

Blackboard Learn

Printing a Test with Answers

The recommended browser is Mozilla Firefox for both PC and MAC (the print function does not work in IE or Chrome).

1. Navigate to the course Grade Center and click on Tests

•	Grade Center
	Needs Grading
	Full Grade Center
	Assignments
	Tests

2. You can select to print the test itself (SEE NOTE BELOW) or a student's attempt.

To print the student test attempt, **navigate** to the individual student test score; **click** the down arrow, then **select** the attempt you wish to print.

	Test	85.00 (85.00%		• 3
			View Grade Details	-
			Quick Comment	
Note: To print the entire test, click the down arrot top of the column and select Edit Test.	Exempt Grade			
Quick Column Information			Attempt 8/26/14 2.00	
Matching Quest Edit Test			Attempt 8/29/14 3.00	-
3. Right-click anywhere on the test.	Back Forward			
4. Select This Frame then Print Frame.	<u>R</u> eload Stop			
5. You can create a PDF or select	Bookmark This Page			
a printer, Click OK.	Save <u>P</u> age As Send Link			
	 Vie <u>w</u> Background Image			
	Select <u>A</u> ll			
	T <u>h</u> is Frame	•	Show Only This Frame	
	<u>V</u> iew Page Source View Page <u>I</u> nfo	-	Open Frame in New <u>W</u> indow Open Frame in New <u>T</u> ab	
	Convert Web Page to A	dobe PDF	<u>R</u> eload Frame	
	Add Web Page to Existin	ng PDF	Book <u>m</u> ark This Frame	
			Save Frame As	
			Print Frame	
			View Frame Source	
	View Frame <u>I</u> nfo			