Blackboard Grade Center – Create Reports
You can create reports of students’ grades using the reporting tools in Blackboard.

Create a Grade Report

1. Enter the course, and make sure Edit Mode is set to ON.
2. Scroll down to the control panel on the left, and click Grade Center.
3. From the options that expand, select Full Grade Center.
4. Click the Reports button and select Create Report.
5. Type a name for the report, and then place checkmarks beside items to be included in the report....

6. Next, place checkmarks beside which users you wish to include in the report.
7. Then decide which user information will be included.
8. Next, decide which columns you wish to include in the report. If you choose **Selected Columns**, a list of the course’s columns will appear, and you can use the CTRL key on your keyboard to select multiple items.

9. Then decide which column information you wish to include. Please note that the **Name** and **Grade** are both included in the report by default. Statistics can show median, average, or both.

10. Finally, decide what footer information you wish to be present in the report and you may click the **Preview** button to see how it looks prior to generating it.

For additional support, visit [http://uhd.edu/bbhelpform](http://uhd.edu/bbhelpform)