# Tracking Student Performance

There are several features in Blackboard that collectively enable the instructor to access student progress. For example, you can see the last time a student has accessed your course, which items they have reviewed and how much they are 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**
- **Retention Center**

Make sure that the **Edit Mode** of your Blackboard course is "ON".
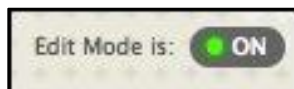
Performance Dashboard

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** under **Evaluation**.

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 **Retention Center** 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 **Retention Center** are discussed later in this document.

Last Name ▽	First Name	Username	Role	Last Course Access	Days Since Last Course Access	Review Status	Adaptive Release	Discussion Board	Customize Retention Center	View Grades
		previewuser	Student	Dec 21, 2017 4:19:06 PM	6	0	📁	1	0/4	▤
			Instructor	Dec 21, 2017 4:27:06 PM	6	0	📁	2	-	

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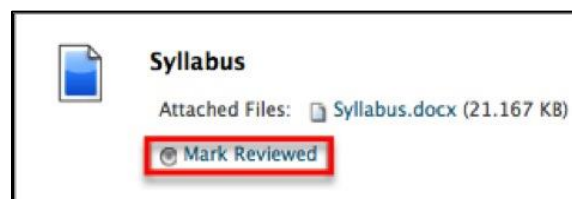
Once you enable the tool for an item, you and each student may track his or her own progress. Students will see **Mark Reviewed** button next to each item when they open course content areas and can click on it to mark the item **Reviewed**.
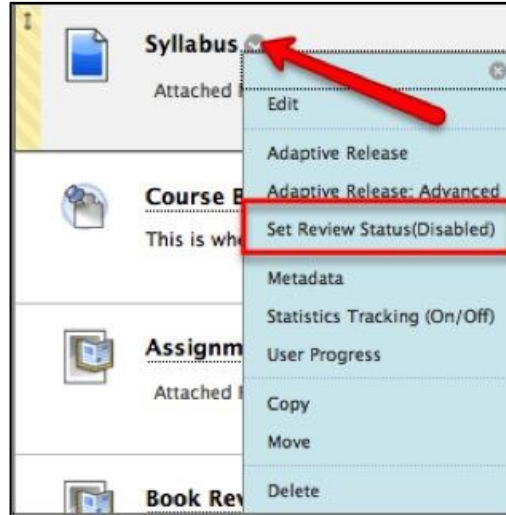
To enable **Review Status** for a specific item in a content area:

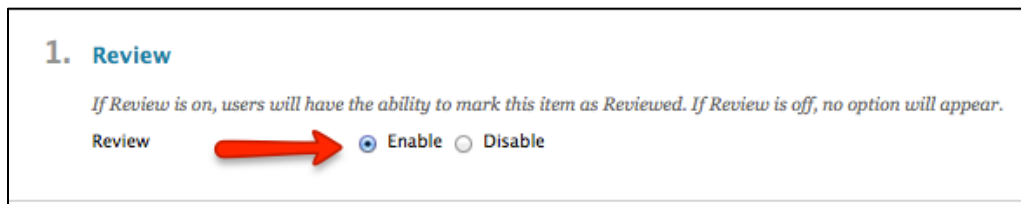1. Select a content area where you want to enable this feature.

2. Make sure that the **Edit Mode** of your Blackboard course is "ON".

3. Click the arrow next to the item you want to enable **Review Status** and click on **Set Review Status**.

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

5. Click on the **Submit** button.

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

Performance Dashboard

The Performance Dashboard provides an up-to-date report on the activity for all students. Information appears in a table format. Click a column heading or the caret in the header row of a column to sort the table data by that column. More Help

Last Name ▽	First Name	Username	Role	Last Course Access	Days Since Last Course Access	Review Status	Adaptive Release	Discussion Board	Customize Retention Center	View Grades
		previewuser	Student	Dec 21, 2017 4:19:06 PM	6	1	📁	1	0/4	📋

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
/Course Materials/Assignment		Reviewed
/Course Materials/Exam 1		Not Reviewed
/Course Materials/Syllabus		Reviewed

Retention Center

The **Retention Center** is a way to monitor student performance and alert students who are falling behind. Instructors set criteria or rules to monitor student performance. You can set rules related to grade, due date, or access (by default there are four rules set up for each element that can be customized). If students meet a rule for a particular item, the system will record and compile this information. Instructors may send email alerts to those students. For example, you may want to give students who did not do well on a test tips for studying or refer them to more practice material. You may also want to alert students who have not submitted papers by the deadline. To set up a rule for the **Retention Center**:

1. To access the **Retention Center**, click **Evaluation** then **Retention Center** under the **Control Panel**.

2. You can then see which students are at risk at a glance. You can click on the red bar for more information. The students and information that you are monitoring will appear on the right side of the screen. Your course activity will appear at the bottom of the screen.

In the right side panel, you can view two things: **Students you are monitoring** and **Other Information you are monitoring**:

- **Students you are monitoring**: This is how to monitor a student. Click a red dot in the risk table to view information about a student's alert.

- Then, click the **Monitor** button to place the student's information in this panel.

- This list allows you view students that you've chosen to monitor in your course.

- **Other Information you are monitoring**: All rules you exclude from the risk table will appear here.

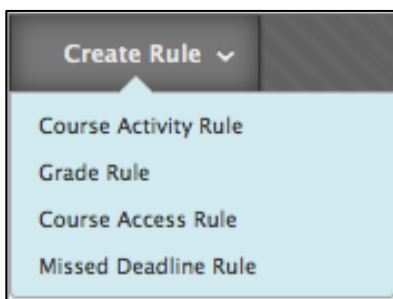3. To change the information that you monitor, click the **Customize** button in the top right corner.

4. On the next screen you will see a list of the default rules that display in your risk table in the **Retention Center.**

5. To create a custom rule, click the down arrow to the right of **Create Rule** and choose one of the four rules you want to set up.

The following example shows the creation of a **Grade rule**. The rule will be set up to compile a list of students who have received a grade of 60 or below on "Midterm Exam." "Midterm Exam" is a short test that was created previously using the **Test Tool**.

- Enter a name and criteria for the rule. In this example, the **Rule Name** is "60 or below on Midterm," the **Grade Center Item** selected from the drop-down menu is "Midterm Exam," the criteria is "Below" and the score is "60 points."

6. Click on **Submit**. You will receive a **SUCCESS** message confirming the creation of the rule.

7. To go back to the **Retention Center** and see the number of students who match the criteria click **Retention Center** in the breadcrumb links at the top of the screen.

Evaluation | Retention Center > **Customize Retention Center**

8. In the **Grades Alert** column you will see a red dot for any students who match the grade rule criteria of a 60 or below on midterm.

STUDENT ▲	MISSED DEADLINES	GRADES ALERT	ACTIVITY ALERT	ACCESS ALERT
Hunter Student-Two	○	●	●	○
Demo User	○	○	●	●

9. You will then see a screen that displays the matching the risk factors of a midterm grade below 60 points.

MATCHING RISK FACTORS
● Grade for Test – Midterm Exam[10] is below 60 points   5.00

Total Grade: **90.91%**
↓ **2.73% lower** than class average of **93.64%**

★ Monitor   ✉ Notify ▾

10. If you want to send emails to those students, check the box before their names; choose **Students** from the **Notify** drop-down menu.

★ Monitor | ✉ Notify ▾
Students
Observers
Students And Observers

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

If you have further questions, faculty members can email bb@hunter.cuny.edu or contact the Technology Resource Center at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or studenthelpdesk@hunter.cuny.edu.