Step by Step: Adding A My Grades Link On The Course Menu

If instructors want students to see their grades in the online course, a My Grades tool link needs to be added to the Course Menu. Be aware that by clicking on this link, students will see whatever test results the instructor has set in the Test Options, such as score, correct answer, and responses. You can also show/hide grades for certain activities by showing/hiding columns to users through the Grade Center.

1. Open the course and be sure **Edit Mode** is **ON**.

2. On the Course Menu, click on the + and click the **Tool Link** in the drop-down menu.

3. The **Add Tool Link** pop up window displays. Add a **Name** for the link.

4. Select **My Grades** in the drop-down menu.

**Note:** if you do not see the full drop-down menu, go to **Control Panel>Customization>Tool Availability**. Be sure your tools are selected. Click the **Submit** button.
5. The Add Tool Link window will update with My Grades. To show/hide the link to students, click the **Available to Users** checkbox.

Click the **Submit** button.

6. The **My Grades** link will show at the bottom of the course menu. Re-position the link on the course menu as desired by moving the up/down arrows.

You can also show/hide this link to students by clicking on its action link on the course menu.

7. When students log into the course and click on the **My Grades** link in the course menu, they will see a list of graded assignments and tests with details.

They click on the specific score link to see results (if turned on by the instructor.)