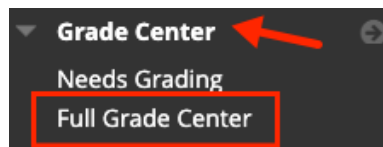


FINAL LETTER GRADE REPORT

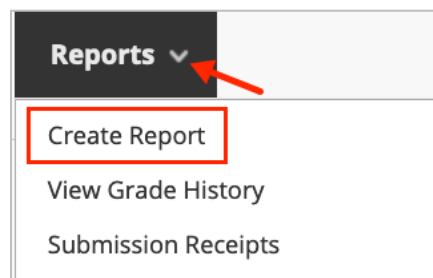
This report prints a page for each student with their J Number and Final Letter Grade. If you would prefer an Excel file to download and print, please see the user guide for how to [Download a Grade Center History](#).

Instructions

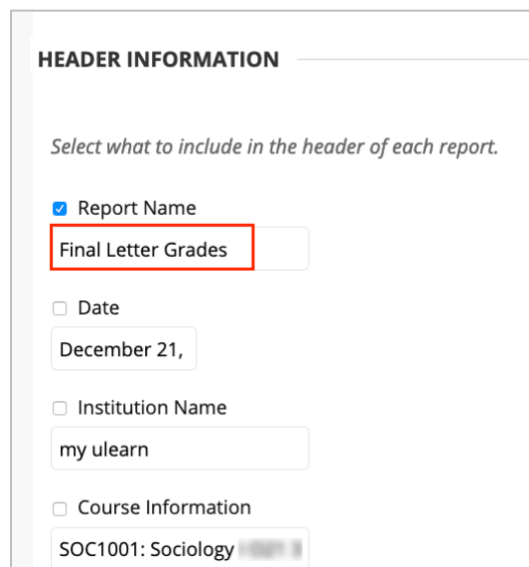
1. In the Course Management area of the course menu, click on **Grade Center** and then **Full Grade Center**.



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

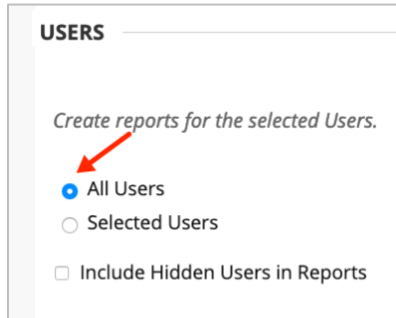


3. On the Create Reports screen assign a **Report Name** (this is required). You can leave the other fields as they are.

A screenshot of a form titled "HEADER INFORMATION". Below the title is a sub-header "Select what to include in the header of each report." There are four checkboxes with corresponding text input fields: "Report Name" (checked, with "Final Letter Grades" in the field), "Date" (unchecked, with "December 21," in the field), "Institution Name" (unchecked, with "my ulearn" in the field), and "Course Information" (unchecked, with "SOC1001: Sociology" in the field). A red rectangular box highlights the "Final Letter Grades" text in the "Report Name" field.

FINAL LETTER GRADE REPORT

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



USERS

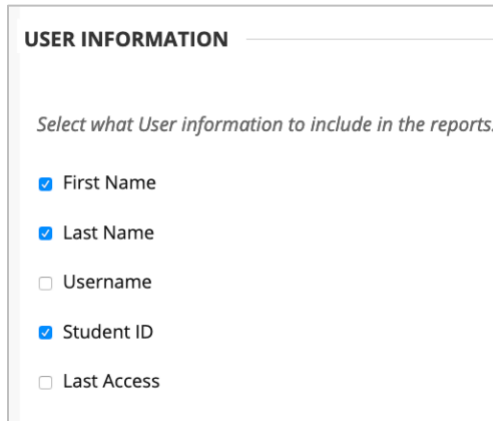
Create reports for the selected Users.

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.

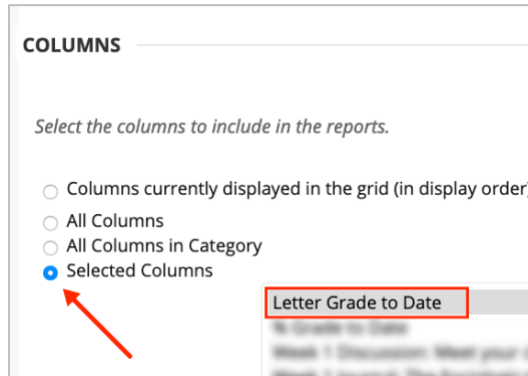
FINAL LETTER GRADE REPORT

COLUMNS

Select the columns to include in the reports.

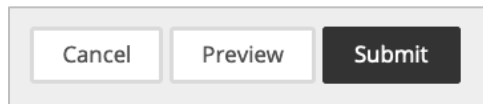
- Columns currently displayed in the grid (in display order)
- All Columns
- All Columns in Category
- Selected Columns

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+

