

Tracking Student Performance

There are several features in Blackboard that used collectively allow you as an instructor to know how students are progressing in a course. For example, you can see when was the last time a student has accessed your course, which items he or she has reviewed and how much he or she is participating in discussion boards. There is also a way to find out which students have missed a deadline or failed a test and alert them. This document contains instructions on how to use:




- **Performance Dashboard**
- **Review Status**
- **Early Warning**

Performance Dashboard

The **Performance Dashboard** provides an at-a-glance view of student progress in your course. You can access the **Performance Dashboard** through the **Control Panel**.


| | | |
|--|-------------------------------------|--|
| | User Management | |
| | List / Modify Users | Remove Users from Course |
| | Enroll User | Manage Groups |
| | Assessment | |
| | Test Manager | Grade Center |
| | Survey Manager | Performance Dashboard |
| | Pool Manager | Early Warning System |
| | Course Statistics | |
| | Help | |
| | Support | Contact System Administrator |
| | Manual | Quick Tutorials |

For all the participants in a class, the **Performance Dashboard** shows their roles, when they last logged into Blackboard, how many items they have marked as reviewed, what is visible to them through **Adaptive Release** rules, how much they are participating in the **Discussion Board** and whether any of the **Early Warning** rules you have set up applies to them. In addition, it provides a direct link into the **Grade Center**. You can print this summary page or get more specific information about an individual student's progress by clicking on the underlined numbers below each column. The uses of **Review Status** and **Early Warning** are discussed later in this document. Details about tracking students' **Discussion Board** posts can be found in the document *Assessing and Monitoring Student Discussion Board Posts*.

| Performance Dashboard | | | | | | | | | | |
|---|------------|----------------------|---------|--------------------------|-------------------------------|---------------|---|------------------|----------------------|--|
| Use the links provided to view user progress details for each performance measurement. | | | | | | | | | | |
|  Print | | | | | | | | | | |
| Last Name | First Name | Username | Role | Last Course Access | Days Since Last Course Access | Review Status | Adaptive Release | Discussion Board | Early Warning System | |
| Student | Gertrude | 20040827014010270007 | Student | Nov 25, 2008 12:39:47 PM | 17 | 0 |  | 2 | - | |
| Student | Hunter | 20080126022616100167 | Student | Nov 24, 2008 2:27:27 PM | 18 | 0 |  | 1 | - | |

Review Status


The **Review Status** tool allows you to track whether students have reviewed a specific content item such as a reading, the contents of a folder, an external resource or instructions for an assignment. When the **Review Status** feature is turned on, students can click on a **Mark Reviewed** button to indicate that they completed reviewing the content item.



Module Overview

This module focuses on the acquisition of a first language by children.

Once you enable the tool for an item, you and each student may track his or her own progress. Students will see **Mark Reviewed** button next to each item when they open course content areas and can click on it to mark the item **Reviewed**.










Module Overview

This module focuses on the acquisition of a first language by children.

To enable **Review Status** for a specific item in a content area:

1. Select a content area where you want to enable this feature.
2. Click on **EDIT VIEW** on the upper right hand corner.
3. Click on the **Manage** button next to the item you want to enable **Review Status**.

 Item
  Folder
  External Link
  Course Link
  Learning Unit
  Select: Assignment


1
Module Overview
 This module focuses on the acquisition of a second language by children.

4. Click on the **Review Status** link.

Bb **Manage Topic 1: Linguistic Competence**

- ▶ [Adaptive Release](#)
Create or modify a basic Adaptive Release rule.
- ▶ [Adaptive Release: Advanced](#)
Create or modify advanced Adaptive Release rules. Use this feature when creating multiple rules.
- ▶ [Review Status](#)
Enable or disable review for this item.
Current Status: *Disabled*

5. Click on the radio button next to **Enable**.

1 Review

If Review is enabled, users will have the ability to mark this item as Reviewed. If Review is disabled, no option will appear.

Review **Enable** Disable

6. Click on the **Submit** button.

Instructors find information about which items have been reviewed by their students in the **Performance Dashboard**. The **Performance Dashboard** is accessible from the **Control Panel**. The number in the **Review Status** column indicates how many items a particular student has reviewed.

| Last Name | First Name | Username | Role | Last Course Access | Days Since Last Course Access | Review Status | Adaptive Release | Discussion Board | Early Warning System |
|-----------|------------|----------------------|---------|-------------------------|-------------------------------|---------------|------------------|------------------|----------------------|
| Student | Hunter | 20080126022616100167 | Student | Nov 24, 2008 2:27:22 PM | 18 | 2 | | 0 | : |

Clicking on the number in the **Review Status** column corresponding to a student reveals which items he or she has reviewed.

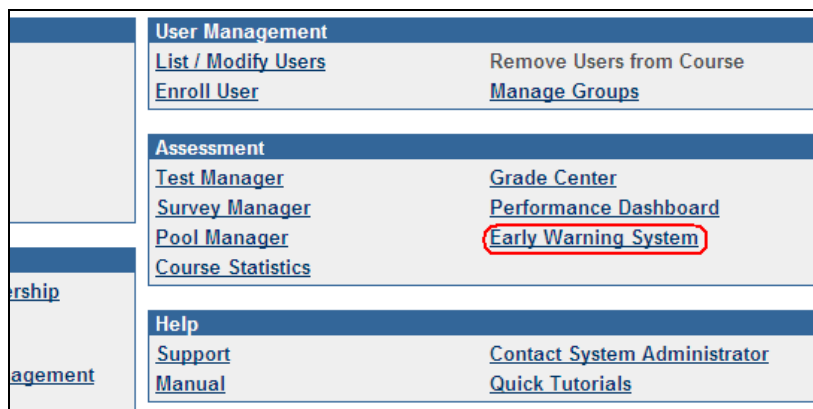
| Content Item | Visibility | Review Status |
|--|------------|---------------|
| /Module 1: NLA/Module Overview | | Reviewed |
| /Module 1: NLA/Topic 1: Linguistic Competence | | Reviewed |
| /Module 1: NLA/Topic 2: Communicative Competence | | Not Reviewed |

Early Warning

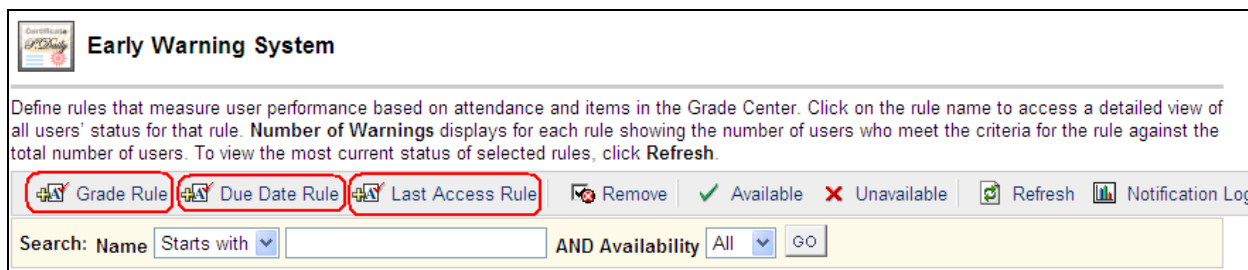
The **Early Warning System** is a way to monitor student performance and alert students who are falling behind. Instructors set criteria or rules and Blackboard will check student performance against the rule. You can set rules related to grade, due date or access. If students meet a rule for a particular item, the system will record and compile this information. Instructors can then easily send email alerts to those students. For example, you might want to give students who did not do well on a test tips for studying or refer them to more practice material. You might also want to alert students who have not submitted papers by the deadline.

To set up a rule for **Early Warning**:

1. Go to the **Control Panel**.
2. Click on **Early Warning System** in the **Assessment** module.



3. Choose one of the three rules you want to set up. The following example shows the creation of a rule for **Grade**. The rule will be set up to compile a list of students who have received a grade of 60 or below on “Quiz 1.” “Quiz 1” is a short test that was created previously using the **Test Manager**.



- Enter a name and criteria for the rule. In this example, the **Rule Name** is “60 or below on Quiz 1,” the **Grade Center Item** selected from the drop-down menu is “Quiz 1,” the criteria is “less than or equal to” and the score is “60.”

1 Rule Information

* Rule Name

Rule Type

Availability Yes No

2 Rule Criteria


To define the score threshold for a particular Grade Center item, first select the item in parentheses. Specify the criteria and then enter a numeric score in the form of a p

* Select a Grade Center Item

* Define Criteria

* Score


- Click on **Submit**. You will receive a **SUCCESS** message confirming the creation of the rule.
- Click on the name of the rule “60 or below on Quiz1.”
- Click on the **Refresh this Rule** button.

 Refresh this Rule

Display

| | Last Name | First Name | Username | Meets Criteria | Det |
|--------------------------|-----------|------------|--------------------------------------|----------------|-----|
| <input type="checkbox"/> | Student | Gertrude | 20040827014010270007 | - | - |
| <input type="checkbox"/> | Student | Hunter | 20080126022616100167 | - | - |

- Click on **OK** to confirm the action. You will receive a **SUCCESS** message informing you that an email will be sent to you when the process is complete and that you should reload the page. The process can take a few minutes. We recommend that you check your email box for an email from the Blackboard Administrator before proceeding.

 **SUCCESS:** This action has been successfully queued. An email will be sent when the process is complete. If updated results are not reflected on the page, reload the page.

- Click on **OK** to return to the **Early Warning System** main page. Under **Number of Warnings**, you will see the number of students who match the criteria.

| Search: Name <input type="text"/> Starts with <input type="text"/> AND Availability <input type="text"/> All <input type="text"/> GO | | | | | | |
|--|--------------------------------------|-------|---|--------------------|----------------------|--|
| Available | Name | Type | Criteria | Number of Warnings | Last Refresh | |
| <input type="checkbox"/> Yes | 60 or below on Quiz1 | Grade | Quiz 1 - Score less than or equal to 60 | 1/2 | Dec 16, 2008 1:14 PM | |

- Click on the name of the rule “60 or below on Quiz 1.” You can now see which are the students who meet the criteria of having received 60 or below on Quiz 1.
- If you want to send emails to those students, check the box before their names, choose **Student Users Only** from the **Notify** drop-down menu and then click on the **Go** button.

| | | | | | | Notify <input type="text"/> Student Users Only <input type="text"/> GO |
|--|-----------|------------|--------------------------------------|----------------|-----------------|--|
| Display <input type="text"/> All <input type="text"/> GO | | | | | | |
| | Last Name | First Name | Username | Meets Criteria | Detailed Status | Last Notification Date |
| <input type="checkbox"/> | Student | Gertrude | 20040827014010270007 | No | Score: 100 | Never |
| <input checked="" type="checkbox"/> | Student | Hunter | 20080126022616100167 | Yes | Score: 20 | Never |

- Replace the default subject line and message with your own text.
- Click on **Submit** to send the email.

If you have further questions or need assistance, please email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) (C104 Hunter North) at 212-650-3358.