Running Course and Grade Reports

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.