

Blackboard Help

Home Learn / Instructor / Grading

Grade Reports and Statistics



A special note from Product Management on COVID-19: The team has been taking several pre-emptive infrastructure measures to help prepare for significantly increased traffic as a growing number of schools move to fully online courses. We will continue to monitor closely and take any additional steps required to provide a seamless service.



This information applies only to the [Original Course View](#). Your institution controls which tools are available.

You can create printable reports for your courses and students. You can also create a progress report that contains grades from a particular grading period for a defined group of students in a class. You can only choose students within one section to appear in a report. You must run a separate report for each section.

Based on your version of Blackboard Learn, when students submit assignments successfully, they may receive confirmation numbers. If available, you can view the confirmation numbers for all student submissions from the Grade Center.

You can customize reports. You can include report header and footer information, a signature line, date, and course information.

When you print, only one student per page is allowed.

Create a report



In the Grade Center, access the *Reports* menu and select *Create Report*.

You can make selections and provide text for each section. In the footer, you may edit the display date for the report creation date.

When you select the users you want to include in the report, you can't include groups until they are created.



To select multiple students, press the Shift key and select the first and last items. To select students out of sequence, press the Ctrl key and select each student needed. For Macs, press the Command key instead of the Ctrl key.

You may preview the report before you submit it.

Save or print a report



To save a report, use your browser's *Save As* function and choose the location. The report is saved as an HTML file.

To print a report, use your browser's print function. Select the appropriate options. See your browser's online help for more information about printing.

Grade Center statistics



In the Grade Center, you can view statistical information related to a column and any user. The statistics pages are read-only. You can't edit grades or other information.

User Statistics page

On the *User Statistics* page, you can view student information and the percentage and total number of items completed as of the present time and date.



The student's contact information is generated from what a student has chosen to share.

The *User Statistics* page displays a student's statistics. In the Grade Center, access a user's menu and select *View User Statistics*.

<input type="checkbox"/>	LAST NAME	FIRST NAME	USERNAME
<input type="checkbox"/>	Casper	Chris	ccasper
<input type="checkbox"/>	Cooper	Ashby	
<input type="checkbox"/>	Durand	Porter	
<input type="checkbox"/>	Herrera	Linda	

- Hide Other Rows
- View User Statistics**
- Browse Adaptive Release Status
- Email User
- Hide Row
- Report

User Statistics

User: -Select- Go Show Statistics For: All Views

User **Chris Casper (ccasper)** < >

STUDENT DETAILS

User	Chris Casper (ccasper)
Student ID	
Contact	Phone (Home) Phone (Work) ccasper@myschool.edu
Items Completed	31% (14 of 45)

CATEGORY STATISTICS

Category	Average	Graded	In Progress	Needs Grading	Exempt
	0%	-	-	-	-
Assignment	89.00%	1	-	3	-
Test	10.00%	5	-	1	-
Survey	0%	1	-	-	-
Journal	0%	-	-	-	-
Discussion	0%	-	-	1	-
Blog	0%	-	-	1	-

To view another user's data while on the *User Statistics* page, select the appropriate student name from the *User* menu and select *Go*. Use the left and right arrows to move alphabetically to the previous or next student. You can send students emails from this page in the *Contact* section.

To change the statistics you can view on this page, select a view from the *Show Statistics For* menu and select *Refresh*. By default, the full view of the Grade Center is shown, but if you choose another view, then those statistics are shown.

Column Statistics page

The *Column Statistics* page displays statistics for a grade item, including average, median, and standard deviation. You can also view how many need grading and how the grades are distributed.

Column Statistics

Column: Terminology Test (Test) Go Show Statistics For: Available Users only Refresh

Column Terminology Test (Test) < >

COLUMN DETAILS

Column	Terminology Test (Test)
Points Possible	30
Description	

STATISTICS	STATUS DISTRIBUTION	GRADE DISTRIBUTION
Count	8	Greater than 100
Minimum Value	12.50	90 - 100
Maximum Value	27.50	80 - 89
Range	15.00	70 - 79
Average	18.81	60 - 69
Median	20.00	50 - 59
Standard Deviation	4.42	40 - 49
Variance	19.56	30 - 39
		20 - 29
		10 - 19
		0 - 9
		Less than 0

In the Grade Center, access a column header's menu and select *Column Statistics*.

You can include unavailable students in the statistics. Access the *Show Statistics For* menu and select *All Users*. Select *Refresh*.

To view another column, select it from the *Column* menu and select *Go*. Use the *Next Column* and *Previous Column* icons to move to another column.

Available Statistics

- *Minimum* and *Maximum Values*: The lowest and highest values of all graded columns in the Grade Center
- *Range*: The numeric range between the lowest and highest grades for an item
- *Average*: The statistical average of the item
- *Median*: The midpoint score of the items
- *Standard Deviation*: The difference between the values of the item and the average of the item
- *Variance*: A statistical measure of the spread or variation of the items

Student assignment submission confirmations

When students submit assignments successfully, the *Review Submission History* page appears with information about their submitted assignments and a success message with a confirmation number. Students can copy and save this number as proof of their submissions and evidence for academic disputes. For assignments with multiple attempts, students receive a different number for each submission. If your institution has enabled email notifications for submission receipts, students will also receive an email with a confirmation number and other details for each submission.



You and your students won't be able to view confirmation numbers if your institution uses Blackboard Learn 9.1 Q4 2016 or earlier. Student email notifications and student access to receipt history were introduced in Blackboard Learn 9.1 Q2 2017.

Success! Your submission appears on this page. The submission confirmation number is 3c78-434b-9da8-43325f52. Copy and save this number as proof of your submission.

Review Submission History: Week 1 Study Guide Questions

<u>Assignment Instructions</u> ^	Assignment Details v
<p>Add two potential questions that could appear on the Week 1 test. Include the answers. I will compile all submissions for the class to use as a study guide.</p> <p>You're allowed one attempt.</p>	<div style="background-color: #333; color: white; padding: 2px;">GRADE</div> <p>LAST GRADED ATTEMPT</p> <div style="background-color: #f0e6ff; padding: 2px;">ATTEMPT</div> <p>9/14/16 4:52 PM</p> <div style="background-color: #f0f0f0; padding: 2px;">Submission</div> <p> study_guide_pdurand.c</p>

You and your administrators have a retrievable record in the system even if an attempt, assignment, or student is later deleted from the course. These records are maintained in the course and also retrievable after the archive and restore process.

You can access all of your students' confirmation numbers from the Grade Center. Access the *Reports* menu and select *Submission Receipts*.

Grade Center | Full Grade Center

Create Column Create Calculated Column ▾ Manage ▾ **Reports ▾**

Create Report
View Grade History
Submission Receipts

Submission Receipts

User Name ▾ Not blank ▾ Go Options User Information ▾

CONFIRMATION NUMBER	STUDENT	SUBMITTER	COURSEWORK	DATE	SUBMISSION	SIZE
9e710457-8d9f-4bdd-b553-7aa3703813e9	Alyssa Dubois	Alyssa Dubois	Week 1 Study Guide Questions	Sep 14, 2016 7:19 PM	study_guide_adubois.doc	29.5kb
41ab7c64-aa91-4879-8711-ba4a8ae8fcf2	Juan Hernandez	Juan Hernandez	Week 1 Study Guide Questions	Sep 14, 2016 6:21 PM	Written submission	0.8kb
21a25e5e-c1e6-46e1-ac66-01a2a1ed1697	Bruce Lopez	Chris Casper	Group Outline	Sep 14, 2016 8:46 PM	grp_outline_casper.docx	113.8kb
21a25e5e-c1e6-46e1-ac66-01a2a1ed1697	Chris Casper	Chris Casper	Group Outline	Sep 14, 2016 8:46 PM	grp_outline_casper.docx	113.8kb
21a25e5e-c1e6-46e1-ac66-01a2a1ed1697	Sarah Spooner	Chris Casper	Group Outline	Sep 14, 2016 8:46 PM	grp_outline_casper.docx	113.8kb

On the *Submission Receipts* page, you can view information for each assignment, such as who submitted and when. Group assignments are also logged and the *Submitter* column lists who submitted for the group. In the *Submission* column, view if a student submitted a file or wrote the submission in the assignment's editor.

Use the menus at the top of the page to filter the items. In the second menu, select *Not blank* and leave the search box empty to show all of the submission receipts. Select a column heading to sort the items.