

Grade Reports

Grade reports are **the only location where formulas and calculations will be applied**. This differs from the Grade Entry Grid where only raw scores are shown.

Using the Grade Reports tool instructors may slice Gradebook data by the following attributes to create a report:

1. Term
2. Categories
3. Start Date
4. End Date

Instructors are also able to determine how grades will be displayed in the grade report (e.g. letter grades, percentages, or points).

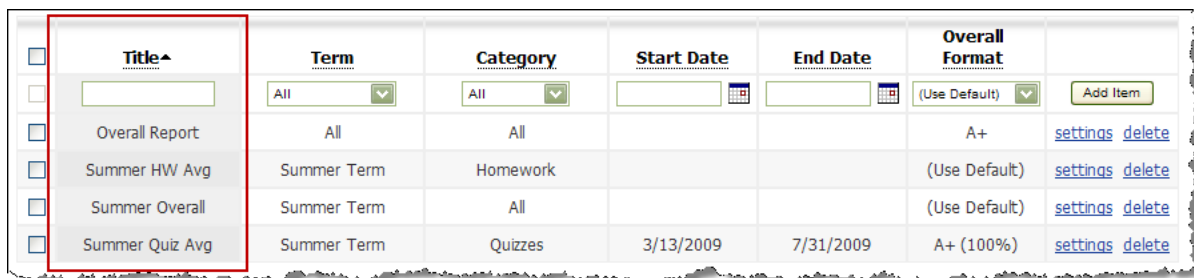
Creating Grade Reports

By default, there is an Overall Report which contains all grade data from all terms, categories, and dates. If you would like to modify this report, or create new reports, you may do so from the Grade Report grid view.

To add a new grade report, fill in the blanks in the top row of the report grid, and then select the **Add Item** button.

Sorting Reports

Users may sort by any of the grid columns by clicking on the column heading and selecting Sort Ascending or Sort Descending from the drop-down menu that appears. For example, the following image shows the grid sorted in ascending order by Title. Note that the column currently selected for sorting is shaded in gray and has a small triangle next to the column label.

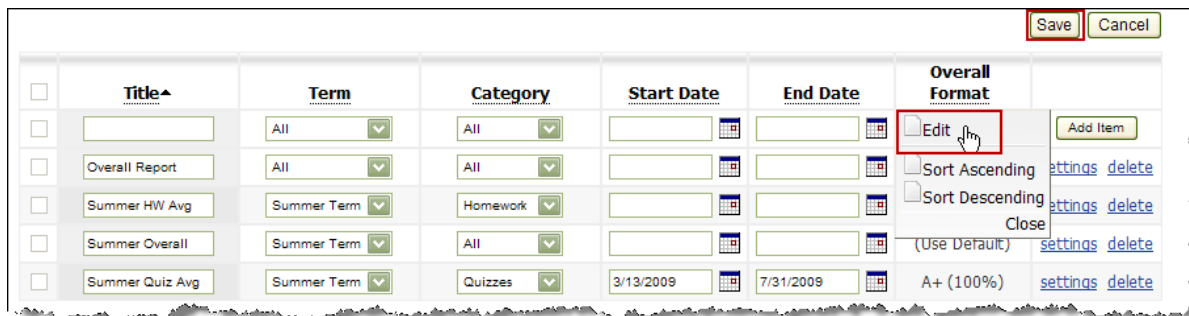


<input type="checkbox"/>	Title ▲	Term	Category	Start Date	End Date	Overall Format	
<input type="checkbox"/>	<input type="text"/>	All ▼	All ▼	<input type="text"/>	<input type="text"/>	(Use Default) ▼	<input type="button" value="Add Item"/>
<input type="checkbox"/>	Overall Report	All	All			A+	settings delete
<input type="checkbox"/>	Summer HW Avg	Summer Term	Homework			(Use Default)	settings delete
<input type="checkbox"/>	Summer Overall	Summer Term	All			(Use Default)	settings delete
<input type="checkbox"/>	Summer Quiz Avg	Summer Term	Quizzes	3/13/2009	7/31/2009	A+ (100%)	settings delete

Column Editing Mode

In addition, similar to other grid view screens, the columns can be changed to allow for editing directly from the grid view. To change the grid columns to editing mode, click on the heading for each of the columns you wish to edit, and select Edit from the drop-down menu. Once you have changed the grid to editing mode, the fields within will be displayed in an editable state and Save/Cancel buttons will appear above the grid. After making changes, be sure to hit the **Save** button in the upper right corner to save

your changes. This allows instructors to quickly change the information in a column for several reports at a time.



	Title	Term	Category	Start Date	End Date	Overall Format	
<input type="checkbox"/>		All	All			Edit	Add Item
<input type="checkbox"/>	Overall Report	All	All			Sort Ascending	settings delete
<input type="checkbox"/>	Summer HW Avg	Summer Term	Homework			Sort Descending	settings delete
<input type="checkbox"/>	Summer Overall	Summer Term	All			(Use Default)	Close settings delete
<input type="checkbox"/>	Summer Quiz Avg	Summer Term	Quizzes	3/13/2009	7/31/2009	A+ (100%)	settings delete

Editing Report Settings

The six primary settings for new grade reports can be specified from the grid view when adding the item (Title, Term, Category, Start Date, End Date, and Overall Format). However, to view advanced settings, or to make modifications to an existing report, you should select the “settings” link in the far right column of the grid for that item.

Rearranging Grade Reports

The order of the reports as shown above in the “rearrange” listing is the order in which they will appear on the Gradebook homepage in the Gradebook Reports nugget, regardless of the sorting order you have selected in the report grid view.

Clicking on the Rearrange link at the top left of the Grade Report grid screen, will reload the page in a drag and drop state (similar to the Rearrange option on the Lessons tab). Users can rearrange the order of each line item by dragging reports into the desired order.

Deleting Grade Reports

Reports can be deleted either individually, or several at a time.

Warning! Deleting a report will permanently delete that report from your course. There is no “undo” option once you have deleted a report. Deleting a report DOES NOT delete the categories or assignments included in the report.

To delete an individual grade report, select the “delete” link in the category grid for the row containing the report you want to remove. An alert window will pop up, prompting you to confirm the deletion. If you want to continue and permanently delete this category, click OK. Otherwise, click cancel to return to the report listing.

To delete more than one report at a time, place a check mark in the selection box next to each of the reports you would like to delete. Then, select the Delete Selected button below the grid. An alert window will pop up, prompting you to confirm the deletion. If you want to continue and permanently delete the selected reports, click OK. Otherwise, click cancel to return to the report listing.