

Student Guide: How to View Grades and Feedback in an Ultra Course View Blackboard Class

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), or unopened (which means you have not submitted the assignment yet).

The image 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 'Ultra Demo Course' Gradebook for Amy (Test Student) Beaudry. The 'Current Grade' is 85 / 100. The table below lists assignments with their status and grade.

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	

Callouts in the image:


- Top right: This is where you will see your current grade.
- Row 1 (Introduction): This assignment has been graded.
- Row 2 (Paper #1): This assignment hasn't been graded yet.
- Row 3 (Final Exam): This assignment has not been submitted yet.

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 circle around it in the image 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	85 / 100	

STEP 4: You’ll now see a page with the assignment directions on it and your grade next to another feedback bubble on the right side of the page. Click on that feedback bubble. (This has a yellow circle around it in the image below.)


Introduction

Discussion Topic



Before posting to this board, please read the syllabus in its entirety, paying special attention to the sections about the communication policy, grading policy, discussion board grading criteria, and discussion board participation.

This discussion will close at 11:59 pm on Friday, May 26th.

Details & Information

 Due Date
5/26/23, 11:59 PM (EDT)

Grade

 Discussion **85 / 100** 

STEP 5: A panel where you can see your instructor’s feedback will open on the right side of the page.

Ultra Demo Course

Introduction

Discussion Topic

Before posting to this board, please read the syllabus in its entirety, paying special attention to the sections about the communication policy, grading policy, discussion board grading criteria, and discussion board participation.

Feedback

Amy (Test Student) Beaudry

Feedback for student

If your instructor includes feedback, you will see it here.

STEP 6: 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 image below.)

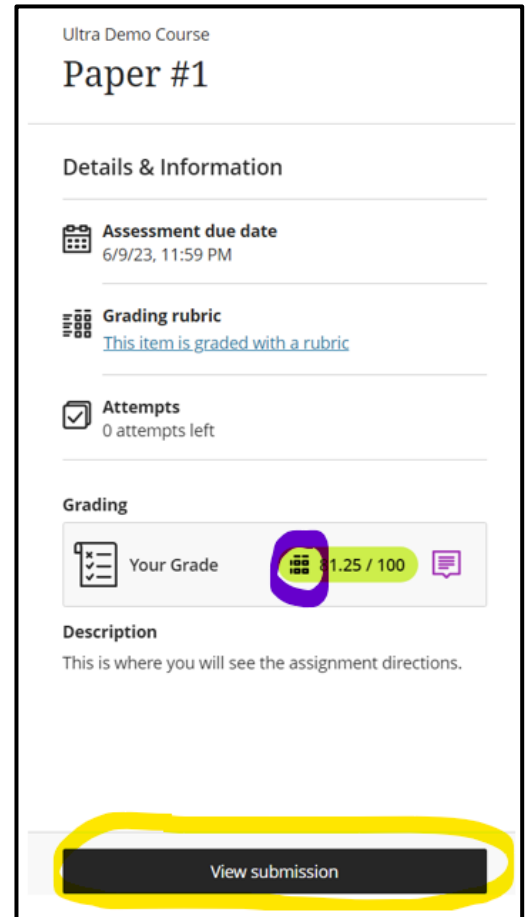


STEP 7: A panel showing the assignment directions and your grade next to another rubric icon will open on the right side of the page. Click on that rubric icon. (This has a purple circle around it in the image on the right.)

STEP 8: A page will open showing you the completed rubric. After reviewing the rubric, click on the blue button with a white X in it on the left side of the page to return to the gradebook.


STEP 9: Your instructor also may have added comments directly to the assignment you submitted. From the “Gradebook” page, click on the assignment grade to open the panel that will allow you to view your submitted assignment.


STEP 10: Click on the “View Submission” button to open your submitted assignment. (This has a yellow circle around it in the image on the right.)




Ultra Demo Course
Paper #1




Details & Information

 **Assessment due date**
6/9/23, 11:59 PM

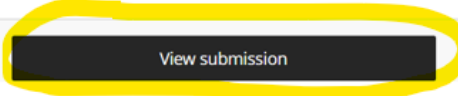
 **Grading rubric**
[This item is graded with a rubric](#)

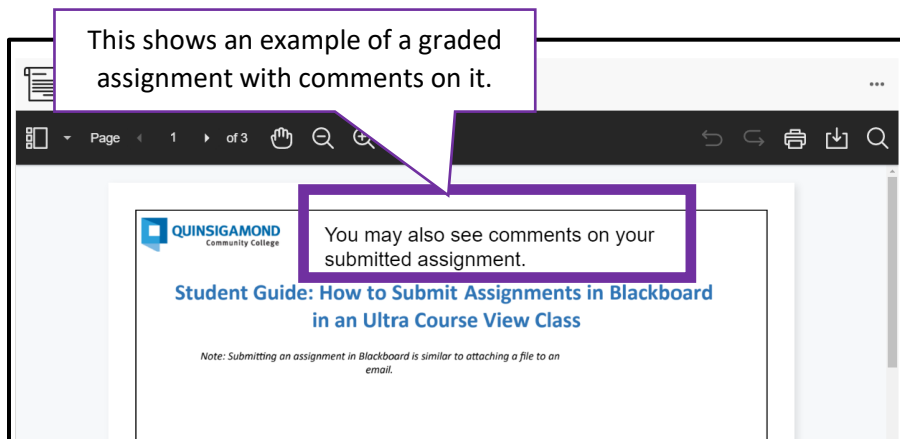
 **Attempts**
0 attempts left

Grading

 Your Grade  **81.25 / 100** 

Description
This is where you will see the assignment directions.

 **View submission**



This shows an example of a graded assignment with comments on it.

You may also see comments on your submitted assignment.

QUINSIGAMOND
Community College

Student Guide: How to Submit Assignments in Blackboard in an Ultra Course View Class

Note: Submitting an assignment in Blackboard is similar to attaching a file to an email.

24/7 Support
Phone Number: 508.854.4427, Press 1 for Student Support
QCC IT Service Desk: <https://www.qcc.edu/help>