

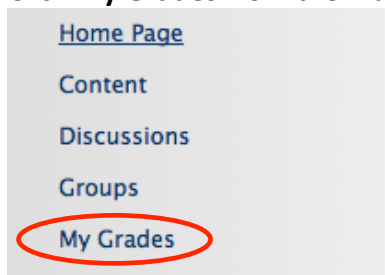
# STUDENT TUTORIAL: VIEWING MY GRADES

## WHY WOULD YOU USE THIS FEATURE:

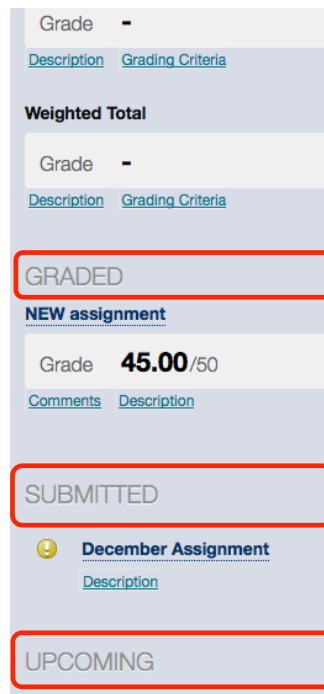
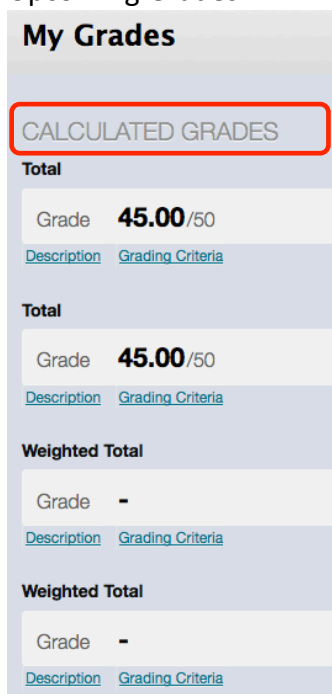
If your instructor gives tests/quizzes via Blackboard or requires you to submit assignments through the Blackboard assignment feature, then you have the ability to check your grades and receive feedback through My Grades. Instructors may also add grades to My Grades that have not been submitted through Blackboard (e.g. in-class assignments, etc.). This tutorial will show you how to access My Grades.

## HOW TO ACCESS MY GRADES:

1. Access your course within **Blackboard**.
2. Click **My Grades** from the main course menu.

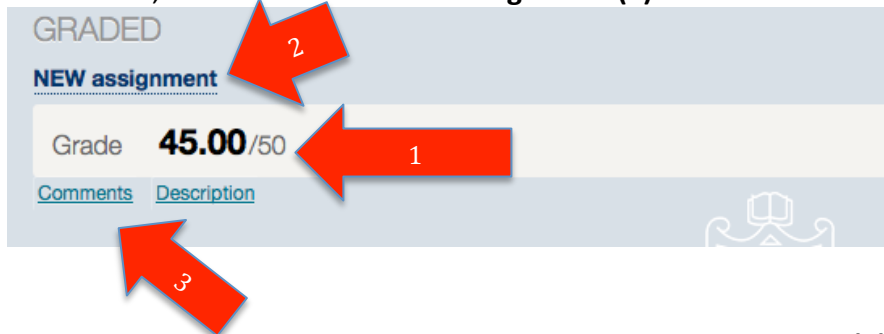



3. My grades is organized into four sections: Calculated Grades, Graded, Submitted and Upcoming Grades.

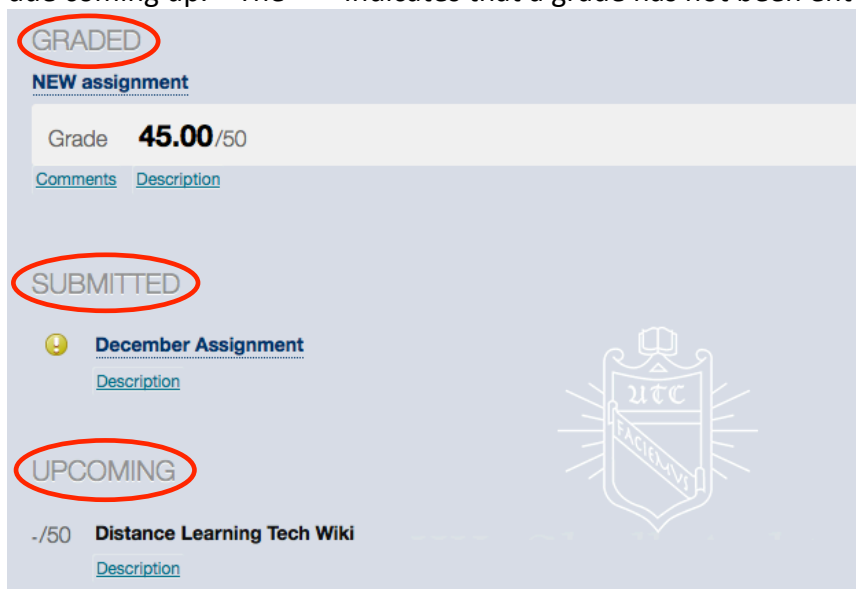


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- The grade for any assignment, test, journal, and discussion board post, etc. that has been submitted through Blackboard and graded will be **black and bold (1)**. To view your submission, click the **Name of the Assignment (2)**.



- To view any comments left by the instructor, click on **Comments (3)**.
- Items that are complete will appear in the **Graded** category. Submitted assignments will appear in the **Submitted** category with a . **Upcoming** contains assignments that are due coming up. The "-" indicates that a grade has not been entered for that item.



- If you see an **exclamation mark** in the Grade Column, this indicates that Blackboard is waiting for your instructor to take action (e.g. grade an essay question, grade an assignment/safe assignment). Your grade will appear once the instructor has taken action.

