

Performance Dashboard

This tool allows instructors to view key information and outcomes for all users. The Performance Dashboard displays the last time a user logged in, their course role, Adaptive Release criteria, Review Status for content items, and grades.

1. Select **Evaluation** from the **Control Panel** area.
2. Select **Performance Dashboard**.
 - This brings you directly into the Performance Dashboard where you can see students' **Last Name, First Name, Username**, and their **Role** in the course.
 - **Last Course Access** is shown next and it gives you the date and time the student last entered the course in Blackboard. If they have never entered the course it says *Never* next to the students' role.
 - **Days Since Last Course Access** shows the exact number of days since students have been inside the course. It keeps a count from their last course access to the present day.
 - **Review Status** needs to be enabled for use. If enabled, it lets you see how many items have been viewed in the course. Click the number underneath Review Status which brings you to the content item, if the item is visible, and if the student has reviewed the item.
 - **Adaptive Release** needs to be enabled within the course to view the Adaptive Release status. If this is enabled, you will see what the students have Reviewed, Not Reviewed or what is Visible or Not Visible to the students within the course.
 - **Discussion Board** shows you how many Discussion Boards the student has taken part in. Click the number underneath Discussion Board to show the forums they have participated in, the total number of posts, date of last post, average, minimum, and maximum post lengths, average post position, and their grade if that is enabled. Click Email user to send the student an email.
 - **Early Warning System** needs to be enabled within the course. If this tool is enabled it shows the number of warnings and the number of rules. Click number under Early Warning System to open and show rules enabled in the course. Click Notify to send the student an Email notification that the Grade Center item is due.
 - **View Grades** allows the instructor to open and view the students' grades, statistics, and personal information.