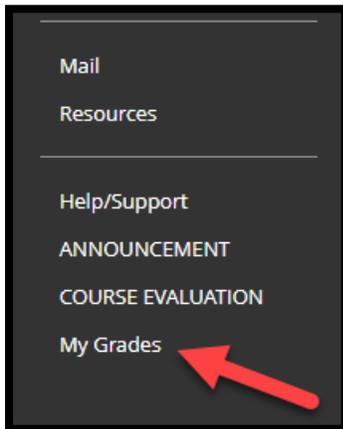


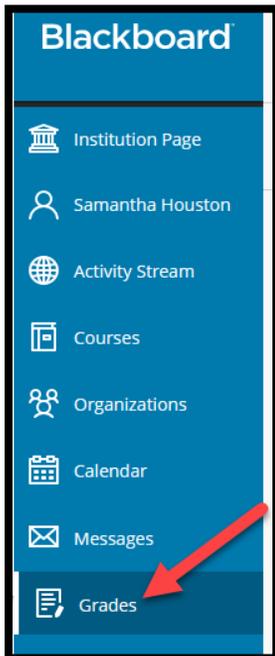
## Accessing/Downloading Submitted Documents with Instructor Comments

When grading inline assignments in Blackboard, your instructor can make comments on your submitted document. The following procedure outlines how you can download and save your graded document, including your instructor’s comments.

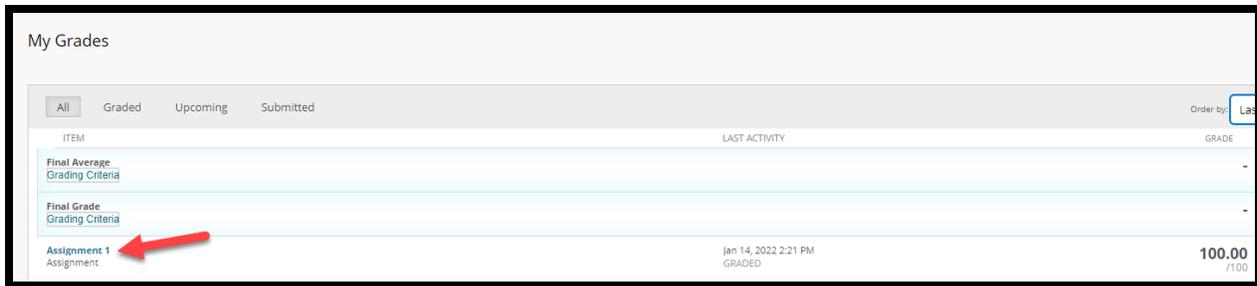
1. Click on the “My Grades” link in your course menu.



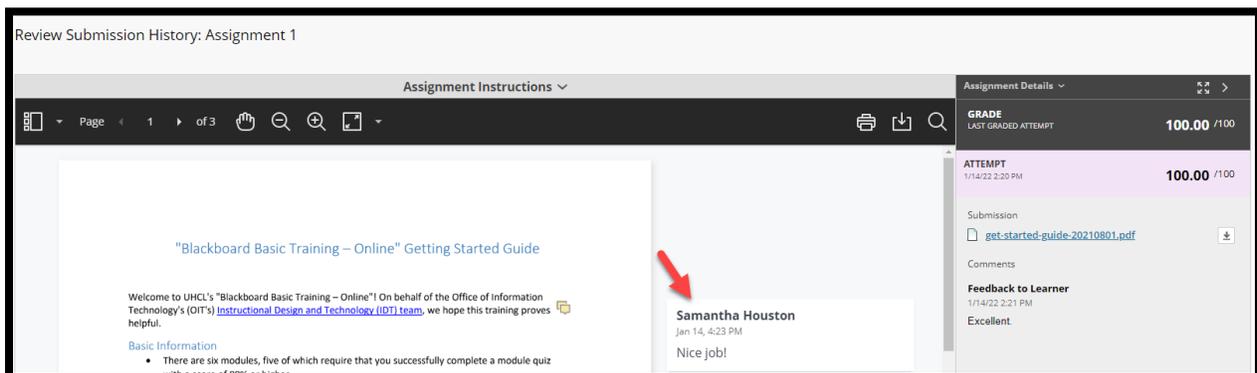
- a. **Note:** If the My Grades link is not located in your course’s menu, you should be able to access your grades from the Blackboard “Grades” tab accessible when you log into Blackboard.



2. Once in your course’s “My Grades” area, click the title of your assignment.



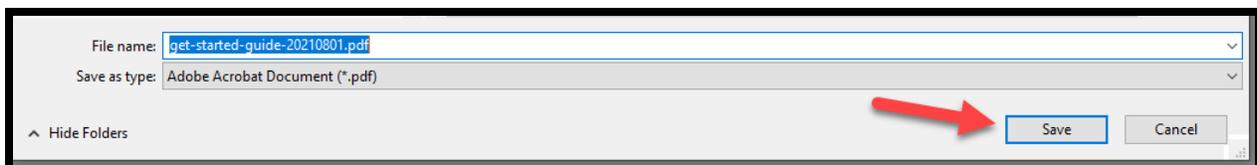
- On the resulting screen, you should see your assignment document along with your instructor's feedback/comments and your grade. **Note: Unfortunately, any notes made by your instructor under "Feedback to Learner" are not included in the downloadable file.**



- Once you have verified you can see your instructor's comments, click the download icon above the document. **Note: The document link under "submission" on the right is your originally submitted document. If you download this document, your instructor's comments will not be included.**

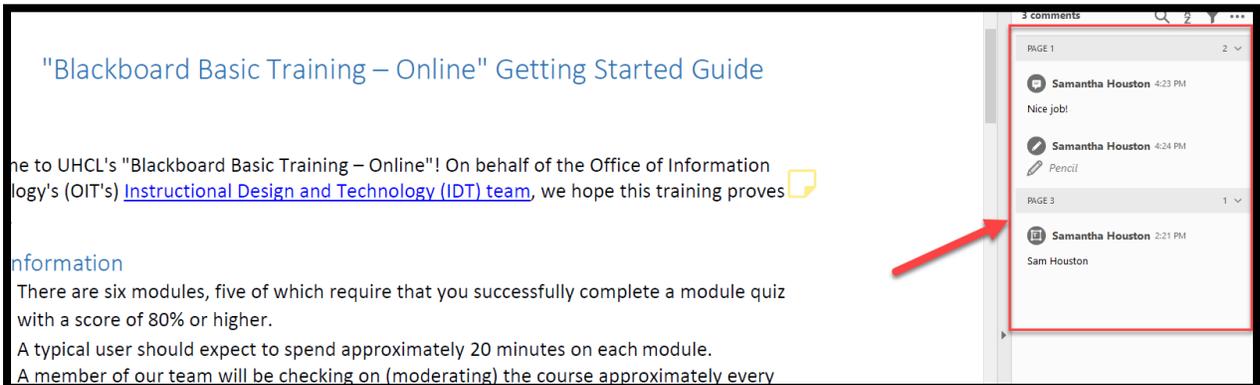
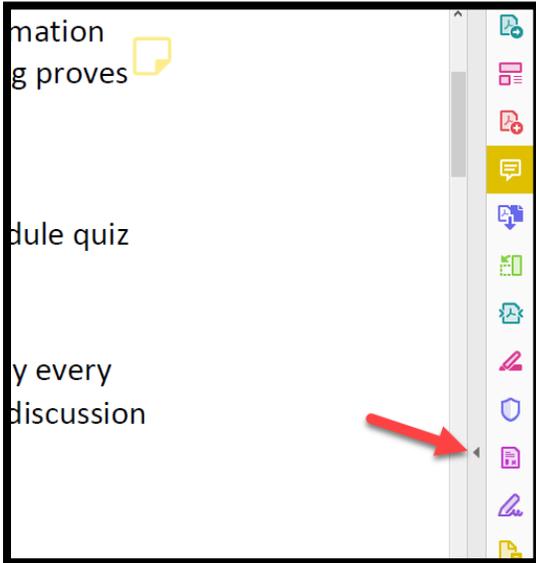


- On the resulting screen, click "Save" to save the document (including your instructor's comments) on your computer (**Note: if your computer automatically downloads documents, navigate to the folder where downloads are saved to find your document**).



- To verify that you have downloaded the document that contains your instructor's comments, open the document from its saved location and scroll down the document to view the comments. **Note:**

in Adobe Reader, you should also be able to view the comments on the right side of the document. Simply click the left arrow to reveal the comments.



If you have any questions, please contact the Support Center at either 281-283-2828 or [supportcenter@uhcl.edu](mailto:supportcenter@uhcl.edu) and a member of our team will be in touch to assist.