

Running Course and Grade Reports



Faculty Support
eLearning

Blackboard Learn

Instructors may create reports that gather information about an enrolled student's activities and grade data in the course. Student activity data is compiled in each course every 24 hours. Reports can be printed or saved as PDF documents for your records.



Course Reports

Course activity reports are created by going to your course's **CONTROL PANEL**, selecting **EVALUATION**, and then **COURSE REPORTS**. You may choose from the following report types to evaluate all students or specific selected students from your course's roster.

- [Course Activity Overview](#)
- [Student Overview for Single Course](#)
- [Course Participation Report](#)
- [Overall Summary of User Activity](#)
- [User Activity in Content Areas](#)
- [User Activity in Forums](#)
- [User Activity in Groups](#)

Grade Reports

Individual student grade reports are created by going to your course's **CONTROL PANEL**, navigating to your course's **FULL GRADE CENTER**, and using the **REPORTS** menu. A grade report can be generated for all students in the course or specific selected students. Each individual report will list the student's grades as they appear in the Grade Center. For more information, please see our [Creating a Grade Report](#) tutorial.

When Should You Create Reports?

You may create reports at any time for advising enrolled students of their progress or supporting other interventions. However, we strongly urge faculty to run a [Student Overview for Single Course](#) and [Grade Report](#) before dropping a student from a course.

Once you drop a student from a course, his or her activity and grade data will become unavailable to you. Having a saved record of these reports is critical evidence to refer to when a student appeals a grade or instructor-initiated withdrawal.