Grade Center Reports

1. Login to the Bb Learn system and go to your course.

2. Locate the **Course Management Control** Panel under the left hand menu and click on **Grade Center** to open the drop down menu. Click on **Full Grade Center**.

3. Click on the **Reports** button and choose **Create Report**.

4. Type in the information to be included in the Header Information of the report.

5. Select the **Students** to be included in the report.

6. Click the check box if you want to "**Include Hidden Users in Reports**".

7. Click the checkboxes for the **User Information** to be included in the report.

8. Choose the **Columns** to be included in the report.

9. Click the checkboxes for the **Column Information** to be included in the report. Please note that the **Column Name** and **Current Grade** will display automatically in the report, and these cannot be deleted.

10. Click the checkboxes for the **Footer Information** to be included in the footer of the report. Type in any information you wish to include in the "**Custom Text**" field.

11. Click **Preview** to open the report in a new browser window. The report creation browser will remain open.

12. Click **Submit**. The report will display in a new browser window. You will now be able to save and print the report using the "**Save As**" and "**Print**" functions of your browser window.