



## ACCESSING GRADES AND FEEDBACK ON ASSIGNMENTS THROUGH THE MY GRADES NAVIGATION

### MY GRADES

The My Grades page shows the status of gradable items, such as tests, assignments, journal and blog entries, and discussion posts. The My Grades page may include item names and descriptions, due dates, student and instructor dates of activity, posted grades, points possible, links to rubrics used for grading, and your instructor's comments and feedback.

### CUSTOMIZE MY GRADES

An order by drop-down list allows you to change the order by course, last activity, or due date. By default items are ordered by course, which displays items in the order the instructor has arranged them.

You can narrow the listed items by selecting All, Graded, Upcoming, and Submitted. For example, selecting Graded only shows rows that have been graded by the instructor.

For more information about My Grades, select from the following:

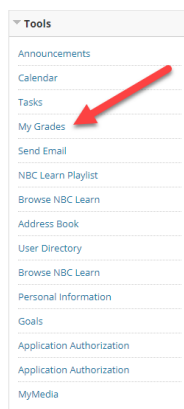
### ACCESS MY GRADES

There are three way to access your grades in Blackboard:

In a Blackboard course, on the left side course menu, click My Grades.

In a Blackboard course, on the left side course menu, click Student Tools and then My Grades.

In the upper right click your name to access the Global Navigation Menu. Click the My Grades icon.



### VIEW GRADE DETAILS

If you access My Grades from the Global Navigation Menu, you see grades for all your courses. On the left side of the screen you can sort by the All Courses or Last Graded tabs. The Order by drop-down list allows you to change the order by Course, Last Activity, or Due Date. By default items are ordered by course.



If you access My Grades inside a course, you see your grades for that course only.

Above the list of gradable items, narrow the list by selecting All, Graded, Upcoming, or Submitted. For example, Graded shows only items that have been graded by the instructor.

If your instructor included feedback during grading, click the View Feedback icon to view it in a pop-up box. See "Interpret the Grading Icons" below.

If your gradable item has not been graded, the Grade column contains a symbol indicating its status. See "Interpret the Grading Icons" below. Once graded, the grade appears in the Grade column. To view more detail, click a graded item's title.

### [VIDEO - HOW TO CHECK YOUR GRADES \(BLACKBOARD\)](#)



### FEEDBACK AND GRADES

For information on how to view grades and feedback for Assignments, please visit [Blackboard Assignments](#).

For Blackboard tests and quizzes the majority of questions are automatically graded. Your instructor defines the correct answers and assigns a certain number of points to each question when the test is created. The system validates your answers against the key and assigns the score. You may see your score immediately after completing the test or when your instructor releases this information.

Essay questions, file response, and short answer questions are not auto-graded. Your instructor must grade these questions manually. If a test contains these question types, the grade for the test is released when your instructor chooses.

If your instructor has associated a rubric with an essay, file response, or short answer question and made it available, View Rubric appears next to the Save Answer function. Click View Rubric to review the criteria your instructor has chosen.

The performance results you receive after completing a test depend on the options selected by your instructor. For example, your instructor may only show the final score for one test, while for another test the final score and correct answers are displayed. Feedback includes one or more of the following:

**Final score for the test**

**Test questions**

**Answers submitted**

**Correct answers**

**Feedback for the questions**

To access feedback and grade information, select the test in the content area or use My Grades. On the View Attempts page, click the grade link (underlined score or letter grade) in the Calculated Grade column to access the test, your answers, and any instructor feedback.

If your instructor used a rubric for grading an essay, file response, or short answer test question and made it available, click View Rubric while viewing the graded test to display detailed information.



## INTERPRET THE GRADING ICONS

Icon	Description
-	No information is available.
	You completed the work, but no grade is assigned for items such as surveys.
	You submitted your work. This item is ready for grading.
<i>Grade</i>	Select the grade to view details.
	Your work is in progress, but you haven't submitted it yet.
	Your grade for this item is exempted. You don't have to submit work.
	An error has occurred. Contact your instructor.
	Your work was graded anonymously. Appears with submissions where your instructor assigned grades with student names hidden during the grading process.
	Select to view feedback from your instructor.