Creating a Grade Center Report

Last updated: 7/10/2012

1. Access the **Full Grade Center** in the Control Panel under **Grade Center**

2. In the Action Bar, click on **Reports** and select **Create Report**

3. Select information to be included in the Header Information of the report and type in the appropriate fields.

4. Select the users (students) to be included in the report:
   a. All Users: This will include all students in the course on the report.
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b. All Users in Group: Select a group to be included in the report. A group must be created before it is chosen when creating a report.

c. Selected Users: Select one or more students in the course. To select multiple students, press the SHIFT key and click the first and last items. To select items out of sequence, press the CTRL key and click each item needed. For Macs, press the COMMAND key instead of the CTRL key.

5. Select the check box if you want to Include Hidden Users in Reports.

6. Select the User Information to be included in the report.
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3. User Information

Select what User information to include in the reports.

- First Name
- Last Name
- Username
- Student ID
- Last Access

7. Select the Columns to be included in the report:

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Columns</td>
<td>Select to include all of the Grade Center columns in the report.</td>
</tr>
<tr>
<td>All Columns in Grading Period</td>
<td>Select to display all of the columns of a particular grading period in the report.</td>
</tr>
<tr>
<td>All Columns in Category</td>
<td>Select to display all of the columns of a particular category. Select a category to display the category’s columns.</td>
</tr>
<tr>
<td>Selected Columns</td>
<td>Select the desired columns to be displayed in the report.</td>
</tr>
<tr>
<td>Include Hidden Columns in Reports</td>
<td>Click this check box to display any column that was hidden from the Grade Center view.</td>
</tr>
</tbody>
</table>
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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

8. Select the column information to be included in the report. The column name and current grade will display automatically in the report, and these cannot be deleted.

   a. Description: Select to display the column’s description in the report.
   
   b. Due Date: Select to display the column’s due date in the report.
   
   c. Statistics: Click and then select to display the class Average, Median, or Both for each calculated column of grade column included in the report.

5. Column Information

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

- Description
- Due Date
- Statistics: Median and Average

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9. Select the footer information to be included in the footer of the report. It includes the following:
   a. Custom Text: Select and then enter any desired text to be displayed in the footer section of the report.
   b. Signature Line: Select to display a signature line on the report.
   c. Date: Select to display the report creation date on the report. This can be edited.
   d. Course Information: Select to display the course name and course ID on the report.

10. Click **Preview** to open the report in a new browser window, leaving the report creation browser open.
11. Click **Submit**. This will display the report in a new browser window, but the report creation browser window will return to the Grade Center page.

Having trouble following the instructions in this PDF? Contact the IT Service Center via [Live Chat](#) or by phone at 859-572-6911.