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 mandatory 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 – STAFF ONLY

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. This information needs to be entered into ESIS by department staff to import into LEAP.
2. My Students displays a list of all students in your department.
3. Interactions displays a list of all notes, actions, referrals created for all students in your department.

My Students – STAFF ONLY

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 LEAP record.
Engagement – Same as student’s view

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 attendance tap-ins to mandatory teaching events.

1. **Attendance** – Overall % attendance previous 28 days. N/A will display if there has been no expected attendance in the last 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** – Alternative graph displaying student’s cumulative engagement over time. A 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.
8. **Calendar** shows quick glance view of weekly/daily/monthly engagement indicators.

Profile – Same as student’s view

Your student’s academic and contact information displays here including the student’s personal tutor, all of which is imported from the University’s ESIS system.

Any incorrect information will need to be amended in ESIS by the department. As LEAP imports its data from other University systems, incorrect data needs to be amended at its source.
The LEAP team are unable to amend attendance. Staff queries need to be sent to ams@essex.ac.uk, and student queries to countme@essex.ac.uk. 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. **STAFF ONLY** Link to full and interactive attendance report on Tableau (screenshots below). Email biquery@essex.ac.uk to request Tableau access

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Your student's daily frequency 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).

**The frequency does not contribute towards the engagement indicator, only one daily occurrence with each activity counts.**

1. The date range can be customised to present a specific time period.

2. The tap-ins include all swipes against a card reader whether correct or not, and therefore are **not** an accurate indicator of attendance. Please see the attendance tab.

3. For each activity an average of the whole cohort within the department is provided. This is only viewable to staff, students do not see this.

4. Moodle frequencies can be high as each click is counted within Moodle Quizzes.

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**Notes and Actions – Same as student’s view**

<table>
<thead>
<tr>
<th>Notes and actions</th>
<th>Date</th>
<th>Activity Description</th>
<th>Created by</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes and actions</td>
<td>07/03/2019</td>
<td>Academic Support Hours Meeting</td>
<td></td>
<td>NEW</td>
</tr>
<tr>
<td>Notes and actions</td>
<td>09/03/2019</td>
<td>Academic Support Hours Meeting</td>
<td></td>
<td>NEW</td>
</tr>
<tr>
<td>Notes and actions</td>
<td>02/03/2019</td>
<td>Academic Support Hours Meeting</td>
<td></td>
<td>NEW</td>
</tr>
<tr>
<td>Notes and actions</td>
<td>08/03/2019</td>
<td>Academic Support Hours Meeting</td>
<td></td>
<td>NEW</td>
</tr>
<tr>
<td>Notes and actions</td>
<td>01/03/2019</td>
<td>Engagement - Personal Time Meeting</td>
<td></td>
<td>NEW</td>
</tr>
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<td></td>
<td>NEW</td>
</tr>
</tbody>
</table>

**Add a Note or Action** - to make a new entry, and click **Create** when finished.

Notes and actions should be agreed with the student before being entered, as they will be viewable to both the student plus other department staff. Email leapquery@essex.ac.uk ASAP if a notes entry needs to be deleted.

**Referrals**

Notes include the option to refer to the Student Services Hub, SU Advice, Careers Service, and Skills for Success. The service will be notified that the student is interested in receiving more information, however the student should be advised to make contact with the service.

**Activities – Same as student’s view**

- Click downward arrows to expand sections to view previous notes
- Add a Note or Action - to make a new entry, and click Create when finished
- An exemption can be recorded for known reasons of absence but the student will still need to officially report their absence.

Email leapquery@essex.ac.uk ASAP if a notes entry needs to be deleted.
Masks – Same as student’s view

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. STAFF ONLY link to marks report on Tableau. Email biquery@essex.ac.uk if you need to request Tableau access.

Masks report on Tableau – STAFF ONLY

The coursework marks report on Tableau is accessible from the student’s LEAP record and useful for reviewing current and previous progression. Exam marks are not displayed within this report.

This report is for STAFF ONLY and should not be shown to students as this report contains unreleased marks.

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

Contact leapquery@essex.ac.uk and we will be happy to help.