# Blackboard Faculty FAQs

## Topic: Blackboard Grade Center Communication

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<th>Question:</th>
<th>How do I Email a student?</th>
<th>Question:</th>
<th>How do I add comments or notes to a score?</th>
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| **Answer:** | 1. In the Grade Center, check the box in front of the student's name you want to Email.  
2. Select Email from the Action bar above the columns.  
3. From the pull-down box under Email, click on Email Selected Users.  
4. Enter in the Email information. Click Submit.  
5. The check mark in the box next to the student's name is no longer there.  
Note: a box along the top of the Grade Center confirms your success of sending this Email to a user. Click Close. | **Answer:** | 1. In the Grade Center, click in the cell with the score you want to comment on.  
2. Left click on the down arrows (Action Link) in the active cell. In the pop-up box, Select Add Comment.  
3. In the Feedback to User text box, enter in your comment.  
Note: when students go to view their grades, students will be able to view your comment for the item.  
4. In the Grading Notes text box, an option is to enter notes for your records.  
Note: an instructor only can view these notes.  
5. Scroll down. Click Submit. |

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| **Answer:** | 1. In the Grade Center, select Reports on the Action Bar.  
2. Select the header information you want include. Enter the Report Name eg. Midterm Report. Select any other options you want such as the Date and Course Name. Scroll Down.  
3. Select the users for whom the reports will be generated eg. Selected Users.  
Note: highlight the name from the pull-down box. Then select the User Information to include in the reports eg. First and Last names.  
4. Select the columns to include in the report eg. All Columns in Grading Period.  
Note: highlight Midterm or Final.  
5. Select the column information from the options to include in the report.  
Note: Name and Grade are included by default.  
6. Select what to include in the footer of each report eg. Signature Line.  
Note: Click Preview to preview the report, or Submit to finish. Select the print icon to run a report. |
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For Further Support Please Contact
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