SacCT
Access & Track Your Grades

HOW TO GUIDE

ACCESSING YOUR GRADES

This guide will teach you how to access your grades from both the Global Navigation menu and from within a SacCT course.

NOTE: Your instructor may not use the grading tool within Blackboard. If you have followed the steps below and do not see a grade, contact your instructor.

ACCESSING GRADES VIA THE GLOBAL NAVIGATION MENU

*step 1.* Login to SacCT (http://www.csus.edu/sacct)

*step 2.* On the SacCT page, in the upper right corner, click on your name to open the Global Navigation menu.

*step 3.* Click on the My Grades icon.

![Image of Global Navigation menu with My Grades icon highlighted]
**step 4.** The **My Grades** page will display. You can sort grades by All Courses or Last Grades.

**step 5.** On the left, click on the course you want to obtain your grades from.

**step 6.** On the right, you will see your grades sorted by **All**, **Grades**, **Upcoming** and **Submitted**.

Click assignment's name to view attempt.
**step 7.** View your attempt of an assignment by clicking on the assignment’s name.

**step 8.** Click on the blue bubble to view any comments your instructor provided next to your score.

---

**ACCESSING GRADES VIA THE COURSE**

Instructors have shortcut links set up, usually entitled *Grades* or something similar on the *Course Menu*, located on the left. If not, you can access the *My Grades* tool through the *Tools* button.

**step 1.** Find and click *Tools* on the *Course Menu*.

**step 2.** On the *Tools* page, find and click *My Grades*.

**step 3.** On the *My Grades* page you can view your total grade for the course and grades for individual assignments. Assignments are categorized under the headings: *All*, *Graded*, *Upcoming* and *Submitted*. 
Click on the assignment's name to view grading details.

**step 4.** On this page, you can also view grading details for a specific assignment by clicking the assignment's name. You may also view an assignment's Description, Comments, or Rubric.

---

**EXAMPLE: How to View an Exam Grade**

**step 1.** Navigate to the My Grades page (see instructions above.)
**step 2.** Under the heading Graded, click on the name of your exam.
step 3. This will open a View Attempts page. On this page, you can view the due date and possible points for this exam. You can also view the details of your attempt. Under Calculated Grade, click on the number in blue to view your submission.

step 4. This will open a Review Test Submission page. Here, you can view the details about your submission such as the Attempt Score. You can also view the correct answer, possible answers, and your selected answers.

NOTE: This will depend on what options your instructor has enabled. Answers may not be available for review.
EXAMPLE: How to View an Assignment Grade

**step 1.** Navigate to the My Grades page.

**step 2.** Under the heading Graded, click on the assignment’s name.

**step 3.** This will open a Review Submission History page. Here, you can view your grade and feedback your instructor has provided. If you attached a file for your submission, you can view the annotations your instructor has made directly to this file.