The table below offers a structured approach for monitoring student progress, identifying concerns, and implementing targeted support strategies. The table outlines specific data-driven actions and interventions for each day of the week, along with time-saving ideas and helpful resources. By following this practical framework, instructors can create a more responsive, personalized, and engaging learning experience for their students.

	Review Last Week's Activity: o Review logins, page views, and material interactions. o Identify students with low engagement based on activity indicators (e.g., infrequent logins, limited interaction with key modules). o Use analytics dashboards with visualizations (e.g., bar charts) to identify trends in student activity. Filter data to focus on key engagement indicators (e.g., login frequency, specific content interactions, quiz completion rates).	Use pre-built dashboards or create custom dashboards for quick access to key engagement metrics. Leverage filtering options in analytics reports to focus on specific student groups or activities. Schedule automated reports to run on Mondays, for a quick overview of the past week's activity.	Use course analytics Filter analytics by student
	Use Monday's data to identify students with low engagement. Create personalized messages that offer support and encouragement. .	Use message templates in Canvas to streamline communication. Personalize templates with student names and specific details using message variables (e.g., course module name, office hours' time). Examples:	Message one student Message all students

- *"Hi [Student Name], I noticed that you haven't logged in much this week. Is there anything I can do to help you catch up?"*
-

Evaluate overall student engagement and interactions for the week based on data and observations:

o   Use Canvas analytics reports to quickly evaluate student progress and intervention effectiveness and identify trends and areas that may need further attention.
o   Schedule reports to run automatically on Fridays, providing a summary of the week's intervention impact and key engagement metrics.
o   Use pre-defined dashboards or create custom ones for quick access to relevant intervention impact data (e.g., changes in participation rates after personalized messages).
o   Annotate dashboards or reports with notes on intervention strategies and their outcomes for future reference and adaptation.