How to Check Your Grades and Retrieve a Graded Assignment

TEACHER: How to check your grades and retrieve a graded assignment—let's start by taking a look at how to check your grades in the My Grades area of your classroom for assignments that you have already submitted. During your courses, you'll be able to view your grades in the My Grades area of your classroom. To navigate to the My Grades area, first select the Tools area in the Course Navigation menu.

Now that you're in the Tools area, click on My Grades. The My Grades area displays different categories, depending on the status of your assignments--Current Grade, Calculated Grades, Graded, Submitted, and Upcoming. At the beginning of a course, all of your graded assignments will appear in the Upcoming category. Once you've submitted an assignment, it will appear in the Submitted category.

You may find it helpful to check after you've submitted an assignment to a Turn It In or Non-turn It In assignments submission link to ensure that your paper has been successfully submitted and moved to the Submitted category. In Blackboard, grades may sometimes be represented by special icons that indicate the assignment is not yet complete or still needs grading.

You can hold your mouse pointer over icons like these to see what they mean. If you see a pie chart icon next to an assignment name, it means that your assignment attempt is in progress. This occurs when you save a draft of an assignment in a Non-turn It In assignment submissions link. When your instructor grades, your assignment, it will move to the Graded category, and you will see the grade underneath the assignment name.

Comments from your instructor, returned assignment documents with feedback, and/or graded rubrics can be found by clicking on the assignment name or the Comments link underneath the assignment name. Clicking an assignment's title will generally display the most information, including links to Turn It In Originality reports and documents returned by the instructor.

Here in the detailed view of your graded assignment, you can find information on your submission, feedback from your instructor, returned assignment documents with feedback, and/or graded rubrics from your instructor. If your instructor has indicated that your assignment has been graded but you do not see a grade for it in the My Grades area, please contact your instructor.

Now that we have taken a look at how to check your grades in the My Grades area, let's take a look at how to retrieve a graded assignment document with feedback from your instructor. As mentioned previously in step one, comments from your instructor can be located in the My Grades area. The comments from your instructor found in this area will often contain a graded assignment document, along with feedback that he or she is returning to you.
In order to retrieve a graded assignment document, you must first navigate to the My Grades area by selecting Tools in the left navigation bar and then clicking on My Grades. After you've located your assignment, you should look for your graded assignment document by clicking on one of two areas— the assignment name or the Comments link underneath the assignment name.

If you see a hyperlinked assignment document in the Comments column, you can click on it to download it and review your instructor's feedback. If you do not see a hyperlinked assignment document in the Comments column, you should then look in the Detail view of your grade to locate your graded assignment document.

Next, scroll down to the Feedback From Instructor area, and click the link for your graded assignment document, which will either be located in the Comments or Files from Instructor section. Please note that this Grade Detail view and set of instructions are for assignments submitted via a Turn It In assignments submission link.

You will then be prompted to download your graded assignment document. If your assignment was submitted via a Non-Turn It In assignment submission link, your graded assignment document may be found in the Comments or Attached Files section in the Instructor Feedback area of the Grade Detail view.

In addition to viewing your grades in your My Grades area, there are a few ways to access your grades. After the course is complete, the Report Card module on My Home Page will show you your final grades at a glance. A dash symbol will appear instead if no final grade has been submitted by the instructor yet.

You can click on the final grade or the dash symbol for a shortcut directly to the My Grades page of that course. If you're taking more than one course, the Course to Course navigation menu is an easy way to quickly move from the My Grades page of one course to the My Grades pages of your other courses.

The button in the upper right corner of the page opens the Global Navigation menu. The Global Navigation menu includes a shortcut to a special My Grades tool that can be used to view the latest grades for all of your courses in one location. Red numbers on this menu can also alert you when new grades are posted for any of your courses.

Congratulations. You have now completed the How to Check your Grades and Retrieve a Graded Assignment demonstration.