Grade Center- Reports

Through the Grade Center, instructors can create Reports for their courses and students. An example report could be a midterm progress report, which could contain all the grades of a given student for a specified amount of time. These reports are printable and customizable.

1. Access the Grade Center for the course in which the reports are desired. This is done by clicking on Evaluation in the Control Panel menu and then Grade Center.

2. Hover over the Reports menu and click Create Report.

3. The Create Reports screen will now appear.

4. Under Header Information:
   4.1. Report Name- default is blank. A report name is recommended.
   4.2. Date- Default is current date
   4.3. Institution Name- Default is My Bb Home
   4.4. Course Information- Default is Course Name and ID
   4.5. Instructor Names (as defined by Blackboard course roles)
   4.6. Teaching Assistant Names (as defined by Blackboard course roles)
4.7. **Custom Text** - Default is Blank

5. Under the **Users** area, select the students that should be included in the report.

   **2. Users**

   Create reports for the selected Users.
   - All Users
   - Selected Users
   - Include Hidden Users in Reports

5.1. **All Users** - Includes everyone enrolled in the course

5.2. **Selected Users** - Allows the selection of individual students. To select multiple names, hold down the CTRL key (Shift on a Mac) while clicking on individual names.

6. Under **User Information**, select the information that should be included in the report.

   **3. User Information**

   Select what User information to include in the reports.
   - First Name
   - Last Name
   - Username
   - Student ID
   - Last Access

7. Under the **Columns** area:

   7.1. **Columns**

   Select which grade column(s) or categories should be included in the report. If any option other than **All Columns** is chosen, additional drop-down menus will appear allowing for the individual columns to be selected.

   - All Columns
   - All Columns in Category
   - Selected Columns
   - Include Hidden Columns in Reports

   7.2. Indicate whether to include hidden columns in the report.
8. In the **Column Information** area, select whether any additional column data should appear.

<table>
<thead>
<tr>
<th>5. <strong>Column Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select the column information to include in the reports. Name and Grade are included by default.</td>
</tr>
<tr>
<td>[ ] Description</td>
</tr>
<tr>
<td>[ ] Due Date</td>
</tr>
<tr>
<td>[ ] Statistics</td>
</tr>
</tbody>
</table>

8.1. **Description**

8.2. **Due Date**

8.3. **Statistics** - used to show class average, median, or both columns in the report.

9. In the **Footer Information** area, place checkmarks next to the items which should appear at the bottom of the report and edit the default information as needed.

<table>
<thead>
<tr>
<th>6. <strong>Footer Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select what to include in the footer of each report.</td>
</tr>
<tr>
<td>[ ] Custom Text</td>
</tr>
<tr>
<td>[ ] Signature Line</td>
</tr>
<tr>
<td>[ ] Date</td>
</tr>
<tr>
<td>[ ] Course Information</td>
</tr>
</tbody>
</table>

9.1. **Custom Text** - Default is Blank

9.2. **Signature Line** - When selected, a blank signature line is added to the report

9.3. **Date** - Default is current date

9.4. **Course Information** - default is Course Name and Course ID.

10. Finally, at the bottom of the screen, click **Submit** to finish the report. A preview report can also be viewed by clicking the **Preview** button. Use the browser’s Print button (or File, Print) to print the Grade Center Report.