Grade Center Reports
(Audience: Instructors)

1) Navigate to the Grade Center from within the course site.

2) Click <Reports> and select Create Report.

3) Select the information to include in the header of the report under Header Information.
4) Select students to include in the report.

5) Select the user information to include in the report.
Select what User information to include in the reports.

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

6) Select the Grade Center columns to include in the report.

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

- Participation
- Assignment 1
- Assignment 2
- Assignment 3
- Test 1
- Test 2
- Test 3
- Total
- Weighted Grade
- Extra Credit

7) The column name and grades are included by default in the report. Additional column information can be included by making selections under Column Information.

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

- [ ] Description
- [ ] Due Date

- [ ] Statistics: [Median]
Selecting statistics will include calculated grade comparisons amongst the students.

8) Select the information to include in the footer of the report under **Footer Information**.

   6. **Footer Information**

   Select what to include in the footer of each report.
   - [ ] Custom Text
     
   - [ ] Signature Line
     
   - [ ] Date
     
   - [ ] Course Information
     
9) Click `<Submit>`.

10) The generated report displays in separate window.

11) Print the report by using the browser’s Print button. Common keyboard shortcuts for printing include **Ctrl + P** (Windows) or **Command + P** (Mac).