1. In Course Management under Evaluation select Performance Dashboard

2. When inside the Performance Dashboard you have the following options:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Username</th>
<th>Role</th>
<th>Last Course Access</th>
<th>Days Since Last Course Access</th>
<th>Review Status</th>
<th>Adaptive Release</th>
<th>Discussion Board</th>
<th>Early Warning System</th>
<th>View Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Downing</td>
<td>Travis</td>
<td>downing1</td>
<td>Instructor</td>
<td>Jun 28, 2012 2:41:55 PM</td>
<td>0</td>
<td>0 respectively</td>
<td>2</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Student</td>
<td>Test</td>
<td>downing1_stu</td>
<td>Student</td>
<td>Jun 25, 2012 3:48:00 PM</td>
<td>3</td>
<td>0</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

The Performance Dashboard page appears and displays a summary of information for the course:

- **Last Name, First Name, and Username**: The user’s name, and the user name they use to log in to Blackboard Learn.

- **Role**: The user’s defined role within the course. Examples of roles include instructor, student, grader, teaching assistant, guest, observer, and so on. It is possible for a user to have one role in a course, and a different role in another. To learn more, see Course Roles.

- **Last Course Access**: The date and time when the user last accessed the course.

- **Days Since Last Course Access**: The number of days that has elapsed since the last time the user accessed the course.

- **Review Status**: Displays how many items have been reviewed. To view a detailed view of reviewed items, click the number shown. If the Review Status tool has not been enabled for the course, this column does not appear.

- **Adaptive Release**: Displayed only if the Adaptive Release tool is enabled in the course, clicking on the icon (.views) opens a new window showing a directory tree overview of the entire course relative to the user, and the access status. For more details, see Linking to Adaptive Release Controls.
• **Discussion Board:** Displayed only if the Discussion Board tool is enabled in the course, this column lists the number of Discussion Board comments created by this user. Clicking a number link opens the Discussion Board page listing all of the selected user’s Discussion Board comments in the course.

• **Early Warning System:** Displayed only if the Early Warning System tool is enabled in the course, this column shows the number of triggered rules and the number of total rules that may trigger a warning. For example, 2/6 would mean the user has triggered two rules out of six total. Clicking on the data in this column will display a page showing the Early Warning System status for the user. The Early Warning System column will only display if the tool is turned on in the course.

• **View Grades:** Displayed only if the Grade Center is enabled, this column provides direct links to the Full Grade Center.

You can click Print to open the page in a new window in a printer-friendly format. All applicable columns may be sorted.

Having trouble following the instructions in this PDF? Contact the IT Service Center via [Live Chat](#) or by phone at 859-572-6911.