

Worksheet 3 – Using Digital Evidence & Analytics

Focus: Moodle Reports, Teams Insights, Power BI snapshots.

1. Data sources to check this week

Source	Metric	Why it matters	Frequency
Moodle Activity completion	% tasks finished	Spot disengagement	Weekly
Teams Insights “Assignments”	On-time submits	Identify workload issues	Weekly
Polls results (CSV export)	Correct % per Q	Reteach tricky items	After session

2. Dashboard sketch

Draw or describe the key chart you need (e.g., bar showing quiz attempts vs scores).

3. Action plan from evidence

Insight	Teaching tweak	Deadline
...	...	...

Micro-reflection

Which metric gave the biggest “aha” moment, and why?