

## 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.

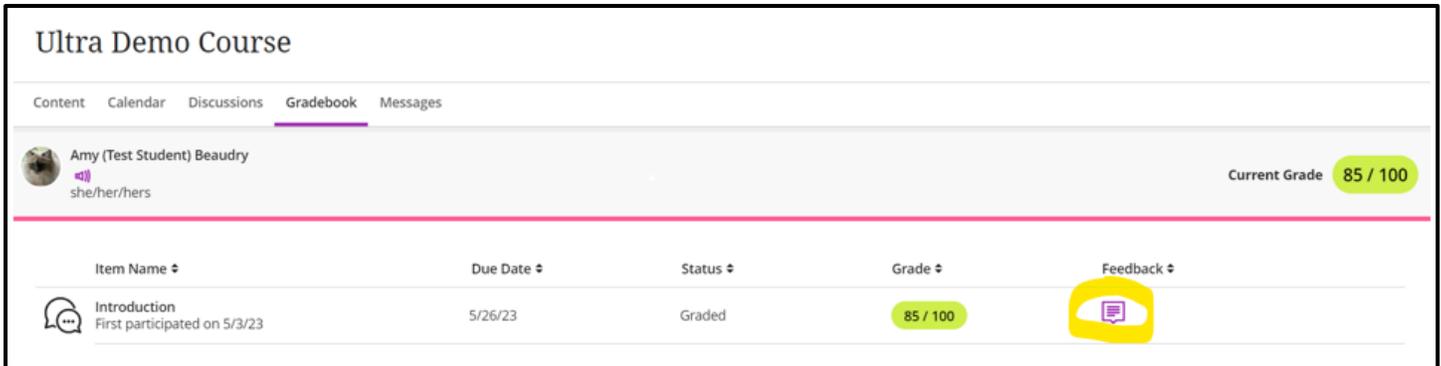
Under the “Grade” column, you will see grades for assignments that have already been graded and a gray oval containing the words “Not graded” for assignments you submitted but that have not been graded yet. For assignments that you have not submitted yet, you will see a gray oval containing two hyphens 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 navigation tabs: 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 area contains a table with columns for Item Name, Due Date, Status, Grade, and Feedback. Three rows are visible: 'Introduction' (Graded, 85 / 100), 'Paper #1' (Submitted, Not graded), and 'Final Exam' (Unopened, -- / 10). Callouts point to the 'Current Grade' (85 / 100), the '85 / 100' grade for the Introduction, the 'Not graded' status for Paper #1, and the '-- / 10' grade for the 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.)



Ultra Demo Course

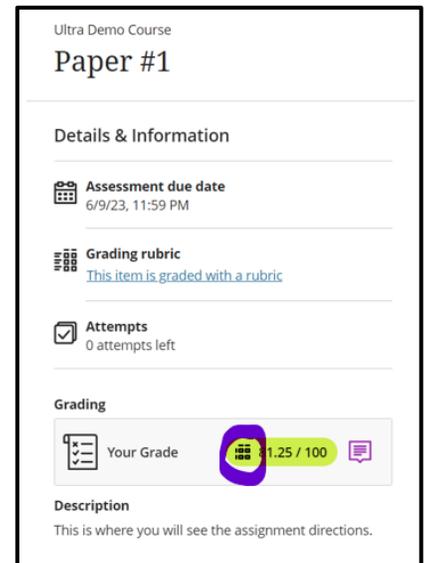
Content Calendar Discussions **Gradebook** Messages

Amy (Test Student) Beaudry  
she/her/hers Current Grade **85 / 100**

Item Name	Due Date	Status	Grade	Feedback
Introduction First participated on 5/3/23	5/26/23	Graded	<b>85 / 100</b>	

**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.)



Ultra Demo Course

## Paper #1

Details & Information

- Assessment due date**  
6/9/23, 11:59 PM
- Grading rubric**  
[This item is graded with a rubric](#)
- Attempts**  
0 attempts left

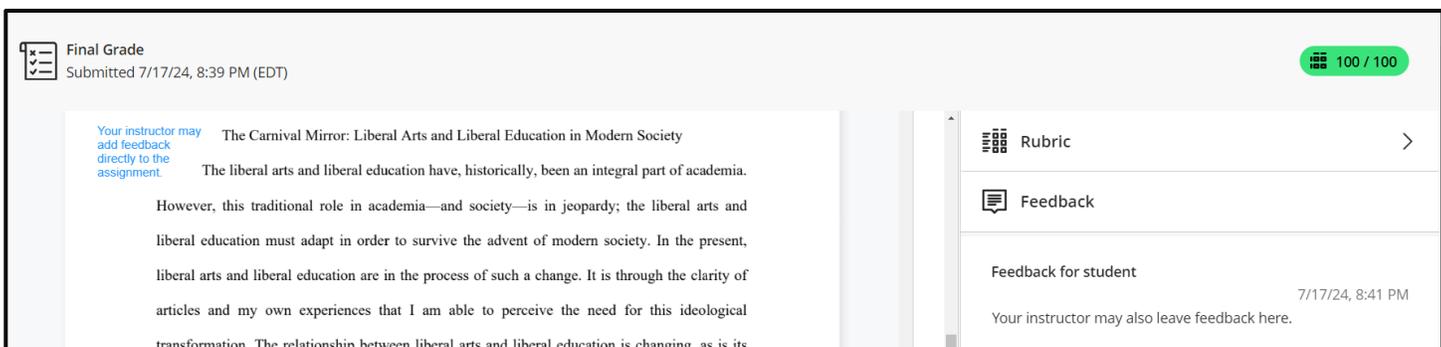
**Grading**

 Your Grade **1.25 / 100** 

**Description**  
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.)



Final Grade  
Submitted 7/17/24, 8:39 PM (EDT) **100 / 100**

[Your instructor may add feedback directly to the assignment.](#) The Carnival Mirror: Liberal Arts and Liberal Education in Modern Society

The liberal arts and liberal education have, historically, been an integral part of academia. However, this traditional role in academia—and society—is in jeopardy; the liberal arts and liberal education must adapt in order to survive the advent of modern society. In the present, liberal arts and liberal education are in the process of such a change. It is through the clarity of articles and my own experiences that I am able to perceive the need for this ideological transformation. The relationship between liberal arts and liberal education is changing, as is its

**Rubric**

**Feedback**

Feedback for student 7/17/24, 8:41 PM

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.