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.
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.