than module results.

To begin, users must select one school name, one award year and one snapshot date from the hamburger menu. Note that only one of each should be selected, the dashboard will not display with more.

Once the required selections have been made, the awards reporting charts will appear (see below). Users can choose from one of the three preselected reports (Awards by Programme, Full-Time Undergraduate Degrees, Award Summary (available in table or chart view)) or use the pick fields object to create their own custom report.