# Discovery tool data visualisation webinar transcript: 29.04.20

Lisa Gray

Yep, that's now started

user avatar

Heather Price

Thank you. So welcome everybody.

Today what we'll be doing is during the session are going to be going over the information that you need to know about accessing your data visualizations.

I'll be giving you an overview of the updated data visualization reports which maybe some of you have already had a little look at. I will be highlighting some of the new features that we've now got as part of the new reports.

And there'll be an opportunity at the end to ask any questions that you've got. But if you do have any as I'm going through, please do put them in the chat box.

I'll try and follow that as I'm going through the presentation, but if I do miss any of those, I will review those when they get to the end of the presentation. And once we've done that there'll be a couple of updates from Lisa about things that are coming up.

So I'm going to start by just giving you some information. I suspect it most of you on this Webinar have already access the discovery tool.

Not all of this will be new to you, but just to say so in terms of if you want to view the data visualizations, you need to select on the data icon that you find on the left hand side of your discovery tool sidebar.

That will bring up a welcome page and you'll see there's an Enter password box, you will already have a data visualization password if you've requested access to this and you need to put that in to the password box but make sure that you hit Enter because that's how the system will then recognize that's the data visualizations it needs to deliver back. You'll know if you've done that properly because the name of your organization will then appear below the password box. In this example you can see Albrighton College but obviously, in your case, it will be whatever organization that you're looking at.

So once you can see your organization name. You can then click on any of the buttons you see below to view the particular set of data that you're looking at.

The buttons are also replicated in the tabs across the top. So you will see

What possibly bit small on the screen. I've got here. But when you're logged into the data visualizations Welcome page you will see the same boxes here across the top summary staff overview, staff detail and students overview and student detail.

It's also worth noting that in the new version of the data visualizations, we include the date that the data was last updated. So in the example that we're looking at here. That was the 31st of March this year, and that's what useful if you're not sure how up to date the data is that you're looking at just come back to the welcome page and have a look at that.

So I'm just going to start off with having a look at the summary for you. And I think I've missed a slide. Sorry, I do apologize. What I'm going to do now is have a look at a little bit of an overview of the main views that you have in the data visualization. So there's three main views I touched on earlier said there's a summary view.

Now that includes data across all staff and students in that summary view. And then you've got two overview reports. One looks at the staff overview on one looks at the Student Overview. So it's separate site, the data for staff and students.

And the same goes to the detail view page that you look at, again, there's two separate views, one for staff and one for students, but they both contain the same information for those users.

And it's really important that all of the views that I've just talked about, can be filtered in a number of different ways. And I'm going to look at the the filtering of the reports in more detail a little later on in this session.

So the summary view what you can get from this is information on the number of completions for all the question sets within your organization. And in this example, we can see that, I think, yeah, all of the question sets that are available, have had somebody completing or at least starting the question sets that they've got available. You might find in your organization you're only

Pushing a particular number of questions that so you'd only see those in the discovery tool report the data visualization report for your organization.

This is probably a little bit too small for you to see. But at the top of the table on the left.

There's a heading that says all assessments that actually provides the total number of users that have completed questions set. So it's a total number of users that have engaged, you will find that if you add up the total number of completed question sets.

That that total all assessments figure may be smaller. And that is because some of your users may have completed more than one question sets and they are as we're counting unique users and not questions that completions that's where you will have a difference in number there.

We've also got which is a new feature a timeline of the survey started so you gives you a sense of when the discovery tool has been using it might be interesting to compare that with perhaps when you've had the promotional push on encouraging your staff and students to complete this question set or perhaps particular department so might be quite useful for looking at that, overall, and data.

And then at the bottom. We've got a breakdown of the done an in progress. Question sets by department. In this example, all that can be changed the subject. So we can see here that in terms of I'm going to ignore students as a department because it's the way in which is looking at all data.

And because we're looking at department that's only going to be staff. So the, the highest number of completions for staff department. Is the administration error in this example but again gives you a sense of where these completions are happening in a in a summary view.

So if we have a look at the overview report.

As I said earlier, there are two overview reports, one for staff and one for students.

And they both include a breakdown of the completions done an in progress by department or subject area. Obviously for students. We're only looking at subject area. But for staff, you can look at to both us and depending on how a staff has signed up and allocated themselves as a teaching department or a more administration professional department. Again, we can see the timeline of survey started.

This will be based on the questions that selected so that timeline that you see here is just for the exploring your overall digital capabilities questions. It also includes a nice little visual which gives you a sense of how many questions sets are partially started. So where it says in progress. That's where a member of staff or if you're looking at the student page have started a question set, but not completed it.

And it might be interesting to look perhaps certain questions sets. If there's a high number of in progress and not such a high number of completed that may be something that would be useful to look into have staff with students started something and then got stuck or felt it wasn't for them. So it's quite useful to have a look at that.

This report also includes a confidence level results breakdown visual, which is the bottom left, and the sector comparison visual. I'm going to go through both of those in a little bit more detail. The next couple of slides. And again, these are not new information, but they've been presented in a different way. And we're hoping in a more accessible and understandable way compared to the previous data visualizations that we had.

If we have a look at the results breakdown by confidence level and:

This is the way in which the new data visualizations orders things that always puts the strongest rating or completions near the top and the lower at the bottom. So be aware that the digital capability area list on the left hand side will change in order, depending on the results so do have a look at that, when you're looking at your results.

So in this example, we can see that digital proficiency has come out as a sort of strongest confidence area for this particular example organization, whereas digital participation and digital creation of those areas where the staff are feel that they're more a developing stage of their confidence in those areas. If you hover over any of the percentage figures, you can see what the actual numbers are. So in this example I've hovered over the 12% and that shows me that there's actually 67 members of staff that felt that they were developing in the digital proficiency area, but obviously you can hover over any part of that visual

So if I move over now and have a look at the sector comparison and visualization. What you can see here, the blue dots represent your own organization average score in those digital capability areas and the gray dot shows the sector average for that particular digital capability areas and I for most of these

This example here is reasonably closely followed by the organization. So most of the results are, you know, fairly simple similar to the sector average. And again, if you hover over any of the dots. It'll give you just a little bit more information. So here I've hovered over there media literacy average sector organization and sector score and I can see that my organization has got an average score of 5.4 which is point four below that of the average sector. So it's just that, that you can understand how that works.

So I'm just going to have a look at the detail view and this view again, there's a detail view for students and the detail view for staff.

And this provides detailed information on the confidence scores and the question responses of your staff and students. And what we've got here is a heat map which represents the average user score for each of the digital capability areas, depending on the view. So you might be looking at department view or a subject area view.

Where the darker color indicates a higher confidence rating and paler square or white square and lower confidence level rating and what

We could do when we're looking at this, we might think, okay, I'd be quite interested to know in terms of my business studies tutors.

What are their confidence scores and question responses. What do they look like for the digital teaching digital capability area. So what I'm going to do is I'm going to take my

Cursor. I'm going to click on that heat map square, which highlights that what that will then do is just below it will provide some further detailed information, but just before I move on to that.

I just want to highlight. If you've accidentally clicked on it and you didn't mean to do that all you finished looking at that particular area. You simply click that square again and it will turn the heat map in full.

But what I'm going to do now is then have a look at the responses that I can see for that particular selection. So what this thing gives me. It says, Okay, so these are the questions.

That my staff, my digital my business and admin studies tutors have selected in response to the digital teaching questions of part of the survey and I can see that.

They have said that their confidence and referring people to useful websites they confidence in making engaging digital presentations.

But they don't feel as confident acting as a digital advisor or mentor trainer and they don't feel as confident in terms of producing accessible and easy to use guidance.

And that may be interesting to you and that might be useful to take information from that, again, if you, you take your cursor.

And you hover over any of the bars. It just gives you a little bit more information. The number of staff that have actually selected that as an answer. Bear in mind that with the grid questions staff can they can click on as many responses as they like so all of those responses will not necessarily add up to the total number because certain a member of staff may have selected all of them and some may have any selected to

And then right at the bottom. We've got the average confidence score. So the slider question in your question sets. It's what's the average response. I've given

And now a slider questions that as a value from nought to two. So in this case, we're looking at just below one is the average score in terms of confidence that the staff said that they felt they have in the digital teaching capability area.

So now we've had a look

And finished having a look at the detail of the overview and the detailed reports and the Summary Reports. I just want to touch a little bit on the filters that are available.

So it does depend on the view that you're looking at, not all of the filters will be available on all of the pages.

The filters that are available include date range. Question Set and department subject area role and that means in this context staff or student digital capability area and level study the level of studies.

Only a filter that will be available if you're looking at student level information.

So there's are a few ways that you can filter information. And one of the ways is by clicking on a relevant heading similar to what I did when we were looking at the heat map. So you click on a particular heading and then that isolates that information and the data that you then see in your report reflects just that information. And again, just like when you're using the heat map to remove that filter. You simply click on the heading again. Now I am on the next couple of slides going to show you that a little bit more in action. So you can see how that works. But before I do that just to mention which you probably have seen as we've been going through the various pages that you can use the drop down boxes that are available on the pages to also filter.

Your question sets and the examples I've got here, which you may or may not be able to see is you can filter by department or by your overall digital capability area and the date range, I think, is available in all of the pages. And I just wanted to mention because this is an improvement to the date range filter feature that we have previously. So previously, you could either select one single month or every date available. You didn't have a an option in between. But now you can select as many or few months that you would like to look at.

And so I've just included a little visual there, but I think that's quite handy if you're looking at particular quote or a particular period, you can just select that period.

And when you apply that filter than the view that you're looking at will only reflect the date ranges that you want to look at.

So what I've done here on the left hand side is a summary report when it's looking at all of the question sets all users.

And subject level. And that's what we can see there on the left. On the right I have selected on the new question new students questions that so now

The timeline that I see has altered. You can see follows a sort of similar pattern for in terms of the time and that is only showing you the completions for the new students questions that are my

Visual below the circles in sort of the wrong place, which I will update on the slides that we share it should be circling the the subject areas that been selected. So again, you can see that's changed slightly, but also the order has changed. So when the original without filtering by new students engineering and technology where the highest number of completions of that of questions. That's now become subjects allied to medicine and engineering and technology second, with Social Studies main third that kind of so it's quite useful to see what patterns may change when you apply filters.

And again, I just wanted to highlight when you're looking at the both the results breakdown by confidence level and the sector comparisons you can filter those two so this example that I've got here instead of looking at the Explore your overall digital capabilities. Question Set responses as a whole.

At here. We're only looking at the responses of the library and Learning Resources Department. So, that is that is resources from that team alone and probably not surprisingly information literacy has come out highest for that department, along with digital proficiency and communication and again when you make that selection that is then also applied to the sector comparisons and what we're looking at here.

Is the sector comparison of the library and Learning Resources Department in my organization and the librarian law learning resources and departments of my of the sector that I'm looking at

So I think that's also really quite handy to be able to have those kind of filter abilities on those

So now we've looked at the reports and more detail and we seen how to filter the different views. I just want to go into a little bit more detail on how to download your visualizations, or how you can perhaps capture and use the information that you can see on the screen in different ways.

So you can download your data and a number of different formats as previously, you can download them in PDF as an image and or as a PowerPoint.

And those options are all available from the download button which is in the top right of all of the data visualization screens. But additionally, you can now download the role the full raw data for the page that you're viewing in an XLS format.

Where that's available, you will see a white arrow within a black circle and when you click on that arrow it will then bring up a download information box and you can download it from there.

This option is only available on the overview and detail pages. And it's also worth bearing in mind that if you downloaded the information when you were in the staff overview page, it will actually also download the student data. So you don't need to go to the student page and then download it, because it's the same information. Basically, it's all of the information that's associated with the overview report and the same goes to the detail view. So if you use the download on the detail view pages that will download everything from there,

Once you have finished downloading the that information box will still stay open. So you just need to click on the X that you can see in the little screenshot. I've got here and that will remove that box and you can continue going through viewing the rest of the pages if you want to. I just want to highlight that at the moment the building digital capability team aren't able to provide support and guidance on how to use this rule data. So we're very pleased to be able to offer you the facility to download it. Right. Sometimes, of how you manipulate it and what you do with it, but it's something you will need to do internally within your own organizations.

And I'd also like to mention, there are a couple of other formats that are available from the download the main download Option and we're not able to provide support for those either. But I mean, feel free to play with them, but we don't offer support for those different ways of downloading the data, you will see that there is a data download option in the main download, but it doesn't provide particularly useful data to get useful raw data use the XLS function because that will give the kind of data that you're looking for.

So in terms of report update frequency. This remains fortnightly and the view that you'd be looking at will either cover up to the 15th of the month that you are in or the end of the previously month.

Again, as I mentioned at the beginning, if you want to check how current, the data is that you're looking at. Has it been updated or not you're if you go back to the welcome page you'll see the date at the bottom there, and that will provide you with that information. It is worth noting that when you use the date range selected option that will only show you the date of the of the last user that that you had completing a particular question set. So if you're looking at a report and can only see a date range up to say January 2020 but the reports of data page says it was updated at the end of March, that is because in your organization that have not had any completion since January, and so that's as far as the date range can go to for your organization.

Once there are new completions your date range selected will expand so do check the welcome page to make sure that you know that actually the reason is it's not because the data hasn't been updated. It's just because you haven't had users complete since that particular date.

But it’s worth having a little look about how can you make use of the data. I have been trying to pick up some of these things as I've been going through.

Using these data visualizations is really very helpful to understand the engagement that you're having with the discovery tool you're not you, but your staff and your students have with the discovery tool, it may help you decide whether or not you perhaps need to do another push or whatnot. Oh, actually, we've got the kind of level of completions that we're expecting. So that's great.

It also gives you the opportunity to review the kind of responses that you are getting in terms of the confidence levels across your departments or subject areas for your staff and students when you have a look at the the detail pages because that gives quite a lot of information.

And the data visualizations are really useful for starting conversations with stakeholders within your organization. So that can include human resources and staff development teaching staff and it could be budget holders and other strategic managers. So it's very useful starting point for that. But we would always say that how you use your scoring data for your organization should be used with caution. So please be aware that for individuals, the relative importance of having a developing score for a certain team and as opposed to a proficient score depends on what their role is or for the students. You know, what would you expect. So it's about making sure that you understand before you start looking at the data visualizations, what would you expect what kind of profile, would you be looking for.

Because for a lot of users being developing in a number of areas would be completely appropriate for their for what they are doing.

That maybe areas where you would actually want your staff or students to be capable and professional and that is different.

But the discovery to what is not about trying to move all of the users over to being either capable or proficient because certainly some digital capability areas just won't have the same relevance for individual roles, it's really important to bear that in mind when you're looking at the, the response and confidence scores that we see.

So, who can view your institutional data visualizations? It's only the staff that the institutional lead has requested access for that person to have that information. So it's only staff that have got a data icon in thier dashboard. So that means that most of your staff won't have access to that.

But if you do have staff that don't yet have access and you would like them to have access, do please email the team via the help at just a co.uk email address, putting digital capability permission request in a in a subject and we can get that sorted for them.

But please note that only users who have already registered with the discovery tool can have access added so do check that they have registered with the discovery tool before putting in the request because it just makes it a lot quicker for everybody.

And I'd also like to say it's really important that all users familiarize themselves with the data visualization guide before using the feature.

Now all users that have requested access will have been given the link to this to the guide and I will shortly, put a link to it or one of my colleagues will, in the chat box. And it is linked to from these slides which will also be shared.

But it really is useful if staff and before they go through the feature just have a little flick through the guide first. So you can answer some questions that they may have.

So that's it from me. I hope that's been helpful and if you do, I haven't seen any questions pop up apart to see one from Elizabeth, but if you do have any questions, please pop them in the chat box or turn on your mic and have a chat to me. I'm just going to have a quick read through what Elizabeth has said.

Oh, brilliant. So it's just staying positive. So thanks, Elizabeth. That's brilliant.

But also. If, on reflection, you've got more questions of the question. Don't have to be now. But if you do have questions, please just email the team and we will try and answer them.

At the moment, yes, we're still looking at a 14 day update. At the moment, this is done manually. It's not an automatic process but manual. They all of the data is sent out and then updated. So that's why we were looking at fortnightly we were hoping that between the two teams that manage the data visualization updates that that could be done on a more automated basis.

It is possible that the team that currently do it and it may be passed on to another team and that probably would be a good time to review that

And thank you, Shri for sharing the link to the guide in a in a text box.

Thanks. Lee I it's really good to get all these positive feedback on the new visualizations. If you do spot any sort of weird things do you let me know. We have been sort of testing it as much as we can. And I haven't spotted anything that is outstanding. But it always helps when there's more people looking at it and having a wider community looking at it will be great.

Lisa Gray

Thanks, Heather. No, sorry. I was just waiting for when you wanted to hand over

So wonderful Heather. Thanks so much for giving such a lovely clear overview. I just wanted to finish off just with a couple of news updates and excuse me for not presenting that because it's a strange things with my to slide or two monitors that I have and we have a community of a couple of reminders really for the things that are coming up that might be of interest and we have re jigged our community or regular community of practice events and we would you to hold this at the University of North Hampton, and we were really excited to be going there.

Unfortunately, circumstances dictate that we can't. But hopefully we will return at some point in the future. But in the meantime, we have changed the schedule around to make it more appropriate for an online event and it's still going ahead Thursday the 21st of May, and you can register from the link there that I've just popped into the chat.

We've shortened the agenda, we've now got a keynote from the University of North Hampton talking about how they're currently supporting staff and students in the current crisis.

And it enhancing the digital experience of their staff and students. And we have two member focus sessions and we're looking for volunteers to come and share their experiences of their approaches to building digital capability and supporting the digital experience of staff and students in the current situation.

So please do join us. If you can, if you'd like to volunteer to say a few words about how that's working for you and your organization's would really welcome that either drop me an email or when you register for the event, there's an opportunity to suggest a session for us. So that would be great.

And then the following month, we will continue with our support webinar series with a focus on sharing implementation approaches. So again, I'll be in touch with some of you to share some of the really exciting work that you're doing at the moment that's going to take place on Wednesday, the 17th of June.

And I just seen a question there from Lee. And yes, so we had to communication roots. We've got an inbox to show capability at just a co.uk You're still working to use that. But where the Help Desk address gives us a much more robust way of tracking and monitoring responses. So if you are able to share any comments or queries or requests through the help desk.co.uk route that will enable us to keep better track of that. But if you end up emailing us through the inbox will still be responding through there, too.

Okay, so it's just really for me to say thanks everyone for joining the webinar today we'll be in touch and we look forward to hearing from you as well in terms of any further requests that you might have from us. In the meantime, please keep safe and well and we look forward to seeing you all soon.

Bye.