

How to obtain a grade report?

1. Click on “Grade Center” in the blue **Course Management** area on the bottom left of your Blackboard course screen to expand the options there
2. Select “Full Grade Center”
3. Click on the “Reports” button and choose “Create Report” from the drop-down menu



4. Select Information to include in the report:
 - In box 1 Header Information any of the following that you would like to include in the header of the report: Report Name, Date, Institution Name, Course Information, Names of Users by Role, Custom Text

1. Header Information

Select what to include in the header of each report.

<input type="checkbox"/> Report Name	<input type="text"/>
<input type="checkbox"/> Date	<input type="text" value="October 14, 20"/>
<input type="checkbox"/> Institution Name	<input type="text" value="My Institution"/>
<input type="checkbox"/> Course Information	<input type="text" value="test(test)"/>
<input type="checkbox"/> Names of Users by Role	<input type="text" value="Instructor"/>
<input type="checkbox"/> Custom Text	<input type="text"/>

- In box 2 select: All Users, All Users in Group, or Selected Users (need to choose which users to include)

2. Users

Create reports for the selected Users.

All Users

All Users in Group

Selected Users

Include Hidden Users in Reports

- In box 3 select the User Information to include

3. User Information

Select what User information to include

First Name

Last Name

Username

Student ID

Last Access

- In box 4 and 5 select columns and column information to include

4. Columns

Select the columns to include in the reports.

All Columns

All Columns in Category

Selected Columns

Include Hidden Columns in Reports

5. Column Information

Select the column information to include in the reports

Description

Due Date

Statistics

- In box 6 enter footer information

5. Click "Submit"