The "Performance Dashboard" provides the instructor with a 'quick glance' of each student’s performance within the course: last course access, days since last course access, review status, adaptive release, discussion board postings, early warning system and view grades. Follow the steps below to access the Performance Dashboard and begin using it:

1. From the **Course Management area**, click on "**Evaluation**" and select "**Performance Dashboard**".

2. The **Performance Dashboard** will be displayed.

3. The "**Last Course Access**" column displays the date the associated student last accessed the course.

4. The "**Days since Last Course Access**" column displays the number of days which have passed since the user last logged in.
5. The “Review Status” column displays the number of items which have been reviewed by a particular user. This is only displayed if enabled. It displays how many items have been reviewed/number of items with Review Status enabled.

6. The adaptive release icon will display window indicating which items are visible to this student. This is only displayed if enabled. An overview of the Student path may be opened in a new window.

7. The Discussion Board displays participation data and grades.
Clicking on the number for a specific student will display total number of posts, date of last post, average post length, maximum post length, average post position and the ability to grade if it has been enabled.

8. The Early Warning System is a tool used to communicate warnings to Students or Observers that a performance problem is beginning to appear or has become more serious. Warnings can be generated based on graded performance, late or missing course work, or attendance within the online course. *(see Early Warning System)* for detailed instructions on using this tool.

9. The "**View Grades**" column allows the instructor to access the Grade Center information for a particular user. Clicking on the view grades () icon will display the **Grade Center** page. From the Grade Center the instructor can access any student information and modify grades; access the "User Statistics" information and view statistical information for the user.