LEAP (Learner Engagement Activity Portal) is an engagement tool at the University of Essex. LEAP displays your student’s daily engagement with university resources such as Moodle, PC Lab logins, FASER uploads and assignment views, Listen Again recordings accessed via Moodle, Library Loans, Reading Lists, and attendance Tap-ins against teaching event card readers.

Logging into LEAP
1. Open leap.essex.ac.uk in Google Chrome
2. Use your Essex ID (you do not need to enter @essex.ac.uk) and usual password to login.

If you are unable to access LEAP please email leapquery@essex.ac.uk

Dashboard
The dashboard gives you an overview of the engagement for all students within your department, as well Notes and Actions.

1. If you are a personal tutor click My Tutees to display your tutees and their engagement.
2. My Students displays a list of all students in your department.
3. Interactions displays a list of all notes, actions, referrals created for your department’s students.

My Students
1. Search for individual student - by name or PRID
2. Filters – Use the filter options to search for a specific grouping of students i.e. UG with Very Low engagement
3. Save Filter - Filters can be saved to give you quicker future access
4. Click the student’s name to view their individual engagement page.
Engagement

An overview of the student's engagement indicator is displayed; High, Good, Partial, Low and Very Low calculated by the student's engagement with FASER, Moodle, Listen Again, PC Lab Logins and tap-ins to mandatory teaching events.

1. **Attendance** – Overall % attendance previous 28 days
2. **Engagement** – Current daily indicator
3. **Average** – Average (mean) engagement indicator over previous two weeks
4. **Daily** - Graph displays students (blue) and cohorts (red) daily engagement rating
5. **Overall** – Graph displays student's cumulative engagement over time. Plateau signifies a lack of engagement.
6. **From-To** - Date range can be customised to display a specific time period.
7. **Engagement Breakdown** – Days spent in each engagement indicator for the selected date range

Profile

Your student's academic and contact information displays here including the student's personal tutor which is imported from ESIS.

If any information is displaying incorrectly, please contact your department's Professional Services Team. LEAP imports its data from other University systems, therefore incorrect data needs to be altered at its source.

Notes and Actions

1. Click downward arrows to expand sections to view previous notes
2. **Add a Note or Action** - to make a new entry, and click Create when finished.

The student and other department staff can view all notes and actions created.

The note includes the option to refer the student to other University support services such as the Student Services Hub, SU Advice and Careers Service. The service will be notified that the student is interested in receiving their help, however the student should be advised to make contact with the service.
Attendance

This tab displays the student’s expected and actual attendance to mandatory teaching events.

1. **Summary** - Attendance is summarised at overall modular level
2. **Details** - then in further detail in date order
3. **From-To** - Date range can be customised to present a specific time period
4. Link to full and interactive attendance report on Tableau. Email biquery@essex.ac.uk to request Tableau access

The LEAP team cannot amend attendance. Staff queries need to be sent to ams@essex.ac.uk, and student queries to countme@essex.ac.uk

Activities

Your student’s engagement with FASER, Listen Again, attendance Tap-ins, PC Lab computer logins, Moodle Login (logged into Moodle), Moodle Course (accessed course material), and Moodle Mobile (accessed via mobile device)

1. The date range can be customised to present a specific time period.
2. The average of the whole cohort within the department is provided

Marks

All coursework marks released to the student display here.

1. Click the downward arrows to expand the sections and view the marks in detail
2. Link to interactive marks report on Tableau. Email biquery@essex.ac.uk to request Tableau access

For more information about LEAP, please visit: https://www.essex.ac.uk/staff/student-engagement/learner-engagement-activity-portal

If you are concerned with any of the data or would like to query a student’s engagement indicators, please email leapquery@essex.ac.uk and we will be happy to help.