

Reports

Blackboard Learn Grade Center

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Column Statistics and Grade Distribution

To view the Column Statistics and Grade Distribution:

1. Click the action link for the selected column.

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MyCLEmson Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin				
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* buckle8-nutrition101 *	Gra	ade Center : Fu	II Grade C	enter 🛛		> Assignmen	t File Download			
(buckle8-nutrition101)	When screen re	ader mode is on the tabl	le is static and or	adae may ba an	tarad on the Grade Datails r	> Assignmen	n reader			
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Information 🖬 🛛 📓	keys or the tab I	key to navigate through th	> Edit Column	n Information						
Content S	Create Colu	mn Create Calcula	> Column Sta	Vork Offline 😒						
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2. Then select **Column Statistics**.

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buckle8-nutrition1	01 buckle8-nutr	ition101 🔯 Grade	Center > Column Statis	lics					Edit Mode is: ON]?
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Information 🖩	8	and click Go or c	lick the next or previous	arrows to navigat	e sequentially.					
Content						Column: -Select-	-	So Show Statistics For: Availabl	e Users only 👻 Refresh	
Discussions										
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Help			- 4 - 11 -							_ 8
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COURSE MANA	GEMENT	Points Possit	ble 101)						
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Grade Center	»	Minimum Value		90.00	In Progre	\$\$	0	90 - 100	3	- 8
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Assignments	3	Range		0	Exempt		0	70 - 79	0	- 8
Tests		Average		90.00				60 - 69	0	
VUsers and Groups		Median		90.00				50 - 59	0	
Customization	*	Standard Devia	ation	0				40 - 49	0	
https://bb.clemson.edu,	/webapps/grade	ebook/do/instructor	/viewItemStats?course_id	l=_84548_1&item]	d=722970#			30 - 39	0	

- 3. The Column Statistics page is displayed. The Column Statistics page displays numerous statistics for a Grade Item, including average, median, standard deviation, and so on.
- 4. View Column Statistics for a different column by clicking the arrows for **Previous Column** or **Next Column**.
- 5. Alternately, you can select a column name from the **Jump to Column** drop down menu. Then click **Go**.
- 6. Click **OK** to return to the Grade Center.

Viewing Statistics by Student

To view the Statistics by Student:

- 1. Hover your mouse over the First Name, Last Name, Student ID or Username of the student for which you want to view statistics.
- 2. Then click the Action link to view the contextual menu.

3. Click **View User Statistics**.

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buckle8-nutrition101 buckle8-nutritio	Statistical informer every Grade Cent then check the bo	r Statistics ation related to student p ter View. To see statistic xx labeled Show statisti	performance and so is for a custom view ics for current view	orted by Categ , set the Curre r only .	ory is available from any ent View of the Grade Cer	Grade Center Vie	default, statistics for the full Grade W. Next, select the desired student, cl	Center are displayed Ick User Statistics,	d from and	
Discussions S Groups S					User: -Select-	•	Go Show Statistics For: All View	/S 💌 Re	fresh	
Tools 🛛 🖉 <				User T	rainer01 Trainer01 (trainer01) }	5			
Help 📓										
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COURSE MANAGEMENT	Student ID									8=
* Control Panel Content Collection	Contact	Pho Pho trait	one (Home) one (Work) n01@clemson.edu							
Course Tools	Items Comple	ted 509	6 (2 of 4)							
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Tests	Test	0%	5	-	-		1	-		
V Users and Groups	Assignment	t 87.	.50%	1	-		-	-		
Customization »										
Packages and Utilities										
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- 4. The Student Statistics page is displayed. The Student Statistics page displays a Student's statistics in the Categories.
- 5. View Student Statistics for a different column by clicking the arrows for **Previous User** or **Next User**.
- 6. Alternately, you can select a Student Name from the **Jump to User** drop down menu. Then click **Go**.

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7. Click **OK** to return to the Grade Center.

Create a Report

Faculty can create printable Reports for their Courses and Students. For example a Faculty member 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 a report:

1. Hover your mouse over the **Reports** action link and select **Create Report**.

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MyCLEmson Courses	Workgroups	Content Collection	Employees	Students	Clemson R	esources	Portal Admin						
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Groups 🛛 Tools 🗳	Move To	o Top Email 📎			Create > View G	Report 🔶 rade History		Sort Columns By:	ayout Position 😸 🤇	Order: 🔺	Ascending	×	
Textbooks 🛛	Last Name	e 🗵 First Name	Username	🗵 Stude	nt ID 🛛	Last Access	Availability	weighted T	otal 🗵 🍼 Total	×.	2013 10.337	<u></u>	E E
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Evaluation Grade Center » Needs Grading Full Grade Center Assignments Tests Users and Groups Customization s										Edit Ro	ws Display	вd	

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MyCLEmson Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin				
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buckle8-nutrition101 buckle8-nutrition101) Home Page	Reports are cus Center, for a spe	ate Reports tomized, printable Repor ecific time frame such as	ts from Grade Cente a marking period, fo	r data desigr r a defined g	ied to be shared with Stude roup of Students, or for a de	ents and Observers efined Category of g	. Reports can be genera rades. <u>More Help</u>	ated for all of the g	rades in the Grade	
Information Content Discussions Groups								Cancel	Preview Subm	hit
Tools 🔤 < Help 🛃	1. Head Select who	der Information atto include in the heade	r of each report.	_						
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COURSE MANAGEMENT	Date	tion Name	July 25, 2013							
* Control Panel Content Collection	Cours	se Information	buckle8-nutrition10	1(b	-2					- 8
Course Tools Evaluation Grade Center *	Name	es of Users by Role	Instructor							
rveeos Grading Full Grade Center Assignments Tests	Custo	om Text	Y							
 ✓ Users and Groups Customization Packages and Utilities 	~									

- 2. Select which **Header Information** to include in the report.
 - a. Report Name is a required field. Enter a Report Name in the field provided.
 - b. **Date** is the date the report was created. The date will automatically be populated with the current system date and time. This date can be modified.
 - c. Institution Name defaults to MyCLEmson. The Institution Name can be modified.
 - d. **Course Information** the Course ID and Course Name will automatically be populated from the system. The **Course Information** can be modified as necessary.
 - e. **Names of Users by Role** ready only. Option only allows you to select from Instructors and Teaching Assistants.
 - f. Custom Text add any other text that you want to appear in the header in this box.



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- 3. Select which students to include in the Report.
 - a. All Users includes all Users enrolled in the class.
 - b. **All Users in Group** allows you to select specific Groups of users to include in the report. Control + Click or Shift + Click to select multiple Groups.
 - c. **Selected Users** allows you to select specific Users to include in the report. Control + Click or Shift + Click to select multiple Users.
- 4. Select the **User Information** to include in the report.

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MyCLEmson Courses	Workgroups Content Collection Employees Students Clemson Resources Portal Admin		
	4. Columns		-
	Select the columns to include in the reports.		
	Columns currently displayed in the grid (in display order) All Columns All Columns All Columns All Summery Sigo Self and Peer Test Include Hidden Columns in Reports		
	5. Column Information		
	Select the column information to include in the reports. Name and Grade are included by default.		
			- 81
	Due Date G Statistics Average		E
	6. Footer Information		
	Select what to include in the footer of each report.		
	Custom Text		
	5 ·		

5. Select the **Columns** to include in the report.



- a. All Columns includes all Columns in the Grade Center in the report.
- b. All Columns in Grading Period includes all Columns in a selected Grading Period(s). Control + Click or Shift + Click to select multiple Grading Periods.
- c. All Columns in Category includes all Columns in selected Categories. Control + Click or Shift + Click to select multiple Categories.
- d. **Selected Columns** allows you to select specific columns to include in the report. Control + Click or Shift + Click to select multiple Columns.
- 6. Select the Column Information to include in the report. Name and Grade are included by default.
 - a. **Description** includes the Column Description in the report.
 - b. **Due Date** includes the Column Due Date in the report.
 - c. **Statistics** allows you to include the Average, the Median, or the Median and Average in the report.

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	Select the column information to include in the reports. Name and Grade are included by default.			•
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	Custom Text		_	
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		Character count: 13	4.	
	Signature Line			
	Date July 29, 2013			
	Course Information buckle8-nutrition101(b			
		(8)		E
	7. Submit	1		
	Click Submit to proceed. Click Cancel to quit. Click Preview to preview.	al Proview Submit		
	Carc	Subini	-	-

- 7. Select the **Footer Information** to include in the report.
 - a. Custom Text add any other text that you want to appear in the footer in this box.
 - b. Signature Line adds a line for a signature to the report.
 - c. **Date** is the date the report was created. The date will automatically be populated with the current system date and time. This date can be modified.
 - d. **Course Information** the Course ID and Course Name will automatically be populated from the system. The **Course Information** can be modified as necessary.
- 8. Click Submit.



Print Report		
rade Center Reports can be printed using the browser's Print button. More Help		
Midterm Report for Trainer02 Trainer02	Clemson Univers buckle8-nutrition10 July 29, 2013	ty (buckle8-nutrition101)
Grade Information		
Item	Grade	
Group Project 1		
Assignment 1	Needs Grading	
	Page Break	
Midterm Report for Trainer04 Trainer04	Page Break	ty (buckle8-nutrition101)
Midterm Report for Trainer04 Trainer04	Page Break	ty (buckle8-nutrition101)

- 9. The report is displayed.
- 10. **Print** the report using the browser window's print function

View Grade History

Grade History is a tool that tracks all changes to grades within the Grade Center. When Grade History is available, it displays a table of data detailing every grade change to date. The Grade History table can be sorted to show items by column name, score, or date by clicking the column header name. The Grade History table can be filtered to display entries within a date range using **Show Entries from Past**, located at the top of the table.

To view Grade History:

1. Hover your mouse over the **Reports** action link and select **View Grade History**.

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MyCLEmson Courses	Workgroups	Content Collection	Employees	Students	Clemson Res	ources f	Portal Admin					
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A buckle8-nutrition101 A buckle8-nutrition101 Home Page Information Content Discussions	When screen remode is off, grakeys or the tab P	ade Center : Fu eader mode is on the tabl des can be typed directly cey to navigate through th mn Create Calcula	II Grade Co e is static, and gr into the cells on t e Grade Center. <u>I</u> ated Column 💊	enter 😒 ades may be er he Grade Cente lore Help Manage	itered on the Grad ir page. To enter a	e Details pag I grade: click ti	e, accessed by he cell, type the	selecting the table cell grade value, and pres	for the grade. When s the Enter key to su Filte	screen reader omit. Use the arrov	×	
Groups S Tools S Help S Textbooks S	Grade Information	Top Email 😒			> Create Re View Grad	port e History <	1	Sort Columns By: La	yout Position 📎 Or Last Saved	der: Ascending	M AM	
COURSE MANAGEMENT	Last Name	First Name Trainer01	Username trainer01	M Stude	nt ID 🖄 Las Jul	t Access y 25, 2013	 Availability Available 	Weighted To	tal 🖄 🖉 Total 87.50	×		III
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Content Collection ** Course Tools Evaluation **	Selected Rows:	0 Top Email 😒	•		m					► Icon Lege	nd	
Grade Center > Needs Grading Full Grade Center Assignments Tests Users and Groups Customization										Edit Rows Display	/ed	

2. The Grade History page is displayed.

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MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin					
buckle8-nutrition10	11 buckle8-nutr	rition101 🔯 Grad	e Center > Grade History							Edit Mode is:	ON 💹 ?	
 buckle8-nutrition buckle8-nutrition 	1 01 * 101)	Gra	ade History									
Home Page Information 🖩 Content	8	center to date. T display entries	The Grade History table ca within a date range using	n be sorted to show Show Entries from	w items by col Past, located	umn name, score, or date i d at the top of the table. <u>Mor</u>	or signation of the colu by clicking the colu <u>e Help</u>	ipiays a table of dat imn header name. T	The Grade History tabl	e can be filtered	d to	
Discussions Groups Tools	8	Disable Grad	de History Clear G	ade History	Jownload			30 Total Entries S	how Entries from Pas	t 7 Days 🗣	6	
Help										1 Day		
Textbooks									Refresh P	aç 7 Days	> >>	
COURSE MANA	GEMENT	Date	Column	Last Edited k	oy User	Value	Attem	pt Submitted	Comments	14 Days		
* Control Panel		Jul 25, 2013 11	:02:06 AM Group Proje	ct 1	Trainer Trainer	2 Attempt Grade C	leared Jul 24,	2013 1:15:04 PM		30 Days		
Content Collection	»	Jul 25, 2013 11	:02:06 AM Group Proje	ct 1	Trainer Trainer	Attempt Grade C A	leared Jul 24,	2013 1:15:04 PM		All		
Evaluation	*	Jul 25, 2013 11	:02:05 AM Group Proje	ct 1	Trainer0 Trainer0	2 Attempt Grade C	leared Jul 25,	2013 10:10:54 AM				
Grade Center Needs Grading	*	Jul 25, 2013 11	:02:05 AM Group Proje	ct 1	Trainer(Trainer(Attempt Grade C	leared Jul 25,	2013 8:51:58 AM				
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Tests		Jul 25, 2013 11	:02:05 AM Group Proje	ct 1	Trainer Trainer	Attempt Grade C	leared Jul 24,	2013 12:50:36 PM				
Customization	*	Jul 25, 2013 10	39:47 AM Group Proje	ct 1 Jessie Buck	ev Trainer Trainer	Attempt Grade C	leared Jul 25,	2013 10:10:54 AM				
Packages and Utilitie	es »	Jul 25, 2013 10	39:46 AM Group Proje	ct 1 Jessie Buck	ev Trainer(1 Attempt Grade C	leared Jul 24	2013 12:50:36 PM				- M

- 3. From the Grade History page you can view the history of all changes that have been made to the Grade Center.
- 4. Filter the Grade History page by clicking the **Show Entries from Past** drop down menu and selecting a date range. Then click **Go**.
- 5. To clear the Grade History at the end of the semester, click **Clear Grade History**. A pop-up message will confirm that you want to Clear Grade History, and warn you that this action is final and cannot be undone.

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Download Grade History

To Download Grade History:

1. Hover your mouse over the **Reports** action link and select **View Grade History**.

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MyCLEmson Cour	ses	Workgroups	Content	Collection E	mployees	Students	Clemson Resources	Portal Admin					
buckle8-nutrition101 buckle8-nutrition101 E Grade Center - Grade History Edd Mode Is: ON E) f
Content Discussions Discussion Dis													
Groups Tools Help		30 Total Entries Show Entries from Past 7 Days Go											
Textbooks										Refresh	Page 1 of 2	>>>	
COURSE MANAGEME	NT	Date		Column	Last Edited by	User	Value	Attem	ot Submitted	Comments			
* Control Panel		Jul 25, 2013 11	:02:06 AM	Group Project 1		Trainer0 Trainer0	2 Attempt Grade CI	eared Jul 24,	2013 1:15:04 PM				
Content Collection	»	Jul 25, 2013 11	:02:06 AM	Group Project 1		Trainer0 Trainer0	4 Attempt Grade Cl	eared Jul 24,	2013 1:15:04 PM				
Evaluation	»	Jul 25, 2013 11	:02:05 AM	Group Project 1		Trainer0 Trainer0	2 Attempt Grade Cl	eared Jul 25,	2013 10:10:54 AM				
Grade Center Needs Grading	»	Jul 25, 2013 11	:02:05 AM	Group Project 1		Trainer0 Trainer0	4 Attempt Grade Cl	eared Jul 25,	2013 8:51:58 AM				
Full Grade Center Assignments		Jul 25, 2013 11	:02:05 AM	Group Project 1		Trainer0 Trainer0	2 Attempt Grade CI	eared Jul 25,	2013 8:51:58 AM				
Tests		Jul 25, 2013 11	:02:05 AM	Group Project 1		Trainer0 Trainer0	2 Attempt Grade CI	eared Jul 24,	2013 12:50:36 PM				
Customization	»	Jul 25, 2013 10	:39:47 AM	Group Project 1	Jessie Buckley	(Trainer0 Trainer0	1 Attempt Grade CI	eared Jul 25,	2013 10:10:54 AM				
Packages and Utilities		Jul 25, 2013 10	39:46 AM	Group Project 1	Jessie Buckley	Trainer0	1 Attempt Grade Cl	eared Jul 24	2013 12:50:36 PM				-

- 2. The Grade History page is displayed.
- 3. Click Download.



- 4. The Download Grade History page is displayed.
- 5. Select the **Delimiter Type**.
- 6. Select whether to **Include Comments**.



7. Then click Submit.

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MyCLEmson Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin	
buckle8-nutrition101 buckle8-nutr	rition101 🔯 Grad	de Center > Grade History >	Download Grade	History			Edit Mode is: ON
buckle8-nutrition101 (buckle8-nutrition101)	Do	wnload Grades	;				
Home Page	The data has b	een saved to a file. To do	wnioad the file an	d work off line o	lick Download to Open the f	ile.	
Content 📓	DOWNLOAD]					
Discussions S Groups S	▲	-					
Tools							
Textbooks	9						
COURSE MANACEMENT							
* Control Panel							
Content Collection »							
 Course Tools Evaluation 							
Grade Center >>							
Needs Grading Full Grade Center							
Assignments Tests							
∀ Users and Groups							 ок
Customization » Packages and Utilities »							

- 8. The Download Grades page is displayed.
- 9. Click **DOWNLOAD**.



10. The File Download pop-up is displayed. Click **Open** to open the spreadsheet. Click **Save** to download and save the spreadsheet to your local computer.

Note: Depending on the browser being used and the browser preferences, the pop-up window may not be displayed. The file may start downloading at the bottom of your screen. If so, click Open when done. You can save the spreadsheet to your local computer after it downloads in Microsoft Excel.