



Student Blackboard Guide

Checking Grades

If used by the instructor, Blackboard has a grade report feature which allows a student to privately view his/her grades in a course.

Checking Grades



Your instructor may have a different way to access this tool, but what follows is the standard method.

Step 1: From the course menu, click **Course Tools**.

Step 2: Click **My Grades**. Here's a sample:

View Grades					
Your grades for this course					
Item Name	Last Submitted, Modified or Graded	Grade	Points Possible	Average Score	Weight
Project1	Jul 25, 2007 9:02 PM	30	30	27.67	0%
Short Essay	Jul 25, 2007 9:02 PM	32	40	34	0%
Quiz1	Jul 25, 2007 9:03 PM	10	15	12	0%
HIS121 Midterm	Jul 25, 2007 9:03 PM	42	50	42	0%
HIS 121 Final	Jul 25, 2007	-	100	0	0%

Options in View Grades

The following items appear in the Grade column:

- **! (exclamation point)** – the instructor needs to grade all or part of the test or assignment.
- **Grade underlined & boldfaced** – click to see instructor feedback or comments, as in the following example:

Assignment 1	Jul 25, 2007 9:16 PM	<u>23</u>	Click here . . .
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Feedback From Instructor	
Grade	23 out of 25.0
Comments	You did a great job on this assignment. There were just some spelling and grammar errors which caused a slight reduction in points.