

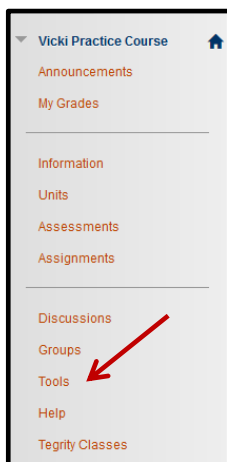
Blackboard Learn

Making Student Grades Available (My Grades)

Students have access to their grades through the My Grades tool. Students are only allowed to see their own grades from within Blackboard Learn. Instructors can hide grades from the student view.

Step 1 – Student Access to Grades

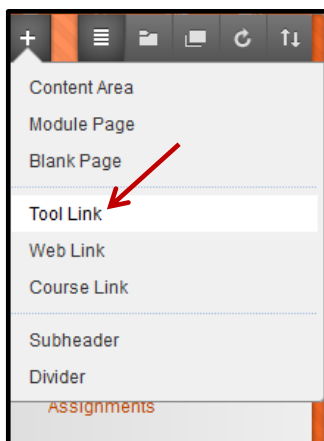
The My Grades tool is available for students from the Tools area of the course menu.



By default, the tools area lists every tool available in Blackboard. Instructors can hide tools they do not intend to use.

Step 2 – Adding My Grades to the Course Menu

Instructors can also add the My Grades tool link to the course menu directly. To do so, click the + sign and choose Tool Link from the list.



Step 3

From the new window type the name of the link, choose the My Grades tool from the drop-down list, and check available to users. Submitting this will add My Grades to the bottom of the course menu.

Add Tool Link

Name: My Grades

Type: My Grades

Available to Users

Cancel Submit

Step 4 – My Grades (Student View)

Once students access the My Grades tool, their view will look similar to the below images. Their grades will show in last updated order within the various sections. First students see their Current Grade, then Calculated Grades, then Graded columns, followed by Submitted, and finally Upcoming.

My Grades

CURRENT GRADE ← **Current Grade (Total Column)**

Final Grade
Grade 115.00/130

CALCULATED GRADES ← **Calculated Grades (Any Calculated Column)**

Quiz Total
Grade 66.67%

GRADED ← **Graded (Reverse Order of Grading)**

Planet Paper
Grade 95.00/100

Bonus
Grade 0.00

Unit 2 Quiz
Grade 20.00/30

Submitted (Not Shown) (Reverse Order of Submission)

UPCOMING ← **Upcoming (Not Yet Completed)**

11: Jupiter mass object
105: Assign: Photo Instructions

Step 5 – Changing Score Display for Students

To change the type of score displayed to students for a column, first click the contextual menu (down arrow) next to the column name and choose Edit Column Information.

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Columns Create Calculated Columns Manage Reports Filter Work Offline

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Sort Columns By Layout Position Order Ascending

Grade Information Bar	Student Name	Final Name	Final	Final	Final	Final	Final	Final	Final	Final
Cooper	ccasper	Chris	41.24% (73.00)	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Cooper	ccoper	Ashby	94.15% (300.00)	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Durand	pdurand	Porter	85.39% (228.00)	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Herrera	pherrera	Linda	84.58% (192.00)	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Johnson	johanson2	Ryan	76.03% (222.00)	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Lopez	lopez	Bruce	66.50% (133.00)	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Perez	perez	Javier	47.37% (45.00)	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Scott	scott	Sandra	60.91% (87.00)	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Spooner	sponooner	Sarah	105.00% (84.00)	73.33% (22.00)	2.00	50.00	50.00	50.00	50.00	50.00
Student	vparish_s	Demo	43.47% (471.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tal	mtal	Mark	68.46% (89.00)	86.25% (89.00)	0.00	45.00	50.00	50.00	50.00	50.00
Wagner	hwagner	Henry	76.19% (160.00)	0.00% (0.00)	2.00	0.00	0.00	0.00	0.00	0.00

Selected Rows: 0

Move To Top Email

Sort Legend

Step 6

From the Edit Column Information page, change the Primary display option to the type of grade to display to students.

1. Column Information

Column Name: Bonus

Grade Center Name: [Empty]

Description: [Rich Text Editor]

Path: p

Primary Display: Score
Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display: None
This display option is shown in the Grade Center only.



Available Display Types Include:

- Score (raw score earned)
- Percentage (score earned/score possible)
- Letter (and any additional grading schemas added)
- Complete/Incomplete (check mark)
- Text

Step 7 – Hiding/Showing Grades to Students

From within the Full Grade Center, the instructor can hide/show columns from themselves as well as from students. To do so, click the contextual menu (down arrow) to the right of the column title. The Show/Hide Column option will show/hide the column from the Full Grade Center view (instructor only). The Show/Hide to Users option will show/hide the grade to students (My Grades only).

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center.

Create Column Create Calculated Column Manage Reports

Move To Top Email Sort Columns By: Layout Position Order

Last Name	Username	First Name	Final	Quiz	Bonus	Unit 1 Quiz	Unit 2 Quiz	Unit 3 Quiz
Casper	ccasper	Chris	70.00 (Fail)	36.36% (40.00)	2.00	25.00	15.00	
Cooper	acooper	Ashby	306.00 (Pass)	90.00% (99.00)	1.00	30.00	20.00	
Durand	pdurand	Porter	228.00 (Pass)	61.67% (37.00)	1.00	25.00	12.00	
Herrera	lherrera	Linda	192.00 (Pass)	76.36% (84.00)	--	15.00	25.00	
Johnson	rjohnson2	Ryan	222.00 (Pass)	86.36% (95.00)	1.00	25.00	30.00	
Lopez	blopez	Bruce	133.00 (Pass)	60.91% (67.00)	--	20.00	12.00	
Perez	jperez	Javier	45.00 (Fail)	45.00% (27.00)	1.00	10.00	17.00	
Scott	sscott	Sandra	67.00 (Pass)	58.33% (35.00)	--	20.00	25.00	
Spooner	sspooner	Sarah	79.00 (Pass)	73.33% (22.00)	0.00	20.00	22.00	
Student	vparish_s	Demo	115.00 (Pass)	66.67% (20.00)	0.00	20.00	--	
Tsai	mtsai	Mark	89.00 (Pass)	86.25% (69.00)	--	--	24.00	
Wagner	hwagner	Henry	160.00 (Pass)	0.00% (0.00)	2.00	0.00	--	

Selected Rows: 0

Move To Top Email