Viewing Your Submitted Assignments Through the MyGrades Section

Course Navigation Menu:

1. Once you login to your Blackboard course, proceed to the My Grades section in your course by selecting the **My Grades** menu link in the left navigation menu. This will list all your assignments, quizzes, tests, exams, etc. You will not always have a numeric value next to the assignment, so please view the meaning of the icons below.

Symbol	Description
-	Item has not been completed. No information is available.
✅	Item is completed, but will not have a grade (for items such as surveys).
⚠️	Item has been submitted. This item is waiting to be reviewed by your instructor. -OR- Item has been submitted. Your instructor may review this item but not provide a grade.
Grade	Item has been graded. Click the grade to view detailed feedback.
🕐	Attempt is in progress. This item has not been submitted.
⊘	Grade is exempted for this user. If you do not complete this assignment, it will not affect your grade.
❗	Error has occurred. Contact your instructor.
👤	Graded anonymously. Appears with rows where your instructor assigned grades with student names hidden during the grading process.
💬	Click to view feedback provided during grading.

2. To view your assignment, click the title of the assignment.

Your assignment will open.
1. **Demagnify**: Reduce the text size.
2. **Magnify:** Increase the text size.
3. **Download:** Click this icon to download a copy of this paper.
4. **Previous Page:** Click to move to the previous page.
5. **Next Page:** Click to move to the next page.
6. **Paper content area:** This is where you can view your paper. Your instructor will be able to view the same screen.
7. **Grade:** Once your instructor has input a grade, it will appear here.
8. **Submission:** If you had multiple attachments, you click the links to change what will show in the paper content area. The button to the right is another icon to download the paper.
9. **Feedback:** If your instructor provides feedback, it will appear here.
10. **OK:** Click the OK button to bring you back to the content area.

Global Navigation Menu:
Once you are logged into Blackboard, please select the down arrow next to your name to open the drop down menu. Select the paper with the checkmark plus icon. This is the My Grades section for all your enrolled Blackboard courses.
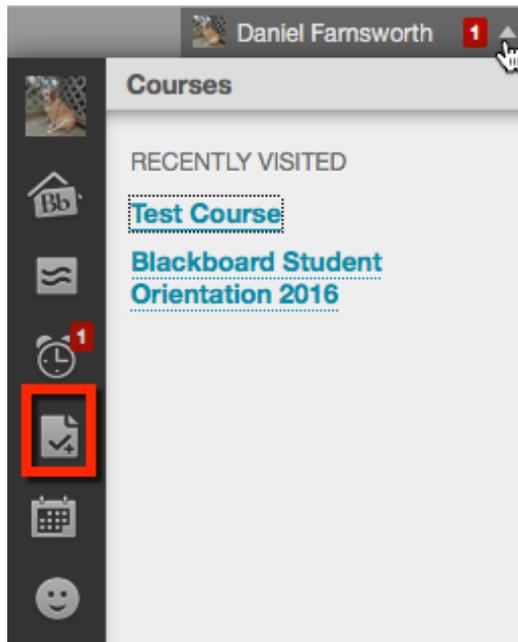
1. Select the course which you would like to access your grades.
2. To view your assignment, click the title of the assignment.