

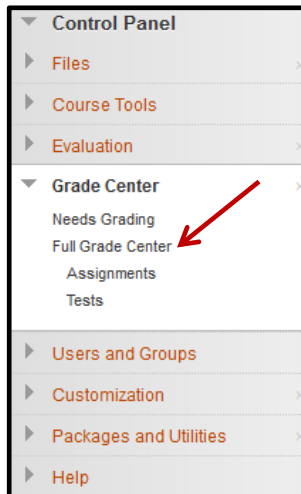
Blackboard Learn

Printing Grade Reports in the Full Grade Center

Blackboard Learn allows instructors to print grade reports for students. Grade reports can be printed for individual students (i.e. for an individual student consultation) or for the entire class at once.

Step 1

Access the Full Grade Center from the Control Panel by clicking Grade Center and choosing Full Grade Center from the list of options.



Step 2

To access grade reports, hover over the Reports tab and choose Create Report.

A screenshot of the Blackboard Full Grade Center interface. The 'Reports' tab is selected, and a dropdown menu shows 'Create Report' (indicated by a red arrow) and 'View Grade History'. Below the menu is a table of student grades.

Last Name	Username	First Name	Final	Quiz	Bonus	Unit 1 Quiz
Casper	ccasper	Chris	41.24% (Fail)	36.36% (40.00)	2.00	0.00
Cooper	acooper	Ashby	94.15% (Pass)	90.00% (99.00)	1.00	49.00
Durand	ndurand	Porter	85.39% (Pass)	61.67% (37.00)	1.00	7.00

Step 3

This will open the Create Reports screen. First, choose which items to show in the header of each report.

Create Reports

Reports are customized, printable Reports from Grade Center data designed to be shared with Students and Observers. Reports can be generated for all of the grades in the Grade Center, for a specific time frame such as a marking period, for a defined group of Students, or for a defined Category of grades. [More Help](#)

Cancel Preview **Submit**

1. Header Information

Select what to include in the header of each report.

Report Name Midterm Grades

Date April 1, 2014

Institution Name iversity of Central Arkansas

Course Information Practice Course(PRACT)

Names of Users by Role Instructor
Teaching Assistant

Custom Text

Character count 0

Step 4

Next, select which users to create reports for along with what information about them will be indicated on the report.

2. Users

Create reports for the selected Users.

All Users
 All Users in Group
 Selected Users

Include Hidden Users in Reports

3. User Information

Select what User information to include in the reports.

First Name

Last Name

Username

Student ID

Last Access

Step 5

Then choose which grade center columns will be included on the reports along with what information about those columns will be provided.

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

5. Column Information

Select the column information to include in the reports. Name and Grade are included by default.

- Description
- Due Date
- Statistics



Notice that the instructor can choose individual columns, categories, or all columns currently shown in the Full Grade Center.

Step 6

Finally, select what information will be included in the footer of each report.

6. Footer Information

Select what to include in the footer of each report.

Custom Text

Signature Line

Date

Course Information



There is an optional Signature Line that can be included in the footer. This provides a location for students to sign acknowledging receipt of the report or for the instructor to sign validating report accuracy.

Step 7

After you have set up the parameters for the report, click the submit button (at the top or bottom of the page) to open a new printable window containing each user's report. Here's a partial example of a finished report:

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

Midterm Grades for Chris Casper **University of Central Arkansas**
Practice Course(PPRACT)
April 1, 2014

Grade Information

Item	Grade	Description	Due Date
Final	41.24% (Fail)		None
Quiz	36.36% (40.00)		None
Bonus	2.00		None
Unit 1 Quiz	0.00		None
Practice Quiz	1.00		None
Unit 2 Quiz	25.00		None
Unit 3 Quiz	15.00		None
What do you know?	✓		None
Group Plan	-		None
Extra Credit Assignment	-		None
Unit 4 Quiz	-		None
Unit 5 Quiz	-		None
Unit 6 Quiz	10.00		None
Current News Self and Peer Assessment	-		None
Group Saturn Wiki	Needs Grading		None
Text column	3/9/86		None
Tote Bag	- (-)		None
Extra Credit	✓ (1.00)		None

This is an informational copy of your grades to this point in the course. This grade does include your midterm exam. However, there are still multiple exams and assignments left in the course before final grades will be submitted. So keep up the good work and finish the semester out strong! If you have any questions or would like to visit about how you could improve in the class, please call or come to my office during posted office hours.

Signature: _____
Report Generated: April 1, 2014

Step 8

The last thing to do is simply print this report. When it is sent to the printer, there are automatic page breaks between each student's report to ensure confidentiality.