The Performance Dashboard shows all types of user activity in a course. All users enrolled in the course are listed, including instructors, students, teaching assistants and observers, with pertinent information about each user’s progress and activity.

This document details how to navigate through the Performance Dashboard.

1. **Login** to the eCampus and access a course.

2. In the **Control Panel**, **Click** on **Evaluation** and then **Performance Dashboard**.

3. eCampus will display a table similar to the following:

4. **Click** on the **Printer** icon at the top right hand corner to display a printer friendly version of the table.
5. The table columns are all **Sortable** with exception to the **Adaptive Release** and **View Grades** columns.

6. **Clicking** on the **Review Status** data will display a page containing all items relevant to that user with **Review Status** turned on.

7. **Clicking** on the icons in the **Adaptive Release** column will display a map of every course content item and tool, whether each item is visible or invisible to the user and whether or not each item has been reviewed by the user.
8. Clicking on the data in the Discussion Board column displays post statistics for the row’s user including Total Posts, Date of Last Post, Average Post Length, Minimum Post Length, Maximum Post Length, Average Post Position and Grade (if applicable).

9. Clicking on either the Total Posts link or the Forum link takes the user to the Collection view which displays a sortable (Filter) and printable (Print Preview) view of all a user’s Discussion Board contributions.
10. Several other functions are available in this screen including the ability to mark posts as Read/Unread, Reply to them, Quote them, Sort them or return to the Thread.

11. Clicking on the data in the Customize Retention Center column takes the user to the Retention Status screen for the specified user. Retention Center is covered further here.

12. Clicking on the icon in the View Grades column displays the Full Grade Center.

13. Other information displayed in the Performance Dashboard includes a user’s:
   a. Last Name
   b. First Name
   c. Username
   d. Role
   e. Last Course Access
   f. Days Since Last Course Access