Guide to Print Student Attempt for Blackboard Quiz

This guide explains the procedure to print a student’s attempt for a Quiz taken through a Blackboard course. Please note that Blackboard does not directly provide a “print” option for the quiz attempt as part of the assessments functionality.

As a work around, we can use the browser’s built-in functionality for printing the student’s quiz attempt. Unfortunately many of the browsers are not capable of correctly printing Blackboard quiz attempts. Only the Safari browser is compatible with this print functionality for both Windows and Mac users.

Please use the following steps to print the student’s quiz attempt in a Blackboard Course.

1. Open your Safari browser.

2. Access Blackboard Learn using the direct URL https://mylearn.hct.ac.ae or from the Portal application shortcuts.

3. Login to Blackboard Learn with your HCT username/password.

4. Go into your Blackboard Course where you would like to make a printout of your student’s quiz attempt.
5. Go to course Control panel -> Grade Center -> Tests

6. Look up your Quiz column from the Grade Center view. For example, our quiz here is “World History Quiz”
7. Look up your student for whom you want to make a printout. (Student “ds1111” picked here for demo). Click on the arrow next to the student’s score under the quiz column.

8. Click on the appropriate attempt for the displayed score from the listed options.
9. Click on “Test Information” to expand the test attempt and score details.
10. Right click anywhere in the student attempt screen and click “Print Frame” option. Or select “Print” option from the Safari File Menu.
11. From the Print window select “Adobe PDF” option.

**Please Note:** If you don’t see the “Adobe PDF” option then download a free “PDF Printer” driver from the below location and install it in your computer. This will bring Bullzip PDF printer to your printer list, so you have to select “Bullzip PDF Printer” in the print window. Skip all the steps from 12 to 14, follow the screen and save the pdf.

12. Click the “Properties” button from the above image, which will open Adobe PDF Document Properties window. Select “Tabloid” as the Adobe PDF Page Size. All the other setting can remain as default available settings.

13. Now click Ok to both windows “Adobe PDF Document Properties” and “Print”.
14. It will ask for you to save the file, give the filename and click “Save” to save on the computer in the selected location.

15. PDF will get generated and saved to the selected location.
16. See final PDF output below. For demonstration purposes it is displayed in a two-page view.