

GUIDANCE FOR USING INSTITUTIONAL DATA

OFLA
Onwards From Learning Analytics



We recommend that you consider:

1. PURPOSE AND OUTCOME FOCUS

1. The outcomes of using data in support
2. Why the user needs to use the system
3. The extent to which decision-making is determined by the system
4. Improving the data literacy of users and stakeholders



2. TYPE AND AVAILABILITY OF DATA

1. The specific use of dynamic data of static data
2. How the data points are chosen and reviewed before use
3. The amount of data points used

3. PROCESSING AND PRESENTING DATA

1. How you will present the data
2. How presenting more data can be demotivating
3. How you access data during the intervention
4. How to present data with appropriate context

4. DATA SOURCING AND STORAGE

1. Mapping the data pathways fully
2. Amending the original data sources before using
3. Where data is stored and/ or amended on your system

5. TIMING AND THE ACADEMIC CYCLE

1. The advantages of 'live' data vs. a 'periodic review'
2. When an alert is generated throughout a year...
3. ...and when an alert is generated for the student

6. STAKEHOLDERS AND DATA USERS

1. Who you may need on a project team
2. The benefits of internal vs. external providers
3. How to consult with the users

7. DEVELOPMENT AND REFINEMENT

1. How you can prioritise ongoing support
2. How you are consulted with institution-wide data system changes
3. How you maintain trust in the data
4. How you can maintain data literacy and understanding

for more details, visit:
[HTTPS://OFLAPROJECT.EU](https://oflaproject.eu)

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