CIESS Centro Interamericano de Estudios de Seguridad Social

CAMPUS VIRTUAL

Inter-American Center for Social Security Studies

INSTRUCTOR GUIDE

Grade Report **in Three Steps**

This guide will walk you through generating your module's grade report, screen by screen. In each screenshot, the **red box** shows exactly where to click.

Before you start, you will need

- An up-to-date browser (Chrome, Edge, Firefox or Safari) with an internet connection.
- Allow file downloads from the campus in your browser.
- Log in to your session as usual through **Nexus** and open the course in the Virtual Campus.
- Your signature image in **PNG or JPG** format, with a white or transparent background.

STEP 1

ACCESS

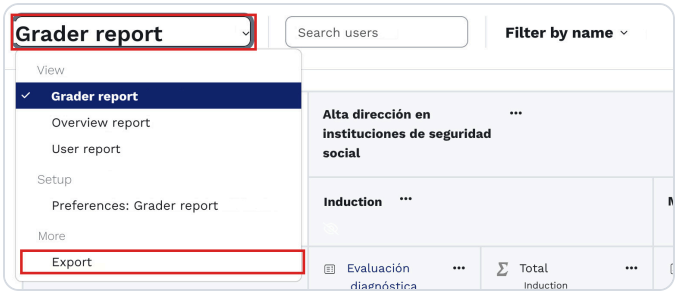
Open the Grade Report **from Grades**

a Inside the course, click the **Grades** tab in the blue bar.



Course navigation bar. The Grades tab (red box) is next to Course and Participants.

b Open the **Grader report** menu (top left) and, in the **More** section, select **Export**.

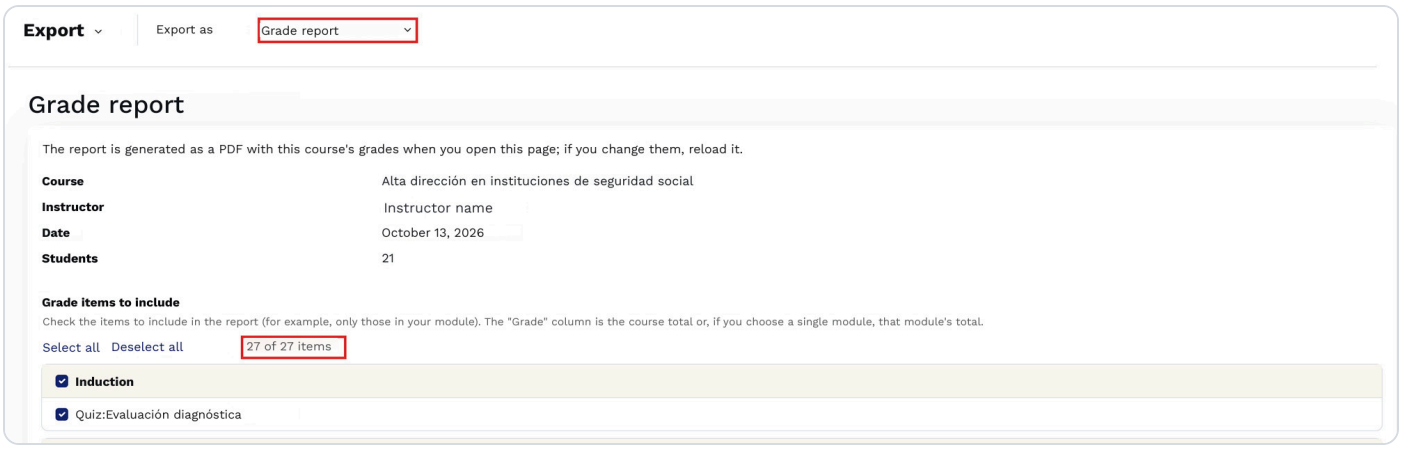


Gradebook menu. First click "Grader report"; then, under "More", click **Export** (the last option in the menu).

The report opens directly

- The **Grade report** screen is displayed; there is no need to change anything in that menu.
- Check that the header details are correct: the **Course**, **Instructor**, **Date** and the number of **Students**. These details are generated automatically.

This is the screen that appears after you click Export:



"Grade report" screen. Once the new screen opens, the "Grade report" section appears to the right of "Export as". Check that the course items are selected and, if they are not, make the corresponding adjustment so that you select only the items related to your module (Step 2).

STEP
2

SELECTION

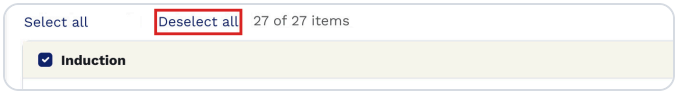
Leave **Only Your Module** Selected

Important

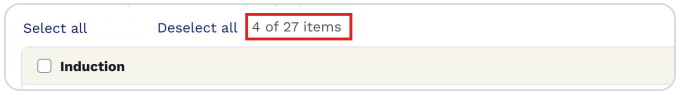
By default, the screen selects Induction and all the modules of the program. If you download at that point, you will get the complete report for the course and not the one for your module. Before downloading, follow steps a) and b).

a Click **Deselect all**. The counter goes to zero and the Download button is momentarily disabled; this is normal.

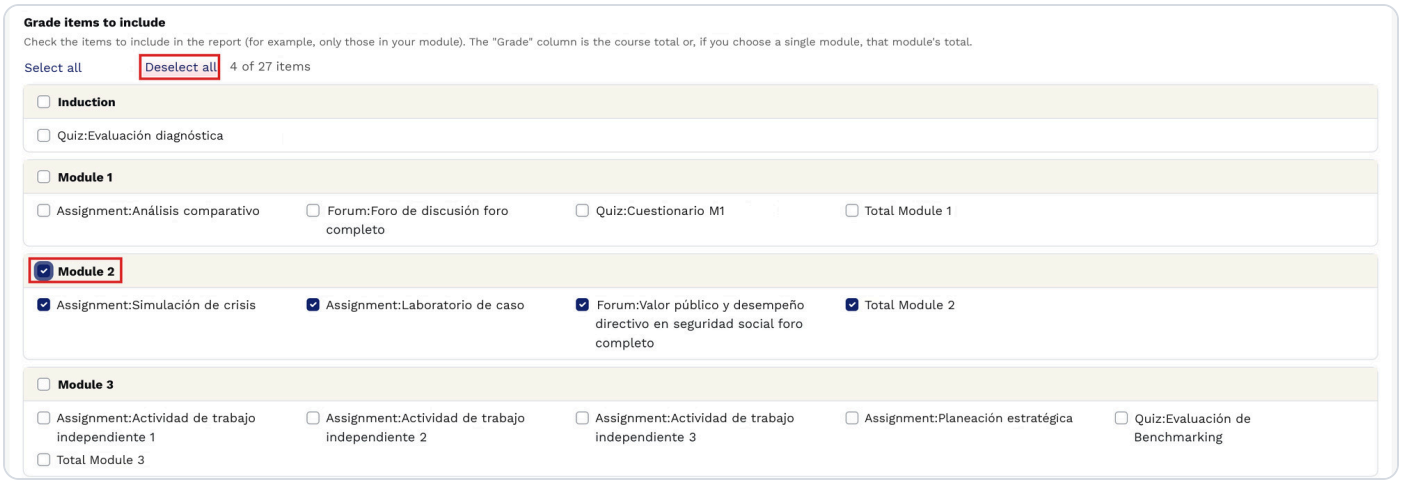
b Select only the checkbox in the header of your module, for example **☑ Module 2**. With a single click you select or clear its activities, its forum and the **Module total**.



Before: all items selected. Click Deselect all.



After selecting your module: the counter shows only the items of that module.



Correct selection. The red boxes mark the two clicks: Deselect all and the module checkbox.

To avoid mistakes

- Do not select **Induction** or other modules: the report must contain only the module you teach.
- Make sure you do not select individual items without the **Module total**.
- If you make a mistake, click **Deselect all** and start over.

STEP 3

SIGNATURE AND DOWNLOAD

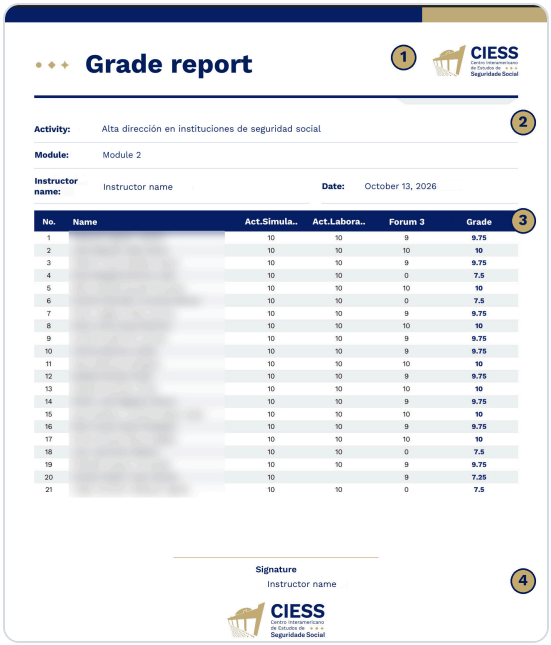
Upload Your Signature and **Download the Report**

a Scroll down to the **Instructor's signature** section and click **Choose file**. Select your signature image (PNG or JPG). A preview will appear showing how it will look on the signature line; if it is not the right one, click **Remove signature** and select another. **Uploading the signature is mandatory.**



Signature section. Click Choose file (red box). The image is read in the browser and is only embedded in the PDF; it is not stored on the campus for later viewing or downloads.

b Click the blue **Download** button. After a few seconds the browser saves the file and the screen confirms it in green: **"Report downloaded: Acta_<your name>.pdf"**. With that, the report has been generated.



Once you have downloaded it, the file should show the following features:

1. **Institutional header** with the title and the CIESS logo.
2. **Report details:** activity (course), module, the instructor's name and the date of generation.
3. **Student table** with one column per module activity and the final **Grade** in blue.
4. **Signature** centered over the gold line, with the instructor's name below it.

If something does not work as expected	
The Download button is disabled	No item is selected. Select the module's checkbox.
Warning: "The signature must be a PNG or JPG image"	Convert the signature to PNG or JPG and upload it again.
The report was downloaded without the "Module" line	Check that you selected the header of a single module, including its total.
Red warning, or the download does not start	Reload the page and try again; if the problem persists, contact the Academic Coordination Office.

c Finally, download the PDF document and **send it to the person responsible for your academic follow-up.**