

1. Scroll all the way down the course homepage until you see Course Management.

2. Open Grade Center

3. Select Full Grade Center

The screenshot shows the myMASON Grade Center interface. At the top, there is a green navigation bar with the myMASON logo and menu items: Home, Courses, Content, Libraries, MyMedia, Organizations, Life@Mason, and Help. Below this is a white header bar with the course ID '202010.17017 CDS-130-007 (Spring 2020)' and the title 'Grade Center'. On the right of the header, there is a user profile for 'Annie Hui' and an 'Edit Mode' toggle set to 'ON'. A left-hand sidebar contains course navigation links such as '202010.17017 CDS-130-007 (Spring 2020)', 'CDS-130 Section 7 Home Page', 'Announcements', 'Attendance - Log-In', 'CDS-130 Course', 'Your Professor & STARS', 'Syllabus and Schedule', and 'Class Activities'. The main content area is titled 'Grade Center : Full Grade Center' and includes a description: 'The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. More Help'. Below the title is a toolbar with options: 'Create Column', 'Create Calculated Column', 'Manage' (with a dropdown arrow), 'Reports' (with a dropdown arrow), 'Filter', and 'Work Offline'. A red circle highlights the 'Reports' dropdown menu, and a red arrow points to it with the text '1. Select Report from menu.'. The 'Reports' dropdown menu is open, showing options: 'Create Report', 'View Grade History', and 'Submission Receipts'. A second red circle highlights the 'Create Report' option, and a red arrow points to it with the text '2. Select Create Report.'. Below the toolbar is a 'Grade Information Bar' with a 'Last Saved' timestamp of 'March 14, 2020 1:01 AM'. At the bottom, a table header is visible with columns: 'LAST NAME', 'FIRST NAME', 'USERNAME', 'STUDENT ID', 'LAST ACCESS', and 'MIDTERM GRADE'. A small notification at the bottom left reads: 'Open #actionitembutton.369a0370-a2ee-4574-9219-66d693249f45.list on this page in a new tab'.

myasonportal.gmu.edu/webapps/gradebook/do/instructor/generateReport?course_id=38

CDS-130 Course

- Your Professor & STARS
- Syllabus and Schedule

Class Activities

- All Weekly Modules
- All Gradables
- Online meetings

Resources

- Ethics
- Slides
- Videos
- CDS-130 Blogs
- Tools
- Course materials
- TA

Getting Help

HEADER INFORMATION

Select what to include in the header of each report.

- Report Name **1. Must provide report name.**
- Date **2. Select Date**
- Institution Name **3. Select Course Information.**
- Course Information **3. Select Course Information.**
- Names of Users by Role
- Custom Text

Click **Submit** to proceed

4. Scroll down for more options.

myasonportal.gmu.edu/webapps/gradebook/do/instructor/generateReport?course_id=38

CDS news
GMU Library Subject Guide
Tools and Grades
Tools
My Grades

Course Management

- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center**
 - Needs Grading
 - Full Grade Center
 - Assignments
 - Tests

USERS

Create reports for the selected Users.

All Users **Select All Users**

All Users in Group

Selected Users

Include Hidden Users in Reports

USER INFORMATION

Select what User information to include in the reports.

First Name

Last Name

Click **Submit** to proceed. **Scroll down for more options.**

Cancel Preview **Submit**

myasonportal.gmu.edu/webapps/gradebook/do/instructor/generateReport?course_id=36

- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
 - Needs Grading
 - Full Grade Center
 - Assignments
 - Tests
- Users and Groups
- Customization
- Packages and Utilities
- Help

USER INFORMATION

Select what User information to include in the reports.

- First Name
- Last Name
- Username
- Student ID
- Last Access

For User information, select all options available. The more information you keep, the better.

COLUMNS

Select the columns to include in the reports.

Click **Submit** to proceed. **Scroll down for more options.**

Cancel Preview **Submit**

myasonportal.gmu.edu/webapps/gradebook/do/instructor/generateReport?course_id=38

Help

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
- Include Hidden Columns in Reports

Select the columns to include, depending on how you've organized your Grade Center.

COLUMN INFORMATION

Select the column information to include in the reports. Name and Grade are included by default.

- Description
- Due Date
- Statistics
- Median

Click **Submit** to proceed.

Scroll down for more options.

Cancel Preview **Submit**

COLUMN INFORMATION

Select the column information to include in the reports. Name and Grade are included by default.

Description

Due Date

Statistics Median

Select Description and Due Date.

FOOTER INFORMATION

Select what to include in the footer of each report.

Custom Text

Click **Submit** to proceed.

Scroll down for more options.

Cancel

Preview

Submit

myasonportal.gmu.edu/webapps/gradebook/do/instructor/generateReport?course_id=36

Custom Text

Signature Line

Date

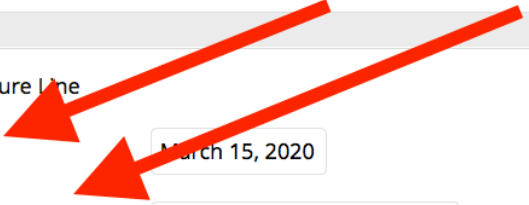
Course Information

Character count: 0

*Click **Submit** to proceed.*

Select Date and Course information.

Click Submit



Grade Center - 202010.17017 CDS-130-007 (Spring 2020) Print Report - Blackboard Learn

Print Report Right click your mouse to print this report.

Grade Center Reports can be printed using the browser's Print button. [More Help](#)

CDC130-20200315 for student name and other information here. (undisclosed)

GRADE INFORMATION

Item	Grade
Midterm grade	[REDACTED]
Total	[REDACTED]
MASON's Honor Code Blog	[REDACTED]
Reducing Digital Footprint Blog	[REDACTED]
Phishing Prevention Blog	[REDACTED]
Plagiarism Prevention Blog	[REDACTED]
Wk # 4 Ethics Assignment	[REDACTED]
Ethics Quiz #1	[REDACTED]