

Blackboard Help Topic

My Grades

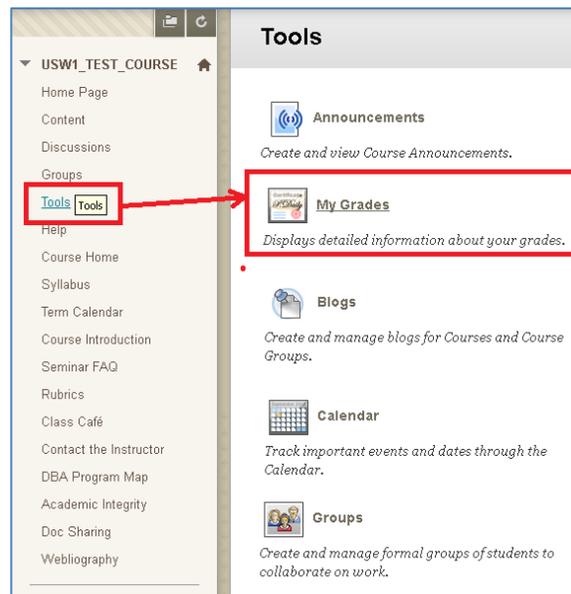
Walden 2015

Updated January 8, 2015

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

Summary:

- A “My Grades” tool for each course can be viewed by entering a course, and clicking the “Tools” link in the left-hand Course Menu. Click “My Grades” to view the grades for this course.
- The My Grades page may include item names, details, due dates, student and instructor dates of activity, posted grades, points possible, links to rubrics used for grading, and your instructor’s comments about the items.
- A different “My Grades” feature can be accessed by clicking your name in the upper-right corner of the Blackboard page (the My Blackboard menu). This version of “My Grades” will display the most recent grades for all your Blackboard courses, but otherwise works similarly to the course-specific tool.



Note: Some courses include a "Weighted Grade" entry in "My Grades", which will display a running weighted grade total. The weighted total is calculated according to a rubric, which is referenced and described in your course Syllabus. Not all courses will have a "Weighted Grade" entry, however; these courses will generally total 1000 points, and the current grade in these courses can be determined by dividing your current point total by the total points possible. Check your course Syllabus for details. Questions and concerns about your grade and how it was calculated should be directed to your instructor.

I. The My Grades Tool

The image consists of two screenshots of the My Grades tool. The left screenshot shows the 'Tools' menu for a course, with the 'My Grades' tool highlighted. The right screenshot shows the 'My Grades' interface, which includes a table of items and a pop-up window for a 'Sample Test'.

ITEM	LAST ACTIVITY	GRADE
Weighted Total		0.00 /20
Total		0.00 /20
Sample Test	Nov 20, 2014 10:27 AM GRADED	0.00 /20

The My Grades tool for a *specific* course, accessed from Course Menu.

- Access a course, and click the “Tools” link in the **Course Menu** to find the “My Grades” tool for that course.
- The “My Grades” tool displays detailed information about the grades in this course.
- The “Item” column displays the name of the graded assignment, quiz, discussion, or other item. Some grade items may have detailed descriptions, grading criteria, and other information.
- 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).
- A grade, if present, will appear in bold numbers over the total points possible. A minus/dash symbol (-) indicates no grade has been submitted, and no submission has been found; other icons may indicate that an item needs grading, an unsubmitted attempt is in progress, etc. In Progress:  Needs Grading: 
- 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.
- 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 your instructor’s gradebook.
- 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: 
- A link to any returned document(s) will appear with the feedback in the pop-up widow that appears.

II. My Blackboard Menu > My Grades

The My Blackboard Menu (accessed by clicking your name in the upper-right corner of Blackboard) also has a My Grades tool that displays most recent grades for *all courses* you are enrolled in. NOTE: Older grades may not be visible in this My Grades view.

- A. The **My Blackboard menu button** has your name on it; click this button to open the menu.
- B. The My Blackboard **My Grades**  button:
- C. **Item** column: includes name and description of graded item.
- D. **Last Activity** column: provides a date/time stamp and description of last change made to item by student or instructor.
- E. **Grade** column: If a grade is present it will appear as a bold number, over the total points possible.
- F. **Filter** buttons and **Order By** menu allow you to filter and re-organize the way grades are displayed.
- G. Feedback and returned documents accessed using cartoon “speech-  balloon” icon:
- H. Special Icons may indicate that an item needs grading, an unsubmitted attempt is in progress, etc.:
In Progress:  Needs Grading: 
- I. Red numbers on My Blackboard menu button and in My Blackboard pages notify you of recent updates to your grades (as well as to new announcements, etc.) You may need to refresh the page or log out of Blackboard and then log back in to see the very latest notifications.

III. Report Card

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

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

- The name of your course.
- Last Updated time/date stamp, showing when the most recent automatic refresh of these grades occurred.
- 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.
 - You can click a minus/dash symbol (-) or grade (if present) to view grade details on the My Grades page for that course.

IV. My Grades Icons

-  **In Progress:** You have started this quiz or other graded item, but have not yet submitted it for grading.
In most cases, you may be able to re-access this quiz or other graded item, and click the "Submit" button, but please note that for timed quizzes/tests, the timer continues to count down until you click "Submit", even while you are no longer in the quiz.
-  **Needs Grading:** You have submitted this item for grading, but the instructor must finish manually grading this item.
The most common reason a graded item requires manual grading by an instructor is in the case of Assignment/Application document submissions or quizzes containing essay questions, which cannot be automatically graded by Blackboard. The second most common reason a graded item requires manual grading is in the case of a timed quiz or test which has been submitted after the time limit has expired.
-  **View Feedback:** This grade includes feedback from the instructor; click the icon to view the feedback and any attached documents.

Note: 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 complicated formula described in the course Syllabus. Not all courses will have a "Weighted Grade" entry, however; these courses will generally total 1000 points, and the current grade in these courses can be determined by dividing your current point total by the total points possible. Check your course Syllabus for details; questions and concerns about your grade and how it was calculated should be directed to your instructor.