Computer Tutorial:
Check Your Grades in MyHills

Purpose: To show students how to check their grades in a course in MyHills.

From within a course in MyHills, click “My Grades,” which is located in the blue Course Menu.

Note: You may also access the “My Grades” area of your course by clicking “Course Tools,” and then clicking “My Grades.”
The “My Grades” page will open.

The “Total,” under “Current Grade,” shows the total number of points currently earned in the course, over the total number of points possible in the course, so far.

Note: This may not reflect your actual grade in the course, if your professor weights assignments and grades by percentage, rather than raw points. This is just an example of what you could see. Not all instructors set up their courses to display a “Current Grade.”
Click the “Description” link to view the category and/or a description of the graded item.

Click “Grading Criteria” to view which assessments are included in a “Current Grade” or a “Calculated Grade,” which is described next.
The “Course Grade” under “Calculated Grades” shows your current grade, as a percentage, in the course.

Note: This is just an example of what you could see. Not all instructors set up their courses to display “Calculated Grades.”

Under “Graded,” there will be a list of assessments, along with the grade you received for each assessment.

Note: Not all instructors make graded assessments available for students to view, so you may not see items listed here. Contact your instructor, if this is the case.
Click the title of an assignment to access the “Submission History” for that assignment.

The “Review Submission History” page will open.
On the “Review Submission History” page, *if available*, you can view your grade for each “Attempt,” as well as your overall “Grade” for the assignment.

You may also be able to view “Grader Feedback” left by your instructor about the assignment. If your instructor uploaded an edited version of the document you submitted for the assignment, it will be located below the “Grader Feedback” area under “File Name.” Click the name of the file to open it.
Click “OK” to return to the “My Grades” area of the course.

Note: For more information on the “Review Submission History” page, please see the tutorial “Submit an Assignment in MyHills.”

Click the title of a test to access the “View Attempts” page for the test.
The “View Attempts” page will open.

This page will include attempt information for the test, as well as your “Calculated Grade,” if your instructor has made it available.
Click the score under “Calculated Grade” to review your test submission.

The “Review Test Submission” page will open.

On the “Review Test Submission” page you can view general information about the test in the white box at the top of the page.
Additional feedback, such as test questions, answers, and points, may also be viewed on the “Review Test Submission” page, if your instructor has made it available.

Click “OK” to return to the “View Attempts” page. Then, click “OK” again to return to the “My Grades” area of the course.

Click the title of a Communication Tool, such as a Discussion Forum, to be taken to your published post and view your grade, if available.
The “Grade” page for the communication tool you chose will open.

Your post(s), along with your grade and other information will be available on the “Grade” page. Click “OK” to return to the “My Grades” area of the course.
Submitted items, that have not yet been graded, will be listed under “Submitted.”

Click the exclamation point next to an item, or the title of the item, to view your submission details for that item.

Under “Upcoming,” you will find a list of items that you have not submitted yet.
The name of each item, along with the points possible for the item, is shown.

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Conratulations! You now know how to access and view the “My Grades” area of a course in MyHills!

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Office of Online Learning

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