

Guidelines to generate PDF for Student Attempts of the Blackboard Learn Quiz

Revision History

Date	Revision Details	Updated by	
17-May-2015	Initial Draft (v1.1)	BbHelp	
17-May-2015	Final Draft (v1.2)	BbHelp	
17-May-2015			



Document Purpose

Scenario: Student submits Blackboard Learn quiz attempt through their Blackboard Learn Course. The attempt is either auto graded (by the system) or manually graded by the instructor of the course. Graded student attempts are required to be downloaded as PDF for printing or for uploading to eCAFs folder.

This document guides the instructors on how to download the graded student attempt for a particular quiz from Blackboard Learn course.

System Requirements

- 1. Window 7
- 2. Snagit 10.x (and above) (Download and install if not available on your computer https://portal.hct.ac.ae/edtech/SitePages/SnaglT.aspx)
- 3. Internet Explorer 9.x or above (Currently browsers Firefox, Safari and Chrome are not supported)

Steps

- Login to Blackboard using Internet Explorer 9.x (or above).
 Before you proceed with the next set of steps, in your Internet Explorer's 'Compatibility View Settings' option please:
 - a. Ensure hct.ac.ae is removed from the 'Websites you've added to Compatibility View' box
 - b. Uncheck 'Display intranet sites in Compatibility View' check box
 - c. Uncheck 'Use Microsoft Compatibility lists' check box

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Learn more by reading the Internet Explorer privacy state	ement
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	Close

 Go into your course where you have the Quiz for which the student's attempt was already graded and you want to generate as PDF.



3. Click Control Panel \rightarrow Grade Center \rightarrow Full Grade Center \rightarrow Tests



- 4. Find the column for your quiz from the Grade Center. If the column is hidden in the Grade Center view, make it available.
- 5. Click on the arrow next to student score under your quiz column and click on the appropriate attempt for which you want to create the PDF.

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6. Expand the 'Test Information' if it is hidden.

(Screenshot below showing Test Information as 'Hidden')

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Question 1:	Matching or each of the following dates, match the event or j Question Correct Match 066 Orman Conquest of Britain	person associated with it. Given Match © 8. Magna Carta signed	1 out of 1 p



(Screenshot below showing Test Information as 'Shown') Grade Test: World History Quiz- Requires Respondus LockDown Browser More Help ng 1 of 5 gradable item: Student 01 (Attempt 1 of 1) Grade Previous Item Grade Next Item Exit Save and Exit Save and Next Test Informatio Grade 10.0 out of 13 points Status Completed Attempt Score 10 out of 13 points Time Elapsed 1 minute Started Date 6/24/14 9:34 AM Access Log Submitted Date 6/24/14 9:35 AM k Clear Attempt Click Clear Attempt to clear this Clear Attempt Edit Test Edit Test Click Edit Test to make changes 1 out of 1 points Ouestion 1: Matching For each of the follo ng dates, match the event or person associated with it. Given Match Question Correct Match S. Norman Conquest of Britain 1066 O B. Magna Carta signed

7. After completing step 6, your Student attempt page is now ready for you to generate the PDF. Make sure Snagit is running on your computer. If not, start Snagit from your program files.

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8. Click on the **Snagit icon** from the notification area on your taskbar. Then select **Input** \rightarrow **Scrolling Window**.





- 9. Go back to the Blackboard Learn student attempt window which you already opened (in steps 1 to 6).
- 10. Press "Print Screen" key on your keyboard or click "Capture Image" using below options.



11. You will see the screen capture window as shown below.



12. Click on the double-arrow icon at the bottom of the window which will Capture Vertical Scrolling Area as shown below.

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13. Screen will be captured along with scrolling and it will be copied and will open in Snagit editor as shown below. As indicated by the red-arrow (in screenshot below) the scrolling is now enabled. This indicates that Snagit has captured the complete scrolling window of the student's quiz attempt.

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14. Press CTRL + S to save the capture as the PDF. Browse the location to save the document. Give the file an appropriate filename and choose PDF from the 'Save as type' option.

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15. Repeat the above steps for all students.