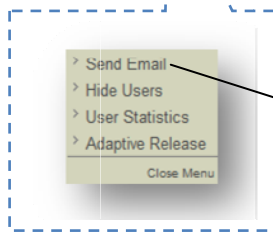


To send mail to individual students from within the Grade Center, follow these steps:

1. Move the cursor in the **First Name cell or the Last Name cell** of the mail recipient.

<input checked="" type="checkbox"/>	Last Name	First Name	Username	Last Access	Availability	Total
<input type="checkbox"/>	Alisea	Shannon	sa0699225	December 27, 200	Available	15.00
<input type="checkbox"/>	Alvarez	Anna	ia0125020	December 20, 200	Available	0.00



2. Click the chevron Link menu  to display the drop-down menu.

3. Click **Send Email**.

4. Repeat **steps 4-7** above to complete the email process

Using Reports

Instructors can create printable Reports for their Courses and Students. For example an Instructor can create a Report, like a progress report, that contains all of the grades from a particular marking period for a defined group of Students in a class, such as special-needs students or transfer students. This Report can then be printed, and handed out to each Student, Parent, or Guardian.

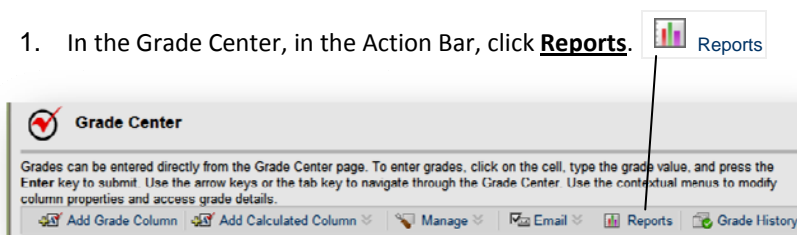
Reports can display all or a number of Students, Groups; and Grade Columns or Calculated Columns, a Grading Period, or all of the columns in a Category.

Reports can be customized in a variety of ways, including Report header and footer information. Reports can also include a signature line, date, Course Information, and so on.

Reports print one Student per page

To create and print a read-only Report, follow these steps:

1. In the Grade Center, in the Action Bar, click **Reports**.



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2. Select from the following possibilities to be included in the Header Information of the Report:

The screenshot shows the 'Generate Reports' page in Blackboard. It is divided into two main sections: 'Header Information' and 'Users'. The 'Header Information' section allows users to select what to include in the report header, such as Report Name, Date, Institution Name, Course Information, Instructor Names, Teaching Assistant Names, and Custom Text. The 'Users' section allows users to select the users for whom reports will be generated, including All Users, All Users in Group, and Selected Users. A callout box shows a list of users under 'Selected Users'.

1 Type the title of the report

Displays the report date

Displays the school name from the first tab (can be edited later)

Displays the course name and course ID

Displays the instructor name on the report

Displays any teachers assistants names on the report

Add any customized message here to be displayed in the report

2 Select the students to be included in the report. **Group names** and a **list of users** will be displayed for you to view and select from

Choose to include any hidden users in the report

3. Select the Students to be included in the Report:

- **All Students** This will include all students in the Course on the Report.
- **All Students in Group** Select a Group to be included in the report. A Group must be created before it can be chosen when creating a Report.
- **Selected Students** Select one or more students in the course. To choose more than one students, press and hold Ctrl + click the names.

Note: The Instructors can only choose students within the section being used.

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1. Select from the following possibilities for the Student Information to be included in the report:

The screenshot shows the 'Southwestern College' Blackboard interface for configuring a report. It is divided into several sections:



- 3 User Information:** Includes checkboxes for 'First Name', 'Last Name', 'Username', 'Student ID', and 'Last Access'. Callout 3 points to the 'First Name' and 'Last Name' checkboxes, stating they are included by default and can be removed.
- 4 Columns:** Includes radio buttons for 'All Columns', 'All Columns in Grading Period', 'All Columns in Category', and 'Selected Columns'. Callout 4 points to these options, stating they allow for including hidden columns.
- 5 Column Information:** Includes checkboxes for 'Description', 'Due Date', and 'Statistics'. Callout 5 points to this section, stating it allows for selecting information associated with a particular Grade Column or Calculated Column.
- 6 Footer Information:** Includes checkboxes for 'Custom Text', 'Signature Line', 'Date', and 'Course Information'. Callout 6 points to this section, stating it allows for selecting footer information.

Callout 3: The **first and last names** are included by default. Remove the checkmark from the boxes to remove the names

Callout 4: Choose the columns you want to include in the report. You can also include hidden columns not visible in the grade center

Callout 5: Select the column information to be included in the Report. This is the information that is associated with a particular Grade Column or Calculated Column. This information was created during the creation of a column. The Column Name and current grade will display automatically in the Report, and these cannot be removed

Callout 6: Select the Footer Information to be included in the footer of the report.

2. Click **Preview**  to open the Report in a new browser window, leaving the Report creation browser open as well.
3. Click **Submit**  This will display the report in a new browser window, but the Report creation browser will return to the Grade Center page.
4. **Print** the report using the browser window's print function.

Tip: To save a Report, save it through the browser window's function. With the Report open, select **File**, then select **Save As**. Choose the save location. It will be saved as an internet file.

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This is an example of a completed report for one student. If all students are selected or there are multiple pages you will need to scroll down to see the other student reports

Click the PRINT button to print the report from the webpage

Training Report for
Instructors: Larry Lambert, Larry Lambert

Southwestern College
Travel - Sopacific,Asia,Orient(07FA_TT_164_501)
July 22, 2008

Grade Information		
Item	Grade	Median
Total	177.00	57.56
Weighted Total	37.68%	22.13
Who are you? - (5 points)	5.00	5.00
Plagiarism Test	9.00	10.00
Self Interview	15.00	13.00
Client 1	25.00	0.00
Client 2	0.00	0.00
Audio	-	-
Interests Survey	✓	0.00
CHapters 41-43	75.00	75.00
Extra Credit	-	15.00
Term Paper	48.00	22.50
End of class survey	✓	0.00
Paper 4	-	-
Lit 5	0.00	0.00
Assessment training	-	-

Signature: _____
Report Generated: July 22, 2008
Travel - Sopacific,Asia,Orient(07FA_TT_164_501)

Page Break

This line indicates a **page break** will happen here when printing

Grade History

The **Grade History** page in the Grade Center acts like a log file that records all of the changes that occur to grades within a Course. The Grade History page displays all the data for grade submissions within a set date range. It is possible to manipulate the view and export the information.

Altering the View of Grade History

The Grade History page can be filtered to display entries within a date range. It can also be sorted to display items by column name, score, or date.

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