

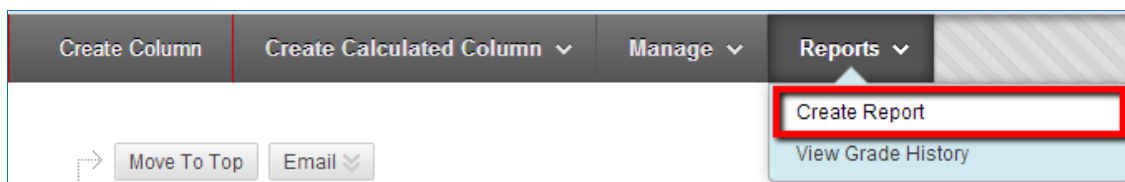
## Creating Reports

The reporting feature provides a summarized, printable view of the grades for individual students or all students. You can customize the Report by including or excluding standard header and footer information, specific information about students, as well as which students' grades appear and for which assessments.

1. Under Control Panel, click **Grade Center**, then **Full Grade Center**.



2. Point to the **Reports** button on the action bar, and select **Create Report** from the menu.



3. Select from the following options 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

Institution Name

Course Information

Names of Users by Role

Custom Text

ABC

- **Report Name:** Displays a title for the report; this is blank by default.
- **Date:** Displays the date of the report's creation. The default value is the current date; this can be edited.
- **Institution Name:** Displays the institution's name. The default value is dictated by the Blackboard server; this can be edited.
- **Course Information:** Displays the full Course Name and the Course ID; this can be edited.
- **Names of Users by Role:** Displays the names and roles of relevant Instructors or Teaching Assistants.
- **Custom Text:** Enter 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 Users:** This will include all students in the course on the report.

- **All Users in Group:** Select a group of students to be included in the report. At least one group must be created before it can be chosen when creating a report.
  - **Selected Users:** Select one or more students in the course. To choose more than one student, press and hold the Ctrl key while clicking the names.
  - **Include Hidden Users in Report:** This displays information for students whose rows are hidden from the Grade Center view.
5. Check any of the checkboxes for the User Information for the students to 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

- **First Name:** This field is included by default. Select to display the students' first names on the report.
  - **Last Name:** This field is included by default. Select to display the students' last names on the report.
  - **Username:** Select to display the students' user names on the report.
  - **Student ID:** Select to display the students' ID numbers on the report.
  - **Last Access:** Select to display the date of each student's most recent Course access 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.*

Columns currently displayed in the grid (in display order)

All Columns

All Columns in Category

Selected Columns

Include Hidden Columns in Reports

- **All Columns:** Select to include all of the Grade Center columns in the report.

- **All Columns in Grading Period** (not shown above): Select to display all of the columns of a particular Grading Period in the report, assuming Grading Periods are enabled.
- **All Columns in Category:** A list of all assessment categories appears when this option is selected. Select one or more categories to display all of the columns of those categories in the report.
- **Selected Columns:** A list of columns becomes visible when this option is selected. Select the desired columns to be displayed and click the right-pointing arrow to add them to the report.
- **Include Hidden Columns in Report:** This displays any columns hidden from the Grade Center view.

7. Select the information pertaining to each Grade Center column to be included in the report.

**5. Column Information**

*Select the column information to include in the reports..*

Description

Due Date

Statistics Median

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

- **Description:** Select to display the column’s Description text in the report.
- **Due Date:** Select to display the column’s Due Date in the report.
- **Statistics:** Select **Median**, **Average**, or **Median and Average** for the assessment.

8. Select the Footer Information to be included at the end of the report. It includes the following:

**6. Footer Information**

*Select what to include in the footer of each report.*

Custom Text

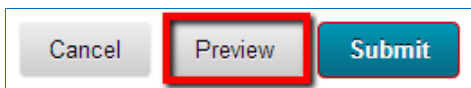
REC ✓

Signature Line

Date April 9, 2014

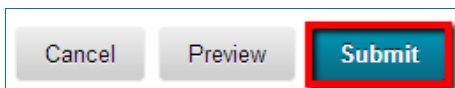
Course Information Training Course 01( tra

- **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's creation date. This can be edited. Even if the date appears in the report's header, you can include it here as well.
  - **Course Information:** Select to display the Course Name and Course ID on the report. Even if the information appears in the report's header, you can include it here as well, or a modified version of it.
9. Click **Preview** to open the report in a new browser window or tab, leaving the Report Creation browser window open as well.



-OR-

Click **Submit** to display the report in a new browser window or tab; the Report Creation window will return to the Grade Center page.



10. Print the report using the browser window's Print command.

