

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 screenshot shows the Blackboard mobile interface. On the left, there's a 'Bb Mobile' section with a note about mobile device access. Below that is a 'SACS Course Syllabus Posting Instructions' section. On the right, the 'My Courses' section states 'You are not currently enrolled in any courses.' Below that is the 'My Organizations Plus' section, which lists several HIPAA-related training courses. The 'Report Card' section is highlighted, showing a table of courses and their grades.

Course	Grade
LAUNCH_INFORMATION_SECURITY_ORGN: HIPAA Information Security	180.00
LAUNCH_PRIVACY_BASICS_ORGN: HIPAA Privacy Training - Basic Awareness	340.00
LAUNCH_PRIVACY_HIPAA_ORGN: HIPAA Privacy Training - Research Refresher II	0.00
LAUNCH_PRIVACY_RESEARCH_FUNDMENTL_ORGN: HIPAA Privacy Training - Research Fundamentals	80.00

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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:

The screenshot shows the Blackboard Gradebook interface. At the top, there's a navigation bar with 'Test Student', 'My Places', 'Home', and 'Logout'. Below that, the 'My UofL' and 'Content Collec' tabs are visible. The main section is titled 'HIPAA Privacy Training - Basic Awareness LAUNCH_PRIVACY_BASICS_ORGN My Grades'. On the left, there's a sidebar with 'Announcements', 'Assigned Training', and 'Tegrity Classes'. The main content area is titled 'My Grades' and contains a table of test scores.

Item Name	Due Date	Last Student Activity	Last Instructor Activity	Grade	Points Possible
Test 1 Basic	Oct 15, 2007	Aug 23, 2012 9:31 AM	Oct 3, 2012 8:49 AM	100.00	100
Test 2 Basic	Oct 15, 2007		Jul 22, 2011 11:23 AM	100.00	100
Test 3 Basic	Oct 15, 2007	Jul 22, 2011 11:24 AM	Jul 22, 2011 11:24 AM	100.00	100
Test 4 Basic	Oct 15, 2007	Aug 23, 2012 9:13 AM	Aug 23, 2012 9:13 AM	40.00	100
Total				340.00	400

Icon Legend

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:

[Test Student](#) | [My Places](#) | [Home](#) | [Logout](#)

UNIVERSITY OF
LOUISVILLE

HIPAA Privacy Training - Basic Awareness LAUNCH_PRIVACY_BASIC8_ORGN

My
Grades



My Grades

Item Name	Due Date	Last Student Activity	Last Instructor Activity	Grade	Points Possible	Comments
Test 1 Basic	Oct 15, 2007	Aug 23, 2012 9:31 AM	Oct 3, 2012 8:49 AM	<u>100.00</u>	100	
Test 2 Basic	Oct 15, 2007		Jul 22, 2011 11:23 AM	<u>100.00</u>	100	
Test 3 Basic	Oct 15, 2007	Jul 22, 2011 11:24 AM	Jul 22, 2011 11:24 AM	<u>100.00</u>	100	
Test 4 Basic	Oct 15, 2007	Aug 23, 2012 9:13 AM	Aug 23, 2012 9:13 AM	<u>40.00</u>	100	
Total				340.00	400	

Icon Legend

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