

CREATING A GRADE REPORT



Blackboard Learn

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

1. 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**.

Grade Center : Full Grade Center

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or use a contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly into the grid and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports

Create Report View Grade History

Grade Information Bar

Last Name	First Name	Weighted Total	Total Points	Assignment 1	Assignment 2
Asterisk	Annie	92.90% (A-)	556.78	100.00 (100.00%)	95.50 (95.50%)

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.

3. 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.

Print Report

Grade Center Reports can be printed using the browser's Print button. [More Help](#)

Progress Report for Annie Asterisk (testhamilton1) April 15, 2015
Last Access: April 9, 2015

GRADE INFORMATION

Item	Grade	Description	Due Date	Median
Weighted Total	92.90% (A-)		None	81.89
Total Points	556.78	The unweighted sum of all grades for a user.	None	81.40
Assignment 1	100.00 (100.00%)		None	95.00
Assignment 2	95.50 (95.50%)		None	95.50
Assignment 3	82.00 (82.00%)		None	82.00
Chapter 1	89.50 (89.50%)		None	89.75
Chapter 2	100.00 (100.00%)		None	92.50
Chapter 3	89.78 (89.78%)		None	88.00
Week 1 Discussion	In Progress		None	10.00

Page Break

Progress Report for Brett Bracket (testhamilton3) April 15, 2015
Last Access: April 9, 2015

GRADE INFORMATION

Item	Grade	Description	Due Date	Median
Weighted Total	77.00% (C+)		None	81.89
Total Points	489.00	The unweighted sum of all grades for a user.	None	81.40
Assignment 1	95.00 (95.00%)		None	95.00
Assignment 2	100.00 (100.00%)		None	95.50

TROUBLESHOOTING PRINTING A REPORT FROM YOUR BROWSER

If you experience problems with printing grade reports from your browser, please try any of these work-around 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.