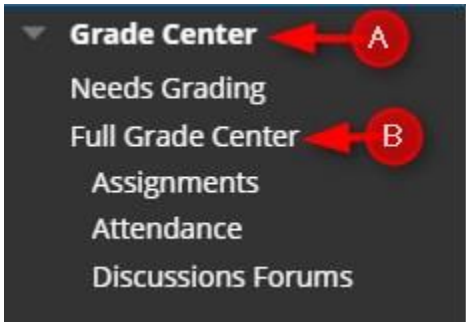


Gradebook Report

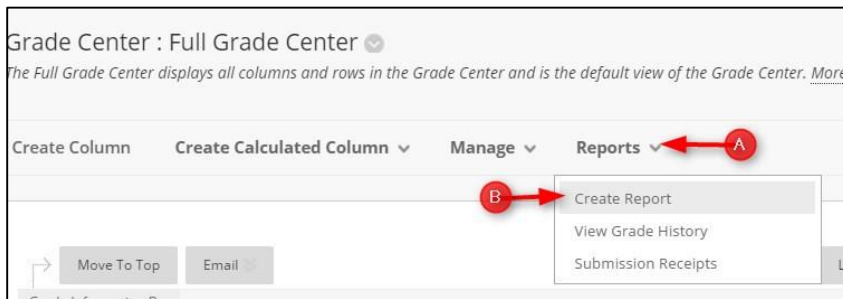
In the Full Grade Center you can run a report to view all the grades for your students.

Directions:

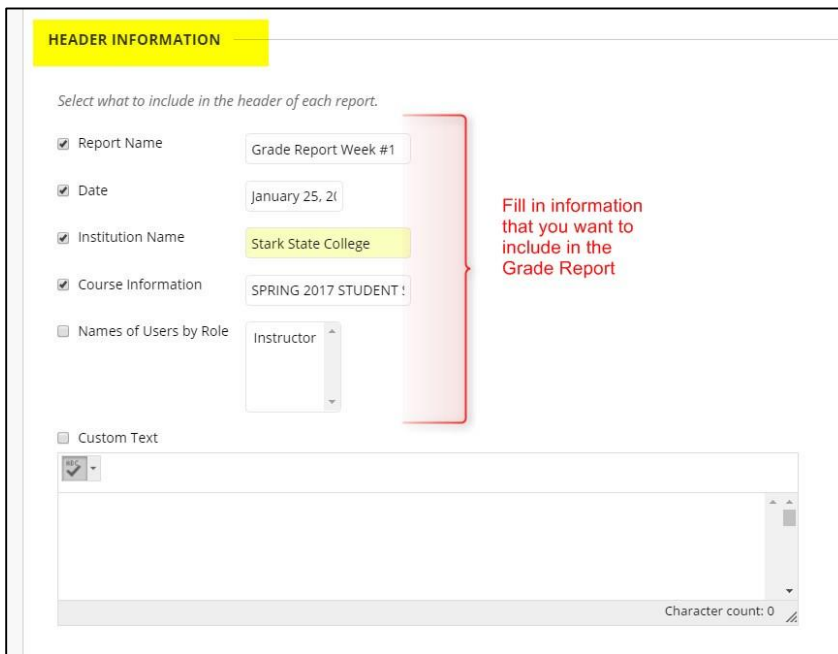
1. Enter your course and go to **Grade Center/Full Grade Center**



2. Click **Reports/Create Report**



3. Fill in the **Header Information**



A screenshot of the 'HEADER INFORMATION' form. The form has a yellow header and contains the following fields:

- Report Name: Grade Report Week #1
- Date: January 25, 2017
- Institution Name: Stark State College
- Course Information: SPRING 2017 STUDENT !
- Names of Users by Role: Instructor
- Custom Text: (empty text area)

A red callout box on the right side of the form contains the text: "Fill in information that you want to include in the Grade Report".

4. Select the **Users** and **User Information** to display on the Grade Report.

USERS

Create reports for the selected Users.

- All Users
- All Users in Group
- Selected Users
- Include Hidden Users in Reports

USER INFORMATION

Select what User information to include in the reports.

- First Name
- Last Name
- Username
- Student ID
- Last Access

5. Select the **Columns** and **Column Information** to display on the Grade Report

COLUMNS

Select the columns to include in the reports.

- Columns currently displayed in the grid (in display order)
- All Columns
- All Columns in Grading Period
- All Columns in Category
- Selected Columns
- Include Hidden Columns in Reports

COLUMN INFORMATION

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

- Description
- Due Date
- Statistics

6. Select the **Footer Information** you want to display on the Grade Report and then click **Submit**

FOOTER INFORMATION

Select what to include in the footer of each report.

Custom Text

Signature Line

Date

Course Information

Character count: 0

Click **Submit** to proceed. Click **Cancel** to go back.

This is an example of the Grade Report

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

Week #1 Report for [Student Name] **My Institution**
SPRING 2017 STUDENT SUCCESS SEMINAR (SSC101-038-44725)
January 25, 2017

GRADE INFORMATION

Item	Grade	Description	Due Date
Total Points		The unweighted sum of all grades for a user.	None
Total Letter Grade			None
Assignments			None
College Resources Digital Scavenger Hunt		SCORM/AICC Grade	January 22, 2017
Title IX Training & Quiz		SCORM/AICC Grade	January 29, 2017
Is Online Learning Right For you?			January 29, 2017
Interactive Assignment Chapter 8			February 26, 2017
MAP - Advisor and Program Information			March 5, 2017
Exploring Educational Pathways to a Career Link Changes		SCORM/AICC Grade	March 12, 2017
Registration Assignment			March 26, 2017
Library Assignment		SCORM/AICC Grade	April 2, 2017
Interactive Assignment Chapter 4			April 9, 2017
SALT Review & Assignment		SCORM/AICC Grade	April 16, 2017
9-2: Test Your Memory Assignment (10 Pts)			April 23, 2017