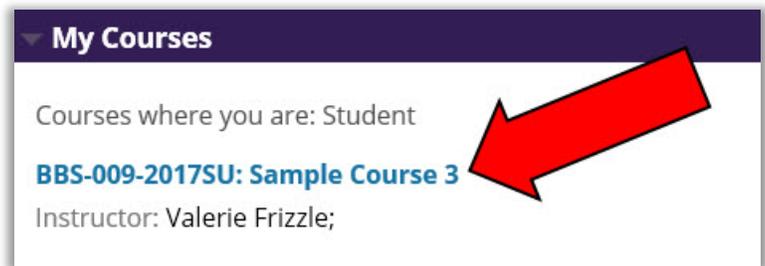


## Checking Your Grades

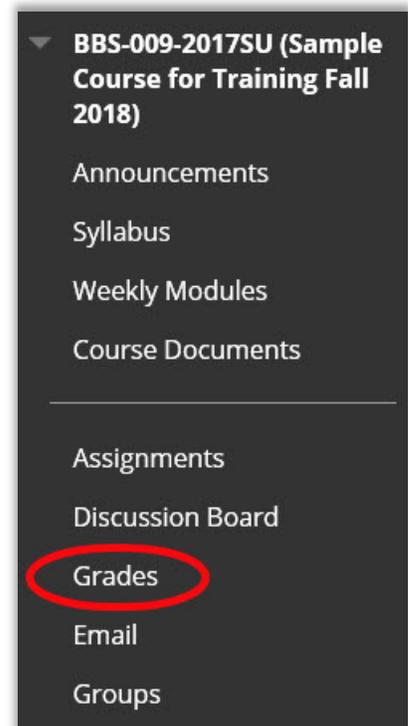
1. Navigate to Blackboard then enter your username and password.  
You can do this either through [MyWesley](#) or [blackboard.wesleyseminary.edu](https://blackboard.wesleyseminary.edu)



2. Enter your course.



3. Click Grades in the course menu on the left.

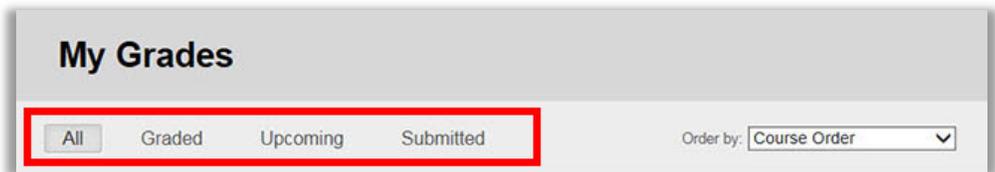


4. All graded material will show on this screen.

The screenshot shows the 'My Grades' interface with the 'All' tab selected. The table displays the following data:

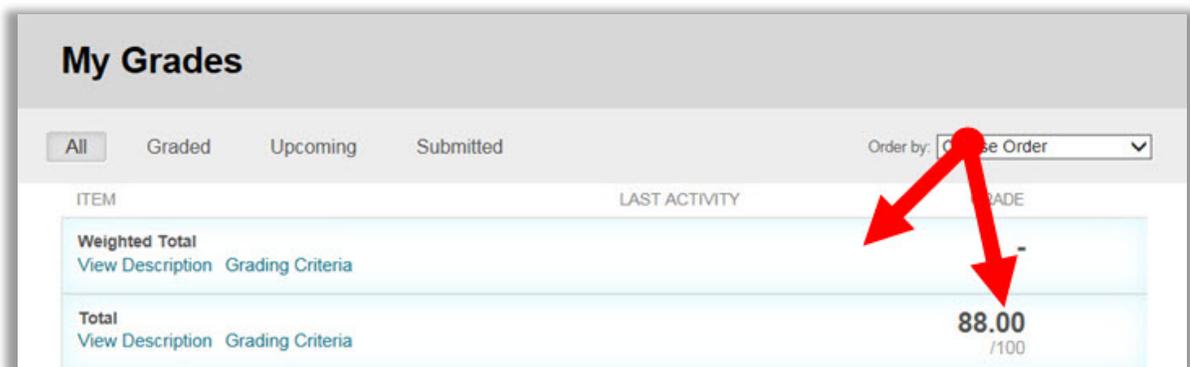
ITEM	LAST ACTIVITY	GRADE
<b>Weighted Total</b> <a href="#">View Description</a> <a href="#">Grading Criteria</a>		-
<b>Total</b> <a href="#">View Description</a> <a href="#">Grading Criteria</a>		<b>88.00</b> /100
<b>Essay One</b> DUE: JAN 15, 2016 Assignment	Nov 22, 2016 11:35 AM GRADED	<b>88.00</b> /100
<b>Essay Two</b> Assignment	Sep 22, 2016 12:11 PM SUBMITTED	- 🟡
<b>Essay Three</b> Assignment	UPCOMING	- /100

5. At the top, you can toggle which grades you would like to see. All shows everything that has been graded, is waiting on your instructor to grade, and assignments you have not turned in.



6. The Weighted gives a running total of your grade up to that point, as calculated by the percentages of worth for each item identified by your instructor. (Ex. Discussions are worth 15% of the final grade, essays are worth 30%, etc.) Your instructor may not opt to use the Weighted Total as it requires set up. If this is blank, disregard or ask your instructor to set it up.

The Total section gives the sum of all of your graded activities.



7. Your assignments have been graded, will show with a numeric score as your grade and the assignment title hyperlinked.

<a href="#">Essay One</a> DUE: JAN 15, 2016 Assignment	Nov 22, 2016 11:35 AM GRADED	<b>88.00</b> /100
<a href="#">Essay Two</a> Assignment	Sep 22, 2016 12:11 PM SUBMITTED	- 
<a href="#">Essay Three</a> Assignment	UPCOMING	- /100

8. Assignments with a yellow exclamation point inside of the circle are waiting to be graded. This means you have submitted the assignment, but your instructor has not entered a grade.

### My Grades

All Graded Upcoming Submitted Order by: Course Order

ITEM	LAST ACTIVITY	GRADE
<b>Weighted Total</b> <a href="#">View Description</a> <a href="#">Grading Criteria</a>		-
<b>Total</b> <a href="#">View Description</a> <a href="#">Grading Criteria</a>		<b>88.00</b> /100
<a href="#">Essay One</a> DUE: JAN 15, 2016 Assignment	Nov 22, 2016 11:35 AM GRADED	<b>88.00</b> /100
<a href="#">Essay Two</a> Assignment	Sep 22, 2016 12:11 PM SUBMITTED	- 
<a href="#">Essay Three</a> Assignment	UPCOMING	- /100

9. Click on the hyperlinked title to see any feedback your instructor may have provided within your word document

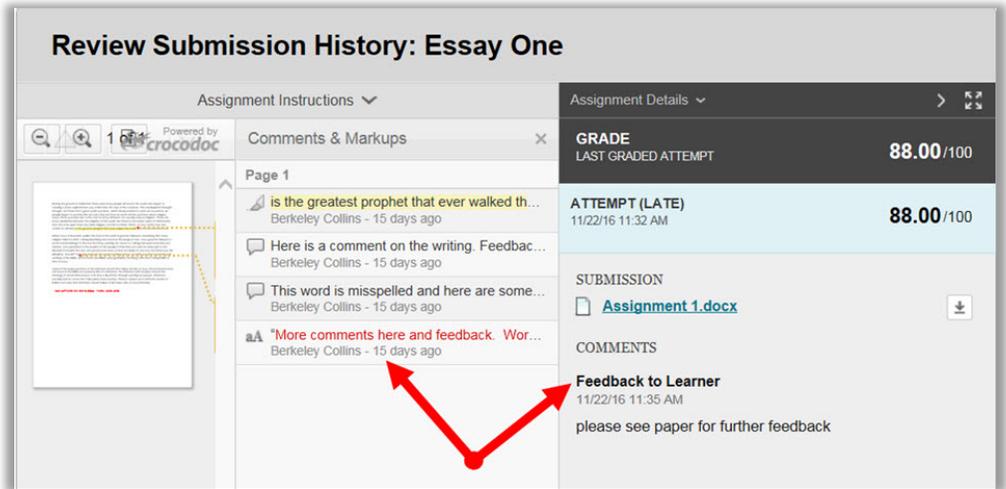
### My Grades

All Graded Upcoming Submitted Order by: Course Order

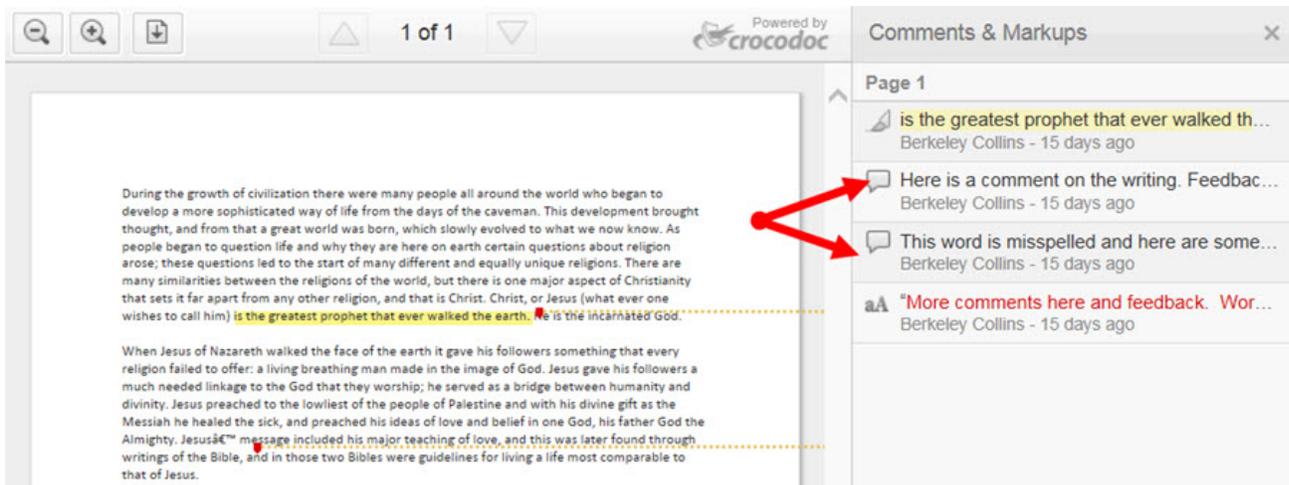
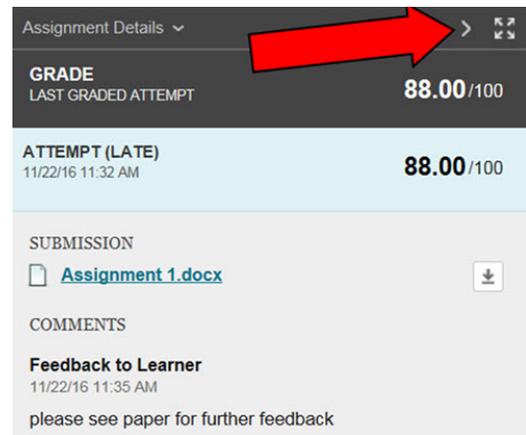
ITEM	LAST ACTIVITY	GRADE
<b>Weighted Total</b> <a href="#">View Description</a> <a href="#">Grading Criteria</a>		-
<b>Total</b> <a href="#">View Description</a> <a href="#">Grading Criteria</a>		<b>88.00</b> /100
<a href="#">Essay One</a> DUE: JAN 15, 2016 Assignment	Nov 22, 2016 11:35 AM GRADED	<b>88.00</b> /100
<a href="#">Essay Two</a> Assignment	Sep 22, 2016 12:11 PM SUBMITTED	- 



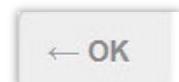
10. Feedback from the instructor may be shown in the **Feedback to Learner** area or in the **Comments & Markup** section, associated to the word document you submitted.



11. You can minimize the Grade panel so that you can expand comments and markups to see better.



12. When you are done looking at your graded work you can either click OK in the lower right corner, or navigate to another part of Blackboard.



If you have any questions or problems, please contact Blackboard Support at [edtech@wesleyseminary.edu](mailto:edtech@wesleyseminary.edu)