BLACKBOARD REPORTS FOR FINANCIAL AID AUDITS

Print the following two reports and send to Mary Heyer.

REPORT 1: Grade History

- 1. Go into the Full Grade Center
- 2. Select View Grade History from the Reports menu

Grade Center : Full Grade Center 🗵								
In the <u>Screen Reader mode</u> , the table is static and grades may be entered on the Grade Details page accessed by selecti cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys to navigate through the Grade Center and the Enter key to submit a grade. <u>More Help</u>								
Create Column	Manage ≽	Reports ∛	Filter V					
		> Create Report						
Move To Top Email 📎	Sort Colun	> View Grade History	der: Ascer					
Grade Information Bar		Las	at Saved Sentember					

3. At the top of the screen, select All from the drop-down menu to show all grade history entries. Click the Go button.



4. You can sort the report by user and copy and paste the entries from the student being audited into a MS Word document. Print the report.

Date	Column	Last Edited by	User	Value	Attempt Submitted
Sep 26, 2011	Chapter 3 &	<u>Sarah</u>	Tacinciile	Attempt Grade 28	Sep 20, 2011
9:31:34 PM	4 Test	Shumpert	Ganho		12:27:31 AM
Sep 26, 2011	Chapter 3 &	<u>Sarah</u>	Jackshaike	Attempt submitted	Sep 26, 2011
9:29:38 PM	4 Test	Shumpert		(needs grading).	12:27:31 AM
Sep 26, 2011 12:02:44 PM	Time Log		Techeike Guine	Attempt submitted (needs grading).	Sep 26, 2011 12:02:43 PM
Sep 26, 2011	Journal 4	<u>دراندیادی</u>	Teshsikan	Attempt submitted	Sep 26, 2011
11:16:19 AM		هیزیدگ	Darka	(needs grading).	11:16:19 AM

REPORT 2: Performance Dashboard

1. Select the Performance Dashboard from the Evaluation menu on the Control Panel



2. Click the number under the Discussion Board column

<u>Last</u> <u>Name</u>	<u>First</u> <u>Name</u>	<u>Username</u>	Role	<u>Last</u> <u>Course</u> <u>Access</u>	<u>Days</u> <u>Since</u> <u>Last</u> <u>Course</u> <u>Access</u>	<u>Review</u> <u>Status</u>	Adaptive Release	<u>Discussion</u> <u>Board</u>	<u>Early</u> Warning <u>System</u>	View Grades
Tans	Taoneina		Student	Sep 26, 2011 12:02:57 PM	1	<u>10</u>	P	2 10	<u>0/3</u>	8=

3. Print the report screen.

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Forum	<u>Total</u> <u>Posts</u>	Date of Last Post	<u>Average</u> Post Length	<u>Minimum</u> Post Length	<u>Maximum</u> Post Length	Average Post Position
<u>Getting to Know You</u>	<u>6</u>	Wed Aug 24 16:38:14 EDT 2011	199	73	525	1
<u>WK 2/3</u> ASSIGNMENT: Differences	<u>5</u>	Fri Sep 02 22:17:53 EDT 2011	540	427	616	1
				Displaying 1	to 2 of 2 items	Show All Edit P