

UNM Learn: Tests, Assignments, and Grades

How do I see a copy of the test I took? How do I see my returned paper from my instructor?

Look for **My Grades** in the Course Menu. A list of past, and (possibly) upcoming assignments and/or tests will be listed. To view a previous test or assignment, click on the name of the assignment, then click on the numeric score listed under 'Calculated Grade'. From here you can review your test or assignment in detail. Upcoming assignments cannot be viewed until unlocked by your instructor.

Where can I find the grading rubric for my assignment?

Two places:

1. Click **My Grades** in the Course Menu and look for the **View Rubric** button in the score column for that assignment.
2. Click the assignment link in the content area and look in Section 1; the View Rubric button will appear by the "Points Possible"

How can I see the discussion forum grading rubric?

Locate **Discussion Board** in the course menu. The **View Rubric** button will appear in the column on the right.

How can I see the rubric my instructor graded?

In the **My Grades** tool, click the numeric score for your assignment, discussion forum, blog or journal. On the next page, click the score icon again and you will see a button for your graded rubric.

**Note on Rubrics: Your instructor may decide to store general information about their grading rubrics under 'Course Information' instead of directly under particular assignments or in discussion forums.*

I saw the link for my test (or assignment) before but now it is gone.

Your instructor may control the date that a test or assignment is available. If the assignment is hidden, it may be too late to complete it. If you have already completed it, you should still be able to review it through **My Grades** in the Course Menu.

My assignment page says "Start New Submission". What does that mean?

"Start New Submission" means that you have multiple attempts or submissions for your assignment. Check with your instructor if you are unclear on other details (how many attempts, extensions, etc).

How can I be sure I uploaded the right paper for my assignment?

Go to **My Grades** and click the **green icon** for that assignment (in the Grade column). Then click the link for your file name.

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What is the green icon in My Grades? If the number 1 is in the green square, did I get 1 point?

The **green icon** means “Needs Grading”, which indicates that your instructor has not yet graded that assignment. The number inside the green square is actually an exclamation point. A full list of descriptions for the icons can be shown in the figure below:

