

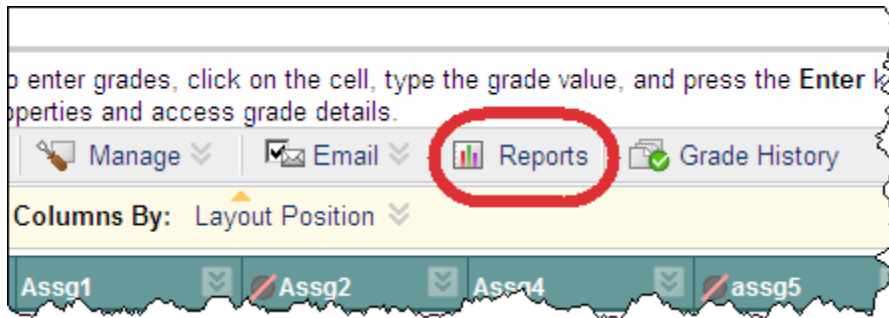
Creating a Report Showing All the Grades for a Single Student

Question:

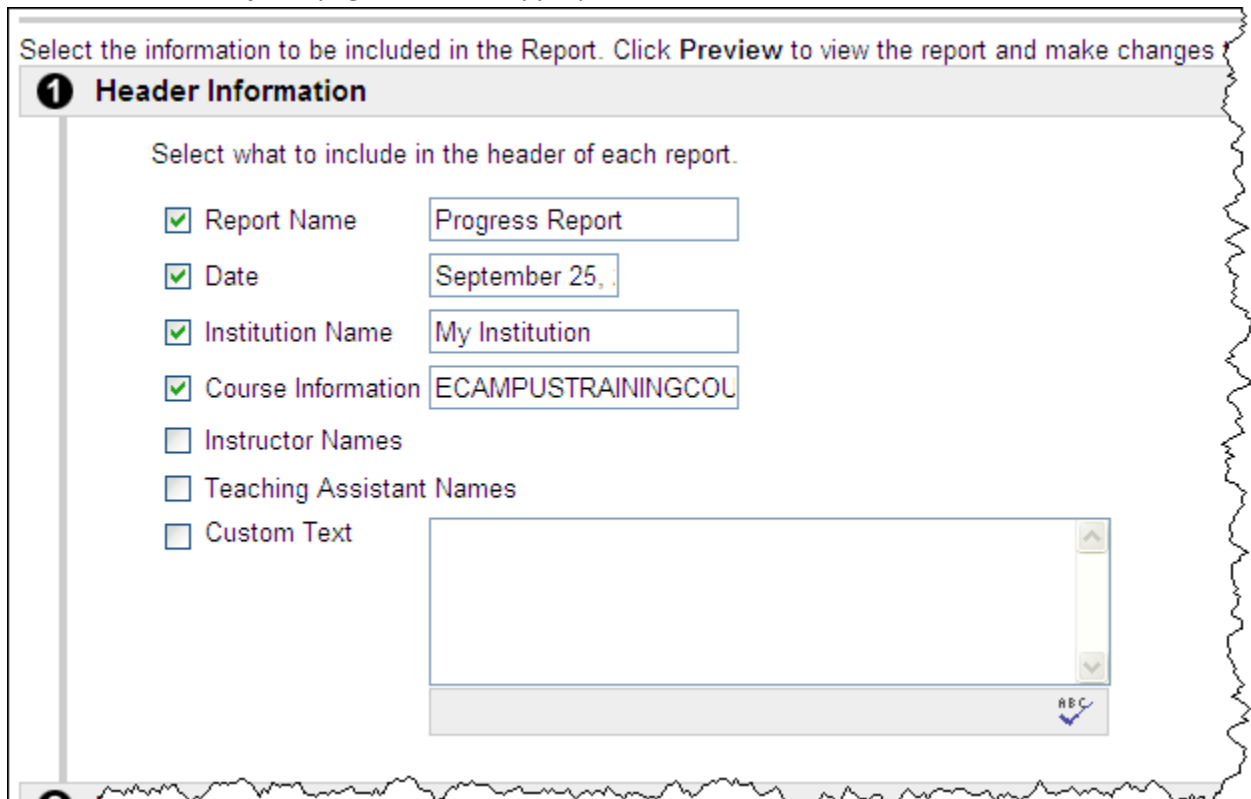
How can I create a report showing all the grades for a single student?

Answer: By using the **Reports** feature.

1. In the Grade Center, click on **Reports**.



2. On the **Generate Reports** page, enter the appropriate **Header Information**.

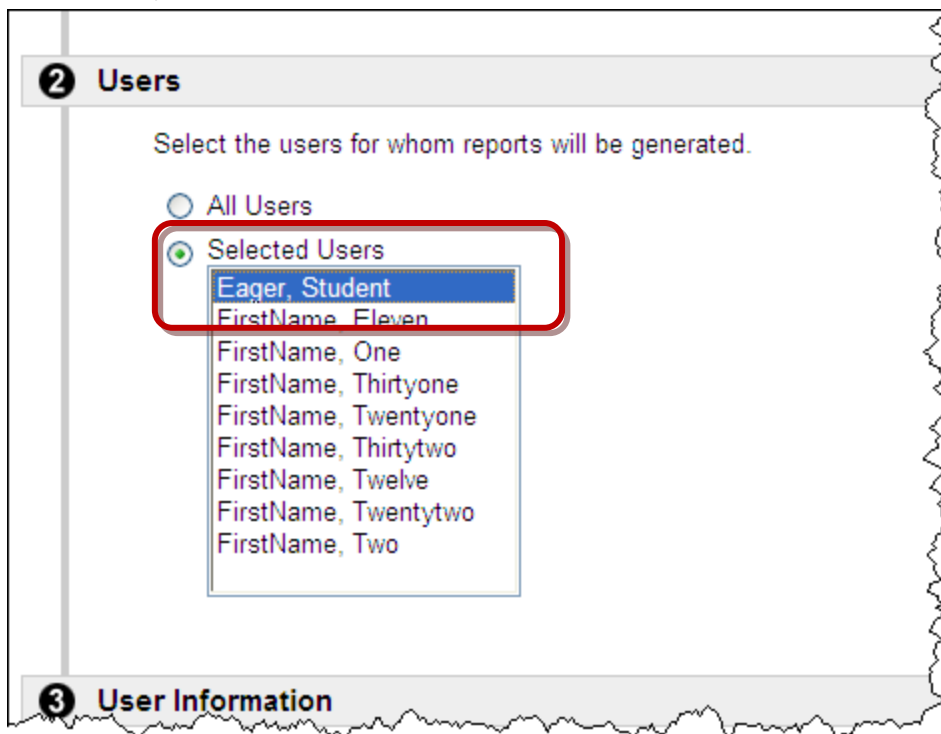


The screenshot shows the "Generate Reports" page. At the top, there is a text instruction: "Select the information to be included in the Report. Click Preview to view the report and make changes". Below this is a section titled "1 Header Information". Underneath, there is a text instruction: "Select what to include in the header of each report." There are several checkboxes and input fields:

- Report Name: Progress Report
- Date: September 25, .
- Institution Name: My Institution
- Course Information: ECAMPUSTRAININGCOL
- Instructor Names
- Teaching Assistant Names
- Custom Text: [Empty text area]

At the bottom right of the form, there is a "Preview" button with a checkmark icon.

3. Under Users, select **Selected Users** and click on a student's name.



2 Users

Select the users for whom reports will be generated.

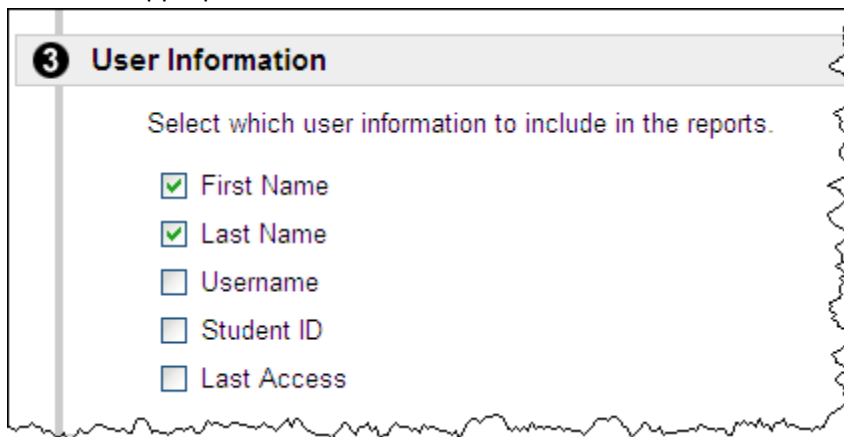
All Users

Selected Users

- Eager, Student
- FirstName, Eleven
- FirstName, One
- FirstName, Thirtyone
- FirstName, Twentyone
- FirstName, Thirtytwo
- FirstName, Twelve
- FirstName, Twentytwo
- FirstName, Two

3 User Information

4. Check the appropriate fields under **User Information**.



3 User Information

Select which user information to include in the reports.

First Name

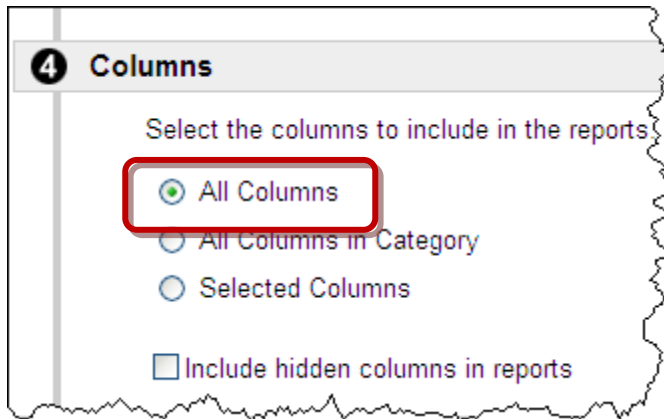
Last Name

Username

Student ID

Last Access

5. Under **Columns**, leave the default selection, **All Columns**.



4 Columns

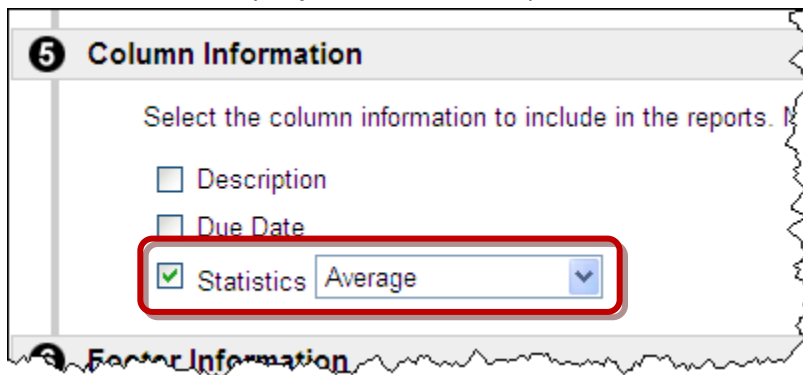
Select the columns to include in the reports

- All Columns
- All Columns in Category
- Selected Columns

Include hidden columns in reports

The screenshot shows a configuration panel titled '4 Columns'. It contains a heading 'Select the columns to include in the reports' followed by three radio button options: 'All Columns' (which is selected and highlighted with a red box), 'All Columns in Category', and 'Selected Columns'. Below these is a checkbox labeled 'Include hidden columns in reports'.

6. Under **Column Information**, "Select the column information to include in the reports. Name and Grade are included by default." In our example, we checked **Statistics** and selected **Average**.



5 Column Information

Select the column information to include in the reports. Name and Grade are included by default.

- Description
- Due Date
- Statistics **Average** ▼

6 Further Information

The screenshot shows a configuration panel titled '5 Column Information'. It contains a heading 'Select the column information to include in the reports. Name and Grade are included by default.' followed by three checkbox options: 'Description', 'Due Date', and 'Statistics'. The 'Statistics' checkbox is checked and highlighted with a red box, and it is followed by a dropdown menu showing 'Average'. Below this panel is a partially visible panel titled '6 Further Information'.

7. Under **Footer Information**, select and type the appropriate information.

6 Footer Information

Select what to include in the footer of each report.

Custom Text

Signature Line


Date

Course Information

7 Submit

8. Click on **Submit**.

9. You should now see your report. (Note: Your only option is to print your file.)

 Print

Progress Report for Eager Student

My Institution
ECAMPUSTRAININGCOURSE35
(ECAMPUSTRAININGCOURSE35)
September 25, 2008

Grade Information

Item	Grade	Average
Assg1	99.00	99.00
Assg2	9.00	303.00
Assg4	50.00	78.89
assg5	100.00	100.00
Assg6	Needs Grading	
Weighted Total	75.07%	122.51
Total	550.00	121.81

Certified by your Instructor

Signature: _____