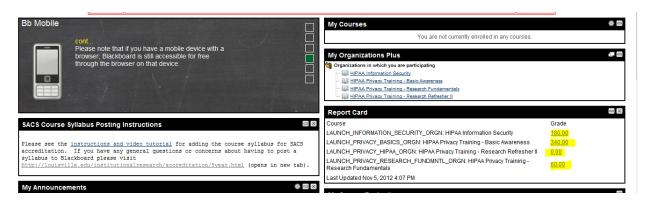
How to show course status using Blackboard Gradebook

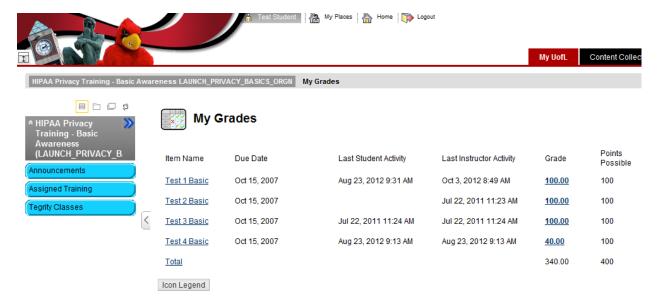
Log into http://blackboard.louisville.edu and look for the "Report Card" section on MyUofL tab.



The courses will be listed under Report Card – the Grade will be to the right, as highlighted above (please note that this page does not prove you have successfully completed the course).

For any course, the grade should equal **at least** a 320 for a successful completion (except Research Refresher II – which requires a 120 or better). It is possible to score more than 320 and NOT successfully complete one of the tests (see below).

To print your grades, click the grade next to the course you need to show, this opens your gradebook and shows the individual scores for each of the four tests. Each test requires an 80 or better to successfully complete. As shown below:



As you can see above, it is possible to score more than 320 and NOT fulfill the requirements. TestStudent would need to re-take test 4 and score at least an 80 in order to successfully complete the course.

On the course's My Grade screen, click FILE | PRINT PREVIEW to print the page. You may have to change your print settings/properties to ensure your name is shown at the top of the page. If you see your name on the print preview page, click print. This page may be attached to an email to send proof of successful completion to your supervisor or professor, the page will appear similar to below:



Of course, each of the four tests should show an 80 or better for successful completion.