



## USER GUIDE

### 'Grade Centre Exception' Report

#### What can this report do for me?

- This report provides a list of students that meet specified criteria related to students' grades from Blackboard LearnJCU Subject(s) Grade Centre. For example, the report can generate a list of students pursuing a particular degree who are performing below a certain percentage in one of their enrolled Subjects' Grade Centre.
- This report can be useful to find and contact students who are performing poorly and who may be in need of assistance. The students' instructor(s) can also be contacted using this report.

#### Running the Report

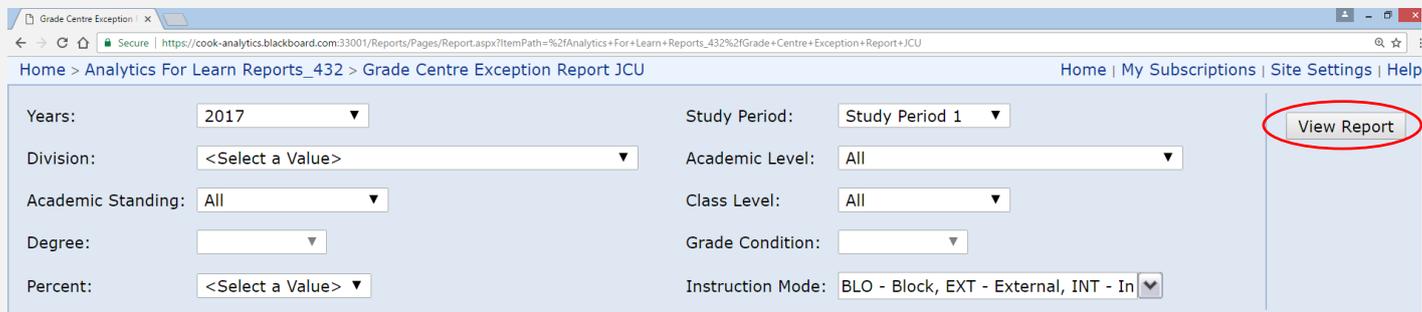
**Step 1** • From the Teaching @ JCU webpage, select the Learning Analytics webpage.

**Step 2** • Select **Level 2 Report Access** to login with the Blackboard login

- **Level 2 Report Access**
- [Managing your Blackboard Account](#)
- [Information for Staff](#)
- [Information available to students via LearnJCU](#)
- [Frequently Asked Questions](#)
- [Reports and Dashboards](#)
- [Glossary](#)

**Step 3** • Click on '**Analytics For Learn Reports \_432**'.

**Step 4** • This will bring you to the below page. Click on the '**Grade Centre Exception' report**. To run this report, several parameters need to be supplied. Fill in the required parameters (and optional parameters if desired) and click the **View Report** tab in the right hand corner. A description of each parameter is provided below.



Grade Centre Exception

Home > Analytics For Learn Reports\_432 > Grade Centre Exception Report JCU

Years: 2017

Study Period: Study Period 1

Division: <Select a Value>

Academic Level: All

Academic Standing: All

Class Level: All

Degree:

Grade Condition:

Percent: <Select a Value>

Instruction Mode: BLO - Block, EXT - External, INT - In

View Report

## Report Parameters

- **Year (Required):** Select the year which you wish to run the report for.
- **Study Period (Required):** Study period refers to the academic Study Periods at your institution (e.g. Study Period 1, 2015). Selecting a Study Period automatically filters down the LearnJCU Subjects that can be selected.
- **Division (Required):** The organisational units at your institution (e.g. Division of Tropical Environments and Societies). Selecting a division automatically filters down the LearnJCU Subjects that can be selected.
- **Academic Level (Optional):** This refers to the academic levels at your institution (e.g. Undergraduate). Selecting an Academic Level filters down the LearnJCU Subjects that can be returned by the report.
- **Academic Standing (Optional):** The standing of students at your institution (e.g. Good Standing). Selecting an Academic Standing filters down the students that can be returned by the report.
- **Class Level (Optional):** The level of a subject (e.g. 1 = first year subjects, 2 = second year subjects).
- **Course (Optional):** The Bachelor description (eg. Bachelor of Arts).
- **Grade Condition (Required):** The numerical operator (<, >, <=, >=, =) that determines which students will be returned by the report.
- **Percent (Required):** The percent of the grade Centre external grade that will be used, in conjunction with the Grade Condition, Study Period, and other optional filters, to determine which students will be returned by the report.
- **Instruction Mode:** The mode in which the subject will be taught. All modes are automatically selected, but if you wish to see only certain modes you can unselect the unnecessary modes.



## Interpreting and Using the Report

After the report has been run successfully, all of the students that meet the selected criteria are displayed.

Only students who meet the specified criteria and are enrolled in subjects in which the Grade Centre is being used by the instructor are returned.

Information about each student and their Subject(s) are displayed:

- **Student name:** The name of the student.
- **Phone number:** The phone contact for the student.
- **Student email:** The email address of the student from the student information system.
- **LearnJCU Subject:** The name of the LearnJCU Subject in which the condition specified was true.
- **Grade Centre Score:** The score recorded in the Subject. By default, the Total column in the Grade Centre is set to be the External Grade. For more information about the Grade Centre, refer to the **Useful Information** section of this user guide.
- **Instructor Name:** The primary instructor for the LearnJCU Subject.
- **Instructor Email:** The primary instructor's email from the student information system.

Some of the columns in this report can be sorted by clicking the  icon.



### **Handy tip!**

*The report can be printed or exported using the below icon at the top of the page.*

