

SHOWING GRADES TO STUDENTS



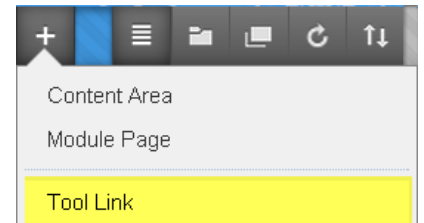
Grade Center Management

The My Grades tool is a link students can use to view grade feedback the instructor provides to them in a course. Students have access to the My Grades tool through their *My Blackboard* global navigation in the top-right of Blackboard once they are logged in. However, you may provide students with a link to this tool directly inside your course using these instructions.

We highly recommend using Blackboard's new *Student Preview Mode* so that you may understand how grades appear to students in your course and to aid in troubleshooting.

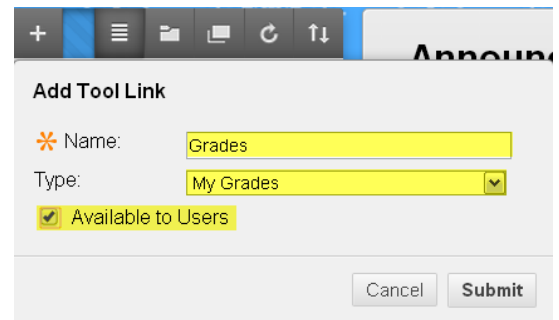
ADDING THE MY GRADES BUTTON TO YOUR COURSE

1. To add a My Grades button to your course, you must have your course's **EDIT MODE** turned on. Above your course menu, roll your mouse over the add-button **+** and select **TOOL LINK** from the drop-down menu.

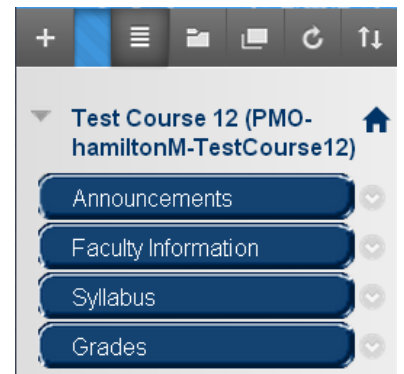


2. In the form that appears, give your tool link a logical name. In the TYPE drop down menu, select the **MY GRADES** tool.

To make this button accessible to students immediately, be sure to check the **AVAILABLE TO USERS** checkbox.



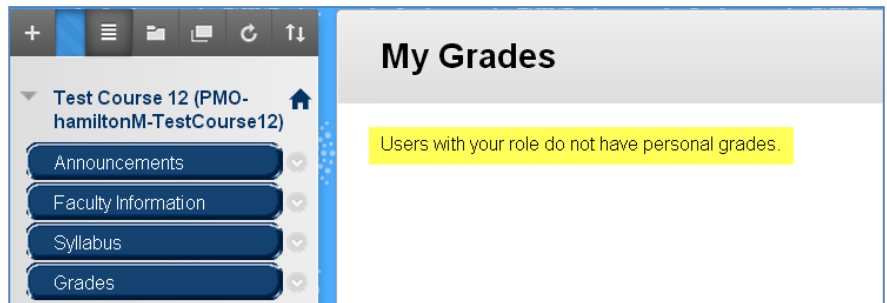
3. Click **SUBMIT** when done. The button will be added to your course menu.



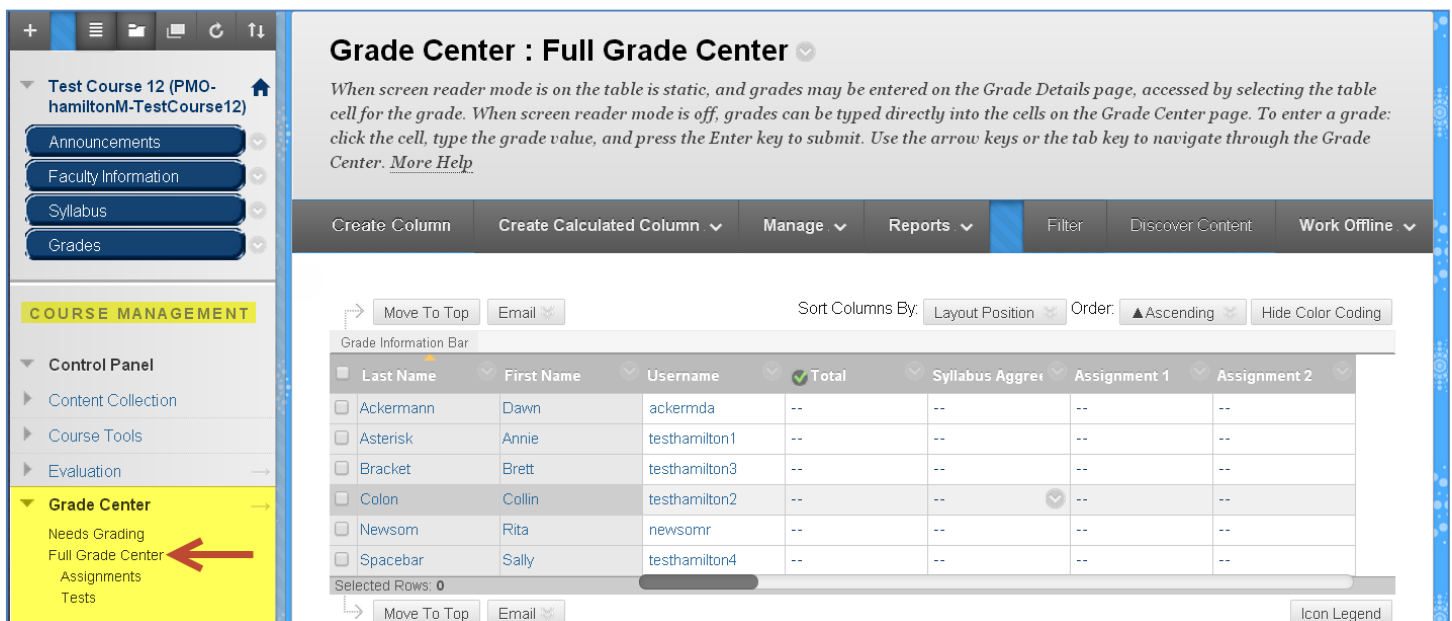
INSTRUCTORS DO NOT USE MY GRADES TO VIEW STUDENT GRADES

Please note that instructors cannot use the MY GRADES button to view student grades.

Clicking the My Grades tool link will display a message on the page that states that “Users with your role do not have personal grades”.



Instructors must view student grades through their course’s Control Panel, found underneath the course menu. Expand the GRADE CENTER menu and select FULL GRADE CENTER.






HOW STUDENTS SEE THE MY GRADES PAGE

As of January 2015, the *My Grades* tool will allow students to view their graded, submitted, and upcoming assessment grades according to a specified order. Students may order their grades according to:



- **Course Order** – Grades will be organized according to the arrangement set in the instructor’s view of the Grade Center.
- **Last Activity** – Grades will be organized by last activity recorded for grading or submission.
- **Due Date** – Grades will be organized by due date.

The information displayed includes the name of the assessment, due date (if assigned), last date of activity associated with the assignment, the grade, available feedback comments, and rubric details (if Blackboard rubrics are being used in the course).

Options for viewing and organizing grades

My Grades			
All Graded Upcoming Submitted Order by: Course Order ▼			
ITEM	FEEDBACK	LAST ACTIVITY	GRADE
Total			132.00 /145
Syllabus Agreement		Dec 1, 2014 11:56 AM GRADED	5.00 /5
Welcome to Class - Introductions		Dec 1, 2014 11:39 AM SUBMITTED	- 
Assignment 1 DUE: FEB 6, 2015 View Rubric	This was a good first draft. Pl...	Dec 1, 2014 11:50 AM GRADED	90.00 /100
Assignment 2 DUE: FEB 16, 2015		Dec 1, 2014 11:33 AM SUBMITTED	- 
Test 1 DUE: FEB 18, 2015		Dec 1, 2014 11:35 AM GRADED	37.00 /40
Poe Short Stories Discussion DUE: FEB 20, 2015		Dec 1, 2014 11:40 AM UPCOMING	- 

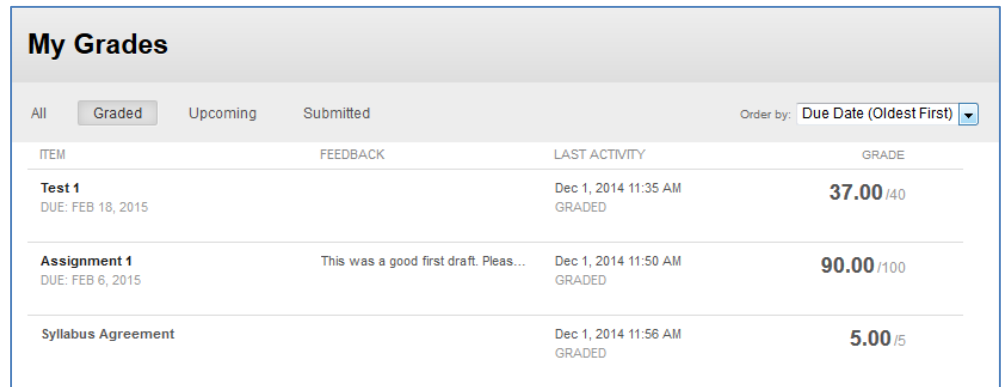
ICON MEANINGS

NAME	MEANING
 Needs Grading	Students will see this icon appear in My Grades next to any assessment that they have successfully submitted to you for grading.
 In Progress	<p>Students will see this icon appear in My Grades next to any assessment that they have <i>begun</i> but not submitted for grading. For example, this icon may appear in the student's My Grades when an assignment or discussion thread is saved as a draft. It will also appear when a test has been opened and begun.</p> <p>If this icon still displays to the student after submitting an assessment for grading, the student should contact the instructor immediately! The presence of the icon may mean that a problem occurred with submitting the assessment.</p>
-	No Grade Available
	If there is a single dash in the grade cell, it means that no student submission or instructor grading activity has occurred for this item.

EXAMPLE STUDENT VIEWS

VIEWING ONLY GRADED ITEMS

In this example, the student has opened the My Grades page, clicked on the “Graded” tab. This makes the My Grades page re-sort and display only those items that have been graded. Because the student selected “Order By: Due Date (Oldest First)”, the items are listed according to due date descending.

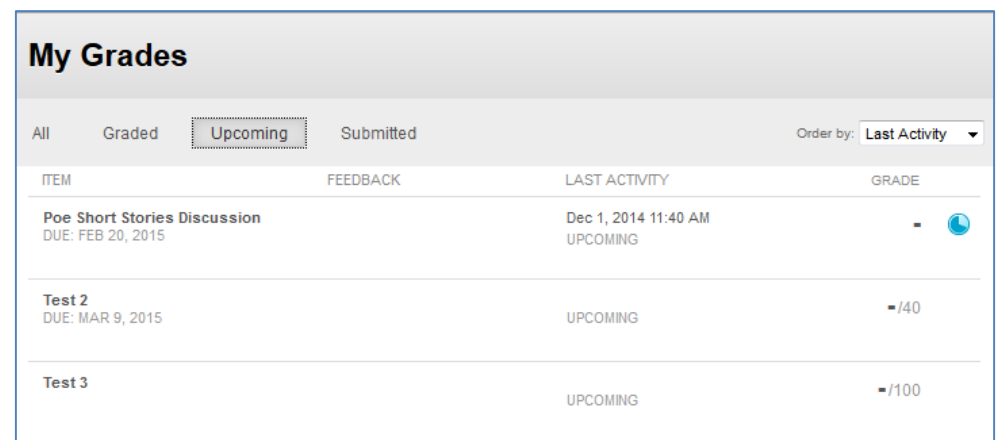


The screenshot shows the 'My Grades' interface with the 'Graded' tab selected. The 'Order by' dropdown is set to 'Due Date (Oldest First)'. The table lists three graded items:

ITEM	FEEDBACK	LAST ACTIVITY	GRADE
Test 1 DUE: FEB 18, 2015		Dec 1, 2014 11:35 AM GRADED	37.00 /40
Assignment 1 DUE: FEB 6, 2015	This was a good first draft. Pleas...	Dec 1, 2014 11:50 AM GRADED	90.00 /100
Syllabus Agreement		Dec 1, 2014 11:56 AM GRADED	5.00 /5

VIEWING ONLY UPCOMING ITEMS

In this example, the student has opened the My Grades page, clicked on the “Upcoming” tab. This makes the page re-sort and display only those items that have not been submitted by the student or not yet graded by the instructor. This includes items that may be in progress. Because the student selected “Order By: Last Activity”, the items are listed according to the time and date of last activity, descending.

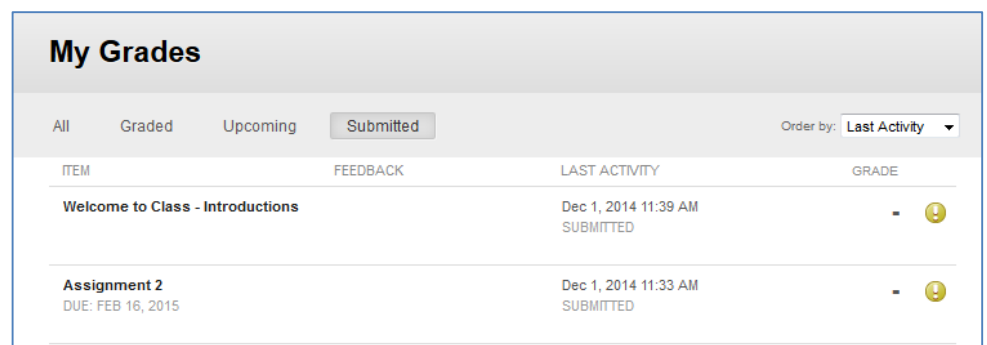


The screenshot shows the 'My Grades' interface with the 'Upcoming' tab selected. The 'Order by' dropdown is set to 'Last Activity'. The table lists three upcoming items:

ITEM	FEEDBACK	LAST ACTIVITY	GRADE
Poe Short Stories Discussion DUE: FEB 20, 2015		Dec 1, 2014 11:40 AM UPCOMING	-
Test 2 DUE: MAR 9, 2015		UPCOMING	- /40
Test 3		UPCOMING	- /100

VIEWING ONLY SUBMITTED ITEMS

In this example, the student has opened the My Grades page, clicked on the “Submitted” tab. This makes the page re-sort and display only those assessments that the student has submitted for grading. Because the student selected “Order By: Last Activity”, the items are listed according to the time and date of submission, descending.



The screenshot shows the 'My Grades' interface with the 'Submitted' tab selected. The 'Order by' dropdown is set to 'Last Activity'. The table lists two submitted items:

ITEM	FEEDBACK	LAST ACTIVITY	GRADE
Welcome to Class - Introductions		Dec 1, 2014 11:39 AM SUBMITTED	-
Assignment 2 DUE: FEB 16, 2015		Dec 1, 2014 11:33 AM SUBMITTED	-