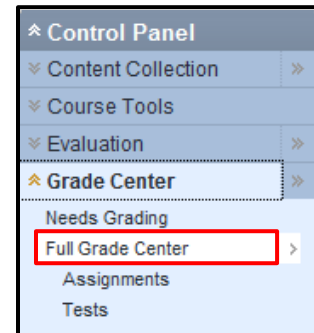




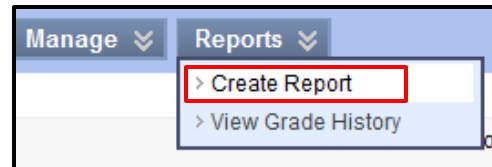
How to Create a Grade Report for Students

- ❖ 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.

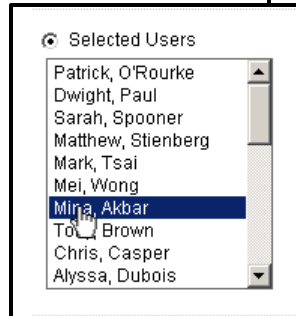
A screenshot of the "Header Information" form. The form is titled "1. Header Information" and contains several fields with checkboxes. The "Report Name" field is filled with "Grade Report", "Date" with "June 11, 2013", and "Institution Name" with "Three Rivers CC". Other fields include "Course Information" (Nina's Sandbox(TRCC)), "Names of Users by Role" (Instructor), and "Custom Text".

1. Header Information	
Select what to include in the header of each report.	
<input checked="" type="checkbox"/> Report Name	Grade Report
<input checked="" type="checkbox"/> Date	June 11, 2013
<input checked="" type="checkbox"/> Institution Name	Three Rivers CC
<input type="checkbox"/> Course Information	Nina's Sandbox(TRCC)
<input type="checkbox"/> Names of Users by Role	Instructor
<input type="checkbox"/> Custom Text	

How to Create a Grade Report for Students

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.



2. Users

Create reports for the selected Users.

All Users

Selected Users

Include Hidden Users in Reports

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

3. User Information

Select what User information to include in the reports.

First Name

Last Name

Username

Student ID

Last Access

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.

4. Columns

Select the columns to include in the reports.

Columns currently displayed in the grid (in display order)

All Columns

All Columns in Grading Period

All Columns in Category

Selected Columns

Include Hidden Columns in Reports



How to Create a Grade Report for Students

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.

5. Column Information

Select the column information to include in the reports. Name

Description

Due Date

Statistics Median

6. Footer Information

Select what to include in the footer of each report.

Custom Text

Signature Line

Date June 11, 2013

Course Information Nina's Sandbox(TRCC

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.

Print Report

Grade Center Reports can be printed using the browser's Print button. [More Help](#)

Grade Report for Test Student

Three Rivers CC
June 11, 2013

Grade Information	
Item	Grade
Weighted Total	89.30% (B+)
Assignment 1	86.00
Assignment 2	92.00
Trial Survey	✓
Group Project	89.00 (B+)
Class/Online Participation	95.00 (A)
Final Exam	88.00 (B+)
Disucssion week 1	-
example	Needs Grading
Introduce Yourself	-

Page Break