

## **Monitoring Student Activity in Your Course: Performance Dashboard, Statistics Tracking, Course Reports, and Review Status**

Four tools allow the instructor to monitor student activity in Blackboard courses: the **Performance Dashboard, Review Status, Tracking Reports, and Statistics Tracking**.

Keep in mind that these tools rely on counts of “hits” to different areas of your course site and self-report item review status. The fact that a student has clicked on a document or marked it as “Reviewed” does not mean that he/she has actually *read* it. Nevertheless, these tools can be a useful first step in identifying students for possible follow-up action.

### **Performance Dashboard**

The **Performance Dashboard** tool allows the instructor to view a summary of student activity. To view the Performance Dashboard, select **Performance Dashboard** from the **Evaluation** menu in the **Control Panel**. The following information is displayed:

- Last Name
- First Name
- Username
- Role
- Last Course Access
- Days since Last Course Access
- Review Status - Displays which items have been viewed by a student if this tool is enabled. A detailed view of items may be opened in a new window by clicking the item count.
- Adaptive Release – Click the folder icon to display a list of all items in the course, whether or not items are visible to the student, and whether or not the student has reviewed the item.
- Discussion Board participation data and grades, with access to Email to contact the student.
- Early Warning System – displays any Early Warning notifications sent to the student
- View Grades - Only displayed if the Grade Center is enabled. Provides links to the Grade Center: User Grade List page for that user.

You can click the **Print** icon to open the page in a new window in a printer-friendly format.

All columns can be sorted by clicking the column header to toggle between ascending and descending order.

## Statistics Tracking (“Track Number of Views” in Blackboard 8)

You can also enable tracking for an individual item in a content area.

### Enabling Tracking

1. Select **Tracking** from the drop-down menu to the right of the item. (This is the equivalent of selecting Track Number of Views in Blackboard 8.)
2. Click **Enable**, and then **Submit**.
3. The item is tagged with an **Enabled: Statistics Tracking**.

### Viewing Tracking Statistics

- Select **View Statistics** from the drop-down menu next to the item.
- Select **Run** from the drop-down **Content Usage** menu
- Select the format for the report (PDF, HTML, Word, Excel)
- Then select the names of the student(s) to track and the timeframe for the tracking report.

To select...

**the  
entire class...**

Click on the first name in the list, and, while hold down the **Shift** key, click on the last name in the list.

**selected  
students...**

Click on the first name, then, while holding down the **Control** key, click each of the other names.

## Course Reports (“Course Statistics” in Blackboard 8)

The **Course Reports** tool provides information about student activity in your course site.

Access **Course Reports** from the **Evaluation** menu in the **Control Panel**. Activity can be viewed as a whole or for Content areas, Groups, or Discussion Forums separately.

Use the drop-down menus to the right of each option to select **Run**.

- Select the format for the report (PDF, HTML, Word, Excel)
- Then select the names of the student(s) to track and the timeframe for the tracking report.

To select...

**the entire class...** Click on the first name in the list, and, while hold down the **Shift** key, click on the last name in the list.

**selected students...** Click on the first name, then, while holding down the **Control** key, click each of the other names.

Click **Submit**.

When viewing reports that include hit or access statistics, a hit is tracked every time a request is sent to Blackboard. For example, when tracking use of the Communication Area: a Student accesses the Communication area (1 hit), clicks Discussion Boards (2 hits), clicks a forum (3 hits), and clicks a message to read (4 hits).

If a user is unenrolled and then re-enrolled, only statistics since the re-enrollment are kept.

## Review Status

Finally, the **Review Status** tool allows you to track *self-reported* student review of specific content items. Once you enable the tool for an item, each student tracks their own progress. A **Mark Reviewed** radio button appears on the item. After viewing the item, the student selects this button to mark it “Reviewed.”

### Enable Review Status for an item

1. Open the Content Area that includes the item by clicking on its link in the course menu.
2. Select **Set Review Status** from the drop-down menu next to the content item. (The default state, indicated in the menu, is Disabled.)
3. Select **Enable** and click **Submit**. The new status (Enabled) appears in the menu.

## **View the status of student reviews**

Once Review Status is enabled for an item, you can check the status of student reviews in two places.

- By selecting **User Progress** from the drop-down menu next to the content item.
- In the **Performance Dashboard**.