Enabling Review Status on Items in Blackboard

The Review Status tool allows the Instructor to track user review of specific content items, such as a Syllabus. Once the Instructor enables the Review Status for an item, a “Mark Reviewed” radio button will appear to students when they view the content. After reviewing the item, the Student can click this button to indicate that they “Reviewed” the item. The Instructor may check the status of Student reviews in their course’s Performance Dashboard.

Setup

1. To make these adjustments to your content’s settings, you must have EDIT MODE turned on in the course.

   ![Edit Mode is: ON]

2. Go to the content area in your course where you have content you want to apply review status to.

3. Roll your mouse over the item that you want to apply tracking to. The item will highlight and display a gray context button .

   ![Context Button]

   Click the context button and select SET REVIEW STATUS (DISABLED) from the menu that appears.

4. The Review Status page will appear. Click the ENABLE radio button. Then, click SUBMIT.

   ![Review Status]

   1. Review

      If Review is on, users will have the ability to mark this item as Reviewed. If Review is off, no option will appear.

      Review [ ] Enable [ ] Disable
5. A confirmation message will appear on the page to indicate that review status was updated. The content will also be marked with a label to indicate that review status is enabled on the item.

Instructors will be able to see the “Mark Reviewed” button associated with the item by clicking their course’s EDIT MODE button to switch it off.

How Students Use It

The student simply clicks the “Mark Reviewed” button to indicate that they have reviewed the documents associated with the Review Status.

How Instructors Can Check Review Status

1. With your course’s Edit Mode turned “ON”, scroll down to your course’s CONTROL PANEL. Click the EVALUATION menu and select PERFORMANCE DASHBOARD.

2. The Performance Dashboard page will appear. The column called “Review Status” will indicate whether a student has marked any items with Review Status enabled as “Reviewed”.
3. If you have multiple items that have Review Status enabled, you can see what items the student has reviewed by clicking the number that appears in the Review Status Column. A page will appear and list whether the student has marked them as “Reviewed” or if they are “Not Reviewed”.

**Performance Dashboard**

The Performance Dashboard provides an up-to-date report on the activity for all students. Information appears in a table format. Click the arrow in the header row of a column to sort the table data by that column. More Help

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Username</th>
<th>Role</th>
<th>Last Course Access</th>
<th>Review Status</th>
<th>Adaptive Release</th>
<th>Discussion Board</th>
<th>Early Warning System</th>
<th>View Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hamilton</td>
<td>Megan</td>
<td>megan</td>
<td>Instructor</td>
<td>Nov 13, 2012 2:57:05 PM</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Carlson</td>
<td>Brian</td>
<td>carlsbdl</td>
<td>Instructor</td>
<td>Never</td>
<td>Never</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Asterisk</td>
<td>Annie</td>
<td>asterisk</td>
<td>Student</td>
<td>Nov 13, 2012 2:58:42 PM</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

A non-zero number means that the student marked an item that has Review Status enabled as “Reviewed”.

**Review Status: Annie Asterisk**

The list below contains content items with the visibility status as well as review status for items that have Review turned on.

<table>
<thead>
<tr>
<th>Content Item</th>
<th>Visibility</th>
<th>Review Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syllabus/Syllabus and Course Schedule</td>
<td></td>
<td>Reviewed</td>
</tr>
<tr>
<td>/Course Documents/Week 1 Lecture Notes</td>
<td></td>
<td>Not Reviewed</td>
</tr>
</tbody>
</table>

Displaying 1 to 2 of 2 items: Show All | Edit Paging...