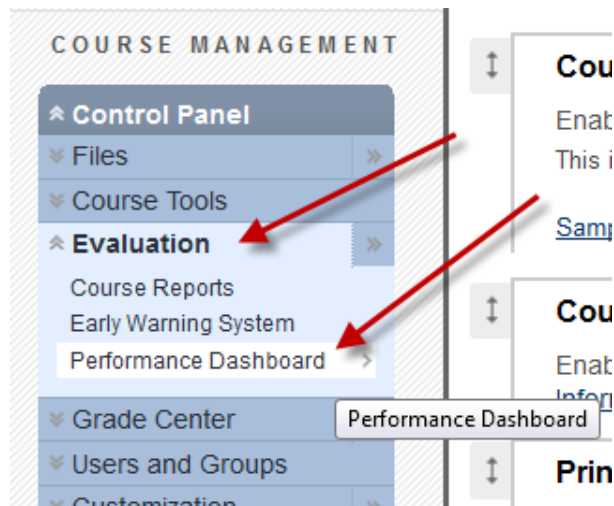


How to Check Last Access in Blackboard

Faculty members completing No Show and Not Attending rolls will need to verify the last date of participation in their Blackboard courses. This is accomplished by using the **Performance Dashboard** option under the **Evaluation** link.

1. Enter the Blackboard course.
2. Click on **Evaluation** under the **Control Panel**.
3. Click on **Performance Dashboard**.



4. Review both **Last Course Access** and the **Days Since Last Course Access** columns. Students that have never logged into the class will be marked as **Never** for both columns.
 - a. You can print the record by clicking the **print icon** located on the right side of the screen.
 - b. Make sure you print each page for courses with multiple pages.

The image shows a screenshot of the Blackboard Performance Dashboard. The dashboard title is 'Performance Dashboard'. Below the title is a table with columns: Last Name, First Name, Username, Role, Last Course Access, Days Since Last Course Access, Review Status, Adaptive Release, Discussion Board, Early Warning System, and View Grades. Red arrows point to the 'Last Course Access' and 'Days Since Last Course Access' columns. A print icon is visible on the right side of the table.

Last Name	First Name	Username	Role	Last Course Access	Days Since Last Course Access	Review Status	Adaptive Release	Discussion Board	Early Warning System	View Grades
			Instructor	Jun 8, 2011 8:12:42 AM	0	0	☑	2	:	
			Student	Jun 8, 2011 7:54:15 AM	0	0	☑	1	2/5	☒
			Instructor	Jun 7, 2011 2:42:28 PM	1	0	☑	0	:	
			Student	Jun 7, 2011	1	0	☑	1	2/5	☒

