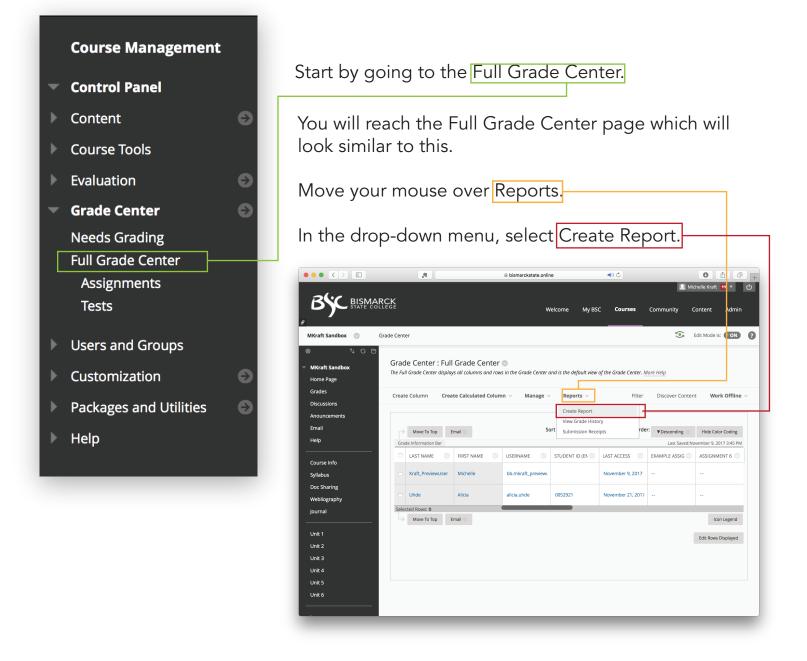
#### **CREATING A FINAL GRADE REPORT**

Students do not have access to their Blackboard course after the course ends (unless additional Access time is granted by the instructor).

Instructors have the option to generate a report of the student's gradebook if the student asks for their final grade or asks how they did on the final exam/assignments.

Also, sometimes students need to provide a detailed grade report for tuition reimbursement.



| Name your report<br>and check the box.  | Create Reports<br>Reports are customized, printable Reports from Grade Center data designed to be shared with Students and Observers. Reports can be generated for all of the grades<br>in the Grade Center, for a specific time frame such as a marking period, for a defined group of Students, or for a defined Category of grades. <u>More Help</u> |
|---|---|
| Add a date and<br>check the box   | HEADER INFORMATION         Select what to include in the header of each report.         Report Name         StudentName_FinalGradeRef   |
| Add Bismarck State<br>College and check<br>the box.<br>Add the Course                 | Image: Constitution Name       January 9, 2018         Image: Constitution Name       Bismarck State College         Image: Constitution Name       EIST 278 Power System Emen         Image: Names of Users by Role       Instructor   |
| Information and check the box.  | Custom Text   |
| Select the individual<br>user for which the<br>report needs to be<br>made.            | USERS Create reports for the selected Users. All Users Selected Users Alicia, Unde Michelle, Kraft  |
| It is recommended<br>that you create<br>reports for a single<br>individual at a time. | USER INFORMATION  |
| Select the User's<br>information that<br>needs to be included<br>in the report        | Select what User information to include in the reports.   |
| Click Submit.   | Click Submit to proceed. Cancel Preview Submit  |

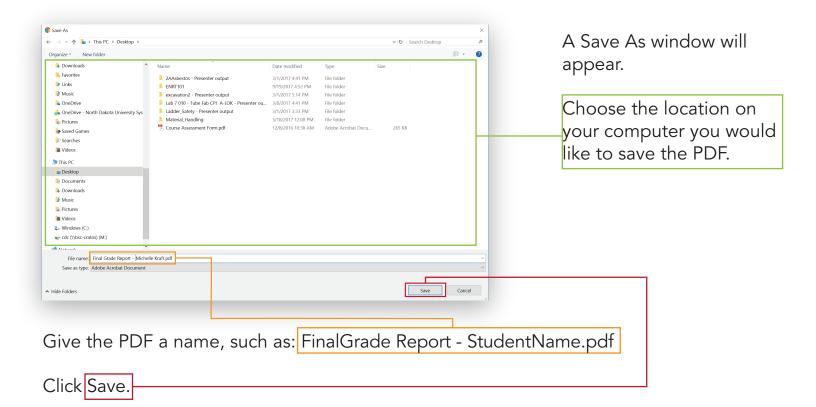
#### DOWNLOADING & SAVING THE REPORT

The report will open in a new webpage window. Since the report is created as an HTML page, you will not be able to directly download it.

| Constancement - Motorit:   | ctor/viewReportPourre_id=_24813_18columndesc=false  | 9 - 0 X<br>12 1 | On the new webpage<br>with the report, you can<br>right click your mouse to |
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| Rebad CM-R<br>Several. CM-S<br>First. CM-S<br>Cd-S<br>Tanulae to English   | ETST 278 Power System Emergencies<br>January 10, 2018   |                 | bring up a menu and<br>click Print.   |
| Vergersoner Crk40<br>spect Crk40<br>Weighed Teal<br>Unit Teal<br>Weighed Teal<br>Teal<br>Heor Colo Tuctroll Cam<br>Unit Spurnal<br>Unit Spurnal<br>Unit Spurnal<br>Unit Spurnal<br>Unit Spurnal<br>Unit Spurnal<br>Unit Spurnal<br>Unit Spurnal<br>Verk 1 Attendance<br>Assignment 6.3   | Page lines  |                 | You can also hit Ctrl + P<br>on your keyboard.                              |
| Print vo<br>Total 2 sheets of paper<br>Print Concel<br>Centration 165:224:551741<br>Concel<br>Print Concel<br>Print Concel<br>Pr | D019     Print ReportBasiliser/Learn       Final Grades for Michelle Kraft, PreviewUser     Bismarck State College<br>ETS 173 Power System<br>Grade INFORMATION       GRADE INFORMATION       Imm     Grade   |                 | Print options will open up<br>in your web page.                             |
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On your computer, locate the file you just saved.

Attach it to an email as usual, and email it to the student.