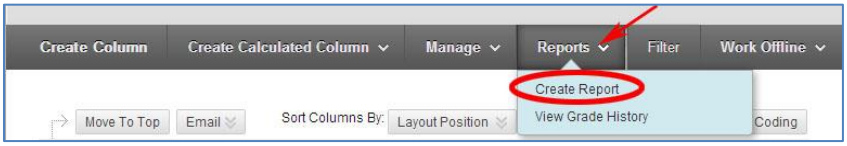
Creating Reports

This feature provides a summarized view of the grades and can be set for individual students or all students. This report is printable.

To create a report within the Grade Center:

1. Go to the Control Panel |under Grade Center | click Full Grade Center.

2. Once in the Grade Center, hover over the Reports icon in the Action Bar of the Grade Center | click Create Report from the menu.



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

- Report Name: Displays a title for the Report.
- Date: Displays the Date of the Report creation; this can be edited.
- Institution Name: Displays the Institution's name; this can be edited.
- Course Information: Displays the Course Name and the Course ID; this can be edited.
- Names of Users by Role: Displays the names of the users for the role selected.
- Custom Text: Entered any desired text into the textbox; this will be displayed on the Report.

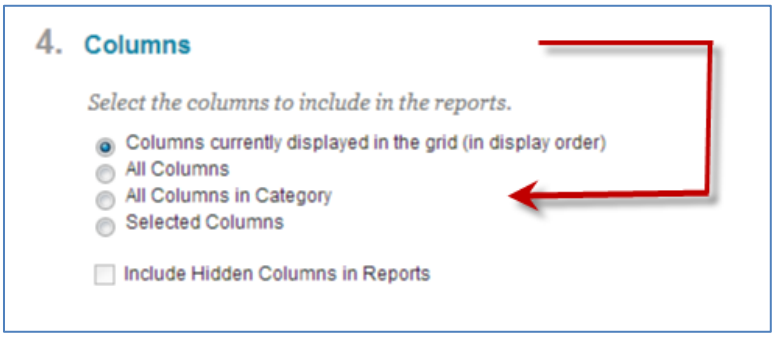
4. Select the Students to be included in the Report:

- All Users: This will include all students in the Course on the Report.
- All Users 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 Users: Select on one or 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 User Information to be included in the report:

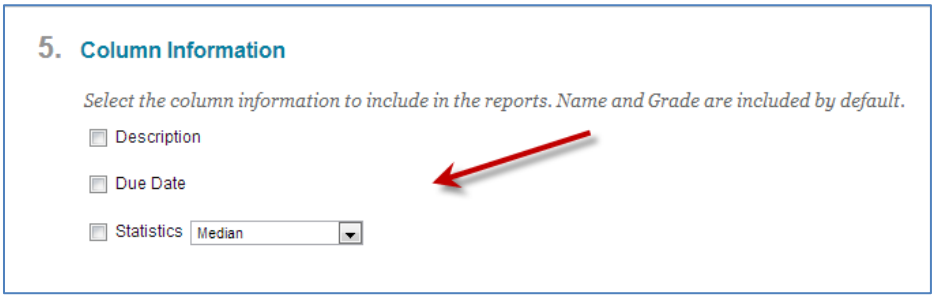
- First Name: This information is included by default. Select to display the Student's first name on the Report.
- Last Name: This information is included by default. Select to display the Student's last name on the Report.
- Username: Select to display the Username on the report.
- Student ID: Select to display the Student's ID on the report.
- Last Access: 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:



- All 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 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.

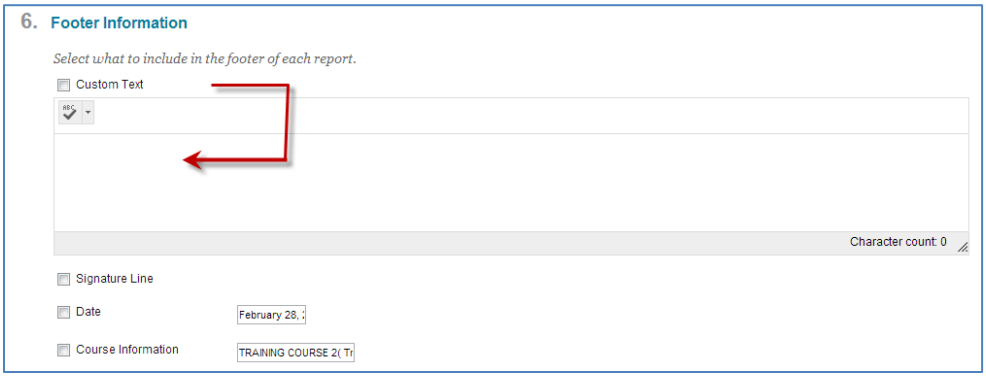
7. Select the column information to be included in the Report. This is the information that is associated with a particular Grade Column or Calculated Column. This information was created during the creation of a column.



The Column Name and current grade will display automatically in the Report, and these cannot be removed.

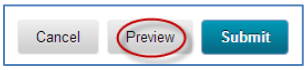
- Description: Select to display the column's Due Date in the Report.
- Due Date: Select to display the column's Due Date in the Report.
- Statistics: Click and then select to display the Class Average, Median, or Both for each Calculated Column of Grade Column included in the Report.

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

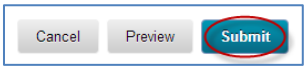
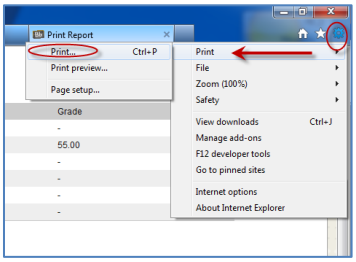


- Custom Text: Select and then enter any desired text to be displayed in the footer section of the Report.
- Signature Line: Select to display a signature line on the report.
- Date: Select to display the Report creation date on the Report. This can be edited.
- Course Information: Select to display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