How to Create a Grade Report for Students

- You can generate reports for a specific time period, a group of students or for a category of grades.

1. Open the course where you would like to print a report from the Grade Center.
2. In the Control Panel, click Grade Center and then Full Grade Center.
3. Click the Reports drop down menu and select Create Report.
4. In Section #1 Header Information, enter a Name for the report. You can also select other items you would like to include.
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5. In Section #2 Users, you can choose between All Users or Selected Users.
   a. You can select multiple students by holding the Ctrl button while clicking on student names.

6. In Section #3 User Information, you can select the information for each user you would like to include in the report.

7. In Section #4 Columns, you can select the columns to include in the report. Besides selecting All Columns, you can select All Columns in Category, which brings up a drop down menu, and Selected columns, where you can select multiple columns by holding the Ctrl button while clicking columns.
8. In Section #5 **Column Information**, you can select the information to include. Name and grade are included by default.

9. In Section #6 **Footer Information**, select information you would like in the footer and add custom text.

10. You can click **Preview** or **Submit** when done.

11. The report displays in a separate window. You can print the report(s) from this page by clicking **File → Print** in your web browser.
   a. If you are printing multiple reports, you will see page breaks in between each student report.