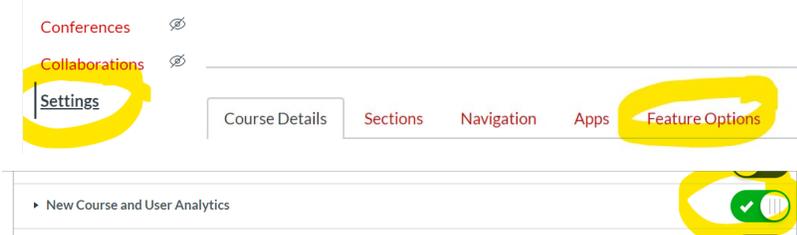


Keep Teaching Quick Tip

## Supporting students who haven't engaged with the remote course

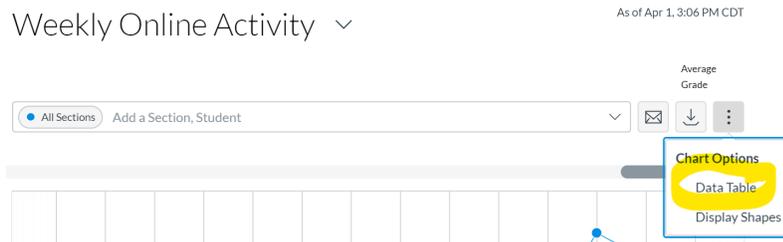
With the move to remote teaching, the cancellation of classes during the week preceding spring break, followed by spring break, students may feel somewhat disconnected from their courses. To find out which students have not logged into the course Canvas shell for a designated week and message them, follow these instructions:

1. Make sure New Analytics is turned on for your course
  - a. Settings > Feature Options > "New Course and User Analytics"



2. View analytics as a "data table"

New Analytics > Change chart options to "Data Table"



3. Click on "pages views" for the week in question

Weekly Online Activity

A screenshot of the 'Weekly Online Activity' table. The table has columns for dates and metrics. The 'Page Views' column for the week 3/22-3/28 is highlighted with a yellow circle.

3/15-3/21	3/22-3/28	3/29-3/31
Page Views: 0.914 Participation: 0.014	Page Views: 51.202 Participation: 1.763	Page Views: 0.000 Participation: 0.000

4. Message students who didn't view any pages that week by clicking on the number next to "Didn't View".

Mar 22-Mar 29 ↓

As of Apr 1, 3:06 PM CDT

All Sections

Total Page Views 7,118  
122 Viewed 17 Didn't View

- To see the names of students, click the text in the BCC field:

Message Students Who

Viewed Didn't View Participated Didn't Participate

Range Mar 22, 7:00 PM CDT to Mar 29, 7:00 PM CDT

Resource All Resources

BCC All Sections **5 Students**

Subject Enter subject of message here...

Message

This is also how to get the names of specific students for using MyPlan

[Use MyPlan to alert advisors to student disengagement and to refer students to services](#)

Now that you have the names of students who haven't logged into the course and perhaps have messaged them, you might want also want to refer them to

- Click on MyPLAN in the main navigation of the course shell and search for the student you want to refer:



- Click on the student's name and choose the action to take. If the student has been generally engaged in the course thus far, you may simply want to raise a flag for their advisor about their attendance. To do this, choose "Flag" from the menu and then choose "Attendance" on the subsequent screen. Express your concern that the student hasn't logged in or responded to your attempts to contact them. This alerts the student's advisor to the situation. You may also click on "Referral" to refer the student to the Center for Academic Success & Transition where staff will contact the student within 24 hours.

\* **Flag**

Course Context

Comment

- Academic Performance  
Instructor-raised flag for performance on an exam or assignment that does not meeting expectations.
- Attendance  
Instructor-raised flag for general attendance issues.
- Missing Assignments  
Flag for Missing Assignments

Permissions: A tracking item must be selected to determine the sharing permissions

\* Required fields

Never Mind Save

\* **Referral**

Course Context

Comment

- Referral to Career Services  
Career Services helps students connect majors to careers; reviews application documents; conducts mock interviews; and develops strategies to pursue internships, jobs, and graduate school. Make a referral when you believe a student needs additional encouragement to develop career plans.
- Referral to CAST from the Instructor  
Please select this option to refer students who are in need of additional services. Staff from the Center for Academic Success & Transition will be in contact with the student within 24 hours.

Permissions: A tracking item must be selected to determine the sharing permissions

\* Required fields

Never Mind Save