Intelligent Insights Guide

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General Information

What is Intelligent Insights?

Intelligent Insights enables self-service analytics and proactively surfaces actionable insights that inform strategic initiatives to improve course and edtech effectiveness, student retention, and graduation rates.

The three features of Intelligent Insights are:

- Ask Your Data
- Students in Need of Attention
- Course Readiness.

How do I manage feature options for Intelligent Insights?

Administrators can manage feature options for Intelligent Insights within the account settings.

How do I manage permissions for Intelligent Insights?

Administrators can manage user permissions for the Intelligent Insights feature. Administrators can go into the account's permission settings to enable or disable specific access and capabilities for different user roles. This allows for granular control, ensuring that each role has the appropriate level of access to the features and data within Intelligent Insights.

Note: To access Intelligent Insights, you need to have access to the Analytics Hub and Admin Analytics.

How do I enable Students in Need of Attention at the course level?

As an admin, you can manage course level permissions to control which user roles have access to the Students in Need of Attention feature. You can enable or disable groups of permissions or manage each granular permission individually for different roles. This allows you to precisely define who can view and interact with the Students in Need of Attention feature.

Ask Your Data

How do I utilize the AI for Ask Your Data?

The AI-powered query tool in Ask Your Data allows account admins and sub-account admins to ask and answer questions in the natural language. Educators can make data-informed decisions regardless of data literacy or technical savvy.

Sub-account administrators can use Ask Your Data (AYD) directly within their own sub-accounts, where AYD is scoped to display only the data relevant to that specific sub-account.

Notes:

- To enable Ask Your Data for your sub-account administrators, you must first grant the necessary permissions on the sub-account's Permissions page.

How do I view and download the results set in Ask Your Data?

As you leverage Ask Your Data to query your datasets and extract meaningful insights, you can understand how to access and manage the resulting information. Ask Your Data allows you to effectively view and download the results sets generated from your queries and expand your view for a comprehensive look at the data table, including the prompt, summary, and methodology. You can download your data in formats such as CSV or PDF, enabling further analysis or sharing.

Note: Sub-account administrators can use Ask Your Data (AYD) directly within their own sub-accounts, where AYD is scoped to display only the data relevant to that specific sub-account.

How do I view and update a generated SQL statement in Ask Your Data?

When you interact with Ask Your Data, your natural language queries are translated into SQL statements to retrieve the precise information you need. You have the capability to take control of this process by accessing and reviewing the SQL generated by the platform, which provides transparency into how your data is being queried. You can also modify or even completely overwrite these SQL statements to refine your queries or implement custom logic.

You will also be able to visualize the query structure through an SQL Diagram and, if necessary, revert any changes you've made back to the original system-generated SQL.

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What is the Pinboard in Ask Your Data?

In Ask Your Data, the Pinboard allows you to effectively bookmark important results from your chats for easy future reference. You can organize these saved pins by creating new pinboards or adding to existing ones. You'll find all your boards, including those created by you and those shared with you by others, conveniently located in the Pinboard library. This feature ensures your key data discoveries are saved, organized, and readily accessible when you need them.

Note: Sub-account administrators can use Ask Your Data (AYD) directly within their own sub-accounts, where AYD is scoped to display only the data relevant to that specific sub-account.

What is the Pinboard Library?

The Pinboard Library is a central location where you can view and manage all of your pinboards. The library organizes your boards into two distinct categories: pinboards you have created from your own Ask Your Data inquiries and those that other users have shared with you.

How do I edit or delete a pinboard?

From your Pinboard Library, you can manage the pinboards that you have created. This guide shows you how to edit a pinboard's name and description or permanently delete a pinboard you no longer need.

How do I download a pinboard?

In Ask Your Data, you can download any pinboard you have access to in order to save an offline copy of its data. The downloaded file will contain all of the information from the pins within that specific pinboard.

How do I share a pinboard in Ask Your Data?

When you want to collaborate or provide visibility into your saved insights within Ask Your Data, you can easily share your pinboards with other admin users. You have direct control over how others interact with your shared content by assigning specific permissions. For each user, you can define their access level as the following:

- Viewer
- Collaborator
- No Access

Note: Sub-account administrators can use Ask Your Data (AYD) directly within their own sub-accounts, where AYD is scoped to display only the data relevant to that specific sub-account.

How do I view a pinboard activity log in Ask Your Data?

Within Ask Your Data, you can maintain oversight of your collaborative efforts and track the evolution of your curated insights by viewing a pinboard's activity log. This feature provides a clear record of all modifications, detailing who made specific changes, such as adding or removing pins and altering shared permissionsand precisely when those actions occurred. By accessing the activity log through the pinboard options, you gain valuable visibility into the history and usage of your shared data collections.

Note: Sub-account administrators can use Ask Your Data (AYD) directly within their own sub-accounts, where AYD is scoped to display only the data relevant to that specific sub-account.

How do I start a new chat from a pin in the pinboard?

In the Ask Your Data pinboard, you can start a new chat directly from an existing pin to continue your data exploration. Launching a chat from a pin starts a new session that retains the full context of that pin's data, allowing you to ask follow-up questions or begin a new line of inquiry without starting over.

Notes:

- You can manage chat history by renaming and deleting past conversation threads.

How do I format and download the results set in Ask Your Data?

In Ask Your Data, you have several options to customize the table display for enhanced analysis and readability. For each column, which is titled based on your prompt, you can access formatting options to sort data in ascending or descending order, pin columns to the left or right for fixed visibility, or hide columns that are not currently relevant.

Additionally, you can manage columns more broadly by searching for specific ones and controlling their overall visibility, including options to hide or show all columns at once, allowing you to tailor the presentation to your specific needs.

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How do I create a chart from a results set in Ask Your Data?

In Ask Your Data, you can easily convert your data tables into visual charts using the Chart Builder. Select from chart types like Bar, Pie, Line, Scatter, or Single Metric, then choose the relevant data types to generate visualizations that highlight trends and relationships. You can also zoom into specific areas of your chart for a closer look at your data insights.

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How do I view Usage Trends in Ask Your Data?

In Ask Your Data, you can gain insights into your query activity by accessing the Usage Trends dashboard. This feature allows you to see the total number of queries run since a specific date and view a chart illustrating query volumes by month. For more granular information, you can select a particular month in the chart to view its specific query details, enabling you to track your usage patterns over time.

Note: Sub-account administrators can use Ask Your Data (AYD) directly within their own sub-accounts, where AYD is scoped to display only the data relevant to that specific sub-account.

How do I view Available Data in Ask Your Data?

In Ask Your Data, you can easily see which datasets are available for your queries by accessing the Available Data section. This area provides visibility into data accessible through Canvas Data 2, as part of Instructure's Data Access Platform (DAP). For more detailed information about the data structures and platform, you can directly navigate to the Data Access Platform documentation from this section.

Note: Sub-account administrators can use Ask Your Data (AYD) directly within their own sub-accounts, where AYD is scoped to display only the data relevant to that specific sub-account.

How do I create an effective prompt?

This best practice guide assists you in creating an effective prompt for Ask Your Data. You can improve the accuracy and relevance of the responses generated by Ask Your Data using the following guidelines:

- Understand the AI's training data
- Quantify your request
- Be Specific
- Use chat mechanics effectively

Understand the AI's Training Data

When composing your prompt, it's important to think about the specific dataset or tool the AI has been trained on. AI can only work with the data it has access to, so if you're not sure about the exact term or phrase needed to form your prompt, take a moment to research it.

For example, let's say you're working with Canvas, a learning management system, and you want to analyze rubrics and assignments. If you're not sure of the exact terminology used, your prompt might not return the results you're looking for. In Canvas, rubrics are "associated with" assignments, not "attached." By using the correct terminology, such as "associated", you can get a more accurate response from the AI.

Note: Review the relevant Canvas guide to ensure you're using the exact names of fields or data points you want to query.

Quantify Your Request

AI performs best when the request is clear and measurable. Ambiguous terms like "passing grade" or "attendance" can mean different things to different people, which could lead to confusing or incomplete results. To ensure you get the data you need, try to be as quantitative as possible.

For example, instead of asking:

"List all students that are passing,"

You should specify:

"List all students who have a score of 70 or higher."

Similarly, terms like "attendance" can vary depending on the context. If your definition of attendance is based on assignment submissions rather than physical presence, make sure to define that in your prompt. For instance:

"Show me all students who have not submitted an assignment in the last 14 days."

By quantifying your request and defining terms, you'll help the AI narrow down the right data for you.

Be Specific

The more specific you are with your prompt, the better the AI can tailor its response. If you're looking for something very particular, make sure your prompt includes the necessary details to zero in on the exact data you're after.

For instance, if you're asking about a particular sub-account in Canvas, be sure to reference its exact name. If you're asking for data from a specific time, use the actual date ranges that are set within the Canvas system.

For example:

- Instead of asking: **"All courses in week 2 module..."**
- Ask: **"All courses that are two weeks into the course start date..."**

The latter helps the AI understand the context of your request, such as the course's start date, which allows it to return more accurate results.

If you start with a broader prompt, you can always narrow things down further within the same conversation. Just remember, specificity leads to better, more actionable insights.

Use Chat Mechanics Effectively

AI chats are **contextual**, meaning that the conversation builds on previous prompts. If you start asking about one topic say, student grades and then immediately switch to a different topic, like inbox messages, the AI will try to link the two prompts. This can lead to confusion if you're jumping from one subject to another.

To avoid this, keep your conversation focused on a single topic. If you need to start a new topic, it's best to open a new chat. This will ensure that the AI responds accurately to each query based on its own context.

For example:

- If you ask about student grades in one chat, try to stay on that topic until you're done.
- If you switch to asking about assignments or student messages, consider starting a fresh conversation to avoid mixing contexts.

By using a clear, consistent flow in your prompts, you'll ensure that the AI stays on track and provides better results.

What prompts are available in the Prompt Library?

In Ask Your Data, you can access the Prompt Library for inspiration and examples of effective questions across various categories like Course Information, Student Performance, and Administrative Queries. This feature allows you to select from a range of pre-defined prompts, which you can then directly add to your chat window to either submit as written or customize further to precisely fit your analytical needs.

Note: Sub-account administrators can use Ask Your Data (AYD) directly within their own sub-accounts, where AYD is scoped to display only the data relevant to that specific sub-account.

How do I define the Context Library in Ask Your Data?

The Context Library allows you to customize Ask Your Data by establing global rules and providing necessary background information. You can access your library to configure General Instructions, which standardize response formatting and terminology, and manage Institutional Source Documents, such as policies and handbooks. With the Context Library you can define your organization's specific context while ensuring all uploaded data remains private and confidential.

Students in Need of Attention

What data is available for Students in Need of Attention?

Students in Need of Attention helps identify and monitor students who may be at risk. It provides a dashboard with key metrics about the student population and their overall academic performance. From the overview, you can access and download detailed lists of the identified students and the specific courses where they are struggling, and also investigate individual student records directly.

Note: A new Translations feature is now available. It provides a more complete and accessible experience for non-English speaking users. It ensures that data visualizations are clearly and accurately understood, enhancing usability and consistency across all charts and tables.

How do I create a new criteria in Students in Need of Attention?

You can create and save custom criteria to define which students are identified as needing attention. The process allows you to build a new rules set by combining various metrics related to both a student's course engagement and their academic performance. These named criteria can then be applied to generate specific reports on at-risk students based on your unique standards.

How do I switch criteria in Students in Need of Attention?

You can easily switch between different saved criteria to change how students in need of attention are identified on the dashboard. It allows you to select and apply any of your previously defined rules sets. This action dynamically updates the report, allowing you to analyze student data through different lenses based on the chosen criteria.

How do I bulk message students in Students in Need of Attention?

After identifying a group of students in need of attention using a specific set of criteria, you can take direct action from the dashboard by composing and sending a bulk message to the entire group of students in the report. For privacy, student recipients are messaged discreetly, and you have the option to modify the recipient list before sending.

How do I download the results in Students in Need of Attention?

You can export and download the information presented on the Students in Need of Attention dashboard. The feature provides options to download both the high-level visual dashboard report and the detailed underlying data, such as the list of identified students. Before exporting, you can adjust several formatting and layout options to customize the output file for your needs.

How do I filter the data results in Students in Need of Attention?

You can apply a wide range of filters to refine the data on the Students in Need of Attention dashboard. These options allow you to narrow results by various academic parameters, such as term, instructor, or course attributes like status and format. A key feature is the ability to customize the report by setting your own thresholds for what constitutes meaningful engagement, defining activity levels for both the course as a whole and for individual students within it.

How do I message an individual student or their instructor in Students in Need of Attention?

When viewing an individual student's record from within the Students in Need of Attention report, you can take direct action. It provides the option to initiate a message to either the student themselves or to that student's instructor(s). This opens a composition window to write and send a targeted message, with options to review the recipient list before sending.

How do I view results for individual students in Students in Need of Attention?

By selecting an individual student in Students in Need of Attention, you can access a detailed report that summarizes their overall status. This consolidated view presents various data points and analytical perspectives on the student's record. The report's focus can also be adjusted to suit different review purposes.

What data is available at the course level for Students in Need of Attention?

Students in Need of Attention at the course level provides teachers with the tools you need to be proactive and efficient in supporting your students. It empowers teachers to directly identify and support students, based on criteria that truly matter for their courses. By streamlining the process of identifying and reaching out to those who need help, teachers can save time.

How do I bulk message students at the course level in Students in Need of Attention?

The Needs Attention tab in Course Analytics provides a direct way to send a bulk message to this specific group of students, allowing you to efficiently offer support or share important information. For privacy, student recipients are messaged discreetly.

How do I message an individual student at the course level in Students in Need of Attention?

In Course Analytics, the course level Needs Attention allows teachers and admins to view an individual student's record, take direct action, and directly message the student.

How do I edit criteria at the course level in Students in Need of Attention?

As a teacher or admin, you can customize the criteria used to identify students in need of attention at the course level to better fit the specific goals and activities of your course, By adjusting the criteria for student engagement and course performance, you can ensure the list accurately reflects the students who may require additional support.

Note: For a student to appear as Needs Attention, they must meet all of the active criteria you have selected.

Course Readiness

What data is available in Course Readiness?

Course Readiness provides a high-level overview of course preparation status against established criteria. The main dashboard displays summary metrics that show how many courses are considered ready or not ready based on the active criteria. From this overview, you can investigate a detailed list of the specific courses that require attention, with options to filter the view to focus on either compliant or non-compliant courses.

Note: A new Translations feature is now available. It provides a more complete and accessible experience for non-English speaking users. It ensures that data visualizations are clearly and accurately understood, enhancing usability and consistency across all charts and tables.

How do I create a new criteria in Course Readiness?

Course Readiness allows you to define and create your own custom criteria to measure course readiness based on your institution's specific standards. The process involves building a new criteria by selecting various requirements. These requirements check for basic course settings, the presence of essential content, and the inclusion of key student activities and assessments. These custom criteria can then be named and saved to be used for evaluating courses.

How do I switch criteria in Course Readiness?

In Course Readiness, you can easily switch between different saved criteria to change how course readiness is measured on the dashboard. This allows you to select and apply any of your custom or pre-existing criteria. This action dynamically updates the report, allowing you to evaluate courses against various standards and perspectives.

How do I bulk message instructors in Course Readiness?

In Course Readiness, after identifying a group of courses using specific readiness criteria, you can take direct action from the dashboard. This provides an option to compose and send a bulk message to all instructors associated with the courses in that report. For privacy, the communication is sent to instructors discreetly, and you have the option to modify the recipient list before sending.

How do I download the results in Course Readiness?

You can export and download the information presented on the Course Readiness dashboard. This includes the option to download both the high-level visual report and the detailed underlying data, such as the list of courses. Before exporting, you can adjust several formatting and layout options to customize the output file for your needs.

How do I filter the data results in Course Readiness?

You can apply a wide range of filters to refine the data on the Course Readiness dashboard. These options allow you to narrow results by standard academic parameters like term or instructor, as well as by various course attributes like its status and format. A key feature is the ability to customize the report by setting your own thresholds for what constitutes meaningful engagement, defining activity levels for both the course as a whole and for students.

Notes:

- In the Course Readiness Criteria page, you can verify if the Canvas Gradebook is in use.

Title IV Financial Aid Compliance

What data is available for Title IV Financial Aid Report?

The Title IV Financial Aid Report enables administrators to monitor student engagement by analyzing data on enrolled students who have zero course participation or course page views. This report aids in verifying attendance and academic activity for financial aid compliance.

The dashboard provides high-level summary tiles for Students with No Course Participation and Students with No Course Page Views.

How do I apply a Title IV criteria?

You can customize the criteria used to identify students for the Title IV Financial Aid Report to better fit the specific student enrollment status and last participation dates. By adjusting the criteria, you can ensure the list accurately reflects your needs in the report.

How do I bulk message students in Title IV Financial Aid Report?

In the Title IV Financial Aid Report, you can take direct action from the dashboard by composing and sending a bulk message to the entire group of students. For privacy, student recipients are message discreetly.

How do I download the results in Title IV Financial Aid Report?

In the Title IV Financial Aid Report, you can export and download the report from your selected criteria. This provides options to download both the high-level visual dashboard report and the detailed underlying data, such as the list of identified students. Before exporting, you can adjust several formatting and layout options to customize the output file for your needs.

How do I filter the data results in Title IV Financial Aid Report?

In the Title IV Financial Aid Report, you can apply a wide range of filters to refine the data on the dashboard. These options allow you to narrow results by various academic parameters, such as term, instructor, or course attributes like status and format. A key feature is the ability to customize the report by setting your own thresholds for what constitutes meaningful engagement, defining activity levels for both the course as a whole and for individual students within it.