

# Teaching and Learning Dashboard Guide

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## Introduction

The dashboard has been designed with your needs in mind. It is intended to present student data in a consolidated, “at a glance”, dashboard format, thereby making Management Information more accessible and contributing to more informed decision-making.

For now, the data presented is related to the National Students Survey (NSS). There will be more aspects added to the dashboard in future, and it will incorporate a number of pages focussed on different student datasets, with several related data items on each page.

The underlying dashboard datasets will be drawn from a variety of sources, primarily existing Campus Solutions data from the Data Warehouse but also from other data such as HESA and NSS.

The Dashboard focuses initially on Undergraduate data and aims to develop the following pages:

- Admissions
- Student Profile
- Progression
- Student Satisfaction
- Portfolio Review

The project will be developed over a number of phases, each of which will address a specific data area, and gradually grow into a comprehensive view of Undergraduate performance across the University.

Implementation of the dashboard will:

- Make existing datasets and Management Information more accessible for key users through appealing visuals and drill-down functionality
- Bring together independent but related datasets onto one page
- Encourage greater use of Management Information as part of routine decision making process across the University
- Reduce resource required in producing faculty/school specific analysis by introducing standard formats
- Provide a self-service facility to answer many common questions
- Improve data quality through exposure of data quality errors and inconsistencies
- provide a view on how the University is performing against its strategic organisational goals

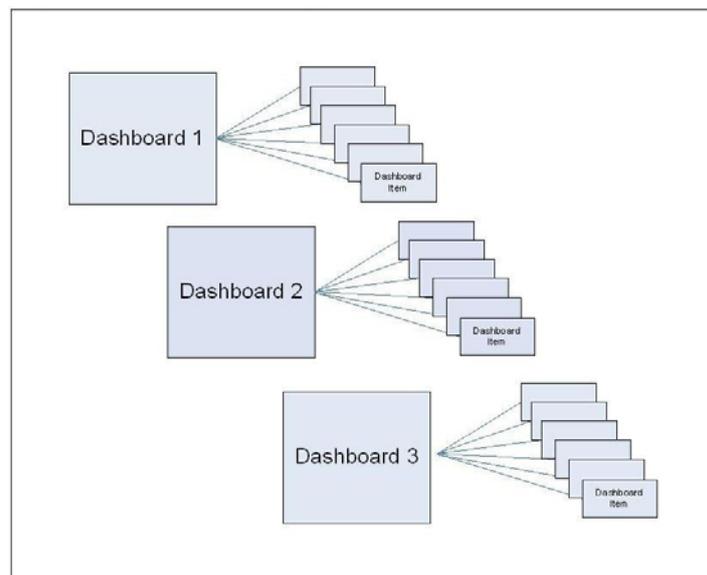
## Dashboard Basics

### Teaching and Learning Dashboard Access

The dashboard can be accessed at [dashboard.its.manchester.ac.uk](http://dashboard.its.manchester.ac.uk). The Active Dashboards application is web-based and is accessed through a standard web browser – we find Firefox works best for the Teaching and Learning Dashboard. Steve Wilkes, the Developer of the T&L Dashboard, can grant you access - [steven.wilkes@manchester.ac.uk](mailto:steven.wilkes@manchester.ac.uk)

### Dashboard Structure

Within the Active Dashboards application a Dashboard displays a collection of Dashboard Items as illustrated below.



**Active Dashboards Application Structure**

A Dashboard Item usually displays data in a single graphical chart or text grid.

### Using the Dashboard Page

When you access the Active Dashboards web application a Dashboard page will appear in your web browser. A Header Bar appears at the top of the page and contains controls allowing you to choose which Dashboard to view, which Items to view on the Dashboard, the layout of the Dashboard, Filter options and hypertext links such as *Logout* and *Refresh*. Dashboard Items are displayed below the Header Bar.



**Dashboard - Layout dropdown**

Selecting will open a layout pick control shown below.



Based upon the current dashboard displayed the Layout control will default to show the corresponding page and highlight the current layout. The image above shows the 3x3 layout selected in Green.

To close the Layout control either select a layout option by clicking on it, click on the browser outside of the control or click the close icon (see highlighted are in the adjacent diagram).

## Layout Control - Grid

Depending upon which option is chosen, it will determine how many Items are displayed in the Dashboard and how they are laid out. For instance, if you want to display 4 Items in this Dashboard, you could choose: 2x2 layout which would display 4 Items in 2 columns each containing two Items:



## Add a Dashboard Item

As well as changing the layout of the dashboard to show more or fewer graphs, you can change the graphs displayed. To do this if there are no spaces free on the page, you'll need to close one of the existing graphs using the red X in the top right.

The screenshot shows the 'NSS Overview' dashboard. At the top, there's a navigation bar with 'MANCHESTER 1824' and 'NSS Overview'. Below it, there are tabs for 'NSS Jacs 2014', 'NSS Overview', 'NSS Program Comparison', 'NSS Trends', 'Progression - Faculty', and 'Progression Trends'. A filter bar shows 'Active Filters: Result Year: 2012, Faculty: (multiple), School: (multiple)'. The main content area is divided into two sections: 'Question List' and 'Faculty by Section'. The 'Question List' shows a table of 22 questions. The 'Faculty by Section' chart shows the percentage of positive responses for various faculties (Teaching, Feedback, Support, Organisation, Resources, Pers. Dev., Overall) for the year 2012. A red circle highlights the close button (red X) in the top right corner of the 'Faculty by Section' chart.

Section No.	Section	Q. No.	Question
1	The teaching on my course	1	Staff are good at explaining things
1	The teaching on my course	2	Staff have made the subject interesting
1	The teaching on my course	3	Staff are enthusiastic about what they are teaching
1	The teaching on my course	4	The course is intellectually stimulating
2	Assessment and feedback	5	The criteria used in marking have been clear in advance
2	Assessment and feedback	6	Assessment arrangements and marking have been fair
2	Assessment and feedback	7	Feedback on my work has been prompt
2	Assessment and feedback	8	I have received detailed comments on my work
2	Assessment and feedback	9	Feedback on my work has helped me clarify things I did not understand
3	Academic support	10	I have received sufficient advice and support with my studies
3	Academic support	11	I have been able to contact staff when I needed to
3	Academic support	12	Good advice was available when I needed to make study choices
4	Organisation and management	13	The timetable works efficiently as far as my activities are concerned
4	Organisation and management	14	Any changes in the course or teaching have been communicated effectively
4	Organisation and management	15	The course is well organised and is running smoothly
5	Learning resources	16	The library resources and services are good enough for my needs

Once you've freed up a space, go to the Add a dashboard item button in the top left of the page.

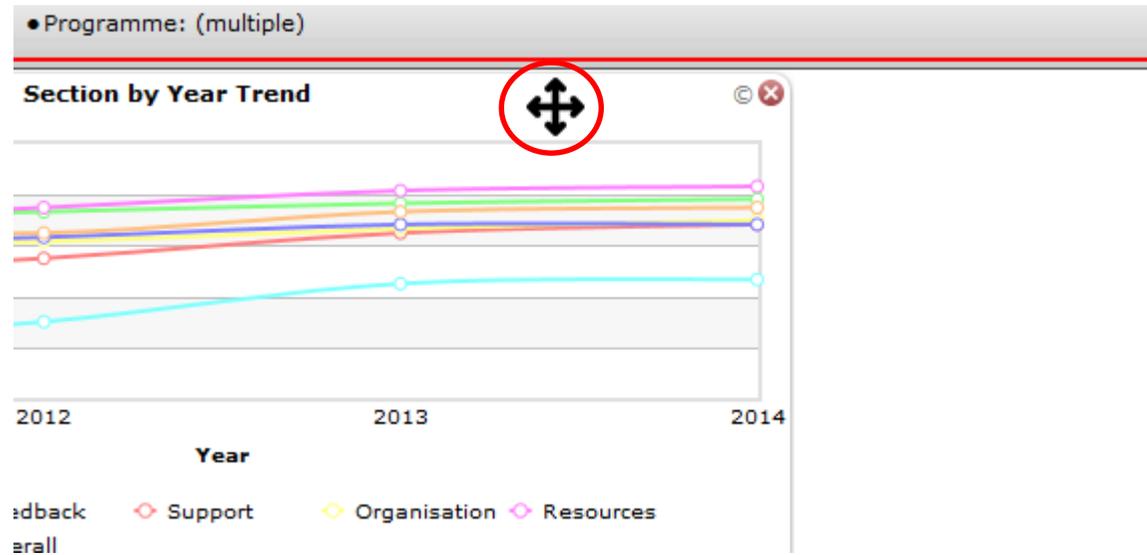
This drop down menu will list the options for graphs to be shown on the page. Select one, and it will appear in the empty gap.

The screenshot shows the 'NSS Trends' dashboard. At the top, there's a navigation bar with 'MANCHESTER 1824' and 'NSS Trends'. Below it, there are tabs for 'NSS Jacs', 'NSS Overview', and 'NSS Program Comparison'. A filter bar shows 'Add a dashboard item: Custom 15'. The 'Add a dashboard item' dropdown menu is open, showing the following options: (Add all), (Remove all), Overall Satisfaction by Year, Programme by Year Trend, Question by Year Trend, Question List, and Section by Year Trend.

## Moving a graph

To move individual graphs around on the page, hover on the top of the border around a chart and the cursor will turn to four arrows as below. Click and drag to reorder the graphs.

Dragging one graph on top of another will cause the graphs to swap places.



## Dashboard Filters

The Dashboard allows you to filter the data on all displayed Items by applying Dashboard level filters. These are displayed on a button labelled *Dashboard Filters* with an Expand icon below the main Dashboard Title bar (see below).

The screenshot shows the 'NSS Overview' dashboard. At the top, there is a navigation bar with 'MANCHESTER 1824' and 'NSS Overview' (version 6.3). Below this is a menu with 'NSS Jacs 2014', 'NSS Overview', 'NSS Program Comparison', 'NSS Trends', 'Progression - Faculty', and 'Progression Trends'. A toolbar contains 'Add a dashboard item:' with a '2x2' grid icon and 'Active Filters: Result Year: 2012 Faculty: (multiple) School: (multiple)'. A 'Dashboard Filters' button with a green expand icon is circled in red. The main content area is split into two panels: 'Question List' (showing 1 to 22 of 22 items) and 'Faculty by Section' (a bar chart for 'Return Year: 2012' showing % Positive for various faculties like Teaching, Feedback, Support, Organisation, Resources, Pers. Dev., and Overall).

Clicking on the Expand icon will drop down the filter panel. Filter values can then be set using the controls revealed.

The screenshot shows the expanded 'Dashboard Filters' panel. It contains three filter controls: 'Result Year' set to '2014', 'Faculty' set to 'EPS, FLS, HUM, MHS', and 'School' set to 'Faculty of Life Sciences, Manchester Busine'. At the bottom right, there are three buttons: 'Apply', 'Clear', and 'Cancel'.

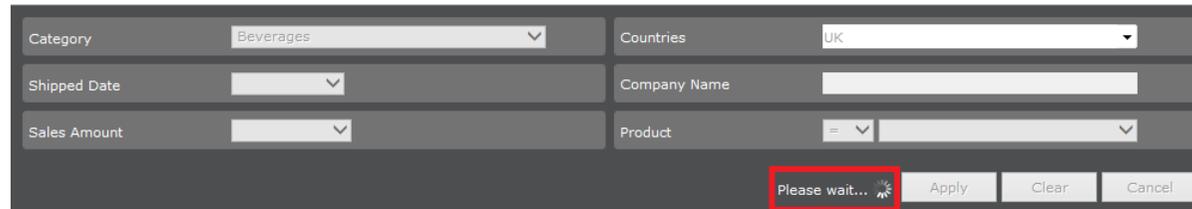
To affect changes to the Dashboard filters three buttons are available:

- Apply* – applies the settings to the Dashboard;
- Clear* – resets the filters to the default values specified by the Administrator;
- Cancel* – resets the currently applied filters and closes the filter panel.

Changing one of these filters and clicking *Apply* will result in the contents of the Dashboard being refreshed with the data displayed in accordance with the new filter settings.

### ***Automatic Filter Refreshing***

By default, the filter area will refresh when one of the filters is changed as shown in below.



The image shows a dark-themed filter panel with several dropdown menus and buttons. The filters are arranged in a grid:

- Category: Beverages
- Shipped Date: (empty)
- Sales Amount: (empty)
- Countries: UK
- Company Name: (empty)
- Product: = (empty)

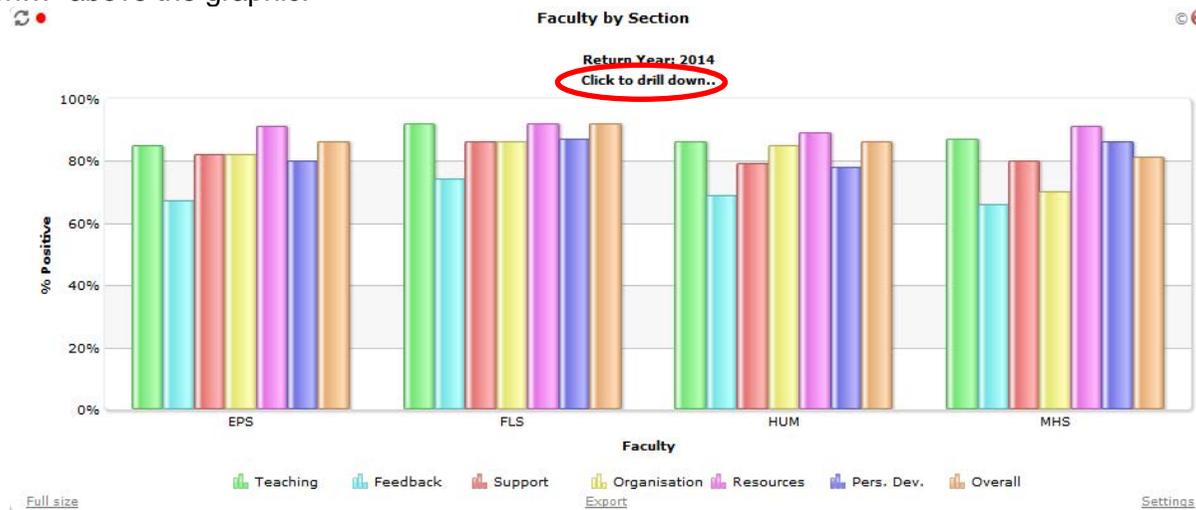
At the bottom right, there are three buttons: "Please wait..." (highlighted with a red box and a loading spinner), "Apply", "Clear", and "Cancel".

**Dashboard Filters - Automatic Refresh**

This is useful when there are linked Dashboard filters, i.e. dropdown options which are conditional on other filter selections. By default, the dashboard filters will refresh to help avoid any unexpected results being displayed due to filter choices.

## Drilling Down

Some charts have a drill down facility. This is indicated by the appearance of a hand cursor when the cursor is moved over a chart, and by the caption “Click to drill down...” above the graphic.



## Drill down facility

If you click on a drill down link then depending on how the Item has been configured, a new Chart, Grid, Dashboard, Web page or Document will be displayed showing you more specific information about the data you clicked on.

## Drilling down to an Item

When you drill down to a new Item this will either pop up in a new window or in a new page depending upon how it has been configured in the Dashboard Designer.

If the Item has been configured to show applied filters it will show them in read-only text below the Item title.

## Display of currently applied Item filters

After applying filters, the filter display details the 'Active filters' (see red box in diagram below).



The screenshot shows the top navigation bar of the 'NSS Overview - School' dashboard. The bar is purple with the Manchester 1824 logo on the left and the title 'NSS Overview - School' in the center. Below the bar is a row of tabs: 'NSS Jacs 2014', 'NSS Overview', 'NSS Program Comparison', 'NSS Trends', 'Progression - Faculty', 'Progression Trends', and 'NSS Overview - Schools'. The 'NSS Overview - Schools' tab is currently selected. Below the tabs is a filter display area. On the left, there is a dropdown menu labeled 'Add a dashboard item:' and a '2x2' grid icon. On the right, a red box highlights the 'Active Filters' section, which lists: 'Result Year: 2013', 'Faculty: (multiple)', and 'School: (multiple)'.

## Exporting Data

Some Items in the Dashboard may have an option to export the data. Currently, there are two options for exporting data;

- Microsoft Excel file format.
- Comma Separated Value (CSV) text file.

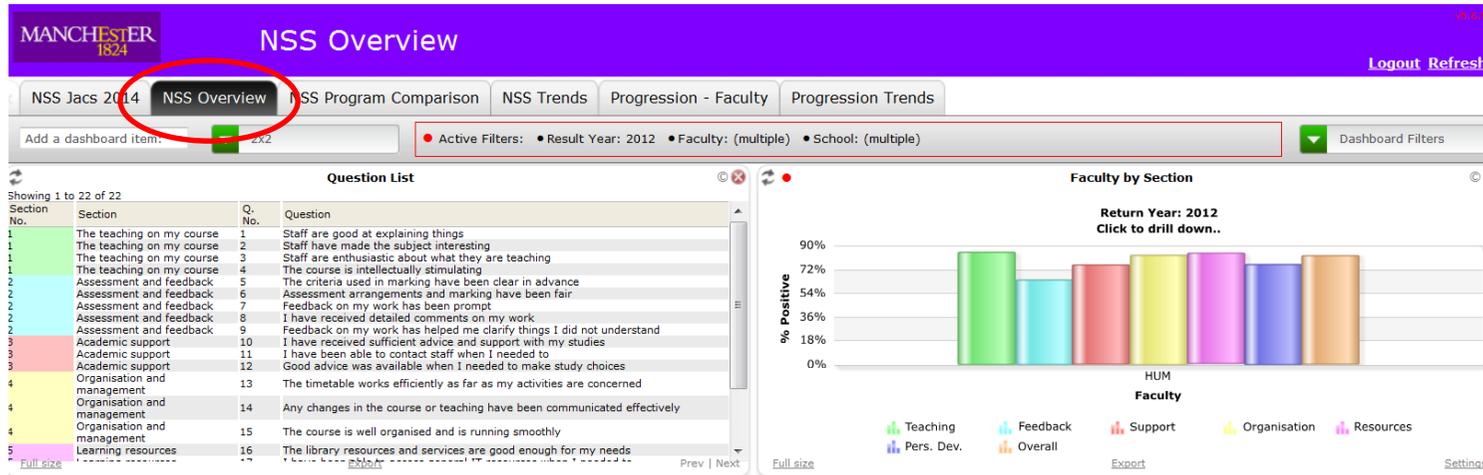
Where this option is available, clicking on the *Export* link exports the data currently displayed in the Chart or Grid to Excel. You will then have the option to either open up the file or save the file for viewing later.

## How to use the University of Manchester Teaching and Learning Dashboard

The dashboard can be accessed at <https://dashboard.its.manchester.ac.uk>. Log on using your central services username and password.

### NSS Overview

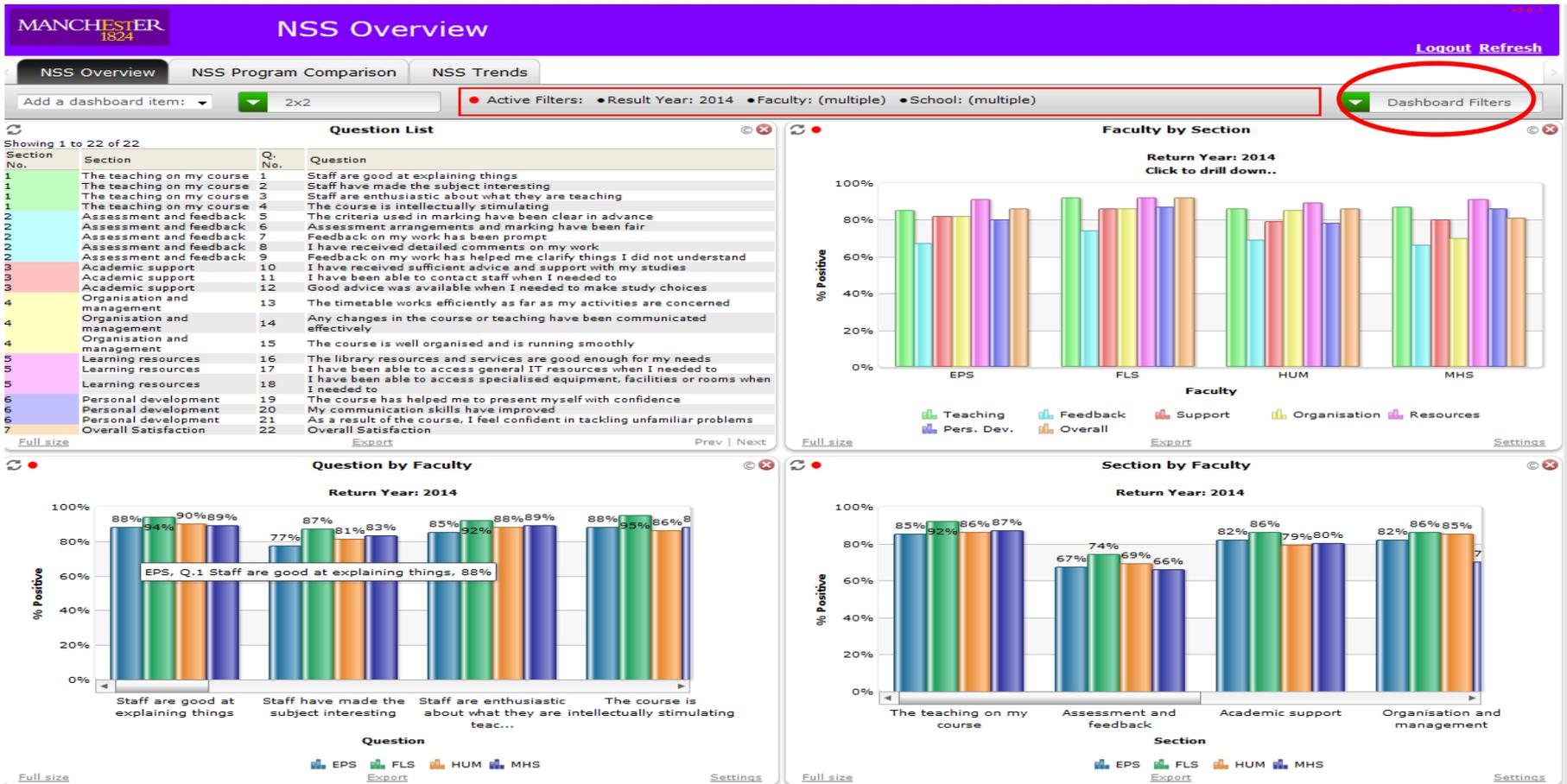
The NSS overview page can be accessed via the tabs at the top of the dashboard page (see below).



On this page you'll find a question list, with the full wording of each NSS question; NSS results for each Faculty by Section; NSS results for each Question by Faculty; and results for each Section by Faculty.

From this page, you can filter the dashboard to show data for specific faculties or schools and drill down to open the NSS Overview - Schools page.

Hover the cursor over any of the bars will bring up the faculty or school it relates to, the NSS question, and the percentage of positive responses.



**To filter:**

If you click on the Dashboard Filters button, highlighted in red on the right of image above, a dropdown will open enabling you to narrow down what's displayed on the screen by Faculty and by School, as shown below.

The image shows a filter interface with the following elements:

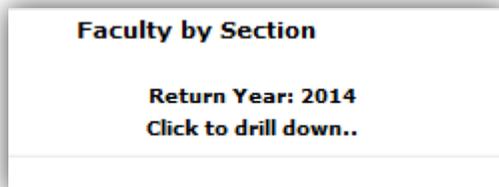
- Result Year:** A dropdown menu set to 2014.
- School:** A dropdown menu set to Faculty of Life Sciences, Manchester Busin.
- Faculty:** A dropdown menu set to EPS, FLS, HUM, MHS, with a multi-select list below it containing:
  - (Select All)
  - EPS
  - FLS
  - HUM
  - MHS

Once you've selected the areas you're interested in, click Apply and the graphs will refresh. The graphs will not update unless Apply is clicked.

NB the filters will refresh between each selection (result year, faculty, school) that you make - wait for this to happen before making your next choice.

#### To drill down:

Some of the graphs have the option to drill down further into the information on display.



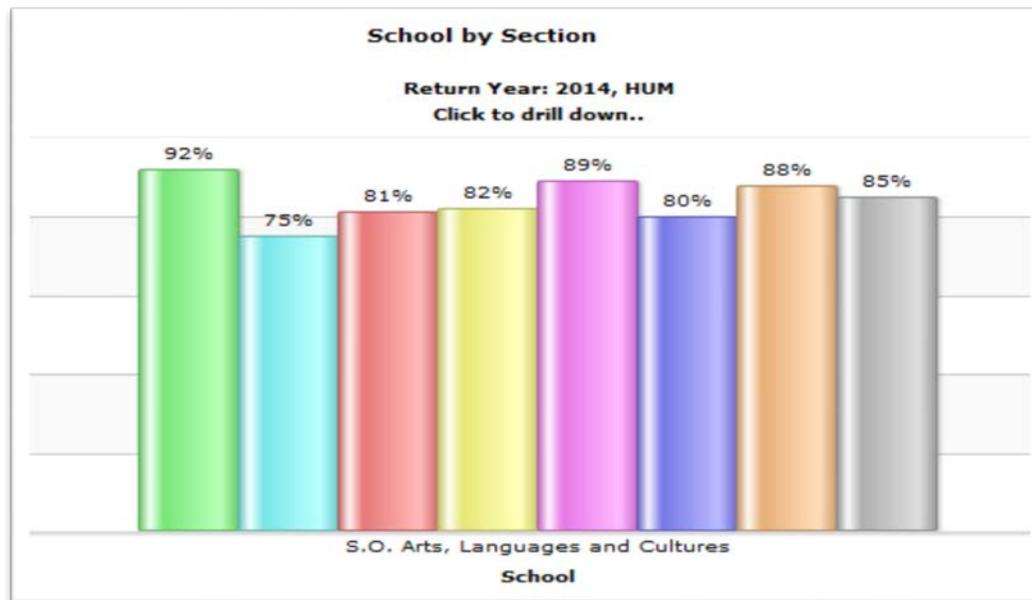
By clicking on one of the faculties shown in the graph, you can access a new page called 'NSS Overview – Schools'. When the cursor is hovered over a faculty chart it turns into a hand and clicking at this stage will drill down into the school level data.

## NSS Overview – Schools



This page is available by drilling down from the NSS Overview page's Faculty by Section graph.

As seen in the figure above, by drilling down from the initial Overview page, the active filters have already been set to display the selected Faculty and School in the new page.



Clicking to drill down further into the School by Section graph will open a new window and a new page: 'NSS Overview – School (Individual)'.

## NSS Overview – School (Individual)

This page details the results for each programme by section, school result by section, and school by question.



In the top right graph, you're been able to Click to see Individual Programme Detail

**Return Year: 2014, S.O. Arts, Languages and Cultures, All Divisions**  
**Click to see Individual Programme Detail..**

This drills down to the NSS Programme Data page.

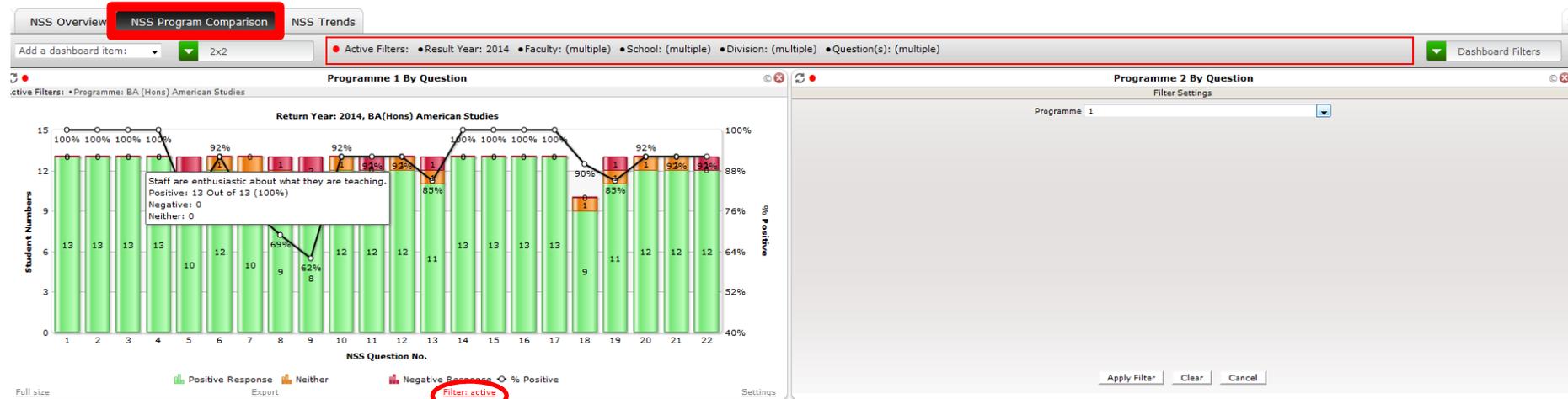
## NSS Programme Data

This page shows results for a specific programme by NSS question, as well as other important information relating to students – such as library visits, average salary and destinations, the number of applications to the programme, and programme numbers/withdrawals. The programme will be automatically selected for you



## NSS Programme Comparison

This page allows you to compare up to four individual programmes side by side, with the option to select any number of questions from the NSS. The data can be accessed through the 'NSS Program comparison' tab (see diagram below).



To select a programme, click on the Filter: Active label highlighted in red above, at the bottom of each graph and choose a programme from the drop down menu. Clicking on Apply Filter will load the programme data onto the graph.

Initially the dashboard will display data for every question in the NSS. If you wish to restrict the results visible to fewer questions, this can be done via the Dashboard Filters menu in the top right, as per other dashboard pages. Click 'Apply' once you have made your selections and the dashboard will refresh.

● Active Filters: ● Result Year: 2014 ● Faculty: (multiple) ● School: (multiple) ● Division: (multiple) ● Question(s): (multiple) Dashboard Filters

Result Year: 2014 Faculty: EPS, FLS, HUM, MHS

School: Faculty of Life Sciences, Manchester Busin... Division: Archaeology Religions and Theology and C...

Question(s): 1. Staff are good at explaining things, 2. S...  
 (Select All)  
 1. Staff are good at explaining th...  
 2. Staff have made the subject int...  
 3. Staff are enthusiastic about wh...  
 4. The course is intellectually st...  
 5. The criteria used in marking ha...  
 6. Assessment arrangements and mar...  
 7. Feedback on my work has been pr...  
 8. I have received detailed commen...  
 9. Feedback on my work has helped ...  
 10. I have received sufficient adv...  
 11. I have been able to contact st...  
 12. Good advice was available when...  
 13. The timetable works efficient...  
 14. Any changes in the course or t...  
 15. The course is well organised a...  
 16. The library resources and serv...  
 17. I have been able to access gen...  
 18. I have been able to access spe...  
 19. The course has helped me to pr...  
 20. My communication skills have i...  
 21. As a result of the course, I f...  
 22. Overall Satisfaction

**Programme 1 By Question**

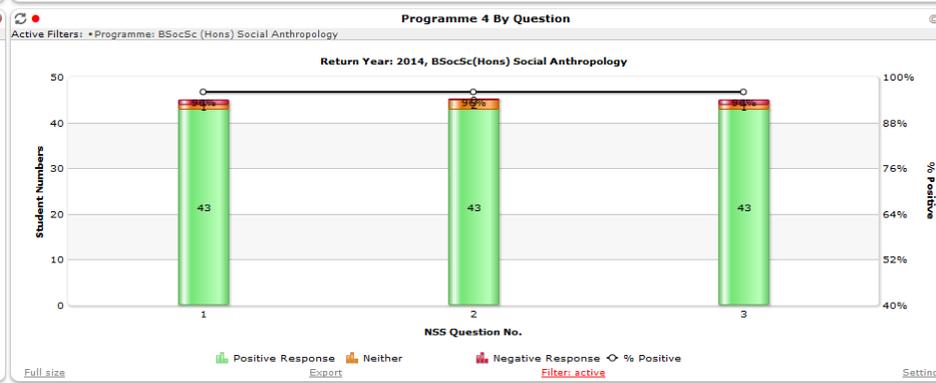
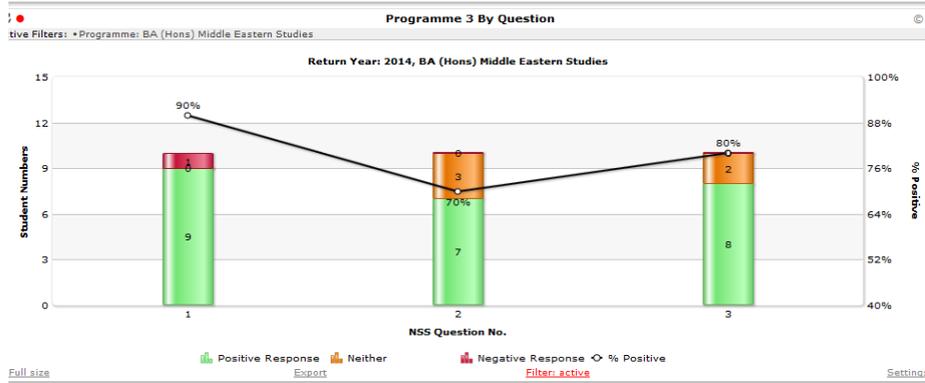
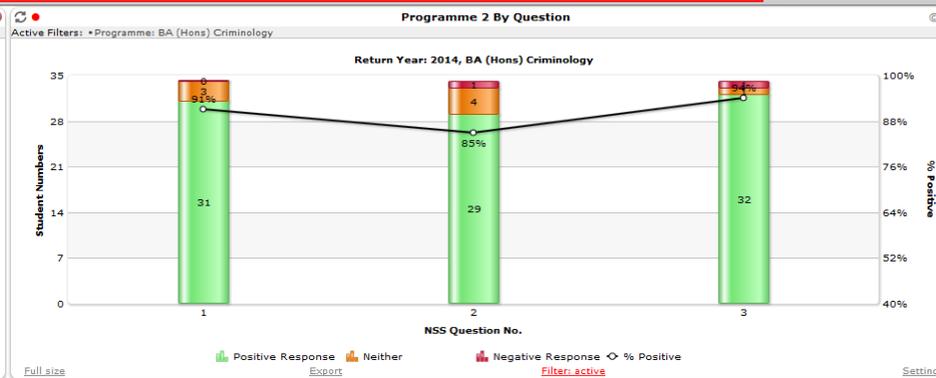
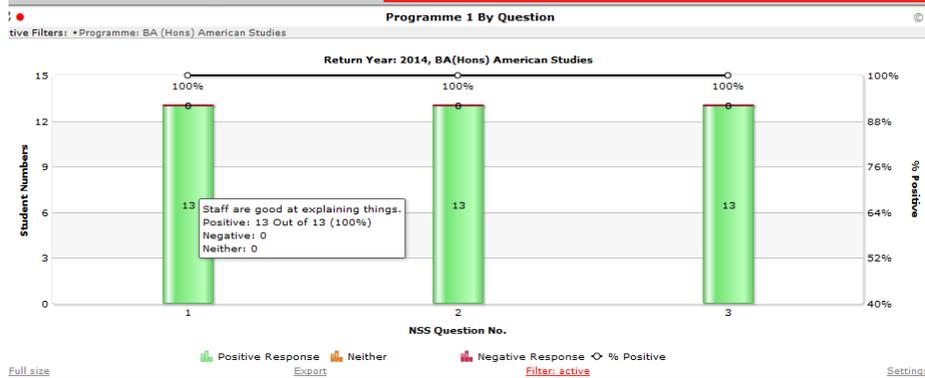
Year: 2014, BA(Hons) American Studies

**Programme 2 By Question**

Filter Settings

Programme 1

If you only want to see results for a select number of questions, do this using the Dashboard Filters first, before using the Filter: Active option on the graph itself. This is because the page will reset once you've chosen questions, so any programmes will need to be reselected after this.



## NSS Trends

The trends page allows you to see how NSS results have changed over the years – ranging from 2011 to 2014. Graphs are shown for Programme, Section and Question by year. You can define the faculties, schools, and programmes you'd like to view in the same way as the other pages, by using the Dashboard Filters button, allowing it to refresh and then clicking apply.



## NSS JACS 2014

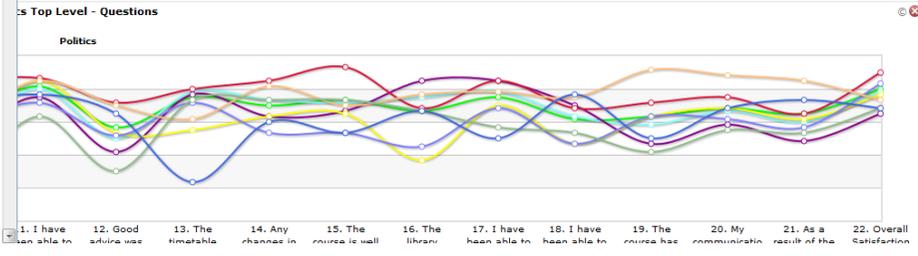
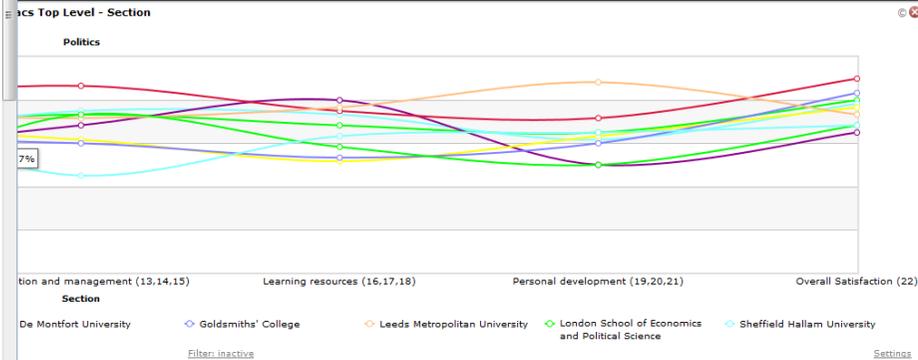
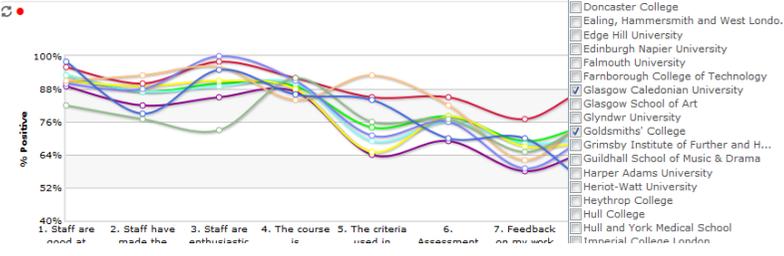
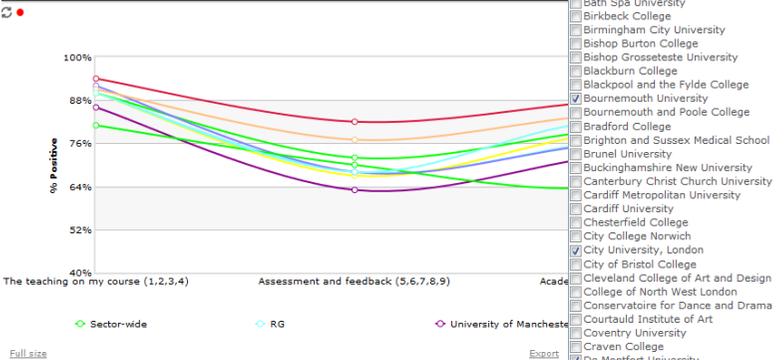
The JACS codes page of the dashboard compares one subject from the level 3 JACS codes by section and by question. The Russell Group, Sector Wide, and University of Manchester lines will always remain visible on the graphs. Other institutions can be selected in the dashboard filters, as can the different JACS codes. Once the institutions and JACS area have been selected, 'Please Wait' will show while the dashboard refreshes, and then clicking Apply will update the graphs to show the selected information (see diagram below).

As the dashboard has a limited number of colours available, selecting too many institutions to show will result in repetition and a lack of clarity between lines on the graphs. **A maximum of 7 additional institutions** can be selected before colours start to repeat.

NB: Part Time responses are included in the filters under MOA. Both Full and Part Time will be auto selected on opening the JACS page but can be filtered out if desired. If only one of the MOAs is selected and there are fewer than 10 responses for it, then the data will not display. If both Full and Part Time are selected and one has fewer than 10 responses, all of the responses will be included in the aggregated data.

Active Filters: Institution: (multiple) | Subject: Politics | Degree Level: All | MOA: All

Institution: Aberystwyth University, Bournemouth Univ  
Degree Level: (Select All)  
Subject: Politics  
MOA: All



## Glossary

1. **Dashboard** – This refers to the whole entity. So we might have a Research Dashboard, a DLHE dashboard, a PGR dashboard etc. as well as a UG Student Dashboard. There may be some cross-over of data and all of these dashboards would consist of one or more “pages” (see below).
2. **Page** – This equates to the different “tabs” which make up a dashboard. A page might be either an “overview” of data, or a “subordinate” which expands on the data shown in the overview.
3. **Header Bar** – This appears at the top of the page and contains controls allowing you to choose which Dashboard to view, which Items to view on the Dashboard, the layout of the Dashboard, Filter options and hypertext links such as Logout and Refresh.
4. **Item** – This represents one of the individual graphs or charts which make up a dashboard page.
5. **Filter** – The selection criteria at the top of the page, which controls what level of data is displayed, i.e., Faculty, School, Year, etc. These might apply only to a specific page (overview or subordinate), or flow through the entire dashboard from overview through to subordinate(s).
6. **Text Box** – supporting text which gives additional information to help interpret the data displayed on the page, i.e., similar to the list of sections and questions in the middle of the NSS dashboard.
7. **Drilling and Navigation** – Drilling is when one hovers over a graph, pie chart, etc., clicks and is taken, for example from Faculty level, down to a view of the same data for the individual schools making up that Faculty. “Navigation” is more pre-defined. For example, you might navigate to some NSS data showing Q22 responses for the whole University.