

Creating Reports

Overview

Instructors can create printable Reports for their Courses and Students. For example an Instructor can create a Report, like a progress report, that contains all of the grades from a particular marking period for a defined group of Students in a class, such as special-needs students or transfer students. This Report can then be printed, and handed out to each Student, Parent, or Guardian.

Reports can display all or a number of Students, Groups; and Grade Columns or Calculated Columns, a Grading Period, or all of the columns in a Category.

Reports can be customized in a variety of ways, including Report header and footer information. Reports can also include a signature line, date, Course Information, and so on.

Reports print one Student per page.


Creating a Report

To create and print a read-only Report, follow these steps:

1. In the Grade Center, in the Action Bar, click **Reports**.
2. Select from the following possibilities to be included in the Header Information of the Report:

Header Information	Description
Report Name	Displays a title for the Report
Date	Displays the Date of the Report creation on the Report; this can be edited.
Institution Name	Displays the default Institution Name on the Report; this can be edited
Course Information	Displays the Course Name and Course ID; this can be edited.
Instructor Names	Displays the Instructor Name on the Report
TA Names	Displays the TA names on the report
Custom Text	Entered any desired text into the textbox; this will be displayed on the Report.

3. Select the Students to be included in the Report:
 - **All Students** This will include all students in the Course on the Report.
 - **All Students in Group** Select a Group to be included in the report. A Group must be created before it can be chosen when creating a Report.
 - **Selected Students** Select one or more students in the course. To choose more than one students, press and hold Ctrl + click the names.

	<p>Note: The Instructors can only choose students within the section being used.</p>
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4. Select from the following possibilities for the Student Information to be included in the report:

Student Information	Description
First Name	This information is included by default. Select to display the Student's first name on the Report.
Last Name	This information is included by default. Select to display the Student's last name in the Report.
Student ID	Select to display the Student's ID on the report.
User Name	Select to display the Username on the report.
Last Course Access Date	Select to display the most recent Course access date of the Student on the report.

5. Select the Grade Column or Calculated Column to be included in the Report. The following selections are possible:

Column	Description
All GradeCenterColumns	Select to include all of the Grade Center columns in the Report.
All Columns in Grading Period	Select to display all of the columns of a particular Grading Period in the Report.
All Columns in Category	Select to display all of the columns of a particular Category. Select a Category to display the Category's columns.
Selected Columns	Select the desired columns to be displayed in the Report.
Include hidden Columns in Report	This displays any column that was hidden from the Grade Center view.

6. Select the column information to be included in the Report. This is the information that is associated with a particular Grade Column or Calculated Column. This information was created during the creation of a column. The Column Name and current grade will display automatically in the Report, and these cannot be removed.

- **Description** Select to display the column's description in the Report.
- **Due Date** Select to display the column's Due Date in the Report.
- **Statistics** Click and then select to display the class **Average**, **Median**, or **Both** for each Calculated Column of Grade Column included in the Report.

7. Select the Footer Information to be included in the footer of the report. It includes the following:

- **Custom Text** Select and then enter any desired text to be displayed in the footer section of the Report
 - **Signature Line** Select to display a signature line on the report.
 - **Date** Select to display the Report creation date on the Report. This can be edited.
 - **Course Information** Select to display the Course Name and Course ID on the Report.
8. Click **Preview** to open the Report in a new browser window, leaving the Report creation browser open as well.
 9. Click **Submit**. This will display the report in a new browser window, but the Report creation browser will return to the Grade Center page.
 10. **Print** the report using the browser window's print function.



Tip: To save a Report, save it through the browser window's function. With the Report open, select **File**, then select **Save As**. Choose the save location. It will be saved as an internet file.