

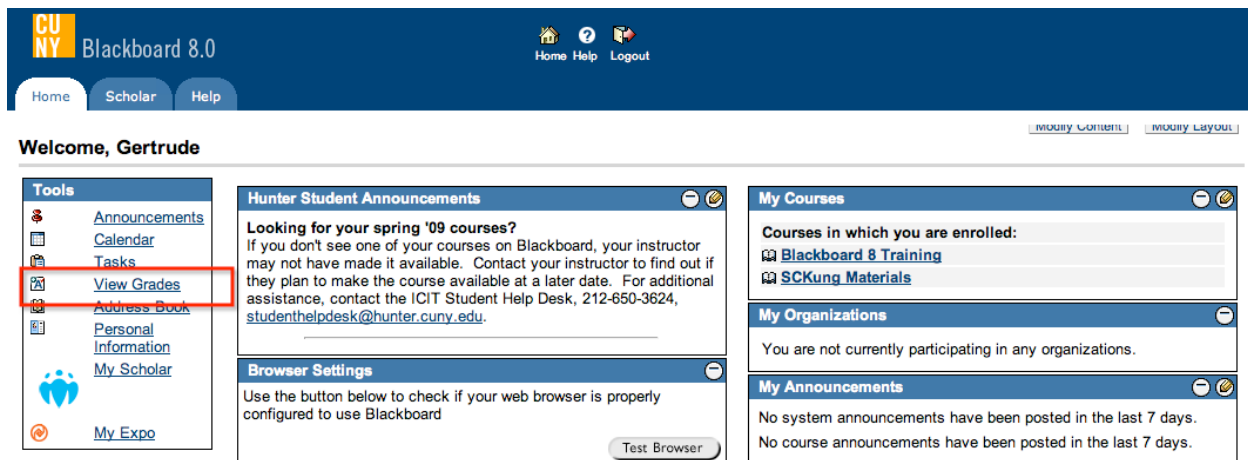
# Viewing Your Grades in Blackboard

Your instructor can choose whether or not to post graded items on Blackboard. Graded items that your instructor chooses to post can be reviewed on the **View Grades** page, which can be accessed from your Blackboard home page or from within a Blackboard course. The **View Grades** page can also be used to check that tests and assignments that you submit through Blackboard were received.

## Accessing the “View Grades” Page

**From the Blackboard home page:**

Click on the **View Grades** link in the **Tools** module on the left side of the screen. You will see a list of courses in which you are enrolled. Select a course for which you wish to view your grades.



The screenshot shows the Blackboard 8.0 interface. At the top, there's a navigation bar with 'CU NY Blackboard 8.0', 'Home', 'Help', and 'Logout' links. Below this, a 'Welcome, Gertrude' message is displayed. The main area is divided into several modules:
 

- Tools:** A vertical list of links including 'Announcements', 'Calendar', 'Tasks', 'View Grades' (highlighted with a red box), 'Address Book', 'Personal Information', 'My Scholar', and 'My Expo'.
- Hunter Student Announcements:** A section with a heading 'Looking for your spring '09 courses?' and a paragraph of text providing instructions on how to find missing courses.
- Browser Settings:** A section with a heading 'Use the button below to check if your web browser is properly configured to use Blackboard' and a 'Test Browser' button.
- My Courses:** A section titled 'Courses in which you are enrolled:' with links for 'Blackboard 8 Training' and 'SCKung Materials'.
- My Organizations:** A section stating 'You are not currently participating in any organizations.'
- My Announcements:** A section stating 'No system announcements have been posted in the last 7 days.' and 'No course announcements have been posted in the last 7 days.'

**From within a Blackboard course:**

Click on **My Grades** link on the navigation menu on the left. **NOTE:** If you do not see a **My Grades** link, click on the **Tools** link and then select **My Grades**.



The screenshot shows the 'My Grades' page within a Blackboard course. On the left, a purple navigation menu has 'My Grades' highlighted with a red box. The main content area is titled 'Announcements' and shows the course name 'HUNTER REVISED COURSE TEMPLATE (HUNTER REVISED COURSE TEMPLATE)'. Below the title, there are tabs for 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL'. The date range 'January 16, 2009 - January 23, 2009' is displayed. The message 'No announcements found.' is centered on the page. At the bottom, there is a copyright notice for Blackboard Academic Suite™.

HUNTER REVISED COURSE TEMPLATE (HUNTER REVISED COURSE TEMPLATE) > TOOLS

Getting Started

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Announcements

Course Information

Course Materials

Assignments

Instructor


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Discussion Board

Groups


Communication

**Tools**




## Tools


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[Homepage](#)  
Edit homepage.



[My Grades](#)  
View grades.



[Personal Information](#)  
Change your information

## The View Grades Page



You will now see the **View Grades** page, which contains:


- all graded items your instructor has chosen to display
- the due date of the items (if specified in Blackboard)
- the date the item was last submitted or graded
- the grade (or grade status)
- the total points possible
- any comments left by your instructor


**NOTE:** Your instructor may choose not to display grades for some or all class assignments or exams. The **View Grades** page may include grades from assignments submitted and tests taken in Blackboard, as well as grades from activities and assignments completed outside of Blackboard.


### View Grades


Your grades for this Course


Item Name	Details	Due Date	Last Submitted, Modified, or Graded	Grade	Points Possible	Comments
Quiz 1	<a href="#">Details</a>		Mar 27, 2009 3:16 PM	38	60	
Problem Set 1	<a href="#">Details</a>		Jul 15, 2009 5:40 PM	75	100	Please review Chapter 2
Assignment 1	<a href="#">Details</a>		Jul 15, 2009 5:45 PM	95	100	Great job!
Assignment 2	<a href="#">Details</a>		Jul 15, 2009 5:44 PM		100	
Assignment 3	<a href="#">Details</a>			-	100	
Mid-term Course Evaluation Survey	<a href="#">Details</a>		Jul 15, 2009 5:50 PM		0	
Practice exam 1	<a href="#">Details</a>			-	10	

 Completed

 Needs Grading

 Attempt in Progress


 Grade Exempted for this User




 Error

[Icon Legend](#)

OK

Clicking on the **Icon Legend** will display information about the icons used in the **Grade** column:

- The  icon indicates that a test or assignment has been submitted and needs to be graded. **NOTE:** This applies only to tests and assignments that were submitted online through Blackboard.
- For assignments and tests submitted through Blackboard, a **-** indicates that you have not yet submitted the item. For other types of items (e.g., grades for exams taken in class, rather than in Blackboard), a **-** indicates that the item has not yet been graded.

- If you see a  icon for a test or assignment you believe you have submitted, you may need to go back to the test or assignment and make sure you have clicked **Submit**, rather than **Save**. Please contact your instructor if you are unable to submit your test or assignment. You will see a  when the test or assignment has been properly submitted.
- If the grade for a test or assignment is underlined (e.g., Quiz 1 or Assignment 1 above), you can click on the grade for further information about the test or assignment, or to view your submission.
- A  icon indicates an error. Please contact your instructor for further assistance.

If you have further questions or need technical assistance, please contact the Student Help Desk at (212) 650-EMAIL (3624) or [studenthelpdesk@hunter.cuny.edu](mailto:studenthelpdesk@hunter.cuny.edu).