

## Blackboard Gradebook Tutorial

### Step 1

Click on the “**Student Tools**” link located in the navigation area.

### Step 2

Next, click on the “**My Grades**” link.






FIND A COURSE > STUDENT DISTANCE LEARNING TUTORIAL > TOOLS

-  [Digital Dropbox](#)
-  [My Grades](#)
-  [Personal Information](#)
-  [User Manual](#)

### Step 3

A summary of points you have earned on quizzes, exams, and other assignments entered by your professor are displayed.

Item Name	Date	Grade	Points Possible	Class Average	Weight
Practice	12/3/04 12:34 PM	!	5	0	0%
Practice Quiz	12/3/04 12:30 PM	10	20	15	0%
Total		10	25	-	
Weighted Total		0%		-	

 In Progress  
 - No Information  
 ! Needs Grading  
 ? Grading Error  
 ✓ Completed

OK

A "!" indicates that your professor has not yet evaluated your work and recorded a grade.

If detailed quiz results are enabled by your professor, you will be able to see which answers you got right and which ones you got wrong by clicking on your score next to the quiz you wish to view.

If you see a padlock in the score column after you submit your quiz, you should contact your professor immediately to report the problem.

Keys to the symbols used in your online gradebook are listed at the bottom of the Blackboard online gradebook page.

### Step 4

Click "OK" to exit the Gradebook.