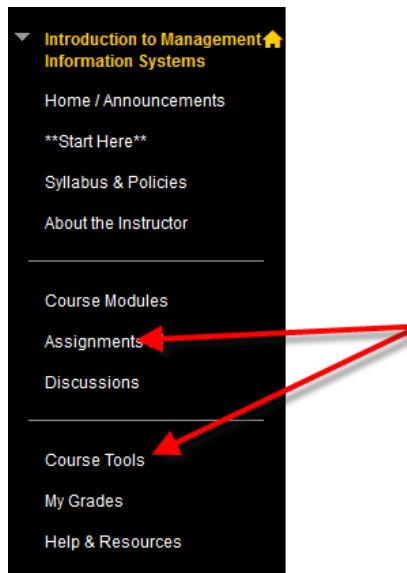


## Accessing My Grades

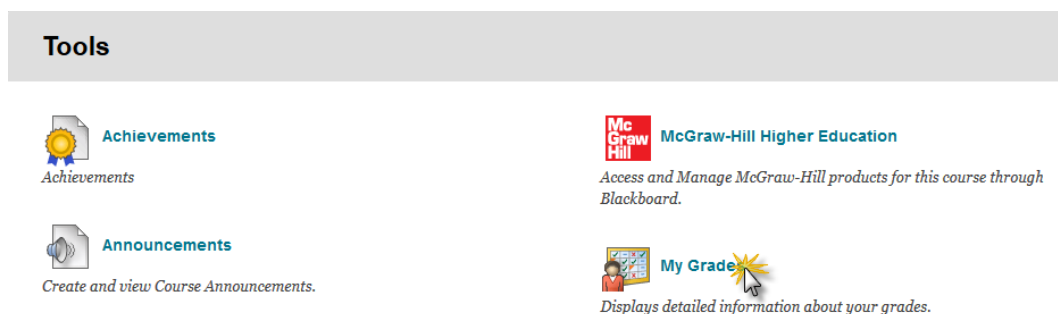
Your grades can be found in the central My Grades tool, as well as in the original assignment, test, discussion, etc. The benefit of My Grades is that all of your coursework is located there and will help you track your overall progress in the course. Note: final, official course grades and transcripts are stored in CAMS.

1. Log into the Blackboard system and click to enter the course where you wish to review your grades.
2. Once you are in the course, click into Course Tools to access the My Grades tool.

Note: an alternative way to review grades for a single assignment is to navigate to the content area or folder where the assignment was posted, click to open the activity, and review your score and feedback.





3. Your Course Tools menu will have a number of tools available. Click on the My Grades tool.

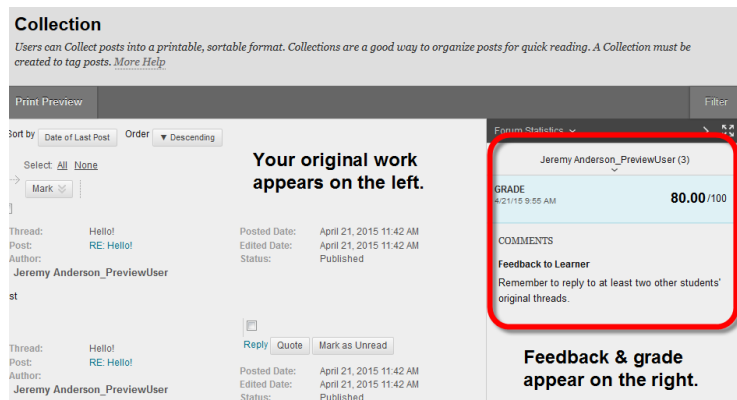


4. My Grades will display all of the graded items in your course. You can review your submission, feedback and grades, and the last action taken on the activity.
  - a. Item Title: click the item title to see your submission, your grade, and instructor feedback. (**Fig. A** below)
  - b. Feedback Bubble: click the speech bubble to review instructor comments on your work. (**Fig. B** below)
  - c. Last Activity: this column will show you the status of your submission – submitted, graded, upcoming, etc.

**Note:** it is not possible to interact with upcoming activities from within the My Grades tool. The activity must be available to you and you must have submitted work.

My Grades				
All	Graded	Upcoming	Submitted	Order by: Course Order
ITEM	LAST ACTIVITY	GRADE		
<b>Weighted Total</b> <a href="#">View Description</a> <a href="#">Grading Criteria</a>		-		
<b>Total</b> <a href="#">View Description</a> <a href="#">Grading Criteria</a>		<b>185.00</b> /220		
<a href="#">Assignment</a> Assignment	Apr 20, 2015 3:46 PM GRADED	 <b>90.00</b> /100		
<a href="#">Discussion</a> Discussion	Apr 21, 2015 11:55 AM GRADED	 <b>80.00</b> /100		
<a href="#">Test</a> Test	Apr 21, 2015 11:55 AM GRADED	<b>15.00</b> /20		
AIC Services & Policies Test	UPCOMING	-		
Online Learning Skills Test	UPCOMING	-		

**Fig. A – Click Item Title**  
Provides view of the full submission



**Collection**  
Users can Collect posts into a printable, sortable format. Collections are a good way to organize posts for quick reading. A Collection must be created to tag posts. [More Help](#)

Print Preview Filter

Sort by Date of Last Post Order Descending

Select: All None

Mark

**Your original work appears on the left.**

Thread: Hello!  
Post: RE: Hello!  
Author: Jeremy Anderson\_PreviewUser

Posted Date: April 21, 2015 11:42 AM  
Edited Date: April 21, 2015 11:42 AM  
Status: Published

Reply Quote Mark as Unread

Thread: Hello!  
Post: RE: Hello!  
Author: Jeremy Anderson\_PreviewUser

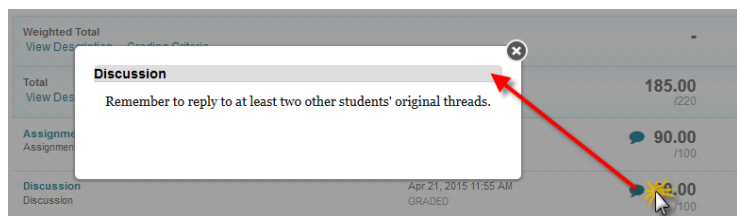
Posted Date: April 21, 2015 11:42 AM  
Edited Date: April 21, 2015 11:42 AM  
Status: Published

**Feedback & grade appear on the right.**

Jeremy Anderson\_PreviewUser (3)

GRADE	80.00/100
COMMENTS	Remember to reply to at least two other students' original threads.

**Fig. B – Click Feedback Bubble**  
Shows the instructor comment only



Weighted Total  
[View Description](#) [Grading Criteria](#)

Total  
[View Des](#)

Assignment

**Discussion**

Remember to reply to at least two other students' original threads.

185.00 /220

90.00 /100

15.00 /20

Apr 21, 2015 11:55 AM  
GRADED