# Grade Analysis Report

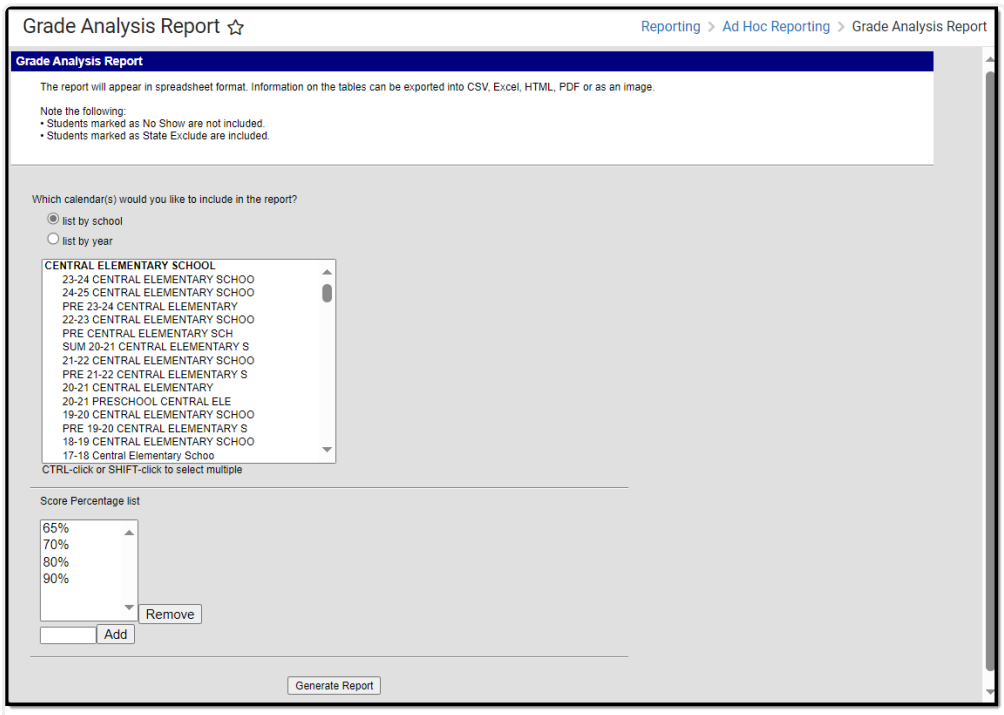
Last Modified on 10/27/2026 9:13 am CDT

This tool is available with Campus Analytics Suite.

Path: Reporting > Ad Hoc Reporting > Grade Analysis Report

The Grade Analysis Report groups transcript scores by credit and course, then translates them into percentiles so users can easily understand the distribution of student performance for each credit/course. This report helps visualize aggregated performance by credit, making it easier to identify credits that students struggle to complete.

For more information about filtering dimensions and formatting, see the Pivot Designer article.




*Screenshot of the Grade Analysis Report*

**Read** - View and generate the Grade Analysis Report
**Write** - N/A
**Add** - N/A
**Delete** - N/A

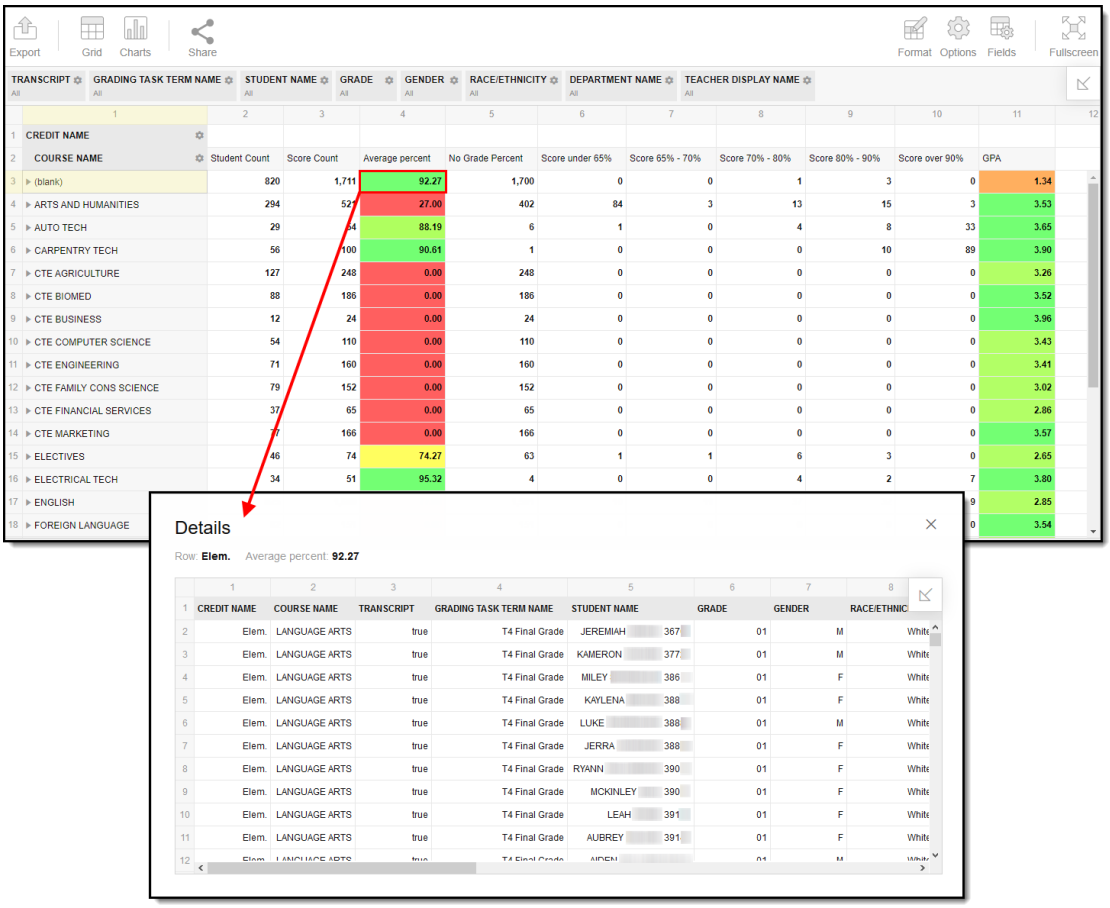
For more information about Tool Rights and how they function, see the Tool Rights article.

# Generate the report

Use these steps to create a Grade Analysis Report:

1. Select the calendar(s) to include.
2. Configure **Score Percentages**:
    - To remove a percentage, select it and click **Remove**.
    - To add a percentage, enter a value and click **Add**.
3. Click **Generate Report**.
4. The report opens in a new window.

# Understand the report




The Grade Analysis Report summarizes transcript credit data by credit name. It includes:

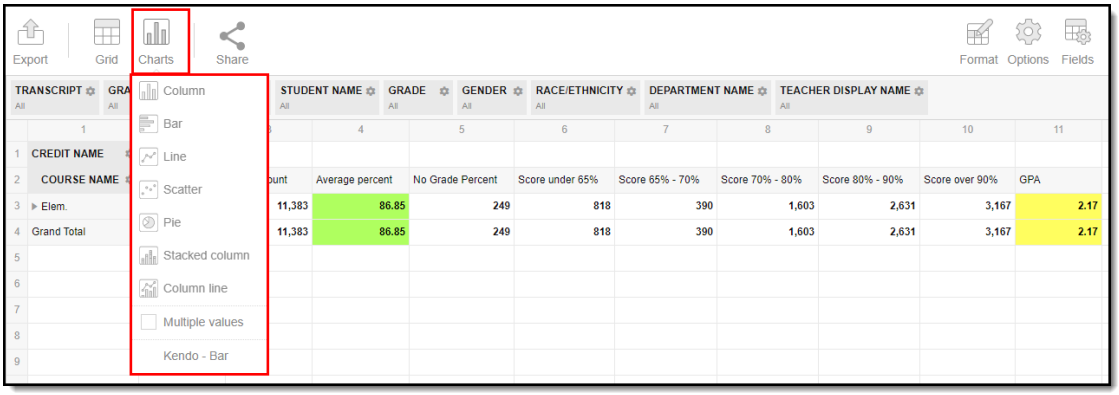
- Student counts per credit
- Total scores
- Average score percentages
- Records without score percentages

Color coding highlights performance:

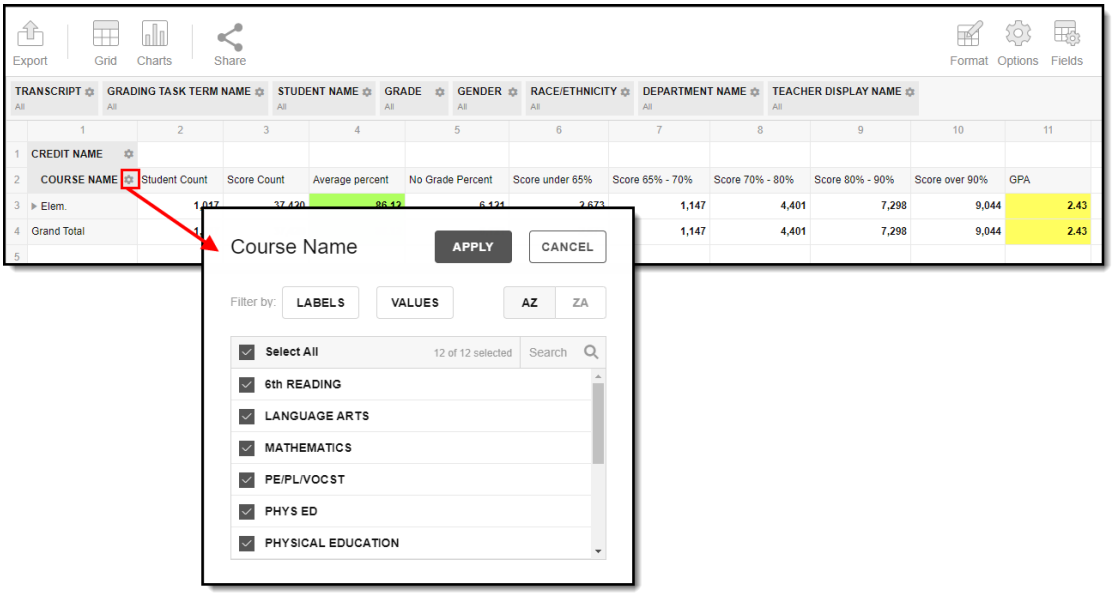
- **Green** indicates higher values
- **Red/Orange** indicates lower values

The report helps you evaluate overall student performance by course and drill down into detailed student-level data.

Report data can also be displayed in numerous useful charts/graphs by clicking the **Charts** button and selecting an option.




# Filter and modify the report




## Filter dimensions

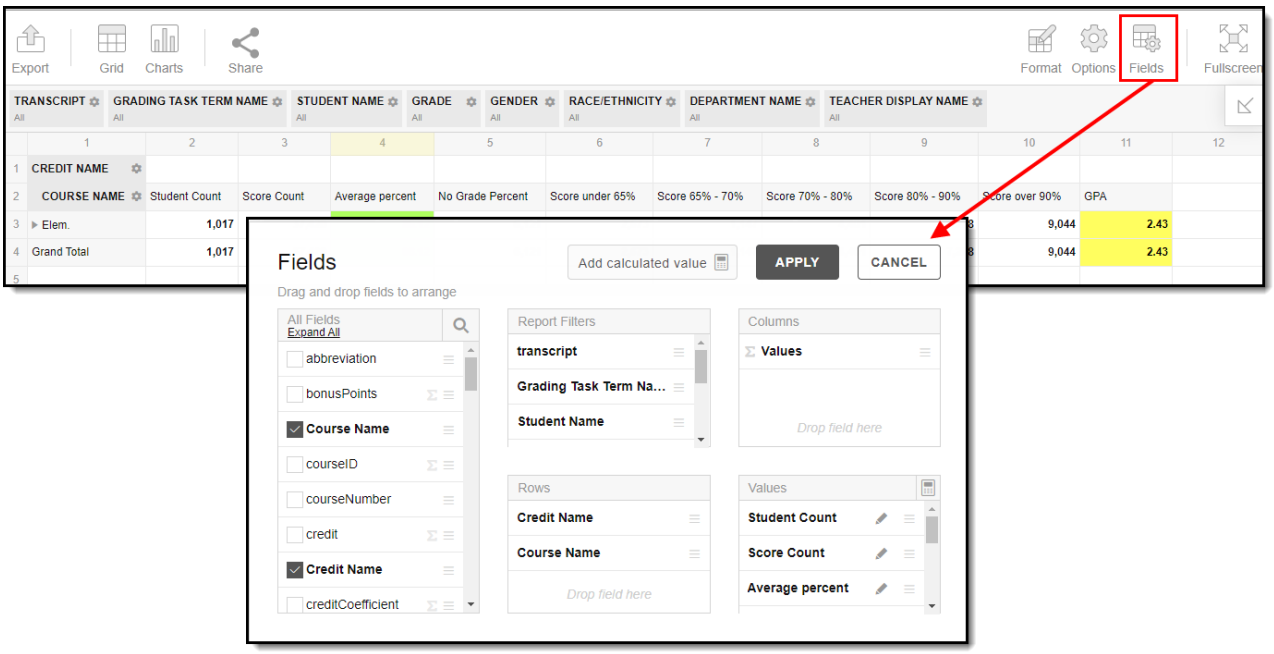
1. Click the **gear icon** next to a dimension header.
2. Filter by label or value.
3. Adjust the sort order as needed.

## Modify fields

1. Click the **Fields** icon.
2. Reorder fields, add or remove fields, or change row/column placement.

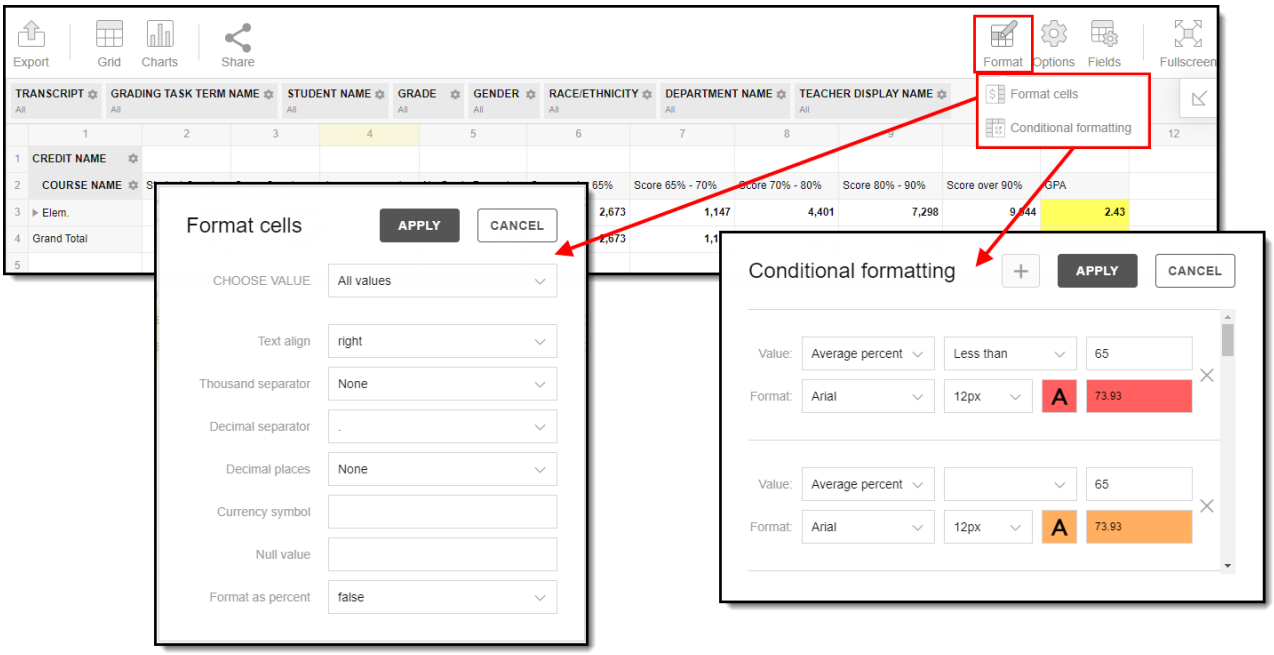
## Add calculated values

1. Click **Add calculated value**.
2. Enter a formula using supported aggregation keywords.




# Format and adjust layout

Format options let you modify how cells display data in the pivot table.



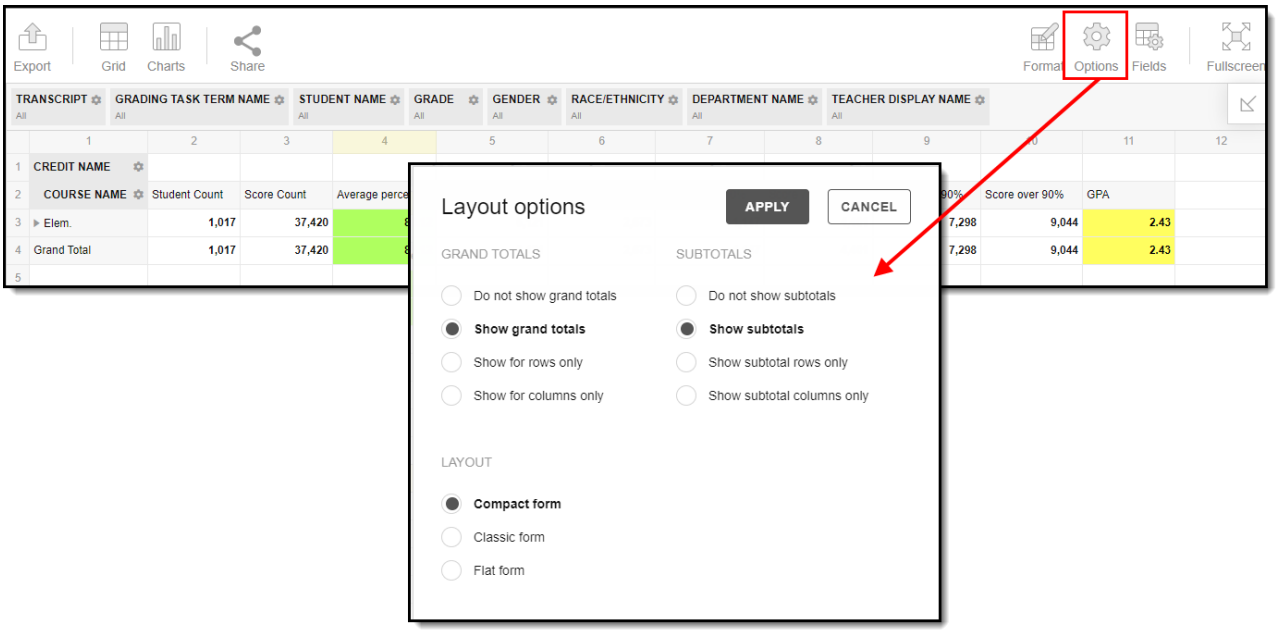
## Format cells

1. Click **Format** > **Format cells**.
2. Configure:
    - Text alignment
    - Display values and decimals
    - Symbols
    - Null values
    - Percentage display

## Apply conditional formatting

1. Click **Format** > **Conditional formatting**.
2. Set thresholds and adjust font or text size.

## Adjust layout

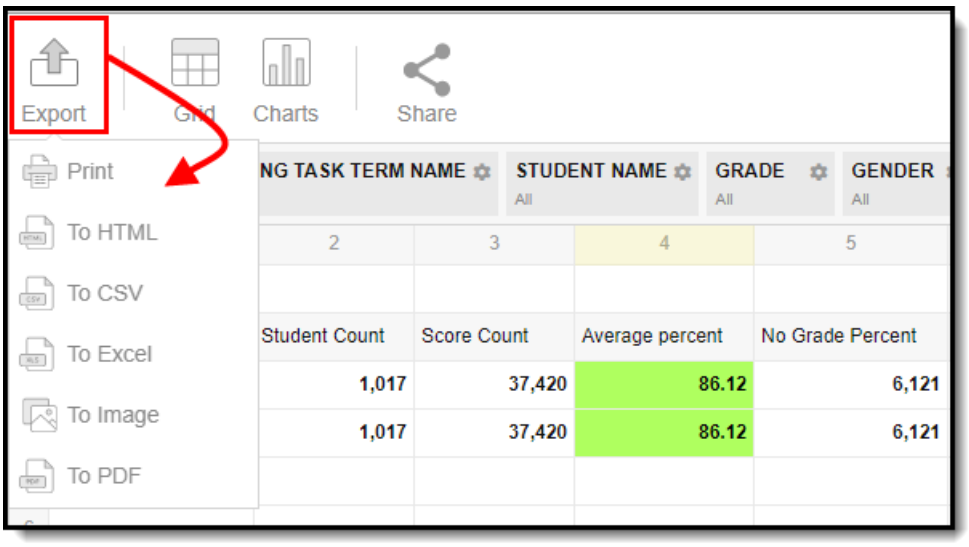



Use the **Options** menu to configure:

- Table layout
- Grand totals
- Subtotals

# Export and share the report

The report (pivot) can be exported to several formats by clicking the **Export** icon and selecting an option.




## Export

1. Click the **Export** icon.
2. Select a file format.

## Share

1. Click the **Share** icon.
2. Copy and distribute the report URL.

Users attempting to access a pivot table via a shared URL must first be logged in to Infinite Campus and have the proper calendar rights to view the reported data.

