

## Viewing Grades in Blackboard – Version 2

This work instruction provides detailed instructions on the second of two ways to view grades in Blackboard. This work instruction assumes that the user is logged in to Blackboard and inside of an active course.

1.	From the left-hand Navigation Pane, click the <b>My Grades</b> link.
2.	<p>The <b>My Grades</b> page displays.</p> <div data-bbox="264 485 1393 1451" style="border: 1px solid black; padding: 10px;"><h3>My Grades</h3><p>CURRENT GRADE</p><p><b>Total</b></p><p>Grade <b>53.00</b> /70</p><p><a href="#">Description</a> <a href="#">Grading Criteria</a></p><p>CALCULATED GRADES</p><p><b>Weighted Total</b></p><p>Grade -</p><p><a href="#">Description</a> <a href="#">Grading Criteria</a></p><p>GRADED</p><p><b>Test or Quiz Sample</b> <span style="float: right;">May 8, 2013 1:06 PM</span></p><p>Grade <b>28.00</b> /30</p><p><a href="#">Description</a></p><p><b>Sample Written Assignment</b> <span style="float: right;">May 8, 2013 1:05 PM</span></p><p>Grade <b>15.00</b> /20</p><p><a href="#">Comments</a> <a href="#">Description</a></p><p><b>Discussion Training Event</b> <span style="float: right;">May 8, 2013 1:03 PM</span></p><p>Grade <b>10.00</b> /20</p><p><a href="#">Comments</a> <a href="#">Description</a></p></div> <p>The <b>My Grades</b> page displays all of the grades entered by the instructor, including any comments on the assignment.</p>
3.	To view additional details about each grade, click the grade number under each assignment.

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The **Grade Details** page displays.

The screenshot shows the 'Review Submission History' page for a 'Sample Written Assignment'. The page is divided into two main sections. On the left is a large white area with the text 'Here is my assignment.'. On the right is a dark grey sidebar containing assignment details and submission information.

**Assignment Details** (dropdown menu)

- GRADE** 15/20  
Last Graded Attempt
- ATTEMPT** 15/20  
1/23/12 7:41 AM

**SUBMISSION**

- Submission Text
- How Many Faculty Discussion Posts Each Week.docx (download icon)

**COMMENTS**

**Grader Feedback**  
5/8/13 1:05 PM

Joe,

This written assignment is very well done. There were a few issues with your grammar and I have pointed those out in the attached copy. Please be careful when using direct citations as you may be accidentally plagiarising someone else's work. Thanks Joe.

Adam

**File Name**

- Bb\_ViewGrades2.docx

For **Written Assignments/Dropbox Assignments** and **Discussions**, the instructor's feedback, score, and any attached files display on this screen. For **Quizzes, Test, and Exams** with essay questions, students must click the numerical score (from the **Grade Details** page) to view feedback on essay questions.

4. Click any of the links in the left-hand Navigation pane to exit the **My Grades** area.