You should regularly check your grades within Blackboard. There are several ways these grades can be accessed.

**Option 1: Accessing Grades from within a Specific Course**

From many of your online classes, there will be a “My Grades” link that takes you to your grade report for that course. That “My Grades” link can be located in two different places:

1. As part of the button menu for your course:

   ![Image of My Grades button in course menu]

2. Or as an item on the “Tools” or “Communication” screen:

   ![Image of My Grades button in Tools menu]
Option 2: Accessing Grades from the Blackboard Home Screen
Some of your Blackboard courses may not have a “My Grades” or “Tools” button. If that is the case, you can still access your grades from the Home tab in Blackboard.

1. Click on the Home tab.

[Image: Home tab in Blackboard]

2. Locate the “Tools” module on your homepage, and click the “My Grades” link.

[Image: Tools module in Blackboard]

3. Click on a specific course title to view the “My Grades” screen for that course.

[Image: My Grades screen in Blackboard]

This list will show all the courses in which you are currently enrolled. Click on a course title to view your grades for that course.
This will bring you to the “My Grades” screen. Here you can view your grades and any other feedback your instructor has provided. You can click on any blue underlined items for more information. (See below)

- **Item Name** – Click on an item name to view a pop up window with more information about that specific assignment.

- **Grade** – Click on a specific grade to view additional feedback (comments or documents) from your instructor. In the case of an upload assignment, this will be a Submission History.

- **Comments**—Your instructor can also upload files for you in the “Comments” section. Click on underlined links to download comment files.

This ICON LEGEND explains other symbols you may see on your “My Grades” screen: