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A guide for students



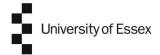


Table of Contents

| Горіс | Page |
|--|-----------|
| What is LEAP | 3 |
| Things to note | 4 |
| Accessing LEAP | 5 |
| Logging on | 5 |
| Engagement Dashboard | 6 |
| Top menu | 6 |
| Header section | 7 |
| Tabs | 7 |
| Learning Journey Map | 8 |
| Engagement breakdown | 11 |
| Engagement calendar | 12 |
| Student Resources Tab | 13 |
| Resource graph | 13 |
| Resource pie chart | 14 |
| Activity summary | 14 |
| Interactions Tab | 15 |
| Icons | 17 |
| Status indicator | 17 |
| Module Tab | 19 |
| Current modules | 19 |
| Completed modules | 20 |
| Upcoming modules | 20 |
| Attendance Tab | 21 |
| Search and filter | 22 |
| Attendance summary | 22 |
| Attendance detail | 23 |
| Assessment Tab | 24 |
| Current term | 24 |
| Search | 25 |
| Previous assessments | 26 |
| Student Profile Tab | 27 |
| Help Button | 28 |
| FAQs | 29 |
| Announcement Banner | 29 |
| Dark Theme | 30 |
| Accessibility View | 32 |



What is LEAP?

LEAP is an engagement dashboard provided to you by your university. You could think of it as a fitness tracker for your education.

By using real-time data, LEAP gives you a visual representation of your participation in academic activity which is your engagement.

You and your tutors can use these insights to explore how your engagement activities are impacting your learning.

Your dashboard can also let you and your tutors know when your engagement patterns are changing, which can help your tutors to offer targeted support.

This guide will take you through how you can use LEAP to understand your engagement.

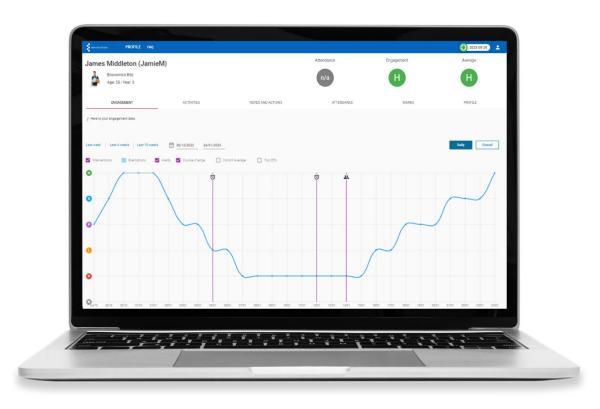


Figure 1 - LEAP dashboard



Things to note

Throughout this document you will see engagement categories referenced. Your university will use its own terminology but in this example the categories are as follows.

- None Engagement not calculated
- VL Very Low
- L Low
- P Partial
- G Good
- H High

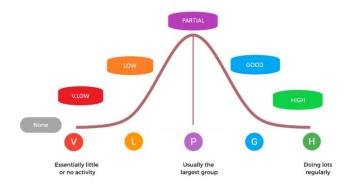
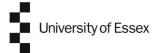


Figure 2 – Engagement categories

There is a natural ebb and flow to engagement and so you should not expect to be in one particular engagement category for all of your time at university. It is normal to move between engagement categories depending on a number of factors including where you are in the academic year, the type of learning that you are doing at a particular point, and your activity with university resources. Logging into university systems and taking part in learning activities can help to boost your engagement score.

The important thing is that the data gives you insight into how you are engaging with your studies, and if you need help or support your tutors can use this information to see where they can best assist you.



Accessing LEAP

You can access LEAP on a computer by visiting <u>leap.essex.ac.uk</u>. Alternatively, you can access LEAP on your phone via the MyEssex app by clicking on the LEAP tile.

Logging on

From the landing page, enter your normal university credentials - username (User ID) and password and then click Login.

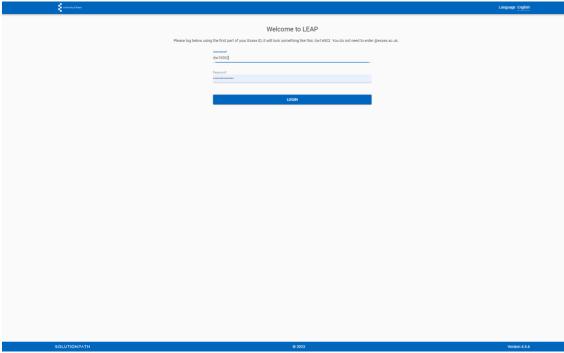


Figure 3 - Login Screen



Engagement dashboard

Once you log in you will be taken to your **Engagement dashboard**. This shows you an overview of your engagement.

There are a couple of different sections to the page.

Top menu



Figure 4 - Top menu showing options

- 1. **Profile** this is the page currently being shown
- 2. **FAQ** this takes you to a list of Frequently Asked Questions to help in your usage of LEAP
- 3. **Accessibility toggle** here you can choose to change to the accessibility view of LEAP. You can find out more about this later on in this document
- 4. **Data ingestion date** this shows the last date that the data was successfully ingested into LEAP
- 5. **User profile** here you can log out of LEAP or change to Dark Mode



Header section

The next section shows your student data, your attendance percentage and your current and average engagement rating.



Figure 5 – Header showing student information and engagement data

- 1. **Student data** shows basic information about you such as your name, course and year of study
- 2. Attendance-shows your average attendance percentage over the past 28 days
- 3. **Engagement** your daily engagement rating, showing your engagement for the previous day
- 4. **Average** your average engagement rating over the past 14 days

Tabs

Underneath the header are tabs which will take you to more information about your activity. The active tab will be underlined in red (in this case the Engagement tab is the active one).

Note - you may not see all of these as it will depend on what data your university is using.



Figure 6 - Tab menu showing navigation options

- 1. **Engagement** an overview of your engagement data
- 2. Activities your engagement information broken down by resource usage
- 3. **Notes and Actions** actions that are associated with your engagement (see later section in the guide)
- 4. **Modules** specific information relating to your course modules
- 5. **Attendance** specific information relating to your attendance
- 6. **Marks** specific information relating to assessments
- 7. **Profile** your personal information



Learning Journey Map

The next item is the main section of this page. It shows your engagement over a period of time in the "Learning Journey Map".

Engagement relates to the activities that you undertake as part of your studies including accessing university systems such as Moodle, Library resources, Listen Again etc.

Choose the timeframe that you would like to see data from. Simply click on the option you would like to view and the graph below will update automatically – note 4 weeks is selected by default.



Figure 7 - Date range selector

You can also select a custom time range by clicking dates and then select which dates you would like to see the information from.

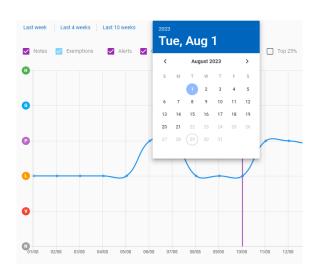


Figure 8 - Date range selector calendar picker view



The graph below shows the engagement data for the time period selected.

The blue line shows the engagement of the particular student over time.

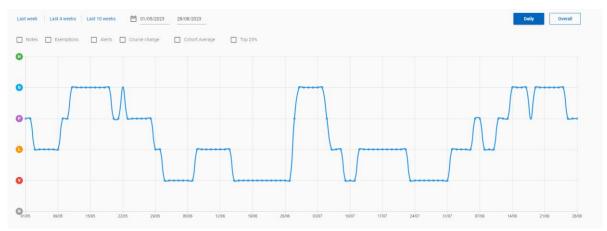


Figure 9 – Learning Journey Map student engagement view

Above the graph you will see there are a number of options that you can choose to overlay on the graph.



Figure 10 – Learning Journey Map overlay options

1. **Notes** – this shows where a note or action has taken place – notes and actions are interactions that are added into LEAP and can range from taking notes during tutorials to referrals to other support services.



These are indicated on the learning journey map by the icon of 2 people.

2. **Exemptions** – this shows where you have an exemption in place – an exemption can be created by your tutor to stop alerts/notifications being triggered for a period of time. This could be if you are on study leave or have a medical leave of absence for example.



This is indicated on the learning journey map by a blue column.

3. **Alerts** – this shows when an alert (or notification) has been triggered – alerts are messages that are sent automatically to students and/or staff based on a set of criteria (for example if your engagement has been in the 'low' category for 7 days).



They are indicated on the learning journey map by an image of an alarm clock



4. **Course change** – if you have changed your course this will be indicated by an image of two arrows



5. **Cohort average** – this shows the average engagement for the rest of your student cohort over the same period of time. This can help you see where your engagement patterns are different from the rest of your cohort.



This is shown in the learning journey map by a red dotted line.

6. **Top 25%** - this shows how the top 25% of engagers are engaging over the same period of time. Note this does not reflect grade averages.



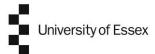
This is shown in the learning journey map by a green dotted line.

To show any of these options simply click in the box next to it.

The image below shows what the chart looks like if all of the above options are selected (except course change) – note how they are overlaid onto the graph.



Figure 11 – Learning Journey Map showing selected options



Engagement breakdown

The next section shows you a breakdown of how much time you have spent in each of the different engagement categories. This information changes based on the date range you have selected in the section above.

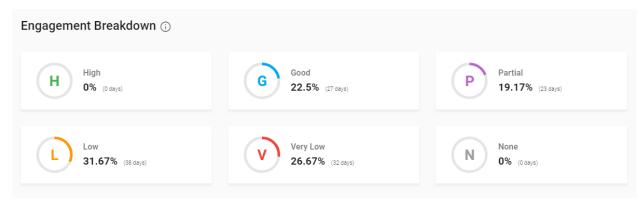


Figure 12 - Engagement breakdown view



Figure 13 – Engagement breakdown view - detail

- 1. Engagement circle
- 2. Engagement category
- 3. Days spent in category
- 4. Percentage of time spent in category



Engagement Calendar

The last view you can see on this page is the Calendar view which shows the engagement category that you were in for each day.

The colours shown correspond with the engagement categories shown in the bubbles at the top of the screen and in the breakdown section.

Click on the arrows to move through the months.

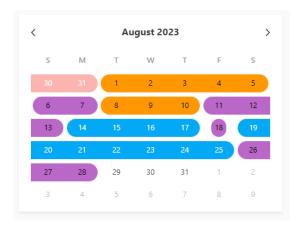


Figure 14 - Calendar view

This view can be helpful to show you patterns of engagement – for example if you are always showing in a low engagement category on a Tuesday your tutor may ask if there is any specific support that could help you that day.

Engagement dashboard summary

The Engagement dashboard shows you -

- Your engagement over time
- How this compares with the rest of your cohort
- Where interactions, alerts and exemptions have been in place
- Alternative views of engagement (breakdown and calendar)
- Your personal tutors and support staff are also able to see this view

You can use this information with your personal tutor to help you understand your engagement better, what works for you and where you may need additional support.



Activities Tab

The **Activities** tab shows you which resources provide data to LEAP. Some of these resources will contribute to your engagement score seen on the engagement dashboard, however some of them may not. For 2023-24, all activities will contribute to your engagement score except accessing reading lists, which is included for information but is not part of the engagement calculation.

For resources that do contribute to the engagement score, each resource may be weighted differently, for example accessing a course via Moodle may count more towards the engagement score than accessing a PC Lab).

Resource Graphs

The graphs show the number of system interactions over the chosen time frame which you can change at the top of the page. Understanding your resource usage alongside your Learning Journey Map can help to show what good engagement looks like.

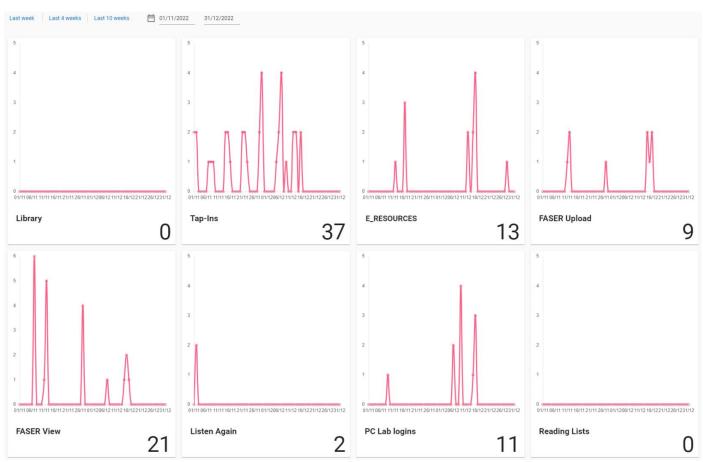
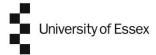


Figure 15 – Resource usage for a student over the selected time period



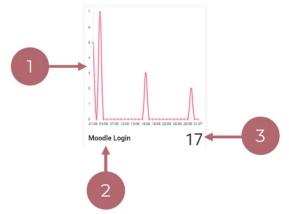


Figure 16 - Resource usage for a student over the selected time period - detail

- Red line showing daily engagement
- 2. Name of resource
- 3. Total number of times accessed over the time period

Activity summary

The activity summary shows the breakdown of your resource use by a particular day. This can give you an idea of how much you are accessing a particular resource.



Figure 17 – Resource pie chart and summary

- 1. Date of usage
- 2. Name of resource accessed
- 3. Number of times the resource was accessed on that day



Notes and Actions tab

In this next section we will look at the **Notes and Actions** tab.

For reference, here is a glossary of terms that will be used.

Glossary of terms

- Notes and Actions these are interactions added into LEAP by your personal tutor or other support service and can include anything from notes taken during a tutorial to referring you on to a different support service.
- Alert an automated notification that is sent to students and/or tutors to alert when a student meets a specific criterion (i.e., if you have had no engagement for 7 days, or not accessed the VLE for 5 days). If you see that an alert has been triggered recently you may be contacted by your tutor or support staff to see if they can offer any support and it may also show on your Learning Journey Map.
- **Exemptions** an exemption is put in place by your tutor to show that you have an authorised absence. This also means you will not receive alerts for that time (i.e., whilst you are on a placement activity).
- **Group** this indicates where a tutor has created a group of students within LEAP so that tutors can add interactions to multiple students at a time (i.e. members of a group tutorial).

All of the above are available to view in the Notes and Actions tab and interactions can apply to an individual student or a group of students (i.e., a course group may have a group exemption as they are all on placement).

This is the list view that you will see when you click on the Interactions tab.



Figure 18 – Interactions tab





Figure 19 - Exemption example

- 1. Icon for type of interaction (see below for more detail)
- 2. Type of interaction
- 3. Date range it is applicable
- 4. Reason for the interaction
- 5. Indicates if this is a Group (rather than individual) interaction
- 6. Date and time the interaction was created

If the type of interaction is categorised as a note or action you will see some additional information – highlighted below.

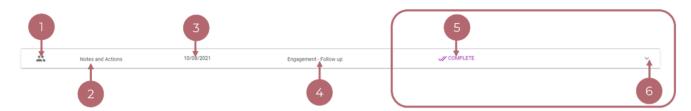


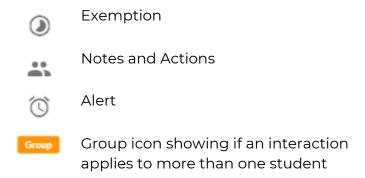
Figure 20 - Intervention example

- 1. Icon for type of interaction (see below for more detail)
- 2. Type of interaction
- 3. Date range if applicable
- 4. Reason for the interaction
- 5. Status of the interaction (see below for more detail)
- 6. Drop down arrow for more detail



Icons

You will see that there are a number of icons – these represent the type of interaction that it refers to.



Status indicator

Interactions are listed in date order (most recent first) and display a status indicator:

| NEW NEW | Indicates a new interaction has been added | | | |
|---------------|---|--|--|--|
| C IN PROGRESS | This interaction is in progress meaning that there are actions associated with it | | | |
| Ci DELAYED | There is a delay associated with this interaction | | | |
| ✓ COMPLETE | This interaction has been completed | | | |

To see more information about an intervention click on the arrow next to it and a window will expand.



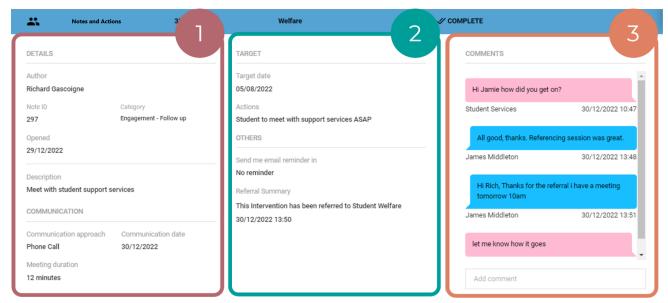


Figure 21 - Intervention expanded view

- 1. Details about who has created the interaction, when it was created and information about the interaction including communication methods
- Actions that are to be taken in relation to the interaction and information about referrals that may have been made.
 See below for information regarding referrals.
- 3. Messages between the student and tutor or support service

Referrals

During an interaction you may hear the terms referrals.

 Referral – this is where your tutor will refer you on to another support service via an email that they will send directly to the service. The service will then reach out to you to offer support.



Modules tab

The **Modules** tab gives you information about any modules associated with your study. You can see which modules you are currently studying as well as those you have already completed and any upcoming modules.

The view allows you to see module details as well as your attendance and assessment information.

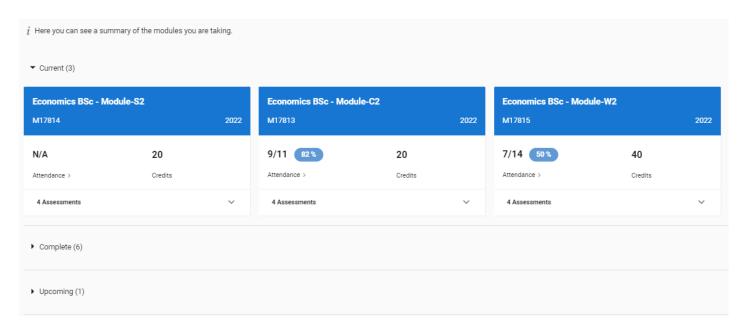


Figure 22- Module tab showing current modules

Current modules

This area gives you more detail about modules that you are currently studying. Simply click on the arrows to see more information.

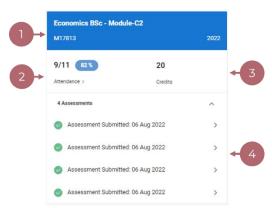
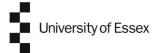


Figure 23 - Current module example

- Module details including title and code
- 2. Number of credits associated with this module
- 3. Year that module was taken
- 4. Attendance and assessment links (goes to the relevant tab see below)



Completed modules

This section shows information in relation to any modules you have already completed. Click on the arrow in the banner to see more information.

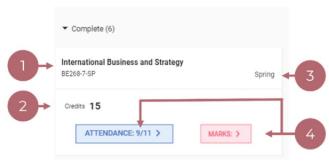


Figure 24 - Completed module example

- Module details including title and code
- 2. Number of credits associated with this module
- 3. Term that module was taken
- 4. Attendance and Marks links (goes to the relevant tab see below)

Upcoming modules

This section shows information in relation to any modules you have coming up. Click on the arrow in the banner to see more information.

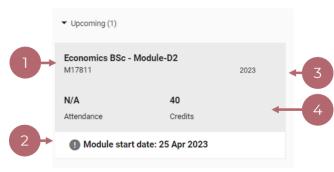


Figure 25 - Upcoming module example

- Module details including title and code
- 2. Module start date
- 3. Year that module starts
- Number of credits associated with the module (Note, if attendance is available it will be N/A if module has not begun yet).



Attendance Tab

The **Attendance** tab gives you an overview of your attendance and allows you to see details about classes you have attended as well as use searches and filters to find courses.

If you click on the attendance option in the module tab you will be brought into this tab with the module already filtered to the one you were viewing, otherwise you will see attendance for your currently active modules.

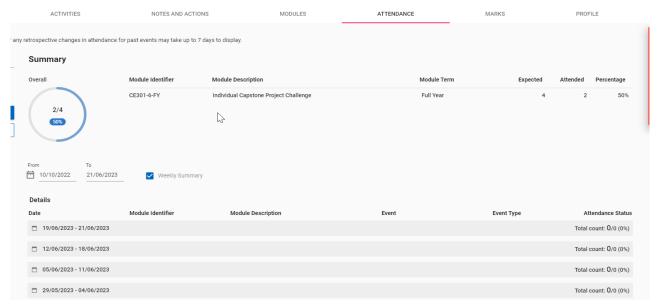


Figure 26 - Attendance tab

Search and filter

You can use the options on the left-hand side of the screen to filter to more specific courses. You can also click on the cross to clear all filters that are applied.



Figure 27 - Attendance tab search and filter options

- 1. Add module code or description to find a particular module (see below)
- 2. Filter to current modules click to apply filter or toggle on or off
- 3. Filter to complete modules click to apply filter or toggle on or off



You can search for a course in the search box - Start typing your search term and after you have added 3 characters a pop-up box will appear with suggestions.



Figure 28 - Attendance tab search example



Figure 29 - Attendance tab – result of search for module

Attendance summary

You can see attendance data at module level in the summary area.



Figure 30 - Attendance tab – module list

- 1. Overall attendance displayed as a number, percentage and circle graph which adapts to the module you are currently viewing
- 2. Module ID number
- 3. Description of module
- 4. Term of module
- 5. Expected number of sessions to attend
- 6. Number of sessions actually attended
- 7. Attendance percentage of that module



Attendance detail

Below the summary you can see more information about your attendance by date.

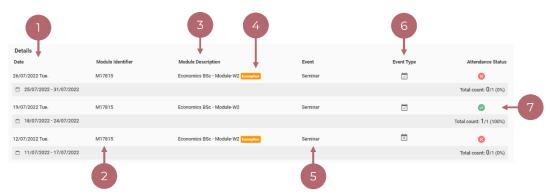


Figure 31 - Attendance detail list (by date)

- 1. Date of event
- 2. Module ID number
- 3. Description of module
- 4. If there is an exemption applied to this event it will display here
- 5. Event i.e. tutorial, seminar, lecture
- 6. Event type only mandatory events are visible in LEAP
- 7. Attendance status attended (tick) or did not attend (cross)



Marks Tab

The **Marks** tab gives you an overview of your coursework assessments. You can filter to a specific module and see information about submitted assessments.

If you click on the assessment option in the module tab you will be brought into this tab with the module already filtered to the one you were viewing.

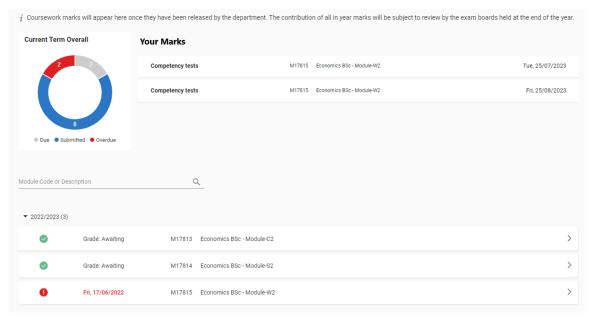


Figure 32 - Marks tab view

You can click on the type or name of assessment which will bring up details relating to that particular assessment.

Search

Below this you can use the search box to look for assessment information relating to a particular module. You can search by either the module code or the description/title. Start typing your search term and after you have added 3 characters a pop-up box will appear with suggestions.

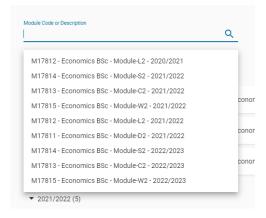


Figure 33 - Marks tab - module search box



Previous assessments

Underneath this you will see a list of dates. These contain information relating to previous assessments.



Figure 34 - Marks tab – previous assessment date list

Click on the date range to see more information.

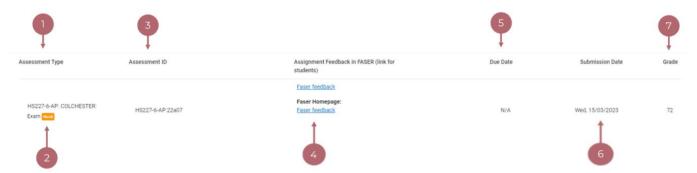
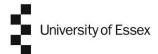


Figure 35 - Marks tab – previous assessments

- 1. Assessment type
- 2. If the assessment is a resit it will be identified here
- 3. Assessment ID number
- 4. Link to Faser feedback (if applicable)
- 5. Due date of assessment
- 6. Date the assessment was submitted
- 7. Grade associated with the assessment



Student Profile Tab

The **Profile** tab is a summary your personal information arranged in a series of cards.

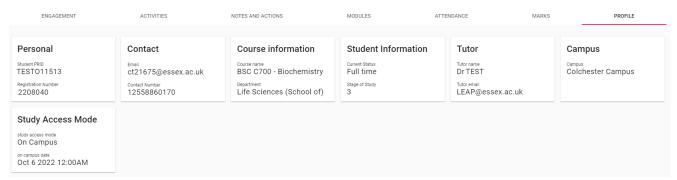


Figure 36 - Student profile tab

Examples of the type of information shown on this page include

- Personal information
- Contact details
- Course Information
- Information about your course including your tutor
- Campus of study



Student Help button

The **Student Help** button on the right-hand side of the screen can signpost to support resources and information to help you during your study. It is visible throughout the platform so you can access it at any time from any screen.

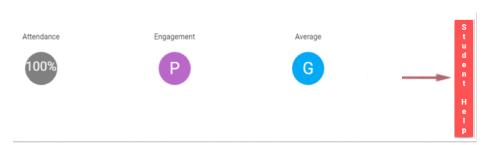


Figure 37 – Student Help button

Click on the button to see a list of help topics. Click on any of these to be taken to relevant support information. This may be a page within the LEAP platform or a link to your student intranet.

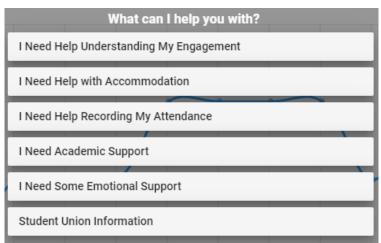


Figure 38 – Student Help button list view



FAQ's

At the top of the screen you will see an FAQ (Frequently Asked Questions) button. This will be set up by your university and will direct you to support resources to help you use LEAP.



Figure 39 - FAQ button

Click on the button to see a list of support resources.



Figure 40 - List of frequently asked questions

Click on the arrow (1 in graphic above) to see more information.



Figure 41 - Information relating to a particular FAQ

Announcement Banner

From time to time your university may have announcements that they need you to see which will be shown on your engagement dashboard. This could be for example if the IT team is carrying out planned maintenance on a system.

There are 3 types of announcements you may see. If there are several announcements, the most critical one will be shown.



This indicates there is information announcement



This indicates a warning announcement



Accompanied by a red banner. This shows there is a critical announcement. You will need to click the X (1 in graphic below) to close a critical announcement.

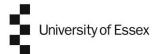




Figure 42 - Example of a critical announcement banner

Dark theme

LEAP provides users with a dark theme which you may choose to use.

To switch to the dark theme click on the user icon on the top right of the screen.



Figure 43 - User icon

In the menu that appears you can toggle dark theme on and off to suit which you prefer.

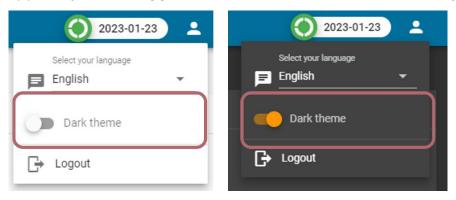


Figure 44 - Dark theme toggle off and on

The dark theme will make the light areas of the LEAP platform dark. Below are some examples of how the screens look. Please note, the functionality within LEAP remains the same, it is a purely cosmetic change.



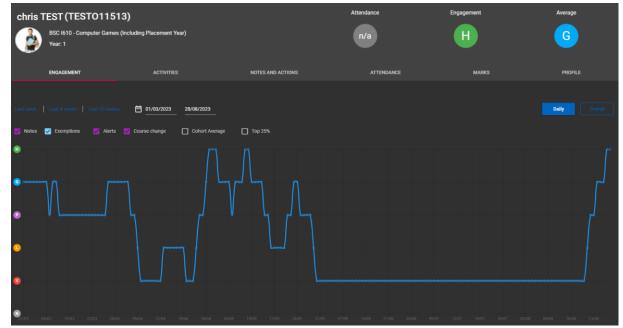


Figure 45 - Dark theme – learning journey map



Figure 46 - Dark theme – Activities tab



Figure 47 – Dark theme – example interaction



Figure 48 - Dark theme - Modules tab



Figure 49 - Dark theme – Attendance tab





Figure 50 - Dark theme - Marks tab

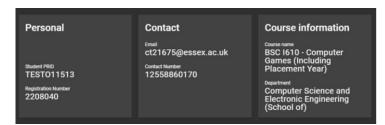


Figure 51 - Dark theme – profile tab



Accessibility view

The LEAP Engagement Dashboard gives you the ability to view your data in an accessible format, to aid students who may be using screen reading software or need larger text.

To access the accessibility view there is a toggle at the top of the page. This will take you to the student profile page of the accessible view.

A copy of the university's accessibility statement is available in the FAQ section on LEAP, or by following this link: <u>Accessibility Statement</u>



Figure 52 - Accessibility view toggle

By toggling accessibility view to 'on' you will be taken to the student profile page and will notice the following:

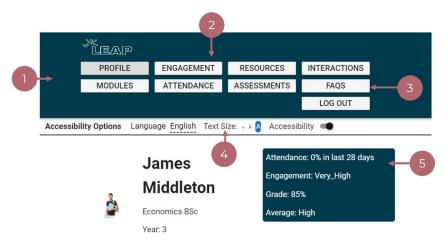


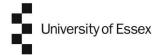
Figure 53 - Accessibility view page example

- 1. Colour scheme of the page changes
- 2. Menu appears at the top of the page to navigate to other pages of the dashboard
- 3. The profile, FAQs and Log out options move from the user icon menu to the main menu
- 4. There is a new "Text size" option which allows you to increase or decrease the default text
- 5. Graphical representations of data changes to text only

Additionally, the title of the page you are on is reflected in the web browser title and URL to help orientate where you are if you are using a screen reader.



Figure 54 - Page title on web browser tab



You are able to return to the standard view at any time by toggling accessibility view to 'off'. This will return you to the Learning Journey Map page of the dashboard.



Figure 55 - Accessibility view toggle (in accessibility view)

These principles continue throughout the other tabs - see below for examples.

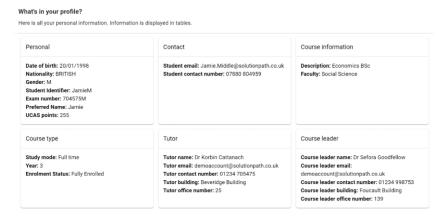


Figure 56 - Accessibility view - student profile tab

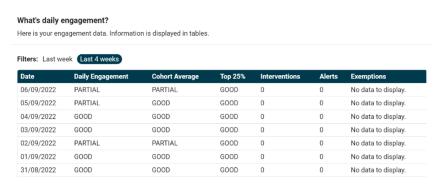


Figure 57 - Accessibility view - engagement overview

| What are interactions? Here are all your interactions exemptions and alerts, information is displayed in tables filtered by interaction type. | | | | | | | | | |
|--|---------------------------|-----------------------------|-----------------|---|-------------|-----------------|--|--|--|
| Filters: Intervent | ions Exemptions Al | erts | | | | | | | |
| | s as specified in the ref | erral column in your interv | ventions table, | can be accessed as links from the list available below. | | | | | |
| Туре | Communication date | Intervention Category | Status | Description | Target date | Referral | | | |
| INTERVENTION | 28/10/2021 | Academic | COMPLETE | Jamie needs to speak to Student Services | 01/11/2021 | Student Support | | | |
| INTERVENTION | 20/10/2021 | Welfare | DELAYED | Refer to student support services | 21/10/2021 | Student Support | | | |
| INTERVENTION | 19/10/2021 | Welfare | DELAYED | Refer to student support services | 20/10/2021 | Student Welfare | | | |
| INTERVENTION | 15/10/2021 | Welfare | DELAYED | Refer to student support services | 16/10/2021 | Student Support | | | |
| INTERVENTION | 10/09/2021 | Academic | COMPLETE | Student was struggling with the course - low engagement alert | 13/09/2021 | Student Support | | | |
| INTERVENTION | 10/08/2021 | Engagement Monitoring | COMPLETE | Student struggling with course | 11/08/2021 | Student Support | | | |
| INTERVENTION | 05/03/2021 | Welfare | DELAYED | Student welfare referral | 11/03/2021 | Student Welfare | | | |
| | 20/11/2020 | Welfare | DELAYED | Student Support Required | 21/11/2020 | Student Welfare | | | |

Figure 58 - Accessibility view – interactions tab