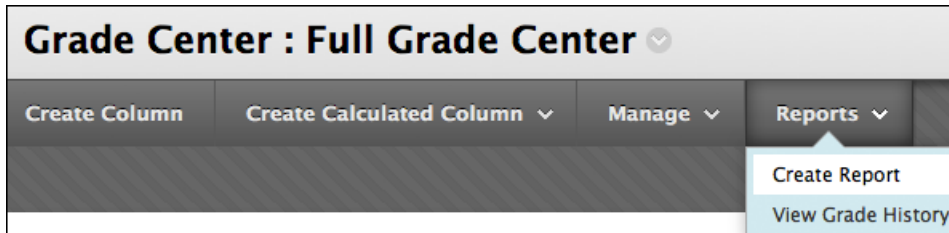


Grade Center – Printing – Student Grade Reports

Blackboard can generate printable progress reports for students containing customized information regarding the student's grades based on instructor defined criteria.

To build a grade report:

1. Select **Reports**.
2. Select **Create Report**.
3. Define the report options. (Explained below.)



Report Options

The header information, column information, and footer information can be customized by the instructor along with the option to include a signature line in the footer for students.

Users

- All Users: All students currently visible in the Grade Center; hidden rows are not included.
- All Users in Group: Group members who are visible in the Grade Center; hidden rows are not included.
- Selected Users:
 - To select a range of students, hold down the Shift key and select the first student's name and the last student's name in the range. All the names between them will be selected.
 - To select individual students, hold down the Ctrl key (or the Command key on a Mac) and select each student's name.
- Include Hidden Users in Reports: Only available when using All Users or All Users in Group options.

User Information

- First Name
- Last Name
- ~~Username~~: *do not include, for privacy reasons*
- ~~External ID~~: *do not include, for privacy reasons*
- Last Access: Date the student last selected the name of the course.

Columns

NOTE: Columns hidden from students always show on these reports *unless the column is also hidden from the instructor*, which is a separate setting on the column header menu.

- Columns currently displayed in the grid (in display order): Includes all columns visible to the instructor.
- All Columns: Includes all columns visible to the instructor.
- All Columns in Category: To select more than one category, hold down the Ctrl key (or the Command key on a Mac) and select the name of each desired category.
- Selected Columns:
 - To select a range of columns, hold down the Shift key and select the first column and the last column in the range.
 - To select individual columns, hold down the Ctrl key (or the Command key on a Mac) and select each desired column.
- Include Hidden Columns in Reports: Only available when using All Columns or All Columns in Category options.

Previewing, Printing, and Saving Reports

- Select **Preview** to see the report prior to printing or saving it. The Report opens in a new browser window.
- To save the report, use your browser's **Save As** function and choose the location. The report is saved as an HTML file.
- To print a report, use your browser's print function. Individual pages in the Report cannot be selected for printing.
- Each student's report will print on a separate page.

Example of a printed report with a signature line:

Progress Report for Gerald Student		My Institution Underwater Basket Weaving 101 August 15, 2016
GRADE INFORMATION		
Item	Grade	
Weighted Total	91.19048% (A)	
The History of UBW	100.00%	
UBW and the Economy	96.00%	
Part 1 Project research	80.00%	
Part 2 Rough draft	96.00%	
Part 3 Final project	100.00%	
Current Events	-	
SCUBA Gear	Returned 8/1/16	
SCUBA safety demo	97.00%	
Bread Basket Project	92.00%	
Egg Basket Project	87.00%	
Lesson Test 1	100.00%	
Lesson Test 2	-	
Safety Requirements Test	65.00%	
Midterm Exam	Needs Grading	
Final Exam	-	
Signature: _____		