

# User Guide - Program Analysis: An Automated Platform for Early Identification of At-risk Students

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## Overview

The **Program Analysis Web Portal V1** (<https://home.eduhk.hk/~cdong/>) provides authorized program leaders and subject coordinators with predictive insights into students' academic performance, specifically forecasting Year 3 GPA based on data from Years 1 and 2. This early identification process allows for targeted support to enhance students' academic outcomes.

The website includes the following primary subpages:

1. **Home** - This is the landing page of the website, providing an introduction and methodology for this platform.
  2. **Report Portal** - Access detailed predictive analysis reports and data files for your specific programs here. This section is crucial for obtaining student performance predictions and taking proactive measures. **To view program reports & prediction results, use this subpage.**
  3. **About Us** - This section contains information about the project team.
  4. **User Guide** - Available soon.
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## **Accessing Your Program Report, Predicted Y3.GPA Result, and Feedback Form**

### ***In the “Report Portal” subpage***

#### **1. Select Your Program**

- Find and click on your specific program code from the list below to proceed to the report access page

• **Select your program:** Click on the corresponding block for your program code from below to view and open the available reports.

A4B067-Chinese	A4B067-English	A4B068-Music	A4B068-VisualArts	A4B075
A4B086	A5B057	A5B058-GeneralStudies	A5B058-Mathematics	A5B059
A5B060	A5B061	A5B062	A5B077	A5B079
A5B080	A5B081	A5B082	A5B084	A5B085
A5BXXX - Demo				

#### **2. Enter Password**

- A password prompt will appear; enter the password received via your EduHK email to access your report & prediction result. For example, program leaders for "A5BXXX-Demo" should enter the password they received by email.

Microsoft

Enter Password

You've received a link to a folder that requires a password.

A5BXXX

To open the content, enter the password. If you don't have the link password, ask the person who shared the content with you.






Enter password

Verify

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#### **3. Access Report Files**




Upon entering the correct password, you will gain access to the following files:

DONG, Chenxi [MIT] > TDG-Program Analysis > 2022 > A5BXXX				
 Name	Modified	Modified By	File size	
 1. A5BXXX_report.html	 October 25	DONG, Chenxi [MIT]	353 KB	
 2. A5BXXX_predictions.xlsx	 6 days ago	DONG, Chenxi [MIT]	12.0 KB	

- **1.<program\_code>\_report.html:** This HTML file offers a comprehensive summary of:
  - Part 1: Models' performance on Historical cohorts
  - Part 2: Model's prediction on the latest cohort that just finished their Y2 study.

**Glossary Section:** Utilize the glossary provided on the 'Report Portal' page to better understand the terms and metrics used throughout your report.

- **2. <program\_code>\_predictions.xlsx:** This Excel sheet contains pseudonymized student IDs and their forecasted Year 3 GPAs, designed for straightforward academic review.
  - The 1st column, labeled "**pseudo-sid**", contains pseudonymized student IDs.

A1 :    pseudo_sid									
	A	B	C	D	E	F	G	H	I
1	pseudo_sid	Gender	Local	Cohort	Yr	Adm	UGBGP5	Y1.iWork	Y2.iWork
2	6114BADD	F	LOCAL	2022	3	NJ		98.5	274.5
3	XXXXXXXX	M	LOCAL	2022	3	JS	23	18	28
4	XXXXXXXX	F	LOCAL	2022	3	NJ		27	62
5	XXXXXXXX	F	LOCAL	2022	3	JS	19	72.5	151
6	XXXXXXXX	M	LOCAL	2022	3	JS	19	76	95.5
7	XXXXXXXX	M	LOCAL	2022	3	JS	20	0	1
8	XXXXXXXX	M	LOCAL	2022	3	JS	17	42	13
9	XXXXXXXX	M	LOCAL	2022	3	JS	20	0	95
10	XXXXXXXX	M	LOCAL	2022	3	JS	18	61	8
11	XXXXXXXX	F	LOCAL	2022	3	JS	18	33.5	37.5
12	XXXXXXXX	M	LOCAL	2022	3	JS	17	2	50.5
13	XXXXXXXX	M	LOCAL	2022	3	JS	18	75.5	52.5
14	XXXXXXXX	M	LOCAL	2022	3	JS	18	26.5	15.5
15	XXXXXXXX	F	LOCAL	2022	3	JS	17	78	105
16	XXXXXXXX	M	NON-LOCAL	2022	3	NJ		4	69.5

- The last two columns:

AZ	BA	BB
Y3.GPA_prediction	at_risk_prediction	
3.446	FALSE	
3.387	FALSE	
3.31	FALSE	
3.245	FALSE	
3.173	FALSE	
3.13	FALSE	
3.084	FALSE	
3.077	FALSE	
3.029	FALSE	
2.988	FALSE	

- **"Y3.GPA\_prediction"**: Displays the predicted GPA for Year 3.
- **"at\_risk\_prediction"**: Indicates whether a student is considered at-risk, with `TRUE` signifying an at-risk student and `FALSE` indicating a normal student.

#### 4. Retrieving Actual Student IDs for the .xlsx file (Convert Pseudonymized IDs)

Each student's individual Y3.GPA prediction will be in the **2**.

**<program\_code>\_predictions.xlsx**. For privacy, student ID (1<sup>st</sup> column in this file) is anonymized as shown below.

A1									
	A	B	C	D	E	F	G	H	I
1	pseudo_sid	Gender	Local	Cohort	Yr	Adm	UGBGP5	Y1.iWork	Y2.iWork
2	6114BADD	F	LOCAL	2022	3	NJ		98.5	274.5
3	XXXXXXXX	M	LOCAL	2022	3	JS	23	18	28
4	XXXXXXXX	F	LOCAL	2022	3	NJ		27	62
5	XXXXXXXX	F	LOCAL	2022	3	JS	19	72.5	151
6	XXXXXXXX	M	LOCAL	2022	3	JS	19	76	95.5
7	XXXXXXXX	M	LOCAL	2022	3	JS	20	0	1
8	XXXXXXXX	M	LOCAL	2022	3	JS	17	42	13
9	XXXXXXXX	M	LOCAL	2022	3	JS	20	0	95
10	XXXXXXXX	M	LOCAL	2022	3	JS	18	61	8
11	XXXXXXXX	F	LOCAL	2022	3	JS	18	33.5	37.5
12	XXXXXXXX	M	LOCAL	2022	3	JS	17	2	50.5
13	XXXXXXXX	M	LOCAL	2022	3	JS	18	75.5	52.5
14	XXXXXXXX	M	LOCAL	2022	3	JS	18	26.5	15.5
15	XXXXXXXX	F	LOCAL	2022	3	JS	17	78	105
16	XXXXXXXX	M	NON-LOCAL	2022	3	NJ		4	69.5

To retrieve actual student IDs:

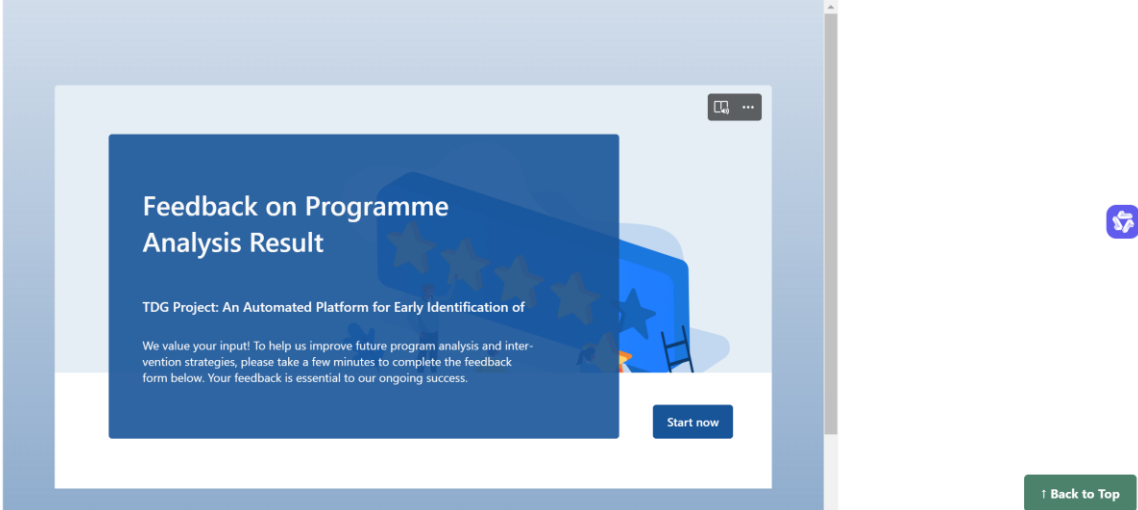
- Email the pseudonymized IDs to Kevin Cheung at [kywcheung@eduhk.hk](mailto:kywcheung@eduhk.hk) to request the corresponding real IDs.

## 5. Submit the Online Feedback Form (bottom of the ‘Report Portal’ page)

### Program Leader Feedback Form

Program leaders are encouraged to submit their feedback form within 1 month of receiving and reviewing the program analysis report. Your feedback will help us improve future iterations of the analysis and intervention strategies.

We value your feedback! After reading your program report, please take a moment to provide your insights on the analysis results by filling out the form below:



Please complete the Program Leader Feedback Form located at the bottom of the Report Portal page within one month of report access. EduHK mail login is required. Your feedback is vital for enhancing future analyses and interventions.