This tutorial will show you how to use Performance Dashboard to get a snapshot of student activity in WebCampus.

1. Enter your course.

2. Under Course Management, click to open the Control Panel link if it is not already open, and then click on Evaluation.

Next, let’s Create Performance Dashboard Report.

4. In the new window **Performance Dashboard**, you will see information in a table format. Click the arrow in the header row of a column to sort the table data by that column.

5. In the table, you have options to view:
   1) Last Course Access: The date the associated student last accessed the course.
   2) Days Since Last Course Access: The number of days which have passed since the user last logged in.
   3) Review Status: The number of items which have been reviewed by a particular user. This is only displayed if enabled.
   4) Adaptive Release: The items which are made available to which students and under what conditions they are allowed to see it. Click the icon to see an overview of the student path in a new window.

6. Discussion Board: The number of the student posts in Discussion Board. Displayed only this tool is enabled. Click on the number in this column, you will see the new window Discussion Board. Click on the button Email User to send email to this student. Click on the Forum name or the number of Total Posts to view the student’s posts.
7. In the new window Collection, you will see the student’s posts in a printable and sortable format.

8. View Grades: The link to the Grade Center. Displayed only if the Grade Center is enabled. Click on the icon in the View Grade column, you will see the new window Grade Center: Full Grade Center with the student grade listed in the table.