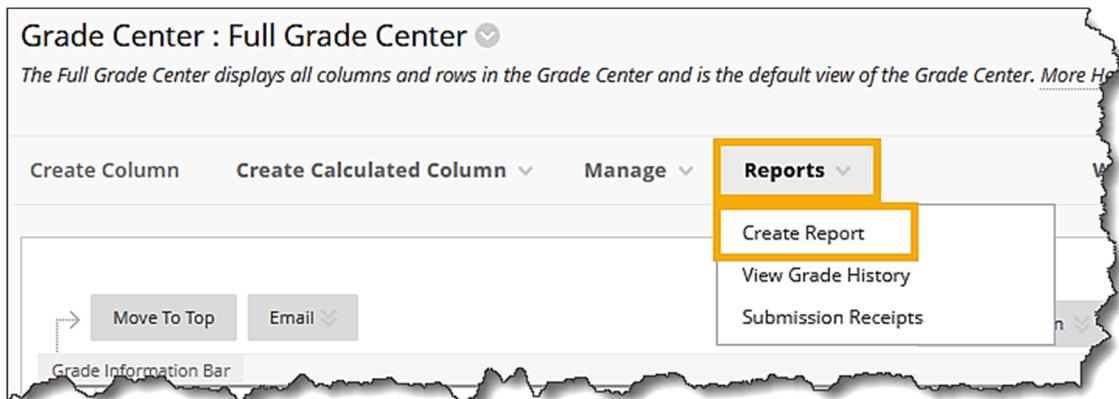


**Faculty Tutorial:**  
**Grade Center: Grade Report**

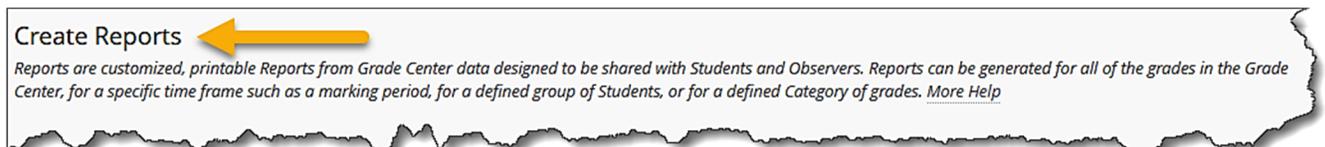
**Purpose:** To show faculty members how to create a Grade Report in MyHills.

**IMPORTANT:** Unless you have Adobe Acrobat installed on your computer, you will need to use the web browser Google Chrome to create and save your Grade Report, as it will allow you to save the report as a PDF. You may download Google Chrome at [www.google.com/chrome](http://www.google.com/chrome).

From within your course's Grade Center, hover your cursor over "Reports."  
In the sub-menu that opens, select "Create Report."



The "Create Reports" page will open.



Under "Header Information," uncheck the box next to "Report Name."



Then, *check* the box next to “**Course Information.**”

**HEADER INFORMATION**

*Select what to include in the header of each report.*

Report Name

Date

Institution Name

**Course Information** ←

Names of Users by Role

Next, be sure that “**All Users**” is selected under “Users.”

**USERS**

*Create reports for the selected Users.*

**All Users** ←

Selected Users

Include Hidden Users in Reports

Under “User Information,” the boxes next to “First Name” and “Last Name” should be checked.

**USER INFORMATION**

Select what User information to include in the reports.

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

Select which columns to include in the report. You may also choose to “Include Hidden Columns in Reports,” though this is not required.

**IMPORTANT:** Be sure to include all relevant columns in your report. However, you do not need to include items that are not graded and/or are not used to calculate a final Course Grade.

**COLUMNS**

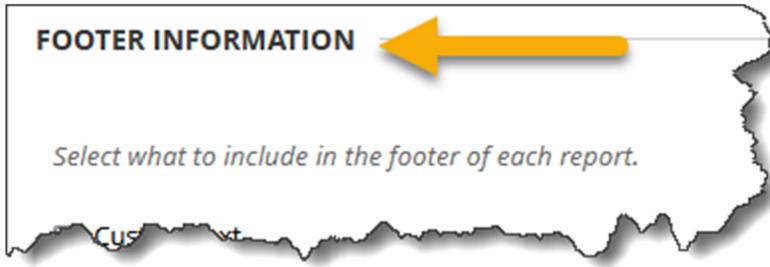
Select the columns to include in the reports.

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

You may select additional column information, such as “Description” and “Due Date,” to include in the report under “Column Information.”

**Note:** Adding additional “Column Information” is not required. “Name” and “Grade” are included by default.

You do not need to add/change anything under “Footer Information.”



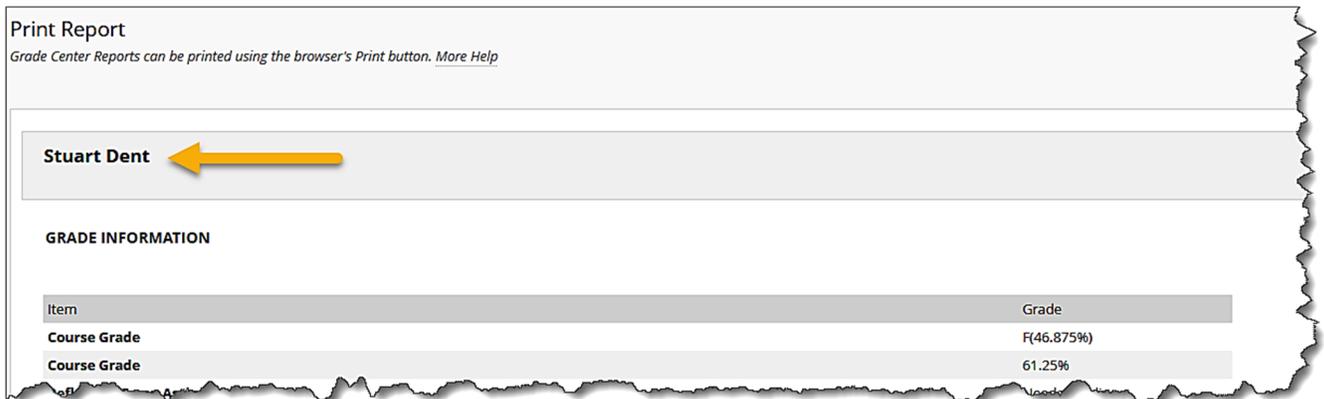
Once you are ready to create your report, click “Submit.”

**Note: Select “Preview” if you would like to preview the report before clicking “Submit.” Click “Cancel” to cancel the report and return to the Full Grade Center.**

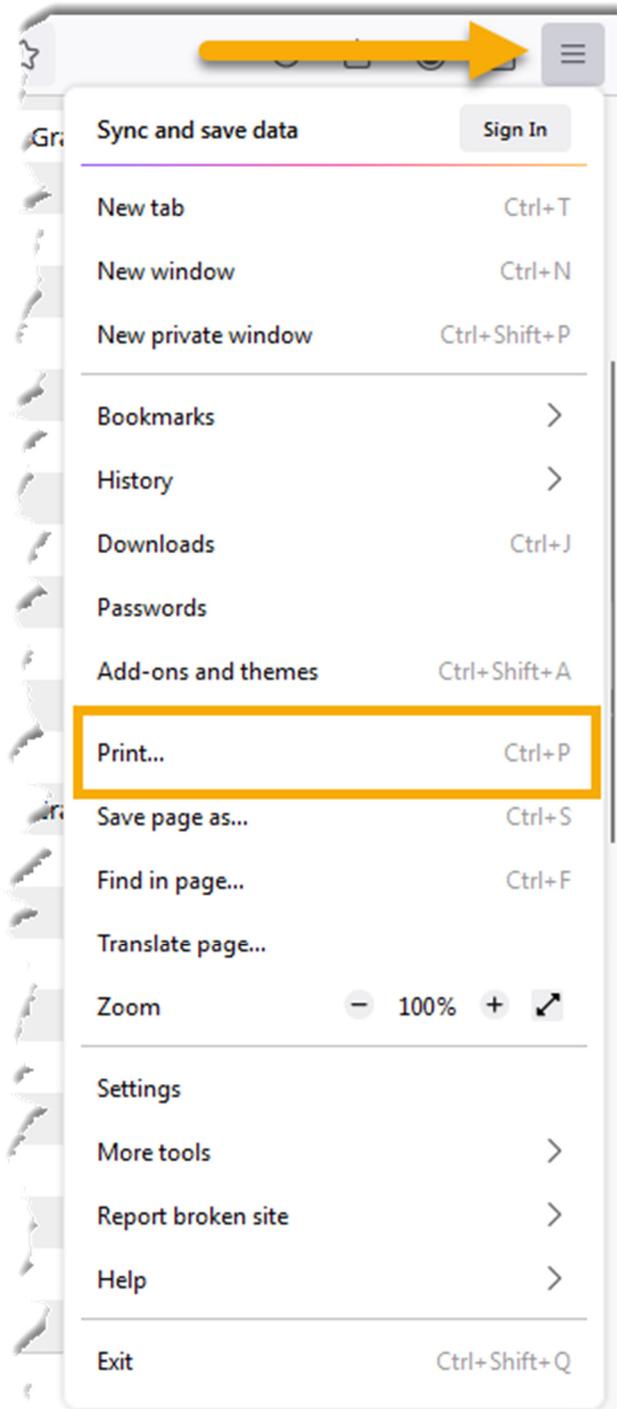


The report will open in a new window or tab. Students are listed in alphabetical order.

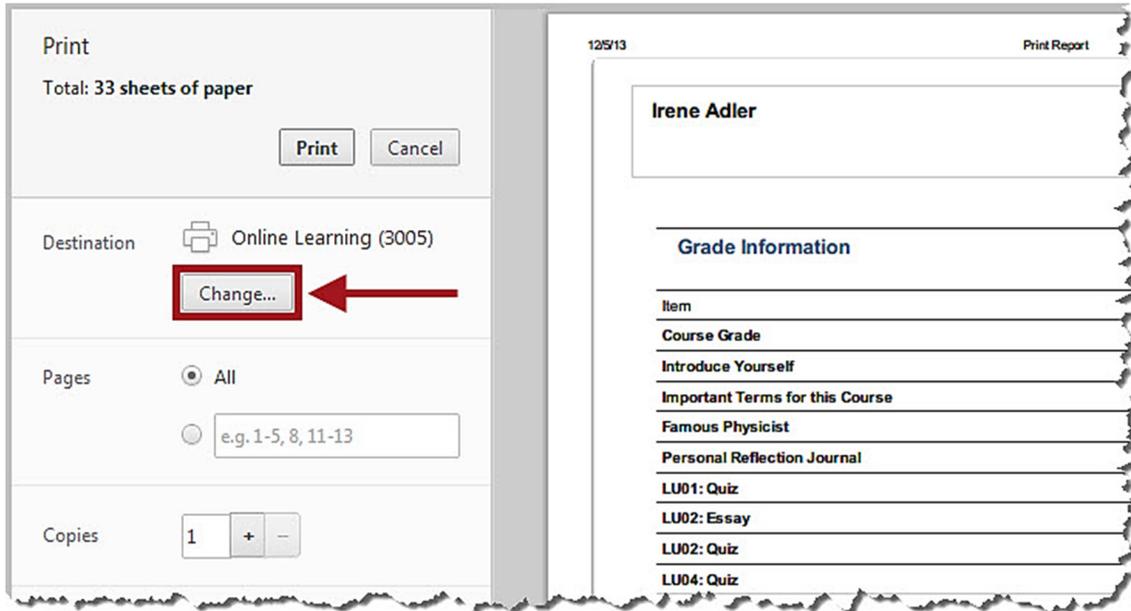
**Note: “Grade Information” for each student will be listed individually.**



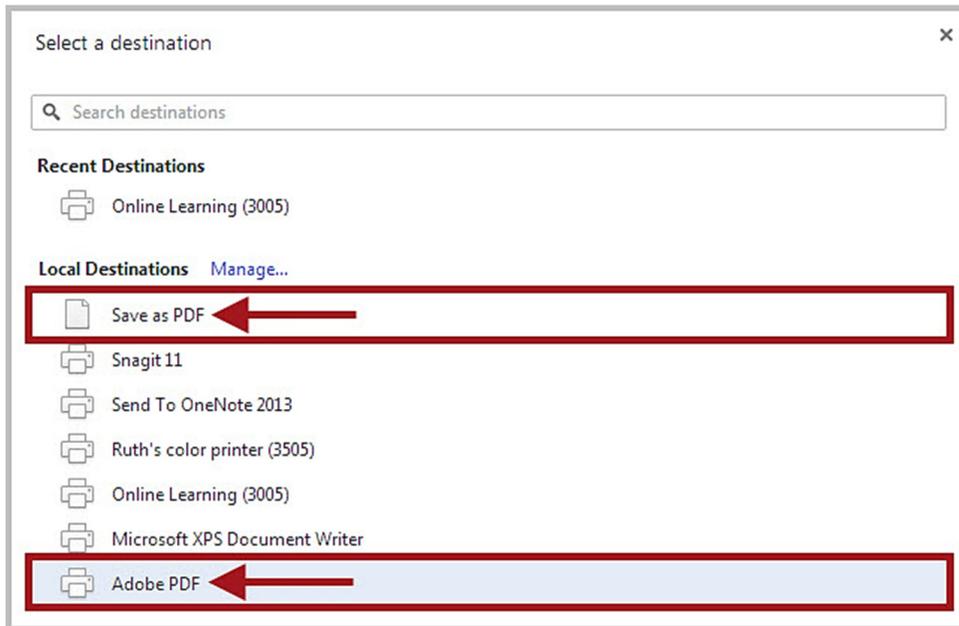
Click the three, horizontal bars that are located in the upper-right corner of the report window. In the sub-menu that opens, select “**Print...**”



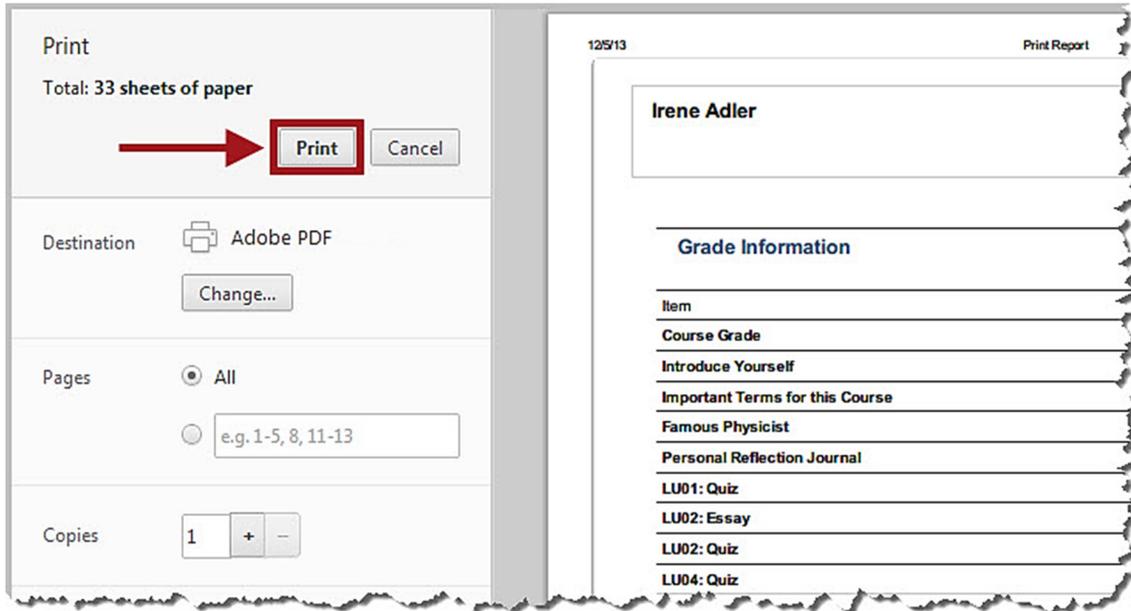
The "Print" window will open. Select "Change..." for the print "Destination."



In the pop-up window that opens, select "Adobe PDF" or "Save as PDF."

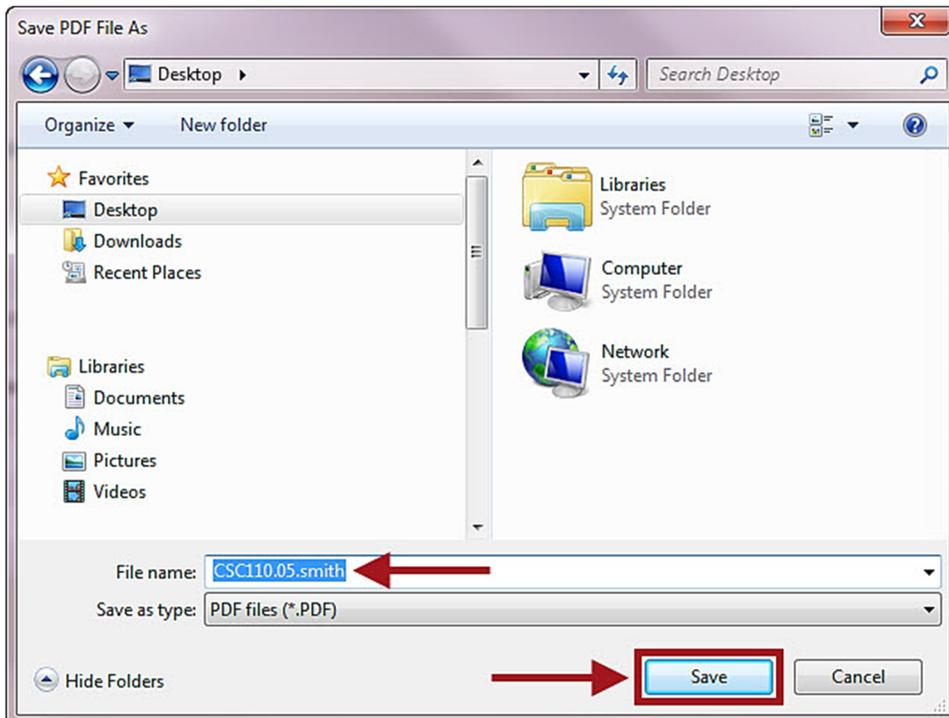


Select "Print."



In the pop-up window that opens, type the name of the file in the box next to "File name:" and select where you would like to save the report. Then, click "Save."

**Note: Your file name should be the course prefix, course number, period (dot), section number, period (dot), last name. For example, CSC110.05.smith (one section number, one faculty member).**



The PDF should now be saved to your computer or flash drive.

**Note: If you have multiple section numbers or multiple faculty members teaching a course, use one of the following naming conventions:**

**CSC110.01-05.smith (multiple consecutive section numbers, one faculty member)**

**CSC110.01-02.13.smith (multiple non-consecutive section numbers, one faculty member)**

**CSC110.01.smith.jones (one section number, two faculty members)**



Congratulations! You now know how to create a Grade Report in MyHills!

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*Looking for more computer tutorials? Please visit: [www.indianhills.edu/tutorials](http://www.indianhills.edu/tutorials).*

*For further assistance on this topic or other technical issues, please contact the **IT Help Desk**  
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