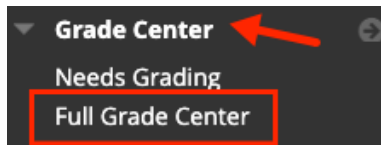


FINAL LETTER GRADE REPORT

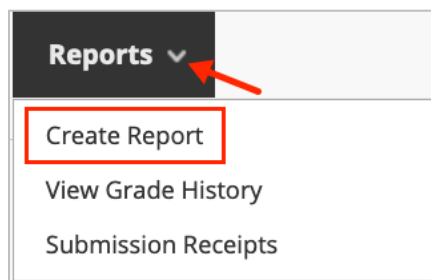
This report prints a page for each student with their J Number and Final Letter Grade. If you would prefer an Excel file to download and print, please see the user guide for how to [Download a Grade Center History](#).

Instructions

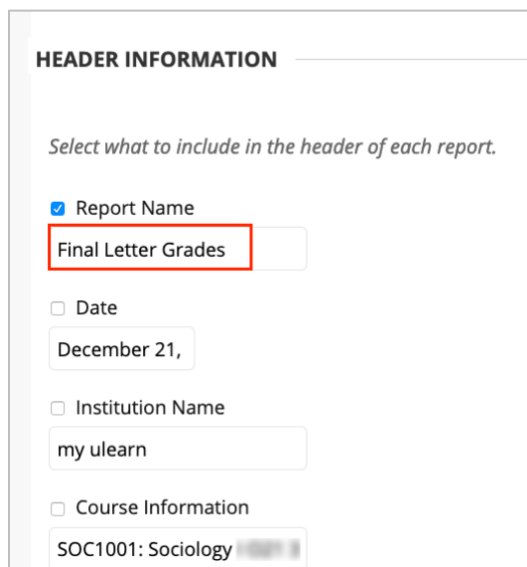
1. In the Course Management area of the course menu, click on **Grade Center** and then **Full Grade Center**.



2. Click on **Reports** and select **Create Report**.

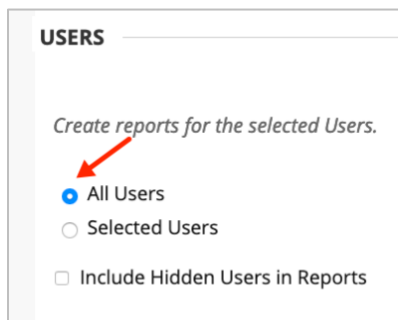


3. On the Create Reports screen assign a **Report Name** (this is required). You can leave the other fields as they are.

A screenshot of a form titled 'HEADER INFORMATION'. Below the title is the instruction 'Select what to include in the header of each report.' There are four checkboxes: 'Report Name' (checked), 'Date', 'Institution Name', and 'Course Information'. Each checked checkbox has a corresponding text input field. The 'Report Name' field contains 'Final Letter Grades' and is highlighted with a red box. The 'Date' field contains 'December 21,', the 'Institution Name' field contains 'my ulearn', and the 'Course Information' field contains 'SOC1001: Sociology'.

FINAL LETTER GRADE REPORT

4. Scroll down to the Users section, leave the default set to **All Users**.



USERS

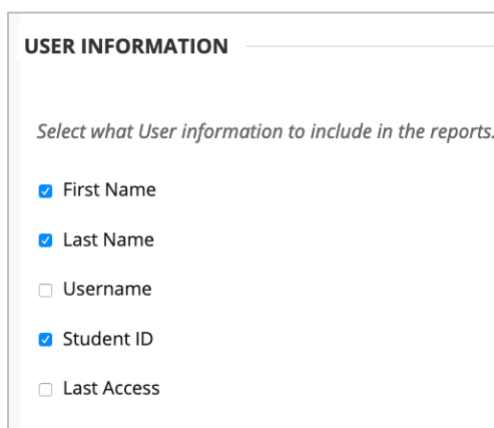
Create reports for the selected Users.

All Users

Selected Users

Include Hidden Users in Reports

5. In the **User Information** section, **First Name** and **Last Name** are selected by default. Check the box next to **Student ID** to also include J Numbers in the report.



USER INFORMATION

Select what User information to include in the reports.

First Name

Last Name

Username

Student ID

Last Access

Note: This report prints a page for each student in your class. If you have 35 students in your class, you will have 35 pages, each with one student's name, J Number and Final Letter Grade.

6. In the Columns section, click on the button next to Selected Columns and choose the **Letter Grade to Date** of your Final Letter Grade column.

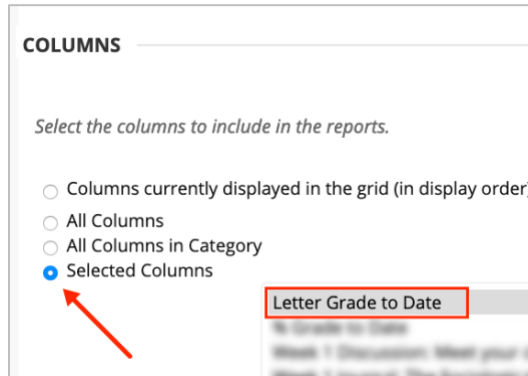
FINAL LETTER GRADE REPORT

COLUMNS

Select the columns to include in the reports.

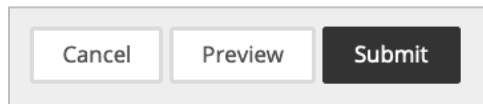
- Columns currently displayed in the grid (in display order)
- All Columns
- All Columns in Category
- Selected Columns

Letter Grade to Date



7. Click **Submit**.

Cancel Preview **Submit**



8. The report displays in a new window. You can print the PDF or you can save the PDF.

Final Letter Grades for [Student Name]

GRADE INFORMATION

Item	Grade
Letter Grade to Date	B+

