Create Grade Center Reports

Overview

This tutorial will explain how to create **Grade Center Reports**. The Reports menu allows you to create reports for either yourself or students. Reports can help you narrow down the information you need to look at so that you or your students can make more informed decisions.

If you are interested in a specific feature, click the appropriate link to jump to that section:

➢ Create a Report
➢ View Grade History

Create a Report

Quick Steps

Full Grade Center > Reports > Create Report > Set Options > Preview > Submit > Print
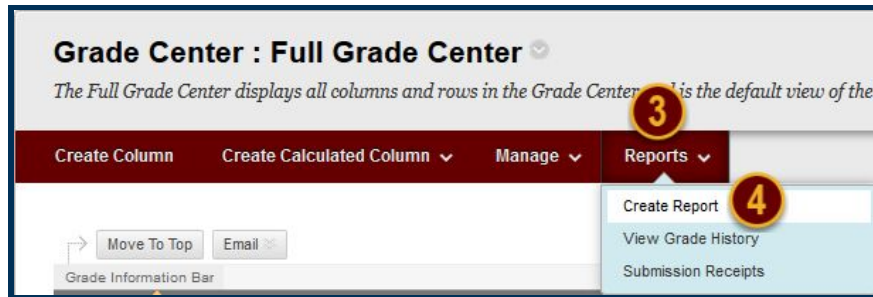
Step 1

To create a Report, you must first access the Full Grade Center. The Full Grade Center can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Grade Center* [1], and then click on the "Full Grade Center" option [2].
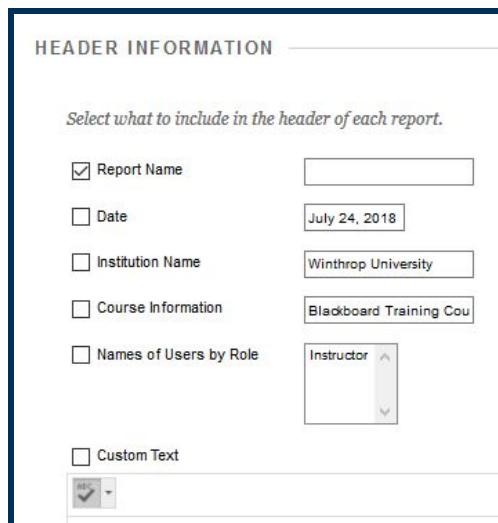
Step 2

From the Full Grade Center, hover over *Reports* [3] on the Action Bar and select the "Create Report" option [4].

Step 3

On the Create Reports page, in the Header Information section, enter a Report Name. Check the checkboxes to choose which information will display in the Header section of the Report. Options include Date, Institution Name, Course Information, Names of Users by Role, and Custom Text. The Custom Text option is accompanied by a text box for personalized additions.

Step 4

In the Users section, choose whether the report will generate for all students in the course or only for select users using the radio buttons.

USERS

Create reports for the selected Users.

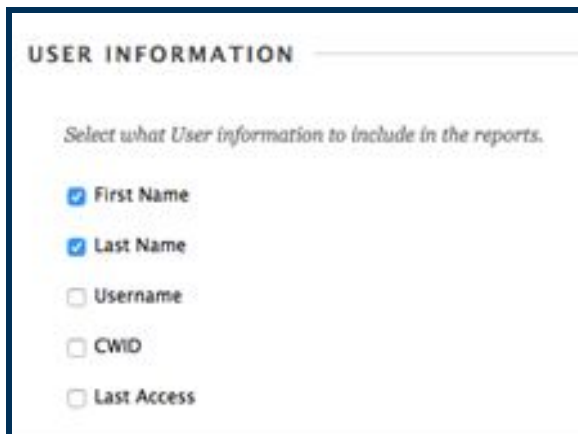◉ All Users
○ Selected Users

☐ Include Hidden Users in Reports

If you choose "Selected Users," a list of users will display. Click a name in the list to select that user. Holding the shift key allows you to select multiple concurrent users. Holding the control key allows to to select multiple non-concurrent users.

Note that you can include hidden users (like students who withdrew from your class) in the report by checking a checkbox. This option is only available if you choose the "All Users" option.

Step 5

In the User Information section, choose which information to display on the report by checking the checkboxes. Options include First Name, Last Name, Username, CWID, and Last Access.

USER INFORMATION

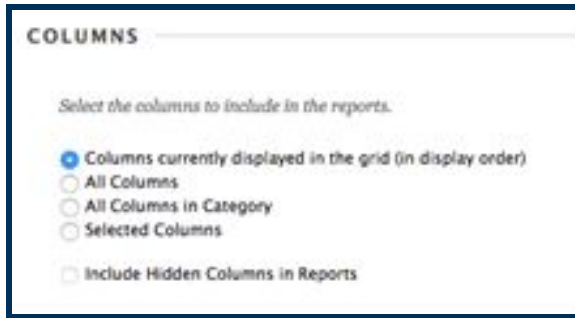*Select what User information to include in the reports.*

☑ First Name

☑ Last Name

☐ Username

☐ CWID

☐ Last Access

Step 6

In the Columns section, choose which Grade Center Columns to display in the report using the radio buttons. Options include Columns currently displayed in the grid (in display order), All Columns, All Columns in Category, and Selected Columns. Note that you can display hidden columns, as well, by checking the appropriate checkbox.

Step 7

In the Column Information section, choose what information will display in the report. Options include Description, Due Date, and Statistics. Statistics can show the Median, Average, or Median and Average of each column you have selected for the report.
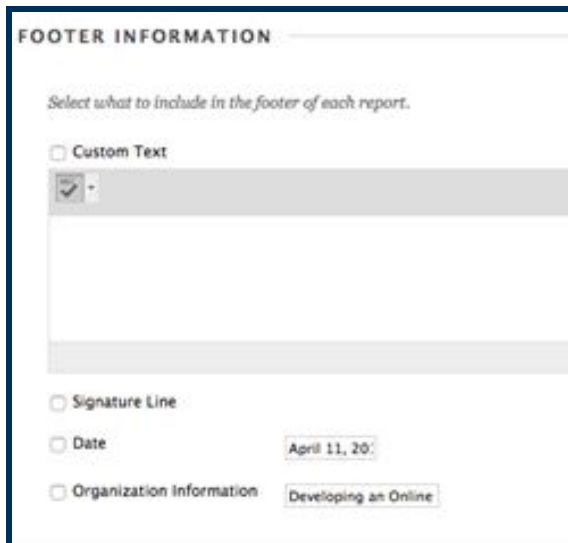

Step 8

In the Footer Information box, specify which information will display in the footer of the report. Options include Custom Text, Signature Line, Date, and Organization Information.
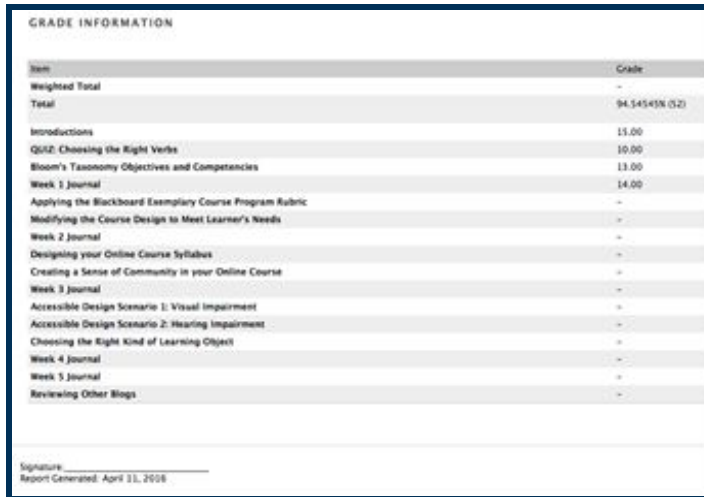
Step 9

Click the *Preview* button to examine the report. The preview will open in a new browser window.
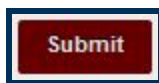

Step 10

Click the *Submit* button to generate the report. Print the report using the browser's print button.

View Grade History

From the Reports menu, you can also look at the Grade History of your Grade Book. The Grade History records any changes to grades in the Grade Center to date.

Quick Steps

Full Grade Center > Reports > View Grade History > Sort > Download
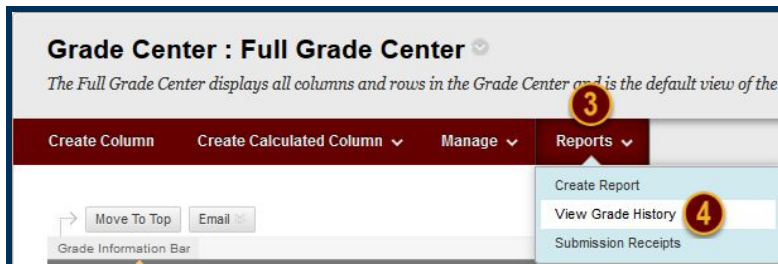
Step 1

To view Grade History, you must first access the Full Grade Center. The Full Grade Center can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Grade Center* [1], and then click on the "Full Grade Center" option [2].

Step 2

From the Full Grade Center, hover over *Reports* [3] on the Action Bar and select the "View Grade History" option [4].

Step 3

On the Grade History page, you will see any modifications made to Grade Center grades. Click on the header of any column to sort the data by that criteria.

Step 4

If you want to Download the data, click *Download* [5] on the Grade History page's Action Bar.