Add My Grades

Situation:
You are using the Grade Center to record student grades and you want the students to be able to see their scores.

Approach:
1. Add the “My Grades” tool link to the course menu, if it is not already there. Make sure “My Grades” is shown to students.
2. Hide the grade from the students until all grades are entered.
3. Show the grade column to the students.

Student’s Perspective:
When the student logs in to Blackboard and selects the course, he will need to select “My Grades” to view his score and any instructor feedback.

Example:
1. Add the “My Grades” tool link to the course menu
   Use the “plus sign” button above the course menu to select “Tool Link”.

![Image of course menu with Tool Link highlighted]

Enter the name “My Grades”, select “My Grades” from the drop down menu as the type and check the box to make it available to the students.
Submit. The new Tool Link has been added to the bottom of the course menu.

2. **Hide the grade from the students until all grades are entered.**
   Click on the chevron in the gray circle in the column heading to display the drop down menu. Carefully select “Show/Hide to Users”.

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Passaic County Community College
3. **Show the grade column to the students.**
This step is the same as hiding the grade column. Click on the chevron in the gray circle in the column heading to display the drop down menu. Select “Show/Hide to Users”. The dark circle with a red slash through it will be removed.