Students: My Grades Tool Features

This documentation is for students using Blackboard 9.1. It will show you how to check your grades in a course using the My Grades tool, as well as describe the features of this tool:

- View a list of assignments, tests, quizzes, etc. for a course
- View grades on each of the assignments, tests, etc. and the points possible
- View Due Dates for each graded item, as set by the instructor
- View the last date the graded item was submitted, edited, or graded
- View the graded item’s details (Category and Description)
- View submissions and attached files
- View instructors’ comments and returned submissions & attached files

Locate the My Grades Tool

1. Login to Blackboard 9.1.
2. Locate the My Grades link under the My OHIO tab, or select the Checkmark+ Icon from the Global Navigation Menu.

3. Upon clicking that link you will see grades for the first course in your course list.
4. To see other courses click Course and go to any course that you’re enrolled in and view grades for that course.

Utilize the Features of the My Grades Tool

Besides displaying individual and total grades for a course, the My Grades tool also provides various details about the submissions. These are displayed in columns, which are explained below in order of appearance from left to right within the My Grades tool:

- **Item Name**: Provides the names of individual graded items (e.g. assignments, quizzes, tests, etc.), as well as the Total and, if applicable, the Weighted Total grades.
• **Alignments**: Disregard this column. Alignments are associated with a feature that is disabled in the Ohio University Blackboard environment.

• **Due Date**: Displays the Due Date entered by the instructor for a particular graded item.

• **Last Student Activity**: This provides a date and time stamp for the last time an item was altered by a submission.

• **Last Instructor Activity**: This provides a date and time stamp for the last time the item was graded or revised by the instructor.

• **Grade**: Displays the current grade for a submission.
  - Grades for items submitted through Blackboard will look like 'links.' Click on the 'linked' **grades** to view details of the submissions, such as time stamps of multiple submissions.
  - Within the submission detail, if the **grade** is once again a 'link,' click it to view the actual submission/attached files.
  - There may also be Instructor Feedback, which could include comments and attached files with comments/corrections on submissions.
  - **NOTE**: There may be an icon (e.g. a green exclamation point) instead of a grade. Some of these items are clickable and display details about the status of the submission, including the text of the submission and attached files.
  
  For a list labeling the icons, click on the button for the **Icon Legend**.

• **Comments**: This is another area in which an instructor can make comments on a submission. Please remember that comments are also displayed on the details page when clicking on the **scores** in the Grades column. These comments are not the same as those found on the grade details page; do not assume that the instructor has not left comments if there are none visible in the Comments column. Check both areas!