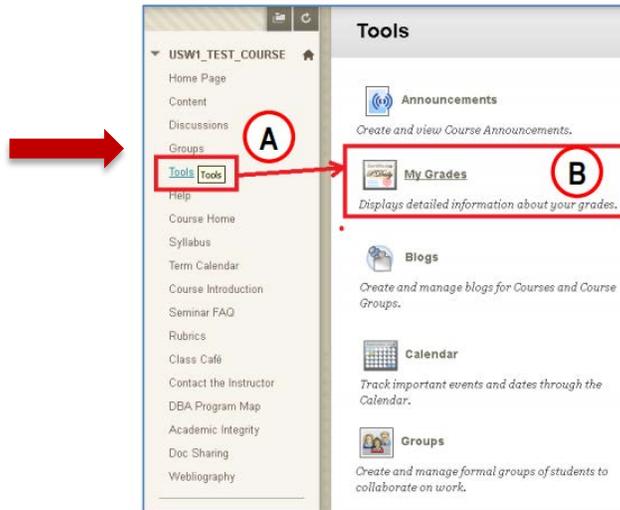


Viewing Your Grades

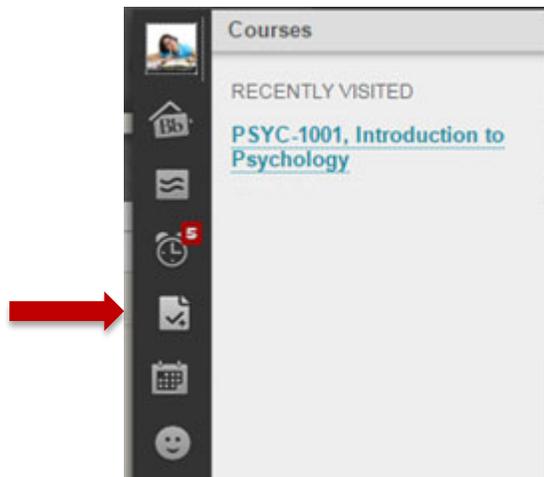
The My Grades tool shows the status of gradable items, such as tests, assignments, and discussion posts. The contents of My Grades can be sorted and filtered.

Accessing the My Grades Tool

You can access the My Grades tool from within your classroom. Click the Tools (A) link in the Course Menu. Then select the My Grades (B) tool. This will show you information about your grades *in this course*.

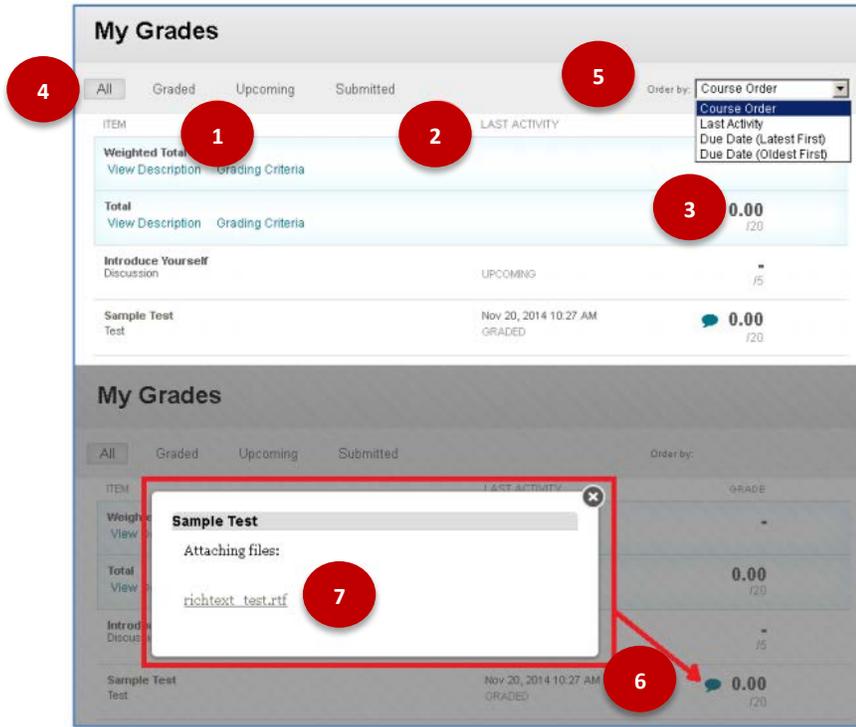


You can also access the My Grades tool from the Global Navigation menu. This will show you information about your grades for all courses you are currently enrolled in. For more information about accessing Global Navigation tools, please view the My Blackboard Global Navigation tutorial on the help site.



Continue to the next page to learn more about using the My Grades tool.

Using the My Grades tool



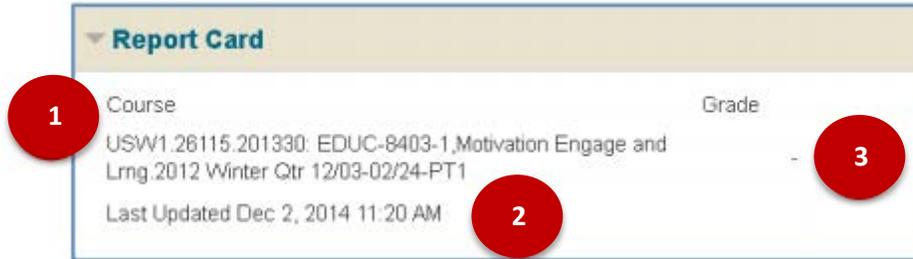
The screenshot shows the 'My Grades' interface. At the top, there are filter buttons: 'All' (4), 'Graded', 'Upcoming', and 'Submitted'. To the right is an 'Order by' dropdown menu (5) with options: 'Course Order', 'Last Activity', 'Due Date (Latest First)', and 'Due Date (Oldest First)'. The main table has columns for 'ITEM' (1), 'LAST ACTIVITY' (2), and 'GRADE'. The 'Total' row shows a grade of '0.00' (3) out of '20'. Below the table, there are sections for 'Introduce Yourself' (Upcoming, /5) and 'Sample Test' (Nov 20, 2014 10:27 AM, GRADED, 0.00/20). A speech bubble icon (6) is next to the 'Sample Test' grade. A pop-up window (7) titled 'Sample Test' shows 'Attaching files:' with a file named 'richtext_test.rtf'.

Note that the below numbered items refer respectively to the image above. If you cannot view the image, or if you are having difficulty accessing the tools, please call the Student Support team for more assistance.

1. The “Item” column displays the name of the graded assignment, quiz, discussion, or other item. Some graded items may have detailed descriptions, grading criteria, and other information.
2. The “Last Activity” column provides the status of the item, and the date and time of the last time this information was updated by either you (by submitting the assignment, for example), or your instructor (by grading the item).
3. A grade, if present, will appear in bold numbers over the total points possible. A minus/dash symbol (–) indicates no grade has been entered, and no submission has been found; other icons may indicate that an item has been submitted for grading, an unsubmitted attempt is in progress, etc.
4. A row of Filter buttons at the top of the page can be used to show **All** items, or only items that have already been **Graded**, items that have been **Submitted** but not yet graded, or **Upcoming** items that have not yet been started.
5. An “Order By” menu at the top of the page can be used to change the sort order of items. The default option Course Order is determined by the way the items are organized in the instructor’s gradebook.
6. The cartoon speech-balloon icon to the left of some grades indicates that the instructor has included feedback and/or returned a file with the grade; click the icon to view them.
7. A link to returned document(s) may appear with the feedback in the pop-up window. In some cases, you may need to actually open the assignment to view returned document(s). Please check with your instructor if you have questions about feedback or returned documents.

Report Card Module

The Report Card module, visible on the “My Home Page” tab, shows the Final Grade (if any) as entered by the instructor.



| Course | Grade |
|--|-------|
| USW1.26115.201330: EDUC-8403-1, Motivation Engage and Lrng.2012 Winter Qtr 12/03-02/24-PT1 | - |
| Last Updated Dec 2, 2014 11:20 AM | |

Note that the below numbered items refer respectively to the image above. If you cannot view the image, or if you are having difficulty accessing the tools, please call the Student Support team for more assistance.

1. The name of your course.
2. Last Updated time/date stamp, showing when the most recent automatic refresh of these grades occurred.
3. Final Grade for this course, if present. Final Grades will typically be marked with a minus/dash symbol (–) until after the course has ended, when your official Final Grade for the course has been totaled and submitted by the instructor. Tip: You can click a minus/dash symbol (–) or grade (if present) to view grade details on the My Grades page for that course.

Note on Weighted Grades: Some courses will have a "Weighted Grade" entry in My Grades, which will display a running weighted grade total whose value is determined by a formula described in the course Syllabus. Not all courses will have a "Weighted Grade" entry, however. Check your course Syllabus for details about how grades are calculated. Any questions or concerns about your grade and how it was calculated should be directed to your instructor.