

Setup to Print a Test in Blackboard

Part 1:

1. Go to **Course Tools > Tests, Surveys, and Pools**.
2. Click on **Tests**.
3. Locate the test you want to print (example: **Test 1**). Then select **Copy** from the contextual drop-down menu. The copied test will have (1) after the name.
4. From the contextual drop-down menu of the copy, select **Edit**.
5. From the contextual drop-down menu called **Test Canvas:** (followed by the name of the test) select **Edit** again.
6. Rename it to add the words “**copy to print**” (example: **Test 1- copy to print**).
7. Click **Submit**

Part 2:

1. Go to the appropriate content area and deploy the new **copy**.
 - a. Assessments→Test
 - b. Select the test with **Copy to Print** in the title.
 - c. Click **Submit**.
2. On the Test Options page, use the following settings:
 - a. **Make Link Available:** Select **NO**.
 - b. **Self-Assessment Options:** Select “**Hide Results for this Test Completely from Instructor and Grade Center.**”
 - c. **Show Test Results and Feedback:** Select **After Submission: Score, All Answers, Correct, Submitted, and Feedback**.
 - d. **Test Presentation:** Select **All at Once**.
 - e. Do not check the box to select **Randomize Options**.

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If you are using Questions Sets or Random Blocks, do the following. Otherwise, continue to Step 4.

3. From the contextual drop-down menu of the copy, select **Edit the Test**. If you want to print all possible questions, make sure that any **Question Set** or **Random Block** is set to display all possible questions, rather than a smaller number/
4. In the **Grade Center > Manage > Column Organization** > select the “Test Copy to print” in the **Manage Column Organization** page, change the Category to **No Category**, then **Hide** the column.

Part 3:

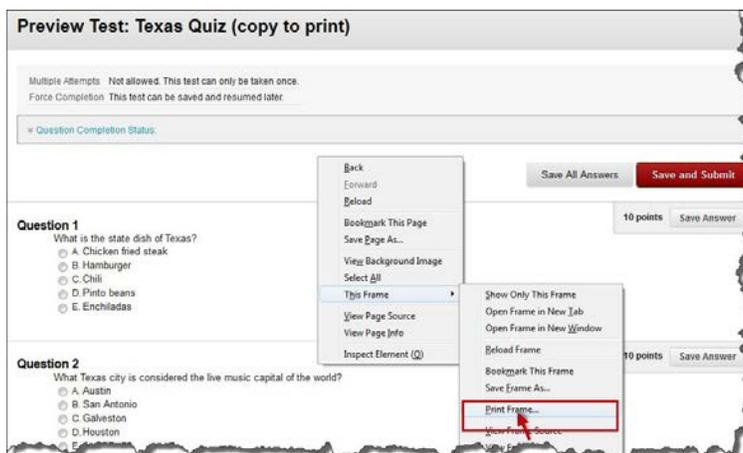
1. Now you are ready to print. (This works best in **Mozilla Firefox**).

To print a copy of the test showing all questions: Go to appropriate content area as Instructor (with Edit Mode ON), and follow the steps below:

- a. Click on “Test (copy to print)” to open the test:



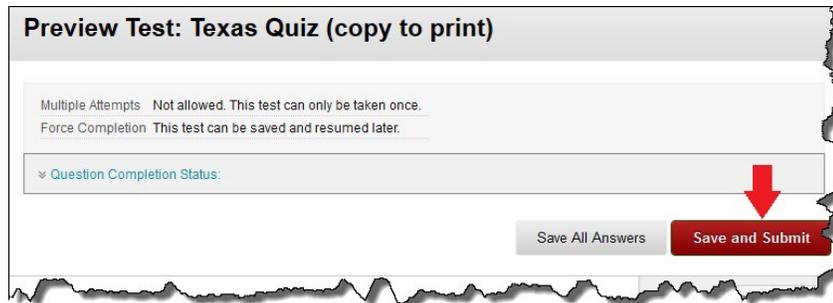
- b. Click **Begin** for the test to open. (Questions will be displayed, showing all answer choices.)
- c. Right-click on any spot where there is no text (in Firefox). In the pop-up menu, select **This Frame** > then select **Print Frame**:



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2. To print a copy of the test showing all questions and correct answers, follow the steps below:

- a. Open the “Test (copy to print)” and click **Begin** for the test to open. (Questions will be displayed, showing all answer choices.)
- b. Click **Save and Submit** (even if you do not answer any questions).



- c. When **Test Submitted** screen appears, click **OK** button in the lower right corner. All questions with correct answers will then be displayed:
- d. Right-click on any spot where there is no text (in Firefox). In the pop-up menu, select **This Frame** > then select **Print Frame**:

