

# Setting Up Teachers' Access to Classwise Student Journey Report

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This article is for **IT support** and **classroom administrators**.

## About the Student Journey Report

The Student Journey Report is a feature in Classwise that allows teachers to create reports about their students' online activities.

The Student Journey Report contains:

- Date and Timestamp for each activity or connection
- Result (Allowed, Flagged, Blocked)
- Category
- Activity (a brief description of the activity or the title of the page that was visited)
- Type (web browsing, Google search, or YouTube video).

Teachers can generate reports that contain historical data from the current date up to the past 30 days. They can also opt to include the last hour of online activities, though this increases the amount of time the report takes to generate.

The reports that teachers can create are limited to students who are enrolled in their classes. However, the Student Journey Report gathers data from all online activities during the Allowed Time Periods you have configured in School Manager. This means that a teacher generating a report on a student in their class may be able to see activities that occurred outside the class, including during other classes, because it took place during an Allowed Time Period.

For example, Harry Kim is a student in a class that Mr. Smith teaches every Monday from 10:00am to 11:00am. If you have set an Allowed Time Period of 9:00am and 3:00pm Mondays, and Mr. Smith has access to the Student Journey report, Mr. Smith will be able to report on Harry's online activity between 9:00am to 3:00pm, not just between 10:00am and 11:00am when they have a class together. If you set an additional Allowed Time Period of 9:00am to 3:00pm Tuesdays, Mr. Smith will be able to report on Harry's activities during that time too.

## Complete the configuration and permission requirements

Complete the following prior to giving teachers permission to create Student Journey Reports:

### • Check for teachers' prior approval to create Student Journey Reports

The Student Journey Report gives teachers access to large amounts of data about the online activities of students, and not all teachers may need or should have access. Your school's leadership team will need to nominate which teachers should have access to the Report. Always check with your school or district leadership if a teacher should be given permission to create Student Journey Reports prior to giving them access.

You may have to set up a group for teachers who are allowed to create Student Journey Reports. This can be done either locally or by configuring groups on SIS or other platforms, and then syncing them with School Manager. Locally created groups may be overwritten after synchronizing data.

### • Identify or configure the Allowed Time Periods

The Report gathers data from students' online activities during Allowed Time Periods only, and any online activity done outside these Time Periods will not be included. You may be able to use existing time periods, or you may need to set up new ones.

If you cannot find the required time period in the list, you can go to Configuration > Objects > Tim periods to configure a new one.

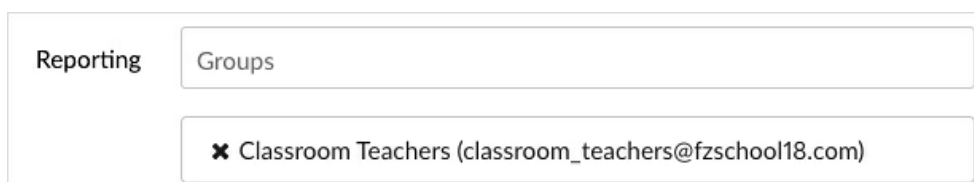
## Configure teacher's access and allowed time periods

1. In School Manager, go to **Configuration > Classwize**.
2. Check the time period(s) on the *Allowed Time Period* field to make sure that the approved Teachers' schedules are covered or included.

**Note**

*Time Periods may have been added when you first configured Classwize. To reflect the changes you've made in the Allowed Time Period field, always click **SAVE**.*

3. In the *Reporting* field, select the group of teachers who will be allowed to create Student Journey Reports.




Reporting

Groups

✕ Classroom Teachers (classroom\_teachers@fzschool18.com)

If you haven't yet set an **Allowed Time Period**, you will see the following prompt in the *Reporting* field.

Allow teacher to create a Student Journey Report

 To activate this feature set an Allowed Time Period.

4. Select **Save**.

#### **Warning**

Time Periods that are linked to Student Journey Report cannot be deleted from the Classwize configuration. To delete a Time Period from the Allowed Time Periods list, remove its corresponding group from *Reporting* first.

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