Adding the Report Card Module to Your My Institution Page
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The Report Card module displays your instructor’s choice of each course’s grade which is the external grade. When you click on the grade link within this module, you will be brought over to the grades page.

1. Click the My Institution tab.

2. Click Add Module.

3. Turn on Report Card.

4. Click Submit.

5. By default the Report Card module is added below the Hot Links.
6. You may want to move the module below the My Courses module so that you see the entire Report Card information.

7. You’re seeing all of your courses that you’re enrolled in and your grade. (Note: If you don’t see a one of your Blackboard courses listed is because your instructor is not using the report card grade.)