



Identifying Struggling Students for Admins Quick Guide

Action	Video(s)	Articles and/or Guides
Identify students at risk by navigating to the Enrollments Tool (Enrollments on the Admin App Main Menu) and selecting “Export Data.” Recommended Frequency: 2x per week Course of Action: After setting up filters (User Status Filter: Active, Enrollment Status Filter: Active, date ranges) and generating the CSV, analyze students in need of intervention by analyzing these columns: Score(%), Percent Complete vs. Sum of % Expected, Last Activity, and Time (in course).	Enrollments Dashboard Export Data Video Guide	• Enrollments Tool for Teachers and Administrators – Help Article • How to Export Data from the Enrollments Tool - Guide

For more information on how to access even more reports with student data for an even more in-depth view, [review the Reports section of the Support Center](#) of Pearson Connexus.