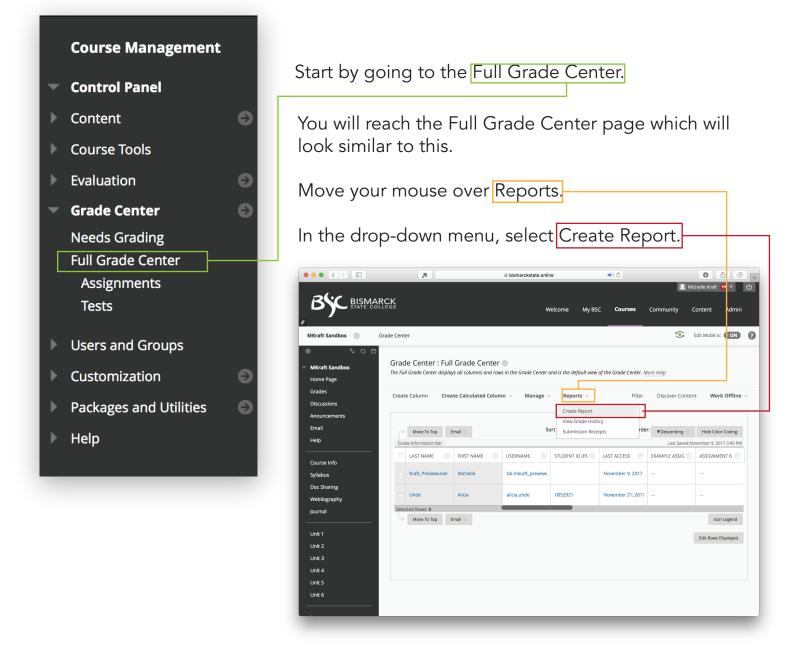
CREATING A FINAL GRADE REPORT

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 and check the box.	Create Reports 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 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 check the box	HEADER INFORMATION Select what to include in the header of each report. Report Name StudentName_FinalGradeRef
Add Bismarck State College and check the box. 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 user for which the report needs to be made.	USERS Create reports for the selected Users. All Users Selected Users Alicia, Unde Michelle, Kraft
It is recommended that you create reports for a single individual at a time.	USER INFORMATION
Select the User's information that needs to be included in the report	Select what User information to include in the reports.
Click Submit.	Click Submit to proceed. Cancel Preview Submit

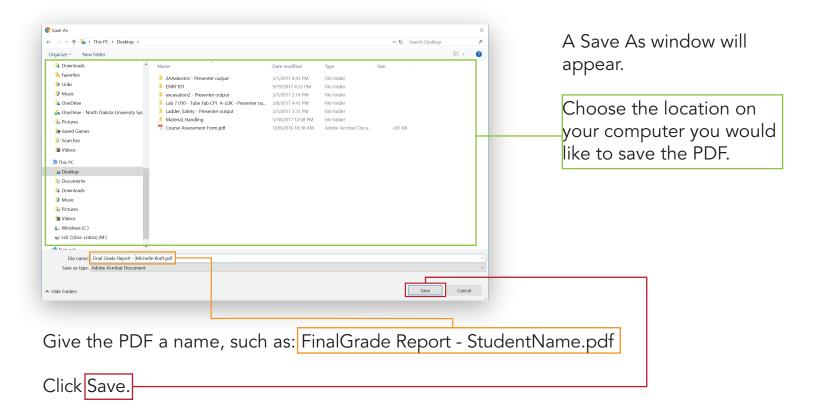
DOWNLOADING & SAVING THE REPORT

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 12 1	On the new webpage with the report, you can right click your mouse to
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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.