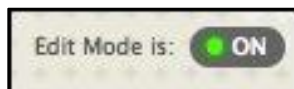


## Tracking Student Performance

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.

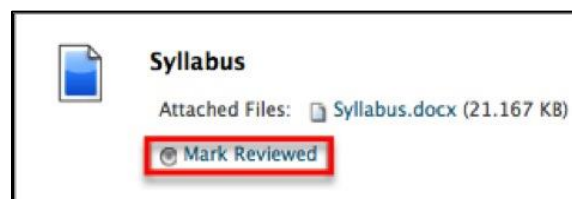
You can access the **Performance Dashboard** through the **Control Panel** under **Evaluation**.

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**.

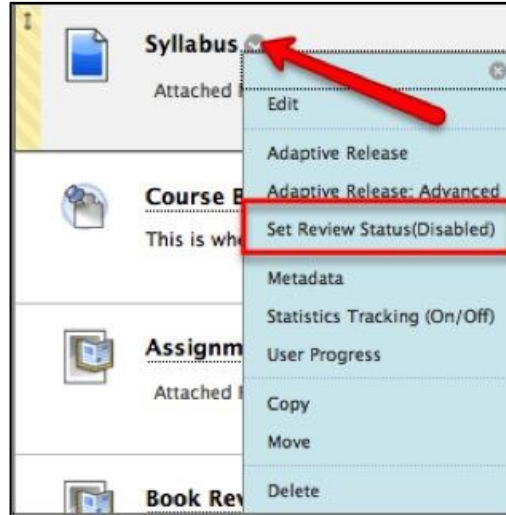
To enable **Review Status** for a specific item in a content area:

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

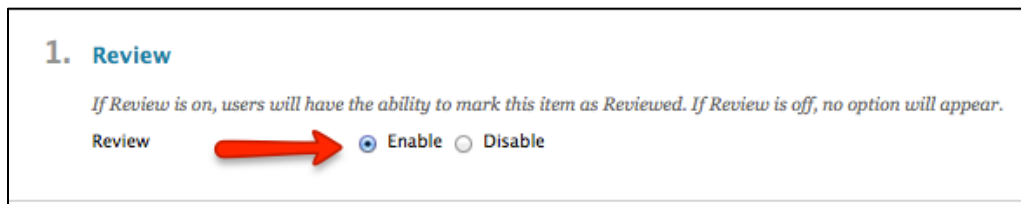
2. Make sure that the **Edit Mode** of your Blackboard course is “ON”.



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       | 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**.



- 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.

The screenshot displays the Blackboard interface with three main sections:

- Students currently at risk:** A table with columns for Student, Missed Deadlines, Grades Alert, Activity Alert, and Access Alert. A red bar at the top indicates 2 students at risk. The table lists 'Hunter Student-Two' and 'PreviewUser', both with red dots in the Missed Deadlines and Access Alert columns.
- Students you are monitoring:** A panel for 'PreviewUser' showing 'Last Access: 5 day(s) ago', 'Activity: No Activity in Course', 'Grade: No Grade in Course', and 'Missed Deadlines: 2'.
- Your course activity:** A section titled 'Last login: Dec 21, 2017 @ 4:27 PM' with sub-sections for 'ASSESSMENT' (December 2017 Forum), 'INTERACTION & COLLABORATION' (Discussion Board, Blogs, Journals, Groups), 'LEARNER SUPPORT' (Announcements posted), and 'COURSE DESIGN' (Embedded YouTube code).

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.

This close-up shows the 'Students currently at risk' table with a matching risk factors panel open for 'PreviewUser'.

| STUDENT            | MISSED DEADLINES | GRADES ALERT | ACTIVITY ALERT | ACCESS ALERT |
|--------------------|------------------|--------------|----------------|--------------|
| Hunter Student-Two | ●                | ●            | ●              | ●            |
| PreviewUser        | ●                | ●            | ●              | ●            |

**MATCHING RISK FACTORS**

- Last access more than 5 day(s) ago

Last Access: 5 day(s) ago

★ Monitor    ✉ Notify

- 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.

**Students you are monitoring**

**Hunter Student-Two** ★

Last Access 7 minute(s) ago

Activity ↓ 80% below average

Grade ↓ 2.73% below average

Missed Deadlines 0

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

**Other information you are monitoring**

---

ACTIVITY ALERT

Activity in the last 1 week(s) is 20% below course average 3 students meeting rule

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

**Retention Center**

*The Retention Center provides an easy way for you to discover which students in your course are at risk. You can communicate with struggling students and help them take immediate action for improvement. You can also keep track of patterns over time.*

[More Help](#)

Customize

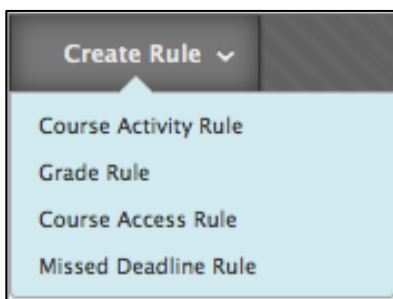
- On the next screen you will see a list of the default rules that display in your risk table in the **Retention Center**.

Create Rule ▾

→ Actions ▾
Delete

| <input type="checkbox"/> | Included in Risk Table | Name                         | Type            | Criteria   |
|--------------------------|------------------------|------------------------------|-----------------|--|
| <input type="checkbox"/> | Yes                    | Default Activity Rule        | Course Activity | Activity in the last 1 week(s) is 20% below course average |
| <input type="checkbox"/> | Yes                    | Default Course Access Rule   | Course Access   | Last access more than 5 days ago                           |
| <input type="checkbox"/> | Yes                    | Default Grade Rule           | Grade           | External Grade is 25% below class average                  |
| <input type="checkbox"/> | Yes                    | Default Missed Deadline Rule | Missed Deadline | 1 deadlines have been missed by more than 0 days           |

- 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.”

A screenshot of a web form for creating a rule. The form is divided into two main sections: "1. Rule Information" and "2. Rule Criteria".  
In the "1. Rule Information" section, there is a text input field for "Rule Name" containing "60 or below Midterm". Below it, "Rule Type" is set to "Grade", and "Included in Risk Table" has radio buttons for "Yes" (selected) and "No".  
The "2. Rule Criteria" section has a sub-header "2. Rule Criteria" and a descriptive paragraph: "To define the score threshold for a particular Grade Center item, first select the item from the drop-down list. Possible points for the items appear in parentheses." Below this, there are two main options: "Select Grade" and "Define Criteria".  
Under "Select Grade", there are radio buttons for "Monitor Final Grade" and "Monitor Specific Item" (selected). Below "Monitor Specific Item" is a "Select Column" dropdown menu with "Midterm Exam" selected.  
Under "Define Criteria", there are radio buttons for "Set Grade Value" (selected) and "Use Average Grades". Below "Set Grade Value" is a "Grade is" dropdown menu with "Below" selected, a text input field with "60", and a "Points" dropdown menu.

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.

- 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          | .                | .            | ●              | ●            |

- 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 ▼

- 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

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

If you have further questions, faculty members can email [bb@hunter.cuny.edu](mailto: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](mailto:studenthelpdesk@hunter.cuny.edu).