CREATING A GRADE REPORT

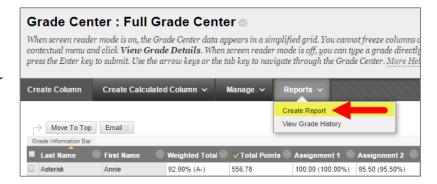




Instructors using Blackboard's Grade Center to provide grades and feedback to students may create printable reports for advising students and record-keeping purposes. We recommend using Google Chrome or Firefox web browsers to print or save grade reports.

CREATING A GRADE CENTER REPORT

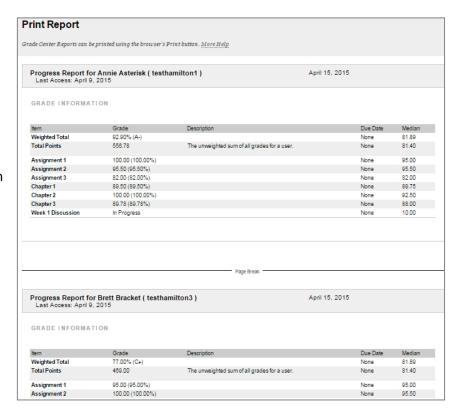
 In your course's CONTROL PANEL, click the GRADE CENTER menu. From the list of options that appear, choose FULL GRADE CENTER. In the FULL GRADE CENTER, roll your mouse over the REPORTS button. From the list of options that appear, select CREATE REPORT.



- 2. On the **CREATE REPORTS** page, give the new report a name and select the user and column information that you would like to include in the report.
- When you are done selecting the information for your report, click the SUBMIT button.

A new browser window or tab will open and display your report as a web page.

You may use your browser's print function to print the reports. Each student report should print on its own page.





TROUBLESHOOTING PRINTING A REPORT FROM YOUR BROWSER

If you experience problems with printing grade reports from your browser, please try any of these workaround tips:

- Select all of the text on the grade report page by pushing the CTRL and A keys of your keyboard (on Mac, that would be CMD and A) and print the selected text.
- Try a different web browser to print the report. For example, if your printed report contains regions of blacked out text when using Firefox, try using Google Chrome or Internet Explorer to print the report.
- Save your report as a PDF. Then, when viewing the PDF in Adobe Reader, generate your print.

SAVING REPORTS AS PDF FILES

When viewing a grade report in *Google Chrome*, do the following to print the grade report to PDF:

- 1. On your keyboard, push the **CTRL** and **P** keys at the same time to view your **PRINT** options page (on Mac computers, push the CMD and P keys).
- 2. On the **PRINT** options page, locate the **DESTINATION** setting and click the **CHANGE** button.
- 3. In the **SELECT A DESTINATION** pop up that appears, select **SAVE AS PDF**. The pop up will disappear once you make this selection and update the Print options page. On the Print options page, click the blue **SAVE** button.
- 4. In the **SAVE AS** window that appears, select the location on your computer where you would like to save the grade report. Give the grade report a logical file name. Then, click the **SAVE** button. The file will download to the specified location.

When viewing a grade report in *Firefox*, do the following to print the grade report to PDF:

- 1. On your keyboard, push the **CTRL** and **P** keys at the same time to view your **PRINT** options page (on Mac computers, push the CMD and P keys).
- 2. In the **PRINT** window that appears, locate the PRINTER option and click the NAME drop-down menu. Select **ADOBE PDF** and click the **OK** button.
- 3. In the **SAVE PDF FILE AS** window that appears, select the location on your computer where you would like to save the grade report. Give the grade report a logical file name. Then, click the **SAVE** button. The file will download to the specified location.
- 4. An Adobe PDF file print-status window will temporarily display on your screen to indicate that the Adobe PDF file is being written. The window will disappear when the PDF file has completed downloading to the specified location.

