How to find VITAL test grades and feedback
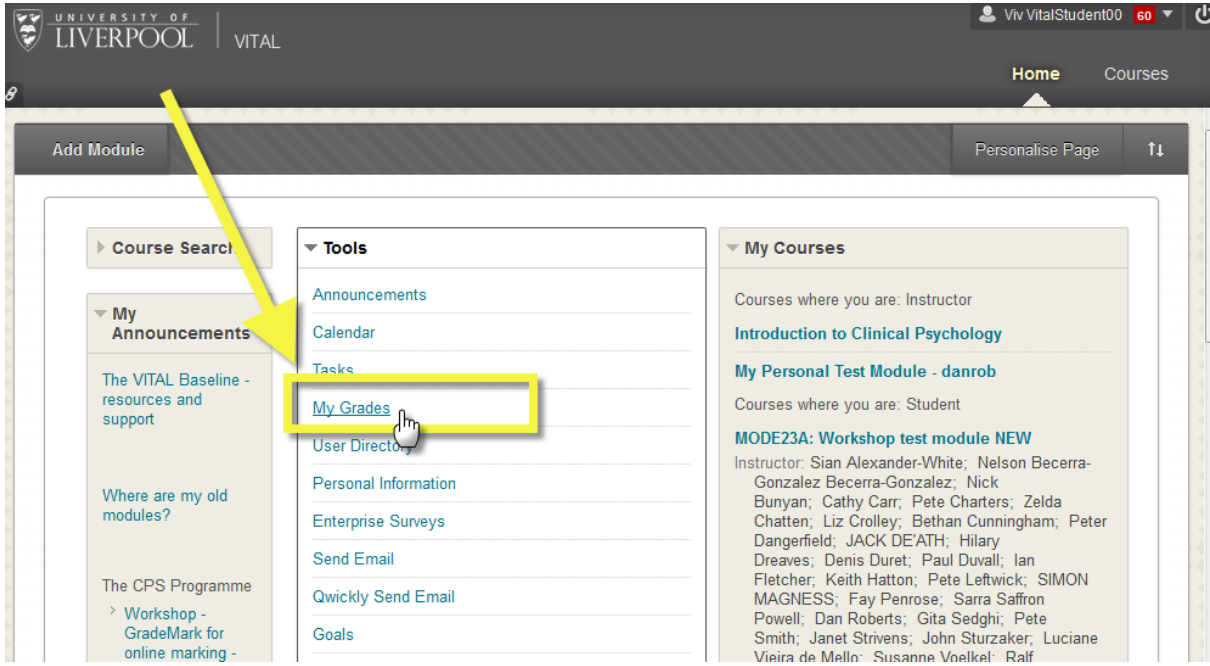
Grades and feedback for Blackboard tests can be found in a few ways, all shown in this guide. These are:

- A. Click on the **My Grades** link on the VITAL homepage, or
- B. Click on the **My Blackboard** dropdown menu available on any page in VITAL and access **My Grades** there, or
- C. If still available, click on the original link for the test in the module where you took the test.

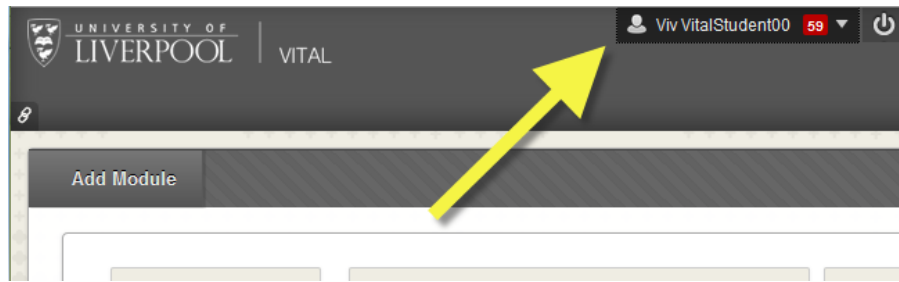## 1. Option A – Click My Grades link to access grades/feedback

Click the **My Grades** link directly on your VITAL homepage in the Tools box, as shown here. You will see the **My Grades** area as described in step 3 below.
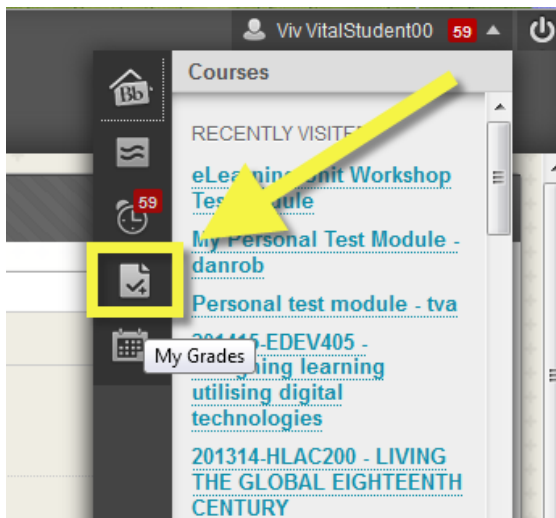

2. Option B – Click My Blackboard menu to access grades/feedback

An alternative way to access the above My Grades area is to open the My Blackboard drop-down menu by clicking in your name in the upper right of the page, as shown below. You can access this drop down any time in VITAL,

it is always available.

- Select the My Grades icon as shown in the screenshot here. You will see the My Grades area as described in step 3 below.

3. My Grades area

- The My Grades area opens as in the screenshot below. The left hand side lists all your modules (A). Click on the module you want to get grades and feedback for. The right hand side shows any available **grades** for the selected module and is where you access any feedback available (B).

- You will see that individual tests (and assignments) in the right-hand list contain the grade and clickable links and icons to feedback.

4. Access Tests feedback from My Grades page

- The title of the test in this list is a clickable link. Click on it.

- A page with a list of all of the attempts you had at the test appears (tests can be set up by your tutor to be taken only once or more than once). Next to each attempt is a score (in the Calculated Grade column). This score is a clickable link to the test feedback you tutor has left. Click the score of the attempt you want to view.

- Click OK at the bottom right of the page when you have finished viewing the test and feedback. You can come back to this feedback any time.

5. Option C – Click the original test link

- Alternatively, if the link in the module where you took the test is still available click on this (immediately after taking a test for instance).

- The pre-test information page is displayed. Click the **Begin** button as if you were going to take the test.

- As you have already taken the test you will see a new message offering you the option of viewing your attempt(s) and the available feedback, and then taking the test again if that option has been made available to you by your tutor, or returning to the previous module page.