



## How do I create a report?

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You can create printable report for your courses and students.

To create Report,

1. Go to **Control Panel > Evaluation > Grade Center.**
2. Select **Report.**
3. Select **Create Report.**



4. A new page appears. Follow the directions on this page to create your report.
5. Click **Preview** at the bottom of the page to open the report in a new browser window.
6. Click **Submit**. This will display the report in a new browser window too, but the **Report Creation** browser goes back to the **Grade Center** page.
7. Print the report using the browser window's print function.