

Student Guide: How to View Grades and Feedback

STEP 1: Logon to the Blackboard course in which you want to check your grades.

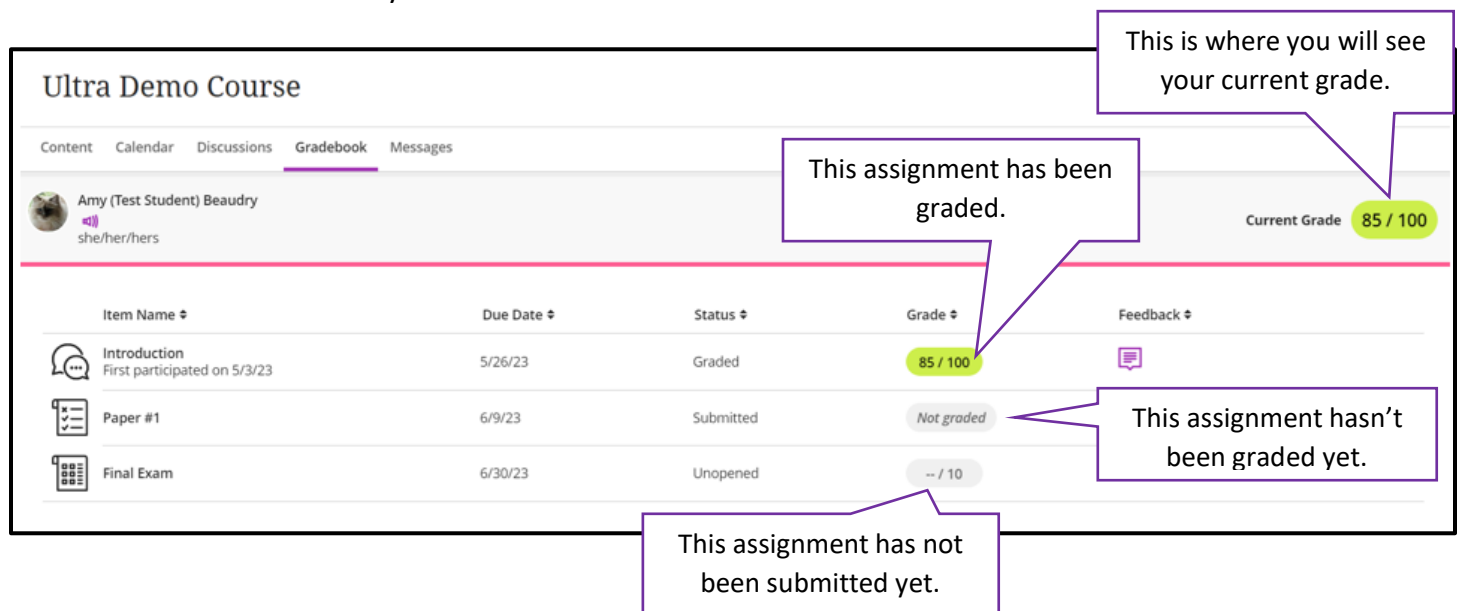
STEP 2: Click on the “Gradebook” tab at the top of the page in your Blackboard course.

Note: not all instructors use this feature of Blackboard.

If your instructor has the overall grade set up, in the top right corner, you will see a green oval showing your current grade in the course.

Under the “Grade” column, you will see grades for assignments that have already been graded and a gray oval containing the words “Not graded” for assignments you submitted but that have not been graded yet. For assignments that you have not submitted yet, you will see a gray oval containing two hyphens and a slash before the maximum number of points for the assignment. You also can look at the “Status” column to see if an assignment has been graded, submitted (which means you submitted the assignment, but it has not been graded yet), unopened (which means you have not submitted the assignment yet), or is past due (which means you did not submit the assignment and the due date has passed).

The screenshot below shows examples of an assignment that has been graded, one that has not, and that one that has not been submitted yet.



The screenshot shows the Blackboard Gradebook interface for the 'Ultra Demo Course'. At the top, there are tabs for Content, Calendar, Discussions, Gradebook (selected), and Messages. Below the tabs, the student's name 'Amy (Test Student) Beaudry' and pronouns 'she/her/hers' are displayed. In the top right corner, the 'Current Grade' is shown as '85 / 100' in a green oval. The main table lists three items: 'Introduction' (Graded, 85 / 100), 'Paper #1' (Submitted, Not graded), and 'Final Exam' (Unopened, -- / 10). Callouts point to these elements: 'This is where you will see your current grade.' points to the 'Current Grade' oval; 'This assignment has been graded.' points to the '85 / 100' grade for 'Introduction'; 'This assignment hasn't been graded yet.' points to the 'Not graded' status for 'Paper #1'; and 'This assignment has not been submitted yet.' points to the '-- / 10' status for 'Final Exam'.

Item Name	Due Date	Status	Grade	Feedback
Introduction First participated on 5/3/23	5/26/23	Graded	85 / 100	
Paper #1	6/9/23	Submitted	Not graded	
Final Exam	6/30/23	Unopened	-- / 10	

STEP 3: If you see a word bubble in the “Feedback” column, this means your instructor has provided you with feedback for that assignment. Click on that bubble. (This has a yellow oval around it in the screenshot below.)

The screenshot shows the 'Ultra Demo Course' interface. At the top, there are tabs for Content, Calendar, Discussions, Gradebook (selected), and Messages. Below the tabs, the student's name 'Amy (Test Student) Beaudry' and pronouns 'she/her/hers' are displayed, along with a 'Current Grade' of 85 / 100. A table lists assignments with columns: Item Name, Due Date, Status, Grade, and Feedback. The first row is 'Introduction' with a due date of 5/26/23, status 'Graded', and a grade of 85 / 100. A yellow speech bubble icon is highlighted in the Feedback column for this assignment.

STEP 4: A panel will open on the right side of the page. Depending on what type of assignment this is, you may see your instructor’s feedback on that next page, or you may see another feedback bubble that you need to click on to access the feedback.

Your instructor also may use a rubric to provide feedback and grade your assignment. If you see a symbol that looks like a grid to the left of an assignment grade, this means your instructor has used a rubric. Click on that rubric icon to view it. (The rubric icon has a purple circle around it in the screenshot that’s on the right.)

The screenshot shows the 'Paper #1' details panel. It includes sections for 'Details & Information' with 'Assessment due date' (6/9/23, 11:59 PM) and 'Grading rubric' (a link to view the rubric). There is also an 'Attempts' section showing 0 attempts left. The 'Grading' section shows 'Your Grade' as 1.25 / 100, with a purple circle around the rubric icon. A 'Description' section at the bottom states: 'This is where you will see the assignment directions.'

STEP 5: A page will open showing you the completed rubric.

Your instructor also may have added comments directly to the assignment you submitted. If they did, you will see your assignment on the left side of the page with comments on it. (See the screenshot below.)

The screenshot shows the assignment review page. At the top, it says 'Final Grade' and 'Submitted 7/17/24, 8:39 PM (EDT)' with a grade of 100 / 100. The main area displays the student's essay titled 'The Carnival Mirror: Liberal Arts and Liberal Education in Modern Society'. On the right side, there is a 'Rubric' section and a 'Feedback' section. The 'Feedback' section shows a message from the instructor dated 7/17/24, 8:41 PM, stating: 'Your instructor may also leave feedback here.'

STEP 6: Once you are done reviewing your instructor’s feedback, click on the blue button with a white X in it on the left side of the page to return to the gradebook.