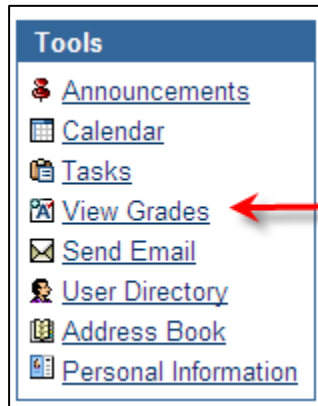


The **View Grades** area provides quick access for students to check grades and performance statistics. Keep in mind not all instructors utilize the Blackboard grade feature. Check with your instructor to determine if it will be used in your course.

For students, there are two methods to access the grades area:

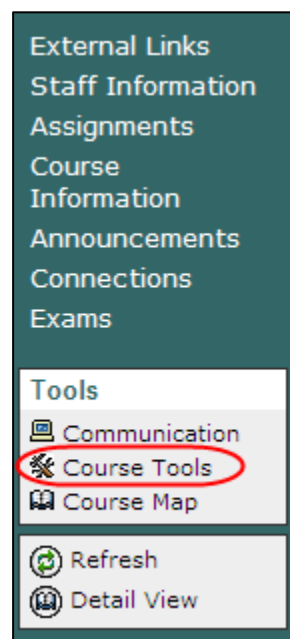
Method #1:



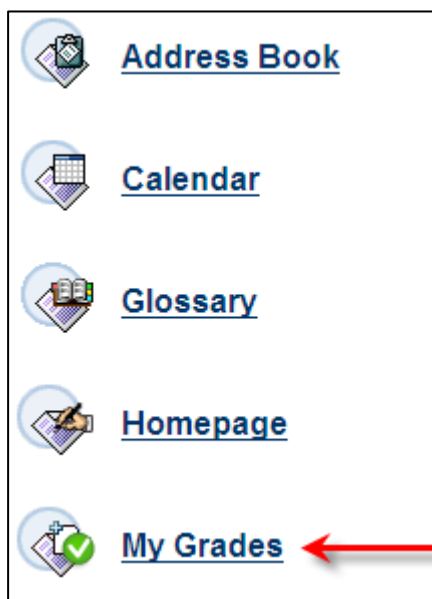
1. On the **My Bb Home** page, Click the **View Grades** link on the **Tools** module.
2. From the **My Courses/Organizations** page (see below), select a course to view the grade list.
Note: Only "available" courses will appear on this list.






Method #2:



From within a course, click **Course Tools** then choose **My Grades**.



The following is a sample screen shot of the View Grades screen:

 View Grades						
Your grades for this Course						
Item Name	Details	Due Date	Last Submitted, Modified, or Graded	Grade	Points Possible	Comments
My First Assignment	Details		Mar 24, 2008 8:57 AM		100	
Module 2 Exam 2B	Details			-	80	
Exam 1B	Details		Feb 20, 2008 9:42 AM		48	
Exam 1	Details	Jan 29, 2007	Jan 7, 2008 10:27 AM	<u>95</u>	100	
Exam 2	Details	Apr 26, 2007		-	100	
Term Paper	Details	Mar 31, 2008		-	100	
Running Total	Details			175	1,094	
Weighted Total	Details			21.78%	900	
Term Paper	Details	Apr 30, 2007		-	25	
Blackboard Assignment	Details	Apr 18, 2007		-	19	
Extra Credit Points	Details	Apr 30, 2007		-	1	

A table will appear listing each exam or assignment along with the due date (if used), date submitted, the grade you received, possible points and any comments if provided. If your instructor utilizes Blackboard's grade weighting features, you may also see the weight listed for each assignment. Instructors also have the ability to change the grade format, so your grade may appear as in a Score, Percentage, Letter, Text, or Complete/Incomplete format.

If the assignment or exam was scored automatically through Blackboard, clicking on the underlined grade will display additional grade feedback.

Gradebook Icons

Some of the icons that may appear in the grades area and their meanings:

-

A null character (-) indicates the exam or assignment has not yet been submitted.



An exclamation mark appears for assignments or exams which have been submitted, but not yet graded. It also appears on exams with essay questions that must be evaluated by the instructor or if the exam time limit was exceeded.



An in-progress icon appears while an exam is being taken until it is submitted. If it continues to appear, it means the exam has been saved, but not submitted. Return to the exam and try to submit it again. If you cannot, contact your instructor for instructions.

Note: For Prof-Ed courses which hold proctored paper exams, grades will not automatically appear in the Blackboard View Grades area **unless** your instructor chooses to manually enter grades for them. Again, check with your instructor to determine if the Blackboard Grades feature will be used in your course.