IDENTIFYING AT-RISK STUDENTS
USING BRIGHTSPACE

Did you know you can leverage built-in Brightspace tools to aid you in identifying at-risk learners? With this information, you can better understand which learners may need further support and follow-up. This might involve referring learners to a Student Support Specialist through the A.L.E.R.T. tool, personally reaching out, or automating e-mail reminders with intelligent agents. Try the following:

USE THE ATTENDANCE TOOL
TO IDENTIFY LEARNERS THAT HAVE A PATTERN OF MISSING CLASSES OR LABS

The Attendance tool can be used to track attendance for your classes. You can view attendance results and track learners that have poor attendance. It is also possible to creatively use grade items and in-person assignments as attendance tracking tools. Check out the articles below to learn more:

1. **Using the Attendance Tool**

2. **Use Case: Attendance using Grade Items**

3. **Use Case: Marking Attendance using Assignments**

	Last Name ▲, First Name	Attendance Status ?
☐	1, Student 1	P ⌄
☐	2, Student 2	A(E) ⌄
☐	3, Student 3	P ⌄
☐	4, Student 4	L(E) ⌄
☐	5, Student 5	P ⌄
☐	6, Student 6	A(U) ⌄

REVIEW CLASS PROGRESS AND VIEW REPORTS
TO IDENTIFY LEARNERS THAT ARE NOT PROGRESSING AS EXPECTED

Use the **Class Progress** tool to track your learners' overall progress as a class, and individually across customizable indicators. Once in the tool, you can click on learners' names to review a detailed progress summary, including the amount of time they spent on each content item, the number of required activities they have completed, and their course access history. See **Class Progress** to learn more.

To view summarized information relating to learner activity in your course, try using the **View Reports** tool. From Content > Table of Contents, select Related Tools > View Reports. This report provides information on the number of learners that have visited specific content items and the average time spent reviewing them. You can access information broken down by learner by clicking the Users Visited value from the main report page.

Name ▲	Content Visited	Assignment Submissions
1, Student 1 student001	5 % Visited: **2 / 38**	82 %
1, Student 2 student002	74 % Visited: **28 / 38**	72 %
1, Student 3 student003	47 % Visited: **18 / 38**	78 %
1, Student 4 student004	63 % Visited: **24 / 38**	83 %
1, Student 5 student005	26 % Visited: **10 / 38**	80 %

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BRIGHTSPACE ACTIVITIES AND DUE DATES
IDENTIFY LEARNERS THAT REPEATEDLY SUBMIT THEIR WORK LATE

Using the built-in Brightspace Activities to create your assignments, quizzes, and graded discussions allows you to associate a due date with any assessments due in your course. Any student submissions made through Brightspace after the due date will be highlighted in the grading area, letting you know how late the submission was made. This information can be used to easily identify students that have repeatedly submitted late assignments and may require further support.

USE INTELLIGENT AGENTS TO SEND AUTOMATED E-MAILS OR REPURPOSE
TO GENERATE REPORTS TO IDENTIFY AT-RISK LEARNERS

Intelligent Agents are commonly used to automate e-mail messages to yourself or learners based on specific release criteria. Some examples include setting up an agent to automatically e-mail a custom message to any learners that have not logged into your course in a particular number of days, or automatically e-mailing yourself and a learner when an assignment has not been submitted by the due date.

If you choose to toggle the e-mail feature off, you can also repurpose the Intelligent Agent reporting and export features to generate a list of learners that meet specific criteria. For example, you can set up an intelligent agent to provide you with a list of all learners that have not submitted assignment(s) with due dates that have passed. Using this list, you can gather further information about the identified learners using the Class Progress and Reporting tools, should it be needed, and then refer these learners for additional support through the A.L.E.R.T. tool. Check out the articles below to learn more about setting up Intelligent Agents:

- **Create and Run an Intelligent Agent**

- **Intelligent Agents in Brightspace**

- **Export the History of an Agent**

A.L.E.R.T., the At-Risk Learner Early Referral Tool is a form that is used to refer specific at-risk students to their Student Success Specialist (SSS) for support. This tool can be easily accessed from the Brightspace Homepage navigation bar.

Want to learn more about the tools listed above, or form a strategy for identifying your at-risk students? **Book an appointment** to meet with us, or e-mail lts@algonquincollege.com.

Have a group that would benefit from a session that focuses on your specific scenario? We also take requests for customized professional development training for faculty.