There are many layers of data available to you in the LMS that show participation, engagement and achievement.

Once you know where to find all the data sets, it’s possible to investigate student interactions with study materials and other key elements of your subject, as well as interrogating student assessment, performance and staff feedback.

This guide will summarise some of the tools and techniques for finding and interpreting this data.

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Performance Dashboard

Performance dashboard is the place where you will be able to see a full list of subject members and information on:

- Date and time of last access by each person.
- Number of Review Status items that have been viewed.
- Map of items available to that person via adaptive release.
- Discussion board activity summary, including ability to click through to see all posts by that person or to grade posts.
- All grades.

Click the Adaptive Release icon for a student to see what content is visible to them.

Where can I find it?

Control Panel >> Evaluation >> Performance Dashboard

Click a column heading to sort by that column.

Click the link on Review Status, Adaptive Release, Discussion Board, Retention Centre or View Grades to see details for that person.

A print option is available at the top right of the page.

https://help.blackboard.com/en-us/Learn/9.1_SP_10_and_SP_11/Instructor/040_Student_Course_Experience/Student_Performance/Using_the_Performance_Dashboard
Grade Centre

The Grade Centre contains several default columns including Last Access. Last Access may be used to see when (or indeed if) a student last viewed the subject.

Details in a particular assignment submission may be viewed with Grade Centre >> Click arrow in cell showing student submission >> View Grade Details.
Details of all submissions by a student is available via Grade Centre >> Click arrow in student name >> View User Statistics.

Details on all students for a particular assignment are available via Grade Centre >> Click arrow in column title >> Column Statistics.
Plus you can dig down into the **Grade Centre >> Reports >> View Grade History** to see all activity, by staff and students.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
<th>Grade</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/08/2013</td>
<td>9:12:22 AM</td>
<td>Time to dig</td>
<td>Dee Pole</td>
<td>Overdue Grade Cleared</td>
</tr>
<tr>
<td>05/08/2013</td>
<td>9:12:22 AM</td>
<td>Time to dig</td>
<td>Dee Pole</td>
<td>Attempt Grade 80</td>
</tr>
<tr>
<td>05/08/2013</td>
<td>9:33:45 AM</td>
<td>Time to dig</td>
<td>Rex Cavater</td>
<td>Attempt Grade Cleared</td>
</tr>
<tr>
<td>05/08/2013</td>
<td>9:33:45 AM</td>
<td>Time to dig</td>
<td>Rex Cavater</td>
<td>Attempt Grade 70</td>
</tr>
<tr>
<td>05/08/2013</td>
<td>9:20:58 AM</td>
<td>Time to dig</td>
<td>Ruby Mine</td>
<td>Attempt Submitted</td>
</tr>
<tr>
<td>05/08/2013</td>
<td>9:20:57 AM</td>
<td>Time to dig</td>
<td>Ruby Mine</td>
<td>Overdue Grade Cleared</td>
</tr>
<tr>
<td>05/08/2013</td>
<td>4:17:54 PM</td>
<td>Essay 1</td>
<td>Kerry Dozer</td>
<td>Del Ving</td>
</tr>
<tr>
<td>10/07/2013</td>
<td>11:59:13 AM</td>
<td>Feedback to User</td>
<td>Very interesting approach which shows a good deal of research and ingenuity; you spent quite a lot of time.</td>
<td></td>
</tr>
<tr>
<td>05/08/2013</td>
<td>4:19:30 PM</td>
<td>Essay 1</td>
<td>Kerry Dozer</td>
<td>Phillip Le Hole</td>
</tr>
<tr>
<td>19/07/2013</td>
<td>3:22:16 PM</td>
<td>Feedback to User</td>
<td>Thanks Phillip for an interesting read; you have raised many questions which are worth...</td>
<td></td>
</tr>
<tr>
<td>05/08/2013</td>
<td>4:19:09 PM</td>
<td>Essay 1</td>
<td>Kerry Dozer</td>
<td>Rex Cavater</td>
</tr>
<tr>
<td>19/07/2013</td>
<td>3:30:39 PM</td>
<td>Feedback to User</td>
<td>I like the way you have approached this topic; however, you have really made too much of your own work.</td>
<td></td>
</tr>
</tbody>
</table>

**Where can I find it?**

The Grade Centre is accessed from the Control Panel.

Notes: Grade Centre is not available to students or staff with a designer role. Students are able to see some of the information specific to them via the My Grades tool.

Student Activity Centre

The Student Activity Centre will let you discover and monitor which students in your subject are at risk. Based on preconfigured rules and rules you can create, students’ engagement and participation are visually displayed, alerting you to potential risk. From the student activity centre you can contact students and help them take immediate action for improvement.

Click the number in the **Students currently at risk** horizontal bar to see a breakdown.

Click a student name to see details about that student.

Where can I find it?

**Via Notifications area**
Click your name on the top right of screen.
From the menu that appears click the **Student Activity Centre** icon. A number next to the icon indicates there are students at risk in one or more of your subjects.

**Via Control Panel**
Select **Control Panel >> Evaluation >> Student Activity Centre**.

### Statistics Tracking

Statistics tracking may be set for an element on a content page or in the content collection, while it is being created or at a later date. In all instances, statistics tracking must be turned on, the access by students allowed to happen, then a report generated to show the access. It is not possible to gather statistics on material use prior to setting the Statistics Tracking option.

### Where can I find it?

<table>
<thead>
<tr>
<th>Content page elements</th>
<th>Content collection files</th>
</tr>
</thead>
</table>
| Click the down pointing arrow to the right of the title of the element >> Statistics Tracking (On Off) >> On >> Submit. 
Statistics will now be gathered about access of the file. | Click the double arrows next to the title of a content collection file >> Edit Settings >> Options >> Enable Tracking >> Submit. 
Statistics will now be gathered about access of the file. |
| View tracking statistics |
Click the down pointing arrow to the right of the title of the element >> View Statistics Report >> 
Click the down pointing arrow to the right of Content Usage Statistics >> Run >> select report format, dates and users >> Submit. | View tracking statistics |
Click the down pointing arrow to the right of the content collection item >>360° View >> scroll to File Activity >> Tracking Data |

![Graph](image)

<table>
<thead>
<tr>
<th>User</th>
<th>Action</th>
<th>Version</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roger Allen</td>
<td>Read</td>
<td></td>
<td>6 August 2013 2:59:02 PM</td>
</tr>
<tr>
<td>Simon Rodriguez</td>
<td>Read</td>
<td></td>
<td>6 August 2013 2:56:59 PM</td>
</tr>
<tr>
<td>Debbie Emerson</td>
<td>Logging Enabled</td>
<td></td>
<td>6 August 2013 2:55:20 PM</td>
</tr>
</tbody>
</table>
Subject and Community Reports

Subject and community level reports can be generated on user activity in content areas*, in forums, in groups, or overall. Reports will include graphical information showing trends for what date, day and hour elements were accessed, plus who accessed them.

Where can I find it?

Control Panel >> Evaluation >> Subject Reports (Community Reports) >> click the down pointing arrow to the right of the report title to be run: content areas, forums, groups or overall >> Run >> Select the report format, dates and users >> Submit.

https://help.blackboard.com/en-us/Learn/9.1_SP_10_and_SP_11/Instructor/040_Student_Course_Experience/Student_Performance/Generating_Course_Reports
Rubrics

Rubrics, for our purposes, are a set of predefined criteria and levels for each that will be used for marking a particular student assessment.

The rubric may be used to provide qualitative feedback, plus has the option to calculate the grade for that assessment task.

The use of rubrics helps ensure equitable and standardised marking, regardless of who marked the assessment, or when.

What do they look like and where can I get one?

Think of a table, with criteria as the rows and each column being a level.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Level</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logical statement of issue</td>
<td></td>
<td>This is an excellent comment.</td>
<td>This is a very good comment.</td>
<td>This is a satisfactory comment.</td>
<td>This is an unsatisfactory comment.</td>
<td>This is an NA comment.</td>
</tr>
<tr>
<td>Development of theme</td>
<td></td>
<td>This is an excellent comment.</td>
<td>This is a very good comment.</td>
<td>This is a satisfactory comment.</td>
<td>This is an unsatisfactory comment.</td>
<td>This is an NA comment.</td>
</tr>
<tr>
<td>Clear synthesis of ideas</td>
<td></td>
<td>This is an excellent comment.</td>
<td>This is a very good comment.</td>
<td>This is a satisfactory comment.</td>
<td>This is an unsatisfactory comment.</td>
<td>This is an NA comment.</td>
</tr>
<tr>
<td>Use of citations and bibliography</td>
<td></td>
<td>This is an excellent comment.</td>
<td>This is a very good comment.</td>
<td>This is a satisfactory comment.</td>
<td>This is an unsatisfactory comment.</td>
<td>This is an NA comment.</td>
</tr>
</tbody>
</table>

Here is an introduction to rubrics: [http://www.tltgroup.org/resources/flashlight/rubrics.htm](http://www.tltgroup.org/resources/flashlight/rubrics.htm)

**Blackboard Rubrics**

Blackboard Rubrics are created via Control Panel >> Subject Tools >> Rubrics.

Once made, rubrics may be attached to any grade centre column or to elements such as assignment, test questions and discussion board forums during creating.

Staff use the rubric to provide feedback (and optionally to calculate the grade) for students.

When a rubric has been used, a report may be run to determine usage.
Control Panel >> Subject Tools >> Rubrics >> Click down arrow next to Rubric name >> View Associated Content >> Select Assessment name >> Rubric Evaluation Report >> select Format & Date >> Submit. OR

Grade Centre >> click arrow next to assignment title >> Rubric Evaluation Report >> select Format & Date >> Submit.

Download examples or share rubrics you have made:
http://www.blackboard.com/Platforms/Learn/Products/Blackboard-Learn/Features/Sharing-Rubrics.aspx


**Turnitin Rubrics**

Rubrics are available for Turnitin Assignments as part of GradeMark.

Once created they may be attached to any Turnitin assignment to provide feedback (and optionally to calculate the grade) for students.

When a rubric has been used, a report may be run to determine usage. Turnitin Assignment Inbox >> GradeMark Report >> Rubrics.
When a Turnitin rubric is attached to an assignment, all teaching staff will be able to mark the assignment using the rubric. If a colleague has created a rubric in Turnitin that you would like to use in another subject, they can export the rubric and send it to you the .RBC file that you can then import.


**GradeMark Analysis (Turnitin)**

GradeMark lets staff quickly comment on a student submission using pre-set and customisable comments. Students see the comments in the same interface as staff, plus have the option to download a copy for their future reference.
Class Statistics show summary information about all assignments for the subject, including number of submissions and number of QuickMarks used when marking.

To see details of which QuickMarks were used on a particular assignment click View.

More information is available in Turnitin from: http://www.turnitin.com/
Item Analysis

Item analysis provides statistics on overall test performance and on individual test questions. This data will help you to recognise questions that might not adequately discriminate between students who understand the material and those who do not. You can use this information to improve questions for future tests or to adjust credit on current attempts. Ineffective or misleading questions are identified easily, may be corrected in Test Canvas and re-graded automatically.
A test summary appears at the top of the report. Detail on individual questions is listed underneath. Click a question to view details.

Where can I find it?

The page where the test is displayed to student (click the down pointing arrow next to the test name)

The Grade Centre column for the test

The Control Panel >> Subject Tools >> Tests and Surveys >> Click the down pointing arrow next to the test name.

Test Access Log

Sometimes you need to be able to see the activity of a particular student within a single test attempt. The Access Log will let you know how long a student spent in a test, including the duration spent at each question.

Where can I find it?

Control Panel >> Grade Centre >> Click the down pointing arrow for the test attempt by the student >> Grade Details >>View Attempts >> Test Information (top of test and, depending on your previous views, may need to be expanded) >> Access Log.

Please report any errors or omissions in this guide to lms-guides@lists.unimelb.edu.au