

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.

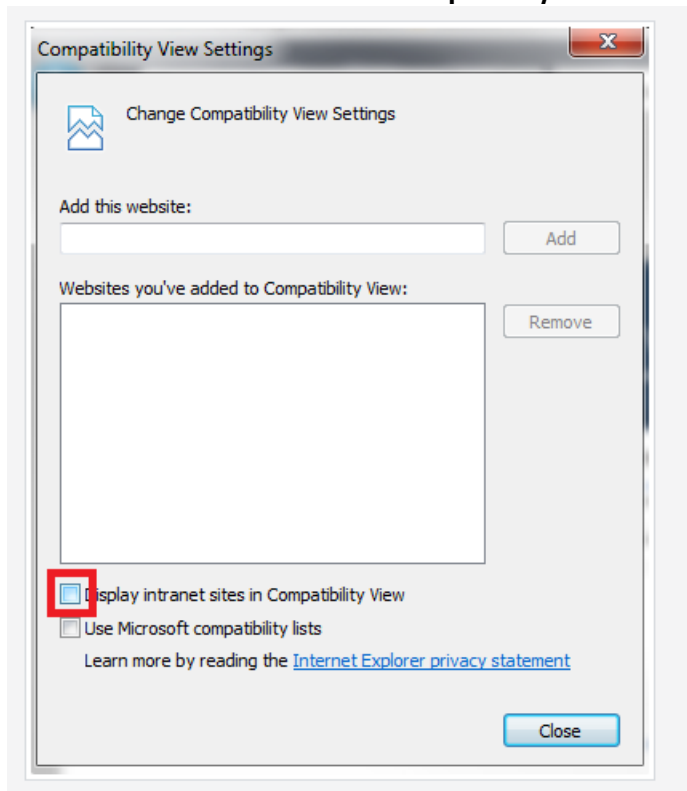
This document guides the instructors on how to download the graded student attempt for a particular quiz from Blackboard Learn course.

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/Snagit.aspx>)
3. Internet Explorer 9.x or above (Currently browsers - Firefox, Safari and Chrome are not supported)

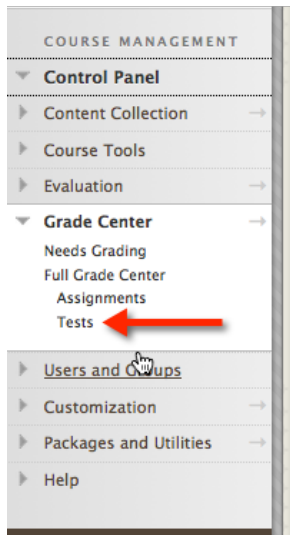
Steps

1. 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



2. 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 → Grade Center → Full Grade Center → 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.

Grade Center : Tests

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Last Name	First Name	Username	Section	Last Access	Availability	World History	MyLearn Mobi	MyLearn Mobi	Testing - W	Test Quiz	Part 2
01	Student	ds1111		May 10, 2015	Available	10.00			0.00	--	--
02	Student	ds2222		May 4, 2015	Available	11.00			0.00	--	--
1001	ds	ds1001		January 18, 2015	Available	10.00			--	--	--

Contextual menu for the 'Testing - W' column:

- View Grade Details
- Quick Comment
- Exempt Grade
- Attempt 6/24/14 10.00

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

(Screenshot below showing Test Information as 'Hidden')

Grade Test: World History Quiz- Requires Respondus LockDown Browser

Assign a grade and feedback for the current test attempt. Expand the Test Information section to clear the student's attempt or edit the test. [More Help](#)

Viewing 1 of 5 gradable items

Student 01 (Attempt 1 of 1)

Grade Previous Item

Grade Next Item

Exit Save and Exit Save and Next

Test Information

Question 1: Matching

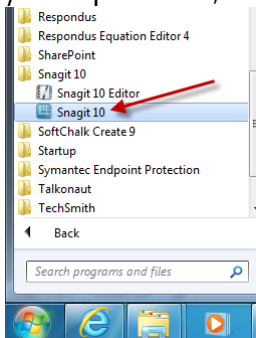
1 out of 1 points

For each of the following dates, match the event or person associated with it.

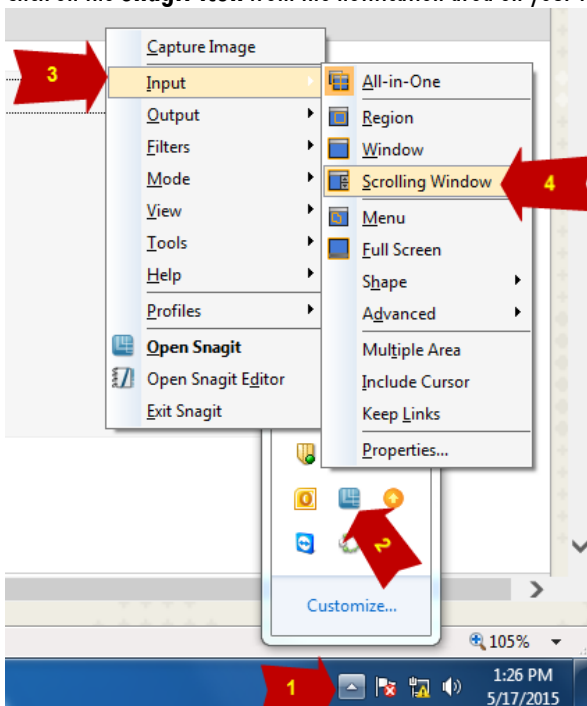
Question	Correct Match	Given Match
1066	J. Norman Conquest of Britain	B. Magna Carta signed

(Screenshot below showing Test Information as 'Shown')

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.

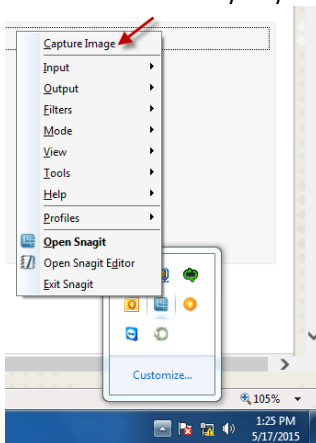


8. Click on the **Snagit icon** from the notification area on your taskbar. Then select **Input** → **Scrolling Window**.

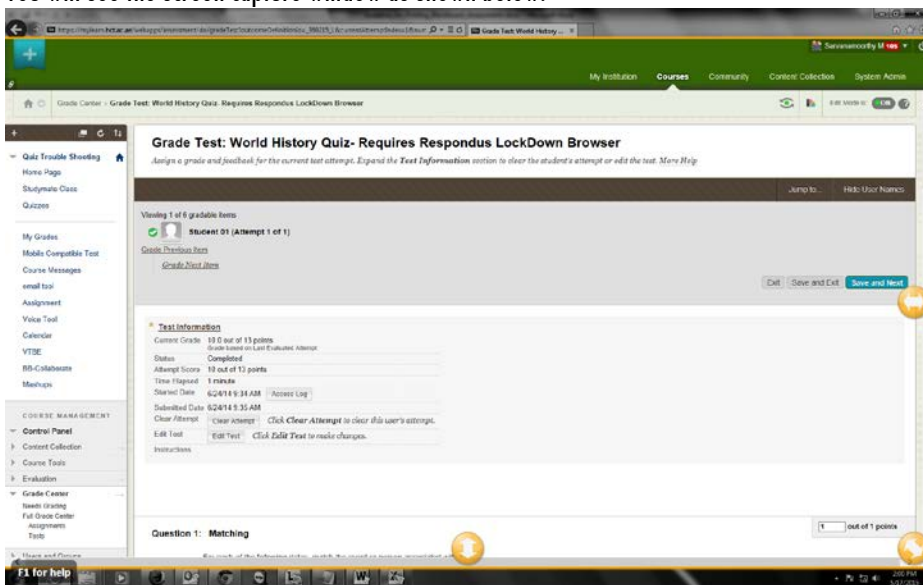


9. Go back to the Blackboard Learn student attempt window which you already opened (in steps 1 to 6).

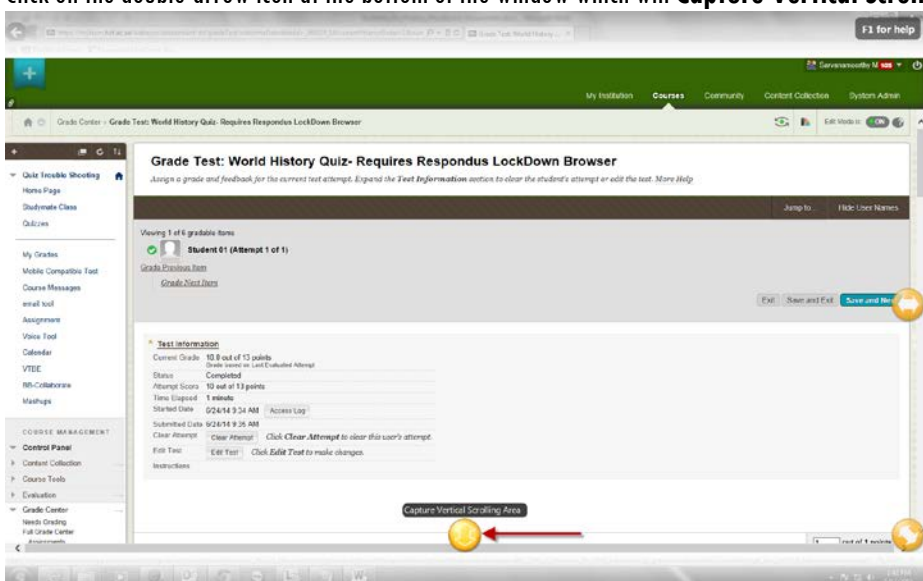
10. Press "Print Screen" key on your keyboard or click "Capture Image" using below options.



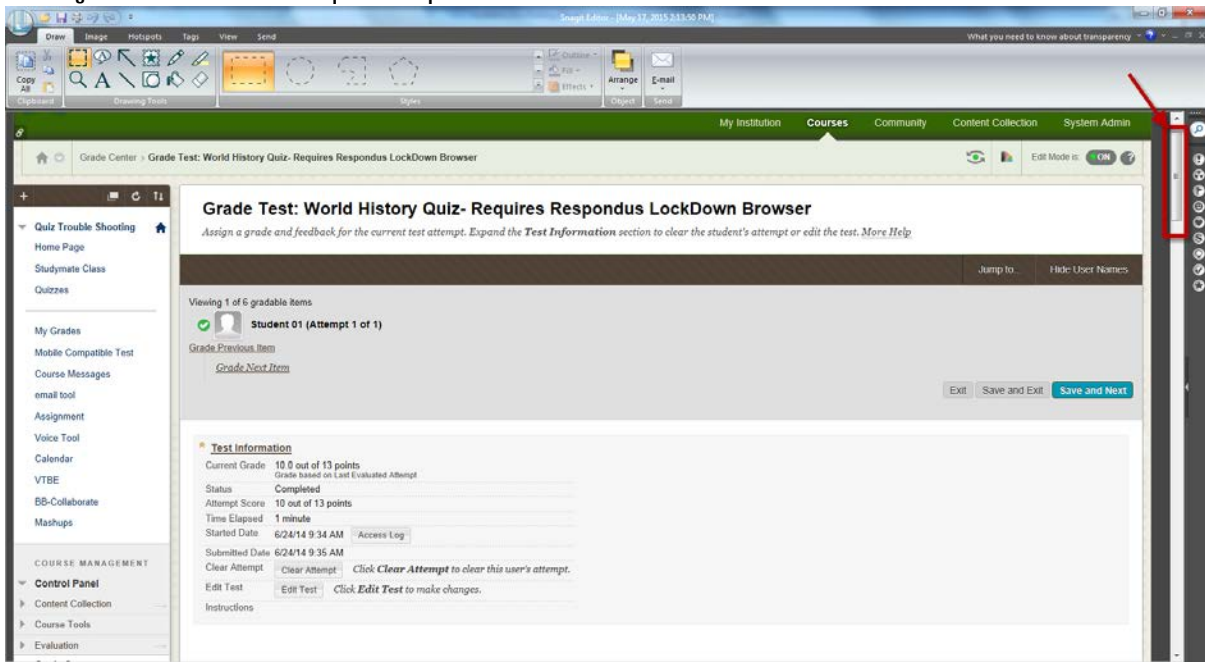
11. You will see the screen capture window as shown below.



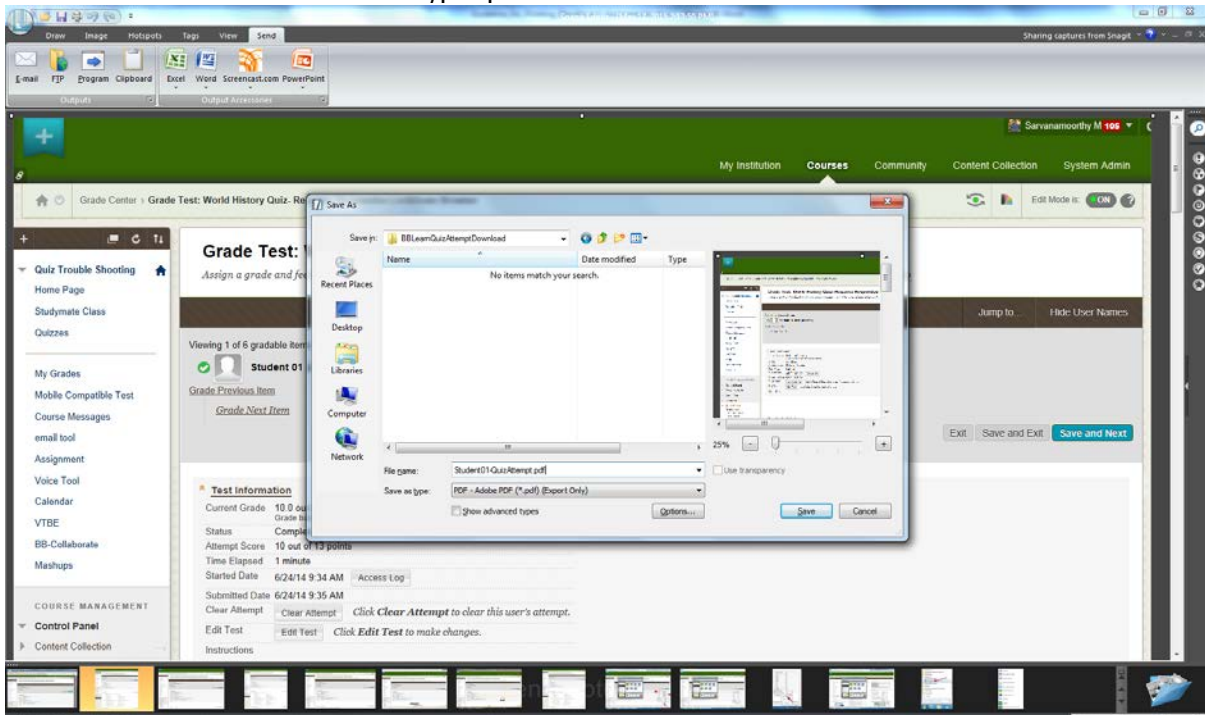
12. Click on the double-arrow icon at the bottom of the window which will **Capture Vertical Scrolling Area** as shown below.



- 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.



- 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.



- Repeat the above steps for all students.