



3. Select from the following possibilities to be included in the **Header Information** of the Report:

**1. Header Information**

Select what to include in the header of each report.

Report Name → [ ]

Date → [ June 7, 2010 ]

Institution Name → [ UST Blackboard ]

Course Information → [ Blackboard Training Co ]

Names of Users by Role → [ Instructor ]

Custom Text → [ ]

- **Report Name:** Displays a title for the Report.
- **Date:** Displays the Date of the Report creation on the Report; this can be edited.
- **Institution Name:** Displays the Course Name and Course ID; this can be edited.
- **Instructor Names:** Displays the Instructor Name on the Report.
- **TA Names:** Displays the TA names on the report.
- **Custom Text:** Entered any desired text into the textbox; this will be displayed on the Report.

4. Select the **Students** to be included in the Report:

**2. Users**

Create reports for the selected Users.

All Users

All Users in Group

Selected Users

Include Hidden Users in Reports

- **All Students:** This will include all students in the Course on the Report.
- **All Students in Group:** Select a Group to be included in the report. A Group must be created before it can be chosen when creating a Report.
- **Selected Students:** Select on ore more students in the course. To choose more than one student, press and hold Ctrl + click the names.

5. Select from the following possibilities for the **Student Information** to be included in the report:

3. **User Information**

Select what User information to include in the reports.

<input checked="" type="checkbox"/>	First Name
<input checked="" type="checkbox"/>	Last Name
<input type="checkbox"/>	Username
<input type="checkbox"/>	Student ID
<input type="checkbox"/>	Last Access

- **First Name:** This information is included by default. Select to display the Student's first name on the Report.
- **Last Name:** This information is included by default. Select to display the Student's last name on the Report.
- **Student ID:** Select to display the Student's ID on the report.
- **User Name:** Select to display the Username on the report.
- **Last Course Access Date:** Select to display the most recent Course access date of the Student on the Report.

6. Select the **Grade Column** or **Calculated Column** to be included in the Report. The following selections are possible:

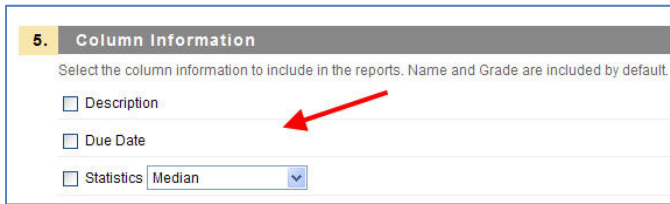
4. **Columns**

Select the columns to include in the reports.

<input checked="" type="radio"/>	All Columns
<input type="radio"/>	All Columns in Category
<input type="radio"/>	Selected Columns
<input type="checkbox"/>	Include Hidden Columns in Reports

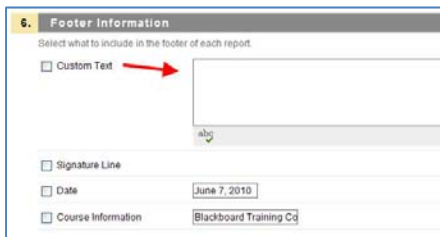
- **All Grade Center Columns:** Select to include all of the Grade Center columns in the Report.
- **All Columns in Grading Period:** Select to display all of the columns of a particular Grading Period in the Report.
- **All Columns in a Category:** Select to display all of the columns of a particular Category. Select a Category to display the Category's columns.
- **Selected Columns:** Select the desired columns to be displayed in the Report.
- **Include hidden Columns in Report:** This displays any column that was hidden from the Grade Center view.

7. Select the **column information** to be included in the Report. This is the information that is associated with a particular Grade Column or Calculated Column. This information was created during the creation of a column.



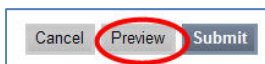
- **The Column Name and current grade** will display automatically in the Report, and these cannot be removed.
- **Description:** Select to display the column's Due Date in the Report.
- **Due Date:** Select to display the column's Due Date in the Report.
- **Statistics:** Click and then select to display the Class Average, Median, or Both for each Calculated Column of Grade Column included in the Report.

8. Select the **Footer Information** to be included in the footer of the report. It includes the following:

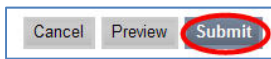


- **Custom Text:** Select and then enter any desired text to be displayed in the footer section of the Report.
- **Signature Line:** Select to display a signature line on the report.
- **Date:** Select to display the Report creation date on the Report. This can be edited.
- **Course Information:** Select to display the Course Name and Course ID on the Report.

9. Click **Preview** to open the Report in a new browser window, leaving the Report creation browser open as well.



10. Click **Submit**. This will display the report in a new browser window, but the Report creation browser will return to the Grade Center page.



11. **Print** the report using the browser window's print function.

