

# Creating a Grade Report

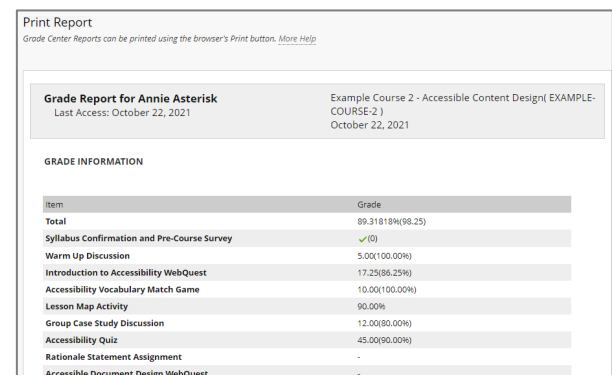
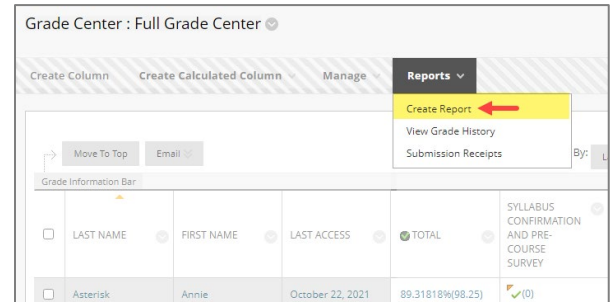


## Blackboard Learn

Instructors using Blackboard's Grade Center may create printable reports for advising students and record-keeping purposes.

## Creating a Report

1. In your course's **CONTROL PANEL**, click the **GRADE CENTER** menu, then choose **FULL GRADE CENTER**.
2. When viewing the **FULL GRADE CENTER**, roll your mouse over the **REPORTS** button and select **CREATE REPORT**.
3. On the **CREATE REPORTS** page, give the new report a name and select the user and column information to include in the report. When you are done, click the **SUBMIT** button.
4. A new browser window or tab will open and display your report as a web page. Use your browser's print function to print the report. If the report includes data on multiple students, each student's grades will print to a new page.



## Saving a Report as a PDF

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**. Then, click the **SAVE** button.
4. In the **SAVE AS** window that appears, select the location to download the file and give the file a logical name. Then, click the **SAVE** button. The file will download to that 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, 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 to download the file and give the file a logical name. Then, click the **SAVE** button. The file will download to that location.

## Troubleshooting Reports

If you experience problems with printing grade reports from your browser, try 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.