

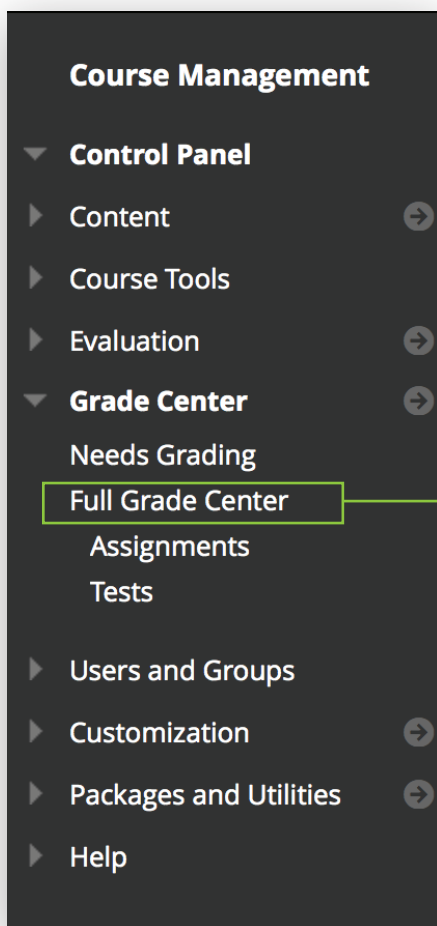
BLACKBOARD HOW TO FINAL GRADE REPORT

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.

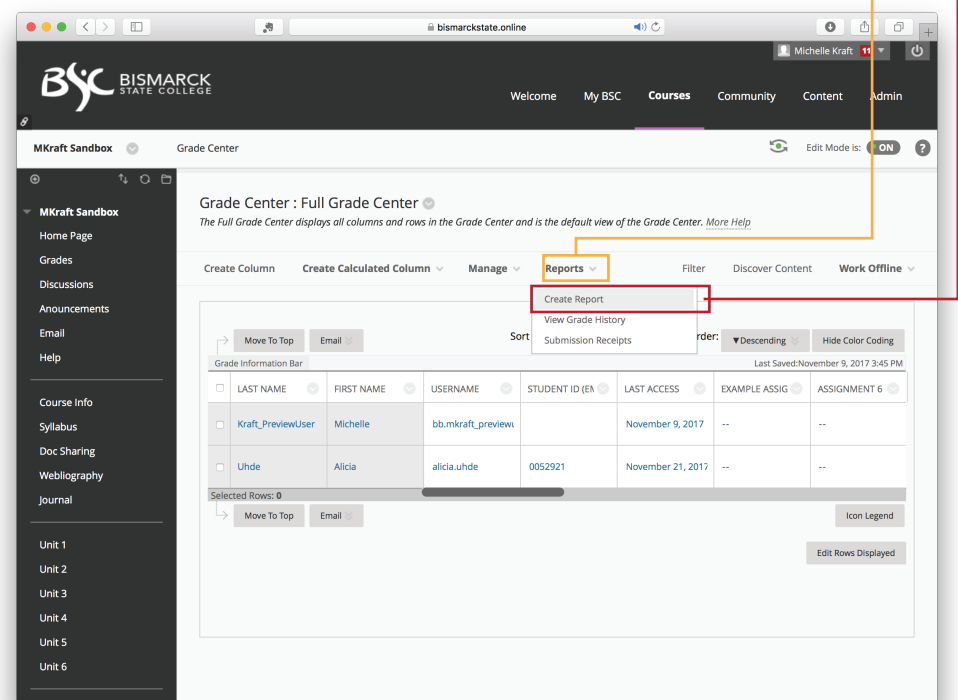


Start by going to the **Full Grade Center**.

You will reach the Full Grade Center page which will look similar to this.

Move your mouse over **Reports**.

In the drop-down menu, select **Create Report**.



BLACKBOARD HOW TO FINAL GRADE REPORT

Name your report and check the box.

Add a date and check the box.

Add Bismarck State College and check the box.

Add the Course Information and check the box.

Select the individual user for which the report needs to be made.

It is recommended that you create reports for a single individual at a time.

Select the User's information that needs to be included in the report.

Click **Submit**.

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. [More Help](#)

HEADER INFORMATION

Select what to include in the header of each report.

- Report Name StudentName_FinalGradeRep
- Date January 9, 2018
- Institution Name Bismarck State College
- Course Information ETST 278 Power System Emer
- Names of Users by Role Instructor
- Custom Text

Character count: 0

USERS

Create reports for the selected Users.

- All Users
- Selected Users

Alicia, Uhde
Michelle, Kraft

USER INFORMATION

Select what User information to include in the reports.

- First Name
- Last Name
- Username
- Student ID (EMPLID)
- Last Access

Click **Submit** to proceed.

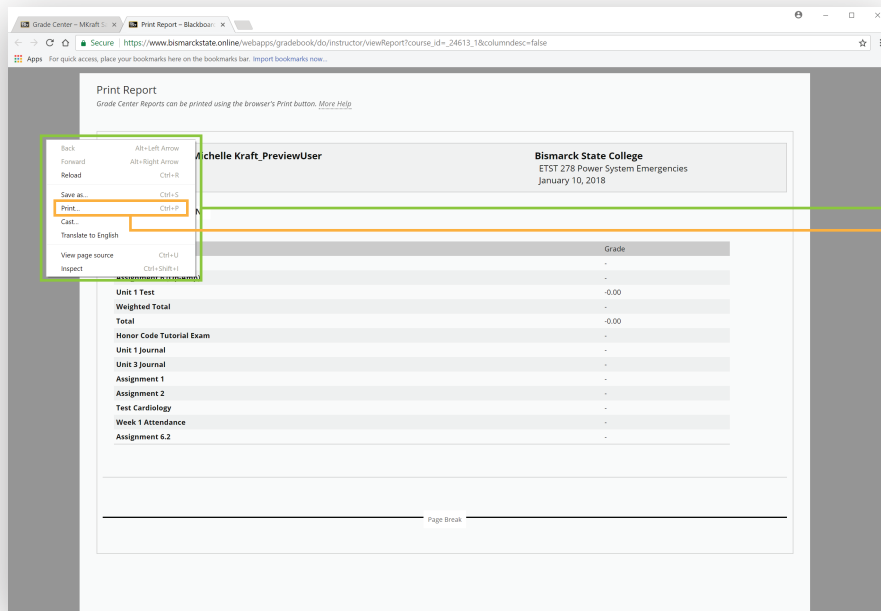
Cancel Preview **Submit**

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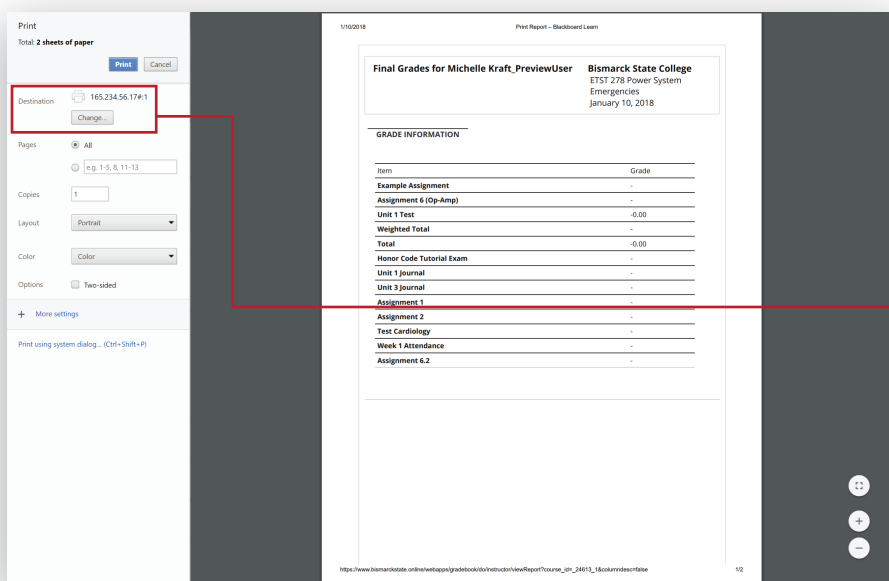
DOWNLOADING & SAVING THE REPORT

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.



On the new webpage with the report, you can right click your mouse to bring up a menu and click **Print**.

You can also hit Ctrl + P on your keyboard.

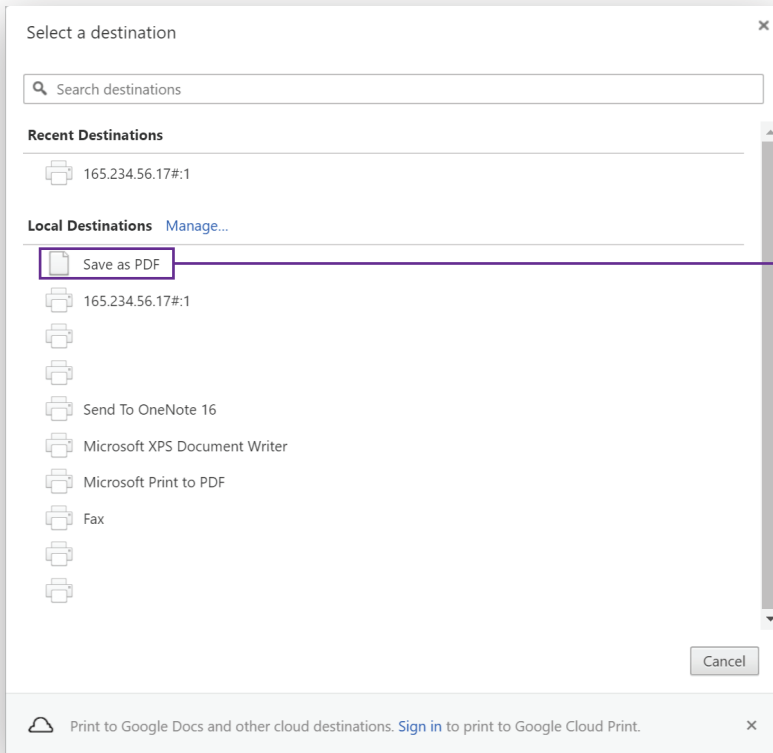


Print options will open up in your web page.

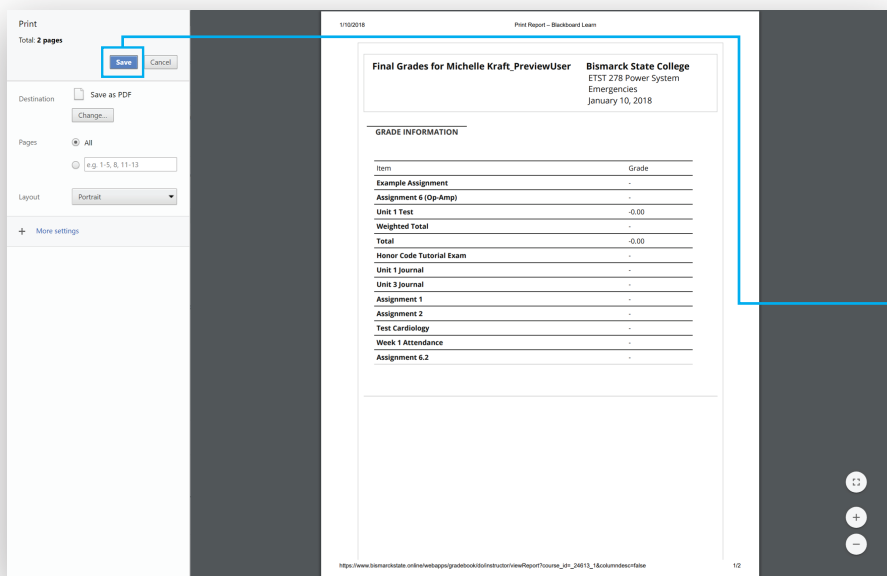
Locate the Destination options and click **Change**.

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In the new window, select
Save as PDF.

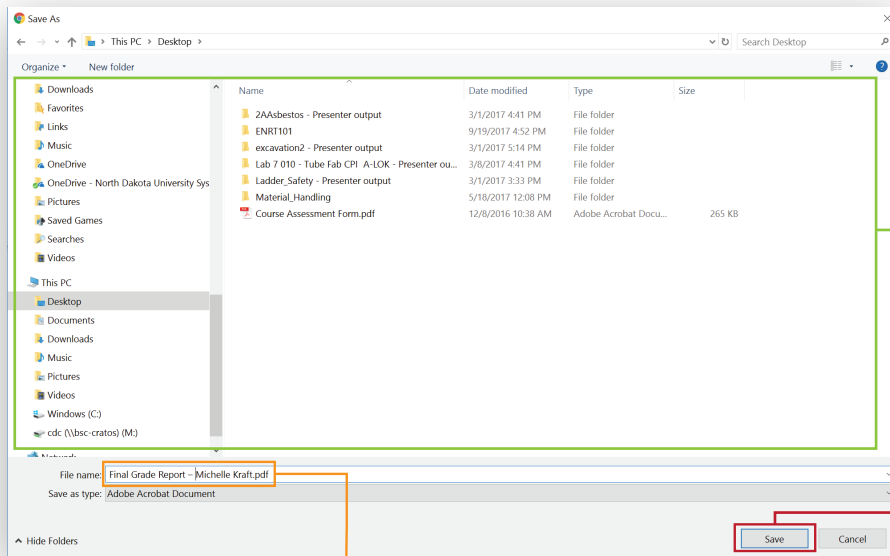


You will be taken back to
the report page with new
print options.

Click **Save**.

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A Save As window will appear.

Choose the location on your computer you would like to save the PDF.

Give the PDF a name, such as: `FinalGrade Report - StudentName.pdf`

Click `Save`.



On your computer, locate the file you just saved.

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