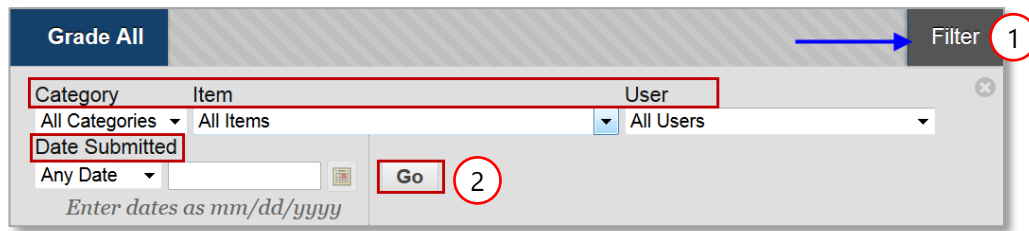


- Click on the **Filter** button (1).
- Choose one or more filters and then click on **Go** (2).



- In the image on the next page, we selected the category **Discussions** and then selected a student whose discussion posts we wanted to view. (To grade that student's postings for a specific discussion, click on the name of the student to access the **Grade** panel).

Category	Item Name	User Attempt	Date Submitted ▲
Discussion	Discussion on Business Writing Styles	Christine Student	July 22, 2014 1:59:53 PM
Discussion	Getting to Know you discussion	Christine Student	February 23, 2015 4:53:58 PM

My Grades Link

1. Students view their grades by selecting the **My Grades** link located in the **Course Menu**.

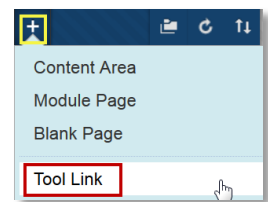
When students click on the **My Grades** menu link, they will only see the columns that you want them to see. They can filter their view based on **Graded**, **Upcoming**, and **Submitted**.

My Grades			
All Graded Upcoming Submitted		Order by: Course Order	
ITEM	FEEDBACK	LAST ACTIVITY	GRADE
Total Grading Criteria			95.00 /100
Weighted Column Grading Criteria			-
Assignment on Formal Writing		Feb 7, 2014 4:02 PM SUBMITTED	-
Discussion of Formal Writing		UPCOMING	- /10
Test on Formal Writing DUE: DEC 21, 2013		Jan 30, 2014 3:41 PM GRADED	95.00 /100

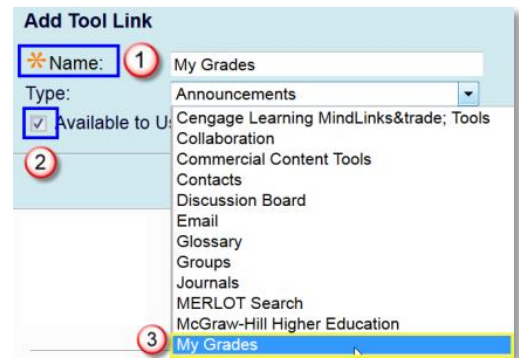
2. An instructor can move, rename, hide, or delete the link.

Restoring a deleted My Grades link

1. Click on the plus symbol (+) located on the upper left of the course menu and select **Tool Link**.



- Name the link **My Grades** (1).
- Check the box to make it **Available to Users** (2).
- In the Type field choose the **My Grades** tool (3).
- Scroll down and click on **Submit**.



2. To move the link you just created.

- Mouse over the link.
- Select the double arrows on the left and drag the link into position.

