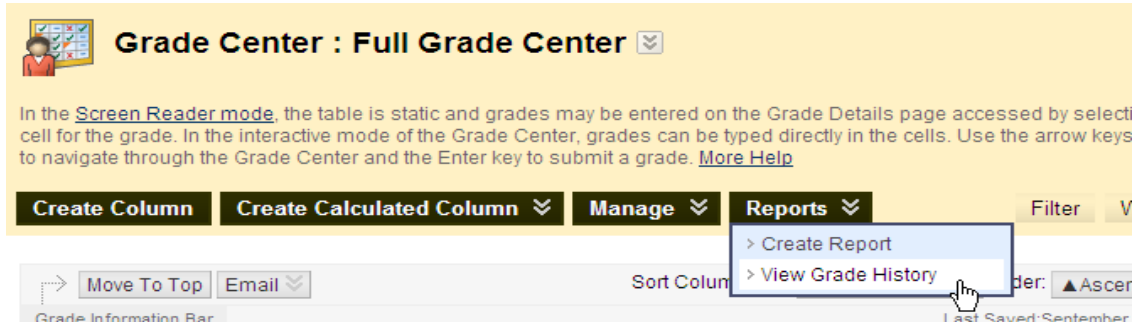**BLACKBOARD REPORTS FOR FINANCIAL AID AUDITS**
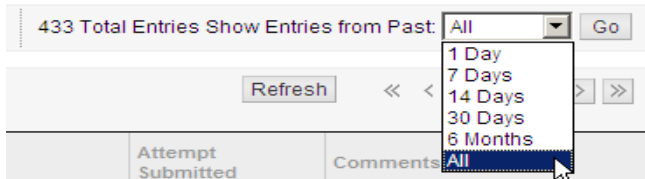
Print the following two reports and send to Mary Heyer.

REPORT 1: Grade History

1. Go into the Full Grade Center

2. Select View Grade History from the Reports menu

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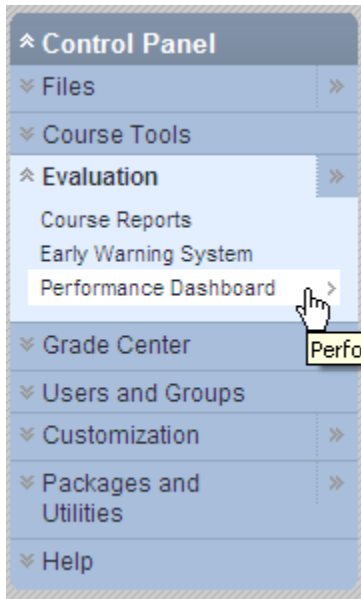

4. You can sort the report by user and copy and paste the entries from the student being audited into a MS Word document. Print the report.

Date	Column	Last Edited by	User	Value	Attempt Submitted
Sep 26, 2011 9:31:34 PM	Chapter 3 & 4 Test	Sarah Shumpert	~~Tashelka Parke~~	Attempt Grade 28	Sep 26, 2011 12:27:31 AM
Sep 26, 2011 9:29:38 PM	Chapter 3 & 4 Test	Sarah Shumpert	~~Tashelka Parke~~	Attempt submitted (needs grading).	Sep 26, 2011 12:27:31 AM
Sep 26, 2011 12:02:44 PM	Time Log	~~Tashelka Parke~~	~~Tashelka Parke~~	Attempt submitted (needs grading).	Sep 26, 2011 12:02:43 PM
Sep 26, 2011 11:16:19 AM	Journal 4	~~Tashelka Parke~~	~~Tashelka Parke~~	Attempt submitted (needs grading).	Sep 26, 2011 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

3. Print the report screen.

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

Displaying 1 to 2 of 2 items   Show All   Edit F