


Understanding Your Blackboard Gradebook

- ❑ **To view your exams**, click on ‘Your Grades’ in the left side menu within Blackboard.
 - ❑ **Your exam scores** are in the Column titled ‘Calculated Grade’
 - ❑ **Your last attempt counts** (not the highest score), even if your last attempt was aborted for some reason (e.g., you changed your mind or had a computer glitch).
 - ❑ **Your accumulating term total** is shown at the bottom of the ‘Calculated Grade’ column.
Check your course syllabus to see how many points you need to accumulate to earn an A, B, C, etc. in the course.
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- ❑ **To calculate your grade yourself**
 - Write down each score that shows in the Calculated Grade column
 - For each score that shows as a padlock or exclamation symbol
 - Click on the padlock or exclamation symbol
 - This will bring up a record of your exam attempts
 - Your score on your last attempt is the one that counts
 - Write down the score of your last attempt ***If your last attempt shows as a padlock or exclamation symbol, you need to retake the exam before the timeout deadline.***
 - Total up all of your exam scores and compare to the total at the bottom of the Calculated Grade Column. Your total should match Blackboard’s. If it doesn’t, double-check your scores and that you wrote them down correctly. Have someone that you trust double-check your numbers if it won’t match for you (this is very similar to balancing your checkbook). If you still can’t figure it out, come to the instructor’s office hours for assistance (email and phone-tag don’t work well for this).
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- ❑ ** A padlock symbol can mean that**
 - an exam is in progress (you’re actually taking it right now),
 - an exam was exited before it was completed (e.g., you didn’t hit submit at the end of the exam to allow Blackboard to do the proper housekeeping on your exam).
 - a computer glitch created a problem at the same time that Blackboard was attempting to record your exam results – and your results were lost.

*A padlock symbol does *not* mean that you are locked out of retaking an exam.*

→ ***The lowest stress way to resolve the problem is to retake the exam before the timeout deadline.*** You can call the instructor and/or the computer support techs, but if your exam and score are lost and there is no record of your answers, then you have to retake the exam – before the timeout deadline. *Computer glitches happen, and you must plan for them and allow yourself time to retake the exams before the timeout deadline.* If you like stress and frustration, then you can try and see if someone can resurrect your exam. Unfortunately, it is rare for lost electronic exams to be found, however, and the time spent explaining your problem and waiting for responses is much more constructively spent simply retaking the exam. Otherwise, by the time someone gets back to you, you may have lost the time that you needed to retake the exam.
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- ❑ **! An exclamation symbol can mean that**
 - You went over the exam timelimit (e.g., 60 minutes). ***If you went over the exam timelimit, your score for that over-time-attempt will be cleared to a zero after the exam deadline passes*** (e.g., Dec 6) and your term total will lose those points. To prevent yourself from losing your exam points, simply retake the exam before the exam deadline (e.g., Dec 6), and complete the retake within the specified time limit (e.g., 60 minutes). *It’s the score of your last attempt that counts.*
 - **OR:** One of your exam attempts has a padlock or exclamation symbol instead of a score. Click on the exclamation symbol and inspect your exam attempts. ***If your last attempt shows a numerical score, then any previous attempts (padlock or exclamation symbols) shouldn’t count in your term total.*** The score of your last attempt should be included in your term total at the bottom of the Calculated Grade column.
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- ❑ **Padlock and exclamation symbols on previous exam attempts don’t count towards your term total.** *It’s your last attempt on each exam that matters.* Your last attempt needs to show a numerical score so that it can be included in your term total. If your last attempt does not show a numerical score – then retake the exam before the timeout deadline. ***If your last attempt is a padlock or exclamation symbol, then your score for that exam is a 0 – just retake the exam before the timeout to prevent a 0 score.***
 - ❑ **Of note, please keep in mind that your instructor’s gradebook displays a summary list of everyone’s last attempts. Padlocks and exclamation points on last attempts are cleared to zeroes after each exam timeout deadline passes.**