To Access My Grades from the Global Navigation Menu

1. Click your name in the right corner above any Blackboard page to open the Global Navigation menu.
2. Click the My Grades icon.
3. Sort by All Courses or Last Graded.
4. Select a course name on the left to view details on the right.

To Access My Grades from within a Course

Click My Grades from the course menu along the right edge of any course. Note: This will display only grades for this specific course.

The My Grades Page

- Sort by All, Graded, Upcoming, Submitted, or Order By Course Order, Activity or Due Date.
- Click the Assignment title for detailed feedback and submission details.
- Click View Rubric (optional).
- Click the feedback icons to view additional information.

Accessing Feedback

- For feedback on a submitted document, click the title of the Assignment in My Grades.
- The speech bubble icon (💬) will only show general comments. Be sure to click the title of the Assignment or View rubric to get all of the feedback.
- For test and quizzes, click the title of the item; then click on the value of the Calculated Grade to see more info such as how each question was graded, and correct answers if the instructor has made them available.

Click Calculated Grade to View Feedback for a Test
Inline Grading

Go into the My Grades section of the course and click on the title of the assignment.

On the left side of the screen, your document will appear. Any teacher comments annotated on the document will be displayed directly to the right of the document.

1. The toolbar at the top of the document section gives the option to zoom in or zoom out within the document.
2. The page icon allows you to download the document or pdf version of the document with annotations.
3. Page numbers will be displayed along the top of the document section and you can skip through pages by using the arrows.

In the middle of the screen will be a Comments & Markings section where a history of the comments will be listed.

4. Selecting a comment will take you to where the comment was made within the document.
5. This panel can be closed by selecting the X in the top right corner of the section.
6. If the panel is already closed, select the double arrow pointing to the left and the section will appear.

The right side of the screen will display the grade and any other feedback from the professor.

7. Select the right pointing arrow to minimize the Grading Panel.
8. Select the expanding arrows to make the three sections full screen within BlackBoard.

If you are having trouble viewing inline grading, try some of these steps:
- Maximize the window on your computer.
- Click the full screen icon in Blackboard. (Number 8 pictured above)
- Close the Comments & Markups section. (Number 5)
- Close the Grading Panel. (Number 7)
- Zoom in or out. (Number 1)
- Use the scrollbar to make sure that you can see all possible parts of the comment.