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.

![Diagram showing Control Panel and Grade Center options]

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

![Diagram showing Create Report option]

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

   - **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**: Selecting this option makes the list of groups in the class visible. Choose a group of users to be included in the report. At least one group must be created before it can be chosen when creating a report.

• **Selected Users**: Selecting this option makes the list of students visible. Choose 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:

   ![User Information](image)

   - **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:
Select the columns to include in the 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.

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:

   ![Footer Information]

   - **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.

   ![Preview and Submit Buttons]

   - **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.