myprogress

Dashboards & targets

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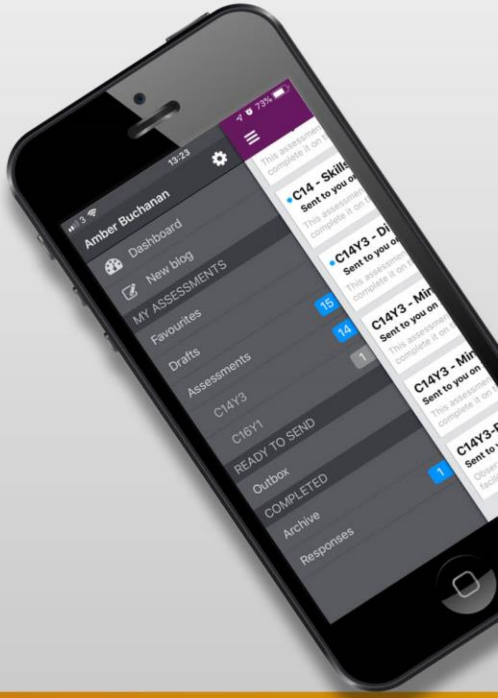
Overview

Dashboards are designed for students out on placement. They show the target required to meet for that activity, how much they have done and have left to complete.
Dashboards are not just for students but can be made for faculty as well. They are both very similar apart from **Faculty dashboards don’t use completion targets**.

Dashboards can only handle one option, e.g. did they complete this? Yes or no. They can’t have multiple options, e.g. exceeded, did not exceed, etc.
There are two ways to use dashboards:
Simple, an overview of the forms needed to be completed a set amount of times.
Detailed, you have one form with multiple competencies and the targets show how many need to be completed how many times.



Setup

1.) Set up the forms – Before setting up dashboards you need to setup the forms you wish to link to dashboards.

*****PLEASE NOTE – ONCE FORMS ARE LINKED TO A DASHBOARD YOU CANNOT EDIT THEM. IF EDITED ALL DATA PREVIOUSLY LINKED TO THAT DASHBOARD WILL BE LOST. ENSURE FORMS ARE FULLY COMPLETED AND AS YOU WISH TO SEE THEM BEFORE LINKING TO A DASHBOARD*****

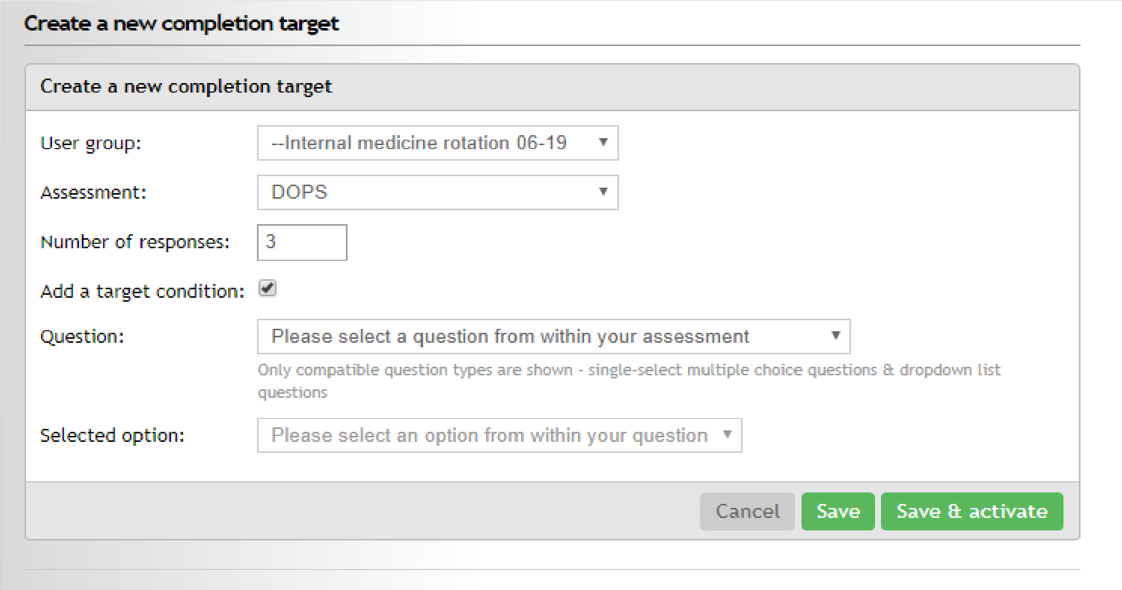
Simple dashboards are set up following the same process as used as if you were deploying a form in the normal way.
Detailed dashboards – You need to structure these assessments in the right way, when creating a question you can only use either MCQ (Multiple Choice Question) where min and max are 0 and 1 or drop down list, the list needs to be sitting by itself in the question, with no other components around it.

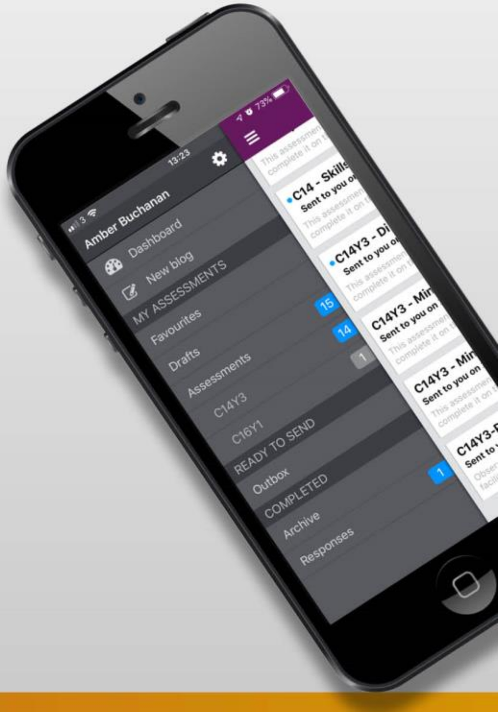
2.) Deploy forms
Can deploy as future assessment against a group or as a new assessment.
Course templates is the most common way when deploying forms as easier due to volume and also it will always work with dashboards due to you having to having to deploy to a group. If deploying normally it **<u>MUST</u>** be linked to a group, issue is you can only select one group, if they don't link to a group it won't work. Dashboards report by group.
Setting to withdraw at the end is better as it makes house keeping much tidier etc.
If they use course templates there will be a delay of around an hour before they can set up the dashboards, the reason for this is due to course templates working in a queuing system and sends out every hour.

3.) Create rules (completion targets)

Even assessments due to be deployed in the future you can still set up completion targets for.

- Select ‘create target’
- Create the target against the group that the deployment has been linked to
- Select the relevant assessment
- Choose the number of responses you require students to do for that assessment
- Select a condition target (if you require). Target conditions allow you to select a specific question within the already chosen assessment that the students **MUST** answer
- Select either ‘save’ or ‘save and activate’

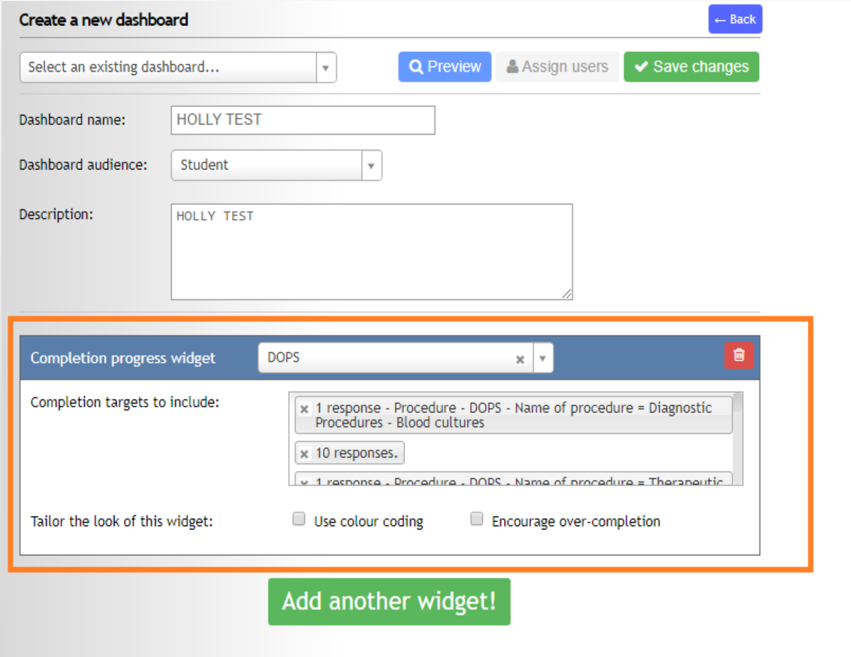




4.) Build dashboards

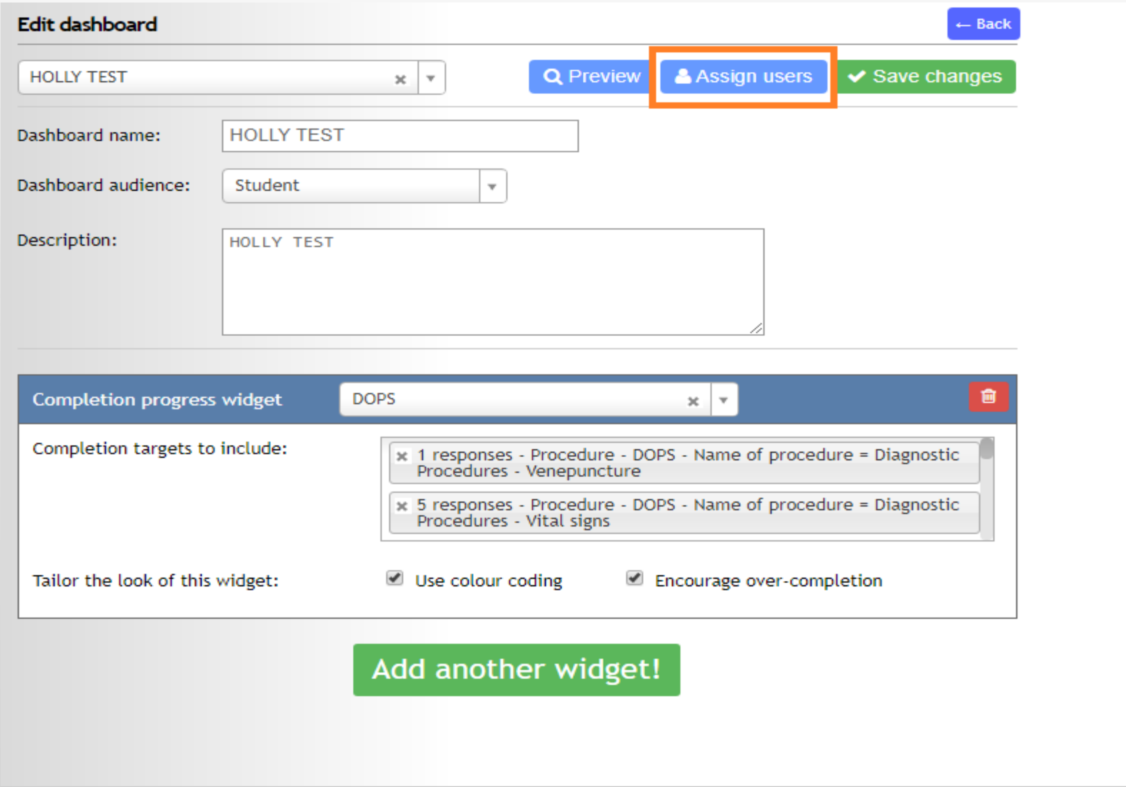
- Select manage dashboards
- ‘Create a new dashboard’
- Give the dashboard a name, audience (student/faculty) and description
- Select ‘add widget’
- Find the assessment required by typing its title

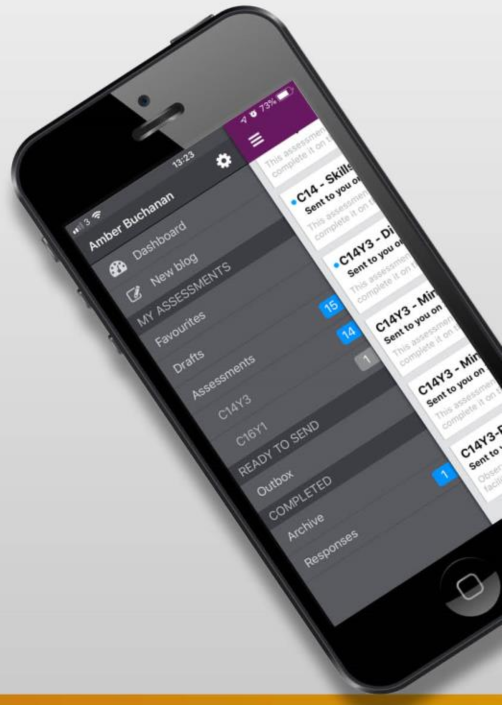
- Once you select your assessment it will highlight all the completion targets you have set prior to do with that assessment, you can choose which ones you want to keep within the dashboard
- Tailoring widgets – You can tailor these widgets to look and work in a certain way. For example; If you want the target bar to go green when complete, select the ;use colour coding’ tick box but if you want the bar to stay blue (to highlight the student should do more) then do not select the ‘use colour coding’ tick box. You can also select the option to encourage over completion.



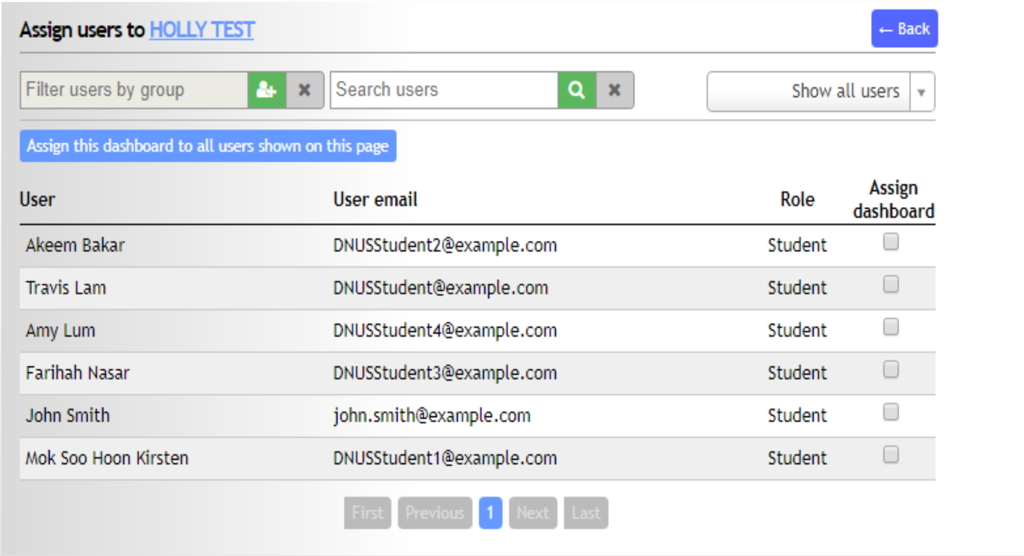
You can create one dashboard that has both simple and detailed dashboards in there.
- Select ‘save changes’

5.) Assign users

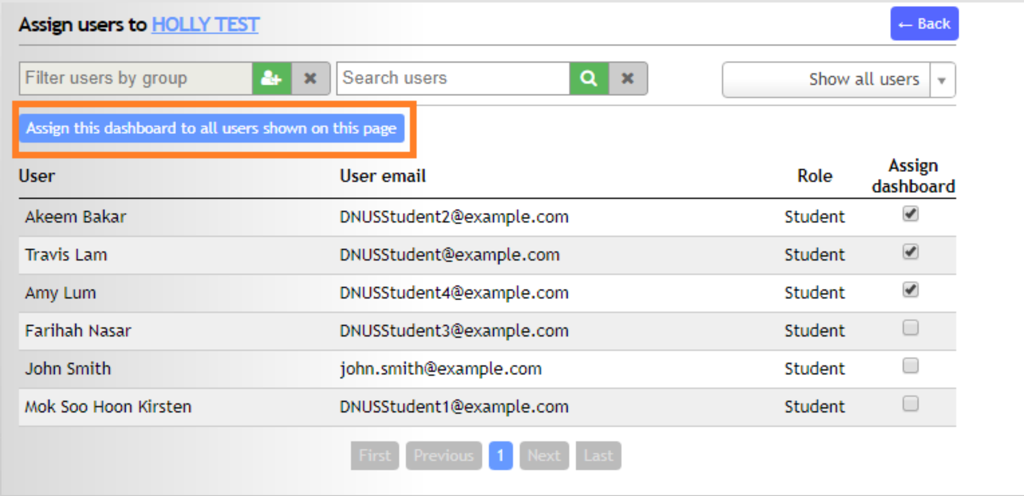




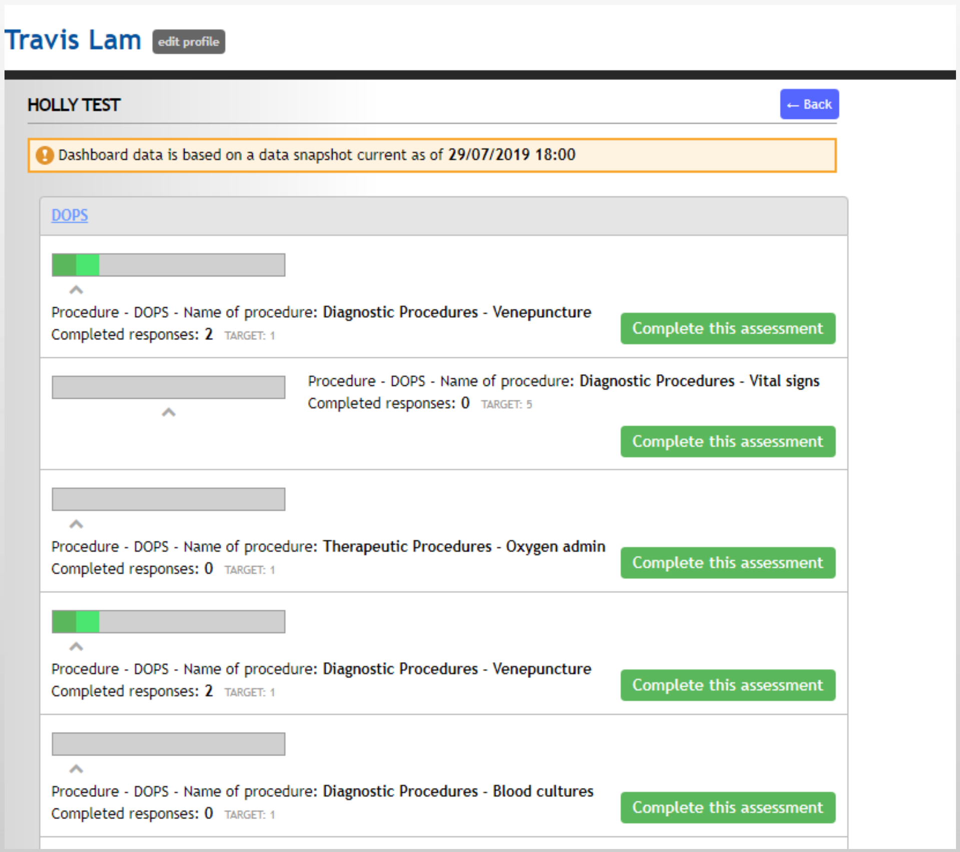
- Select the students you want to have this dashboard

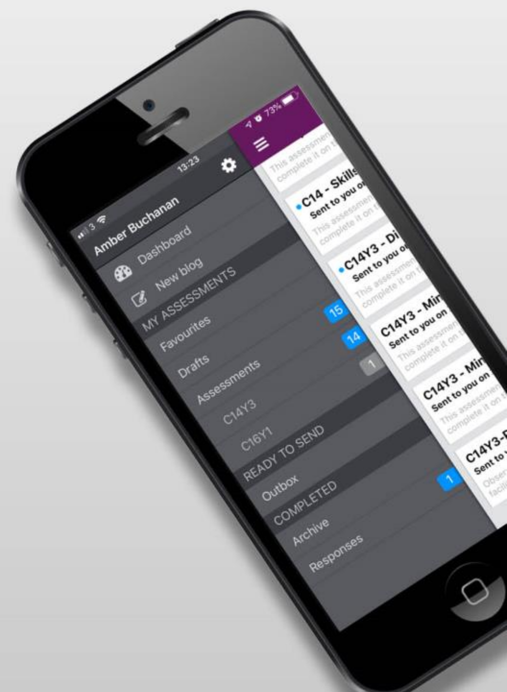


- Once you have ticked the users you want to add, select 'assign this dashboard to all users shown on this page'.



When the student logs in, as soon as the forms linked to the dashboards are live they will be able to view them in their dashboards section of their MyProgress page.



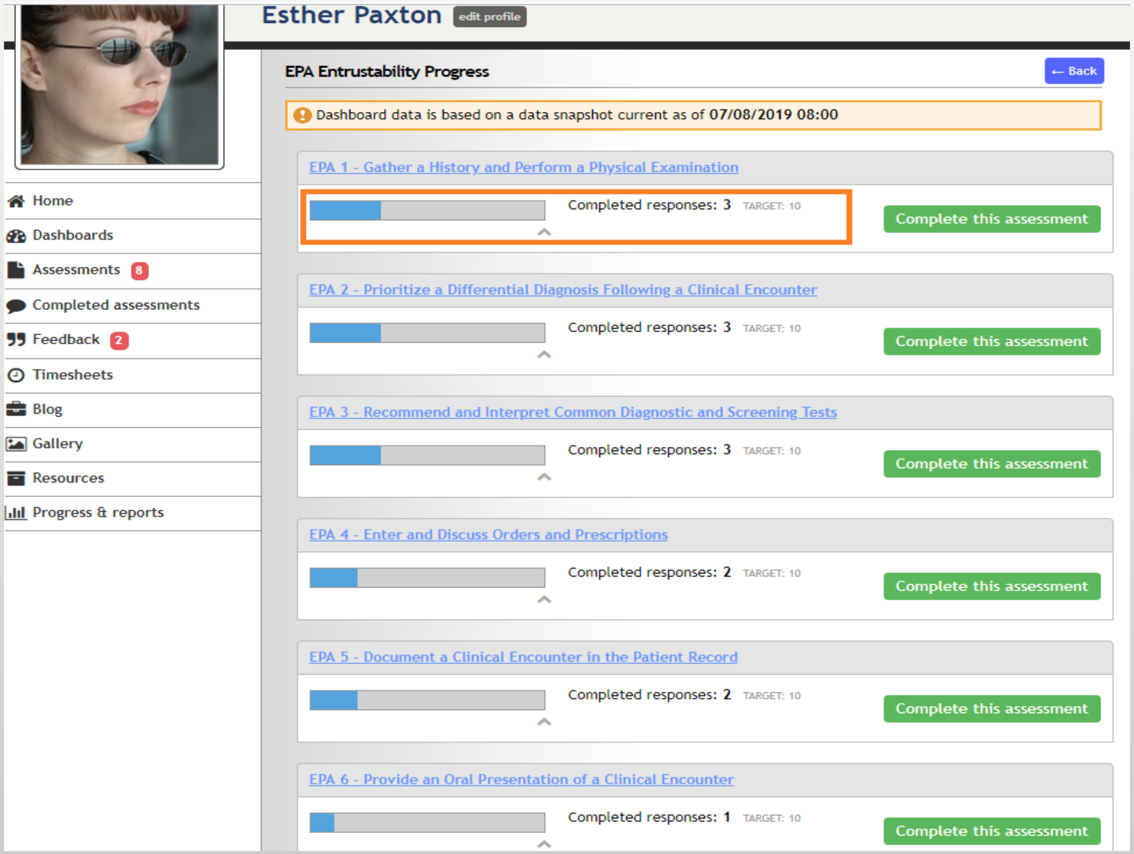


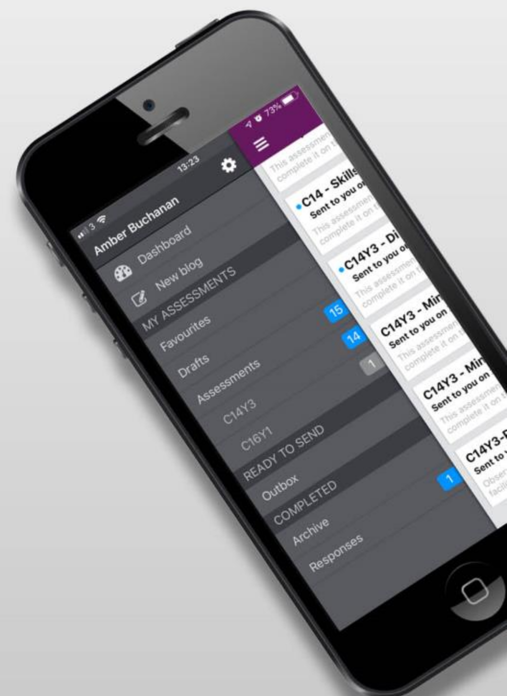
If the student wants to complete a part of their dashboard, they can select ‘complete this assessment’ and this will take them to their assessments page to choose the assessment they wish to complete in order to make progress against that area of their dashboard.

*****It is important to note that any previously completed widgets that are then used again in a new dashboard will appear in the student’s new dashboard as complete. Currently this is a limitation of the system, but we are in the process of making dashboards better and this is something that moving forward in the future we will amend.*****

End Product

Once the above stages have been completed your dashboard will look similar to the below. You will have each form individually set out, showing a progress bar, the target number of responses required for that form and the number an individual has completed already. The ‘complete this assessment’ button can be selected whenever an individual wants to complete a response for that form.





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If you have any further questions regarding this area of MyProgress please feel free to send an email to the below address or submit a ticket via the helpdesk.

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