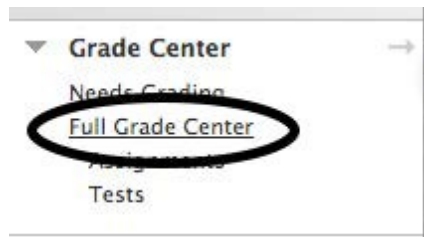


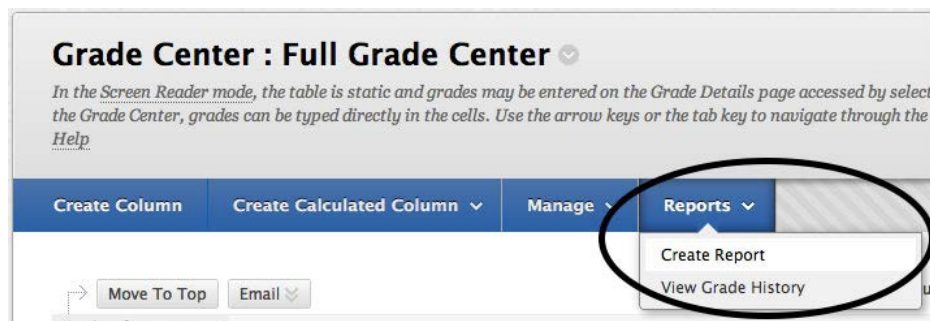
# Creating Reports from the Grade Center in Blackboard

A new feature available in the Blackboard Grade Center is the ability to create reports, (such as a mid-term progress report) which can be printed and handed out to each student. Reports may be customized to display a variety of student and grade

1. From the course Control Panel select Grade Center and then click on Full Grade Center.



2. From the Action Bar, select Reports information.



3. The Generate Reports screen will appear:

In the **Header Information** area, place checkmarks next the items which should appear on the report and edit the default information if needed.

## 1. Header Information

Select what to include in the header of each report.

<input checked="" type="checkbox"/> Report Name	<input type="text"/>
<input checked="" type="checkbox"/> Date	<input type="text" value="August 1, 20"/>
<input checked="" type="checkbox"/> Institution Name	<input type="text" value="GVSU"/>
<input checked="" type="checkbox"/> Course Information	<input type="text" value="Colleen's Test Course"/>
<input type="checkbox"/> Names of Users by Role	<input type="text" value="Instructor"/>
<input type="checkbox"/> Custom Text	<input type="text"/>

Report Name- Default is blank.  
 Date-Default is Current Date.  
 Institution Name -Default Name is "MyBB".  
 Course Information- Default is Course Name and ID.  
 Instructor Names.  
 Teaching Assistant Names.  
 Custom Text- Default is blank.

4. Under the **Users** area, select which students should be included in the report:

**USERS** \_\_\_\_\_

*Create reports for the selected Users.*

All Users  
 All Users in Group  
 Selected Users

Anna, Student  
 FACULTY, ACCOUNT  
 PROSPECTIVE, ACCOUNT  
 STAFF, ACCOUNT  
 ALUMNI, ACCOUNT  
 STUDENT, ACCOUNT  
 GUEST, ACCOUNT

- a. All Users -To include everyone enrolled in the course.
  - b. All Users in Group- To select a specific group in the report. (**Note:** The Group must first be created in order to report by group.)
  - c. Selected Users-To select one or names in the course. To select multiple names, hold down the Ctrl key + click each name.
5. Under the **User Information** area, select which information should be included in the report: First Name, Last Name, Username, Student ID, or Last Course Access Date.
6. Under the **Columns** area, select which Grade Column(s) or Categories should be included in the report.
- a. Also, indicate whether to include hidden columns in the report.
7. In the Column Information area, select whether any additional data should appear.  
**Note:** The Column Name and Current Grade are displayed automatically in all reports and may not be removed or changed.
- a. Description.
  - b. Due Date.
  - c. Statistics-select whether to display the class Average, Median or Both Calculated Column or Grade Column in the report.
8. In the **Footer Information** area, place checkmarks next the items which should appear on the report and edit the default information if needed.
- a. Custom Text -Default is blank.
  - b. Signature Line -When selected, a signature area is added to the report.
  - c. Date -Default is current date.
  - d. Course Information- Default is Course Name and Course ID.
9. Finally, at the bottom of the screen, choose whether to **Cancel**, **Preview** or **Submit**.
- a. When Preview is selected, the Report displays in a new browser window. The Report Creation window also remains open, allowing additional changes to be made after

viewing the preview.

- b. When Submit is selected, the Report displays in a new browser window, but the Report Creation window closes and the Grade Center page is returned.

**Print Report**  
*Grade Center Reports can be printed using the browser's Print button. [More Help](#)*

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**Test Report for Gilligan Student** **GVSU**  
Colleen's Test Course 1( colleen.test1.delete )  
August 1, 2012

**Grade Information**

Item	Grade
Weighted Total	-
Total	533.00
Test	-
Essay Test	Needs Grading
Test Peer Assessment	-
Weighted Total	-
Total	139
essay	53
exam1	47
exam2	39
Final_Exam	75