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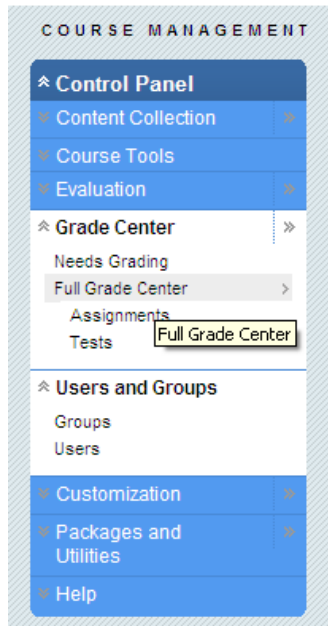
Blackboard Manual

(Print Page Content)
College of Nursing

HOW TO PRINT A TEST IN BLACKBOARD

Printing in Blackboard can be somewhat troublesome. This tutorial provides step-by-step instructions to print survey statistics from Blackboard. This can be used in other areas of Blackboard as well. These steps are for use in **Internet Explorer**. Unfortunately, Printing is not compatible with other browser (Chrome, Firefox).

1. Go to the Course Management area of your course, Click Grade Center and select Full Grade Center.



2. Click the gray arrows and select the second option "Attempts Statistics"

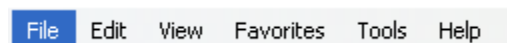
Grade Information Bar Last Saved: January 1, 2012

| | Last Name | First Name | Username | Student ID | Nursing Studen | Student's evalu | Mid Term I Exar | Mid Term I Mak |
|--------------------------|-----------|-------------------|-------------|--------------|----------------|-----------------|-----------------|----------------|
| <input type="checkbox"/> | Al Abdan | Noura Sultan | abdan001 | 32-02-01-001 | ✓ | ✓ | | |
| <input type="checkbox"/> | Al Enizy | Donea Homod | enizy035 | 32-02-01-035 | ✓ | ✓ | | |
| <input type="checkbox"/> | Al Hosin | Aisha Khalid | hosin055 | 32-02-01-055 | ✓ | ✓ | | |
| <input type="checkbox"/> | Alasfoor | Lamia Khalid F | alasfoor008 | 33-02-01-008 | ✓ | ✓ | | |
| <input type="checkbox"/> | Albaiaey | Amani Abdullah E | albaiaey010 | 33-02-01-010 | ✓ | ✓ | | |
| <input type="checkbox"/> | Albylwi | Afaf massad S | albylwi018 | 33-02-01-018 | ✓ | ✓ | | |
| <input type="checkbox"/> | Alenizy | Shrooq Khazaiem M | alenizy038 | 33-02-01-038 | ✓ | ✓ | | |
| <input type="checkbox"/> | Alenzi | Eman Said M | alenzi039 | 33-02-01-039 | ✓ | ✓ | | |
| <input type="checkbox"/> | AlFaouri | Albandari Awad D | alfaouri124 | 33-02-01-124 | ✓ | ✓ | | |
| <input type="checkbox"/> | Algadoom | Btool Nasser S | algadoom042 | 33-02-01-042 | ✓ | ✓ | | |

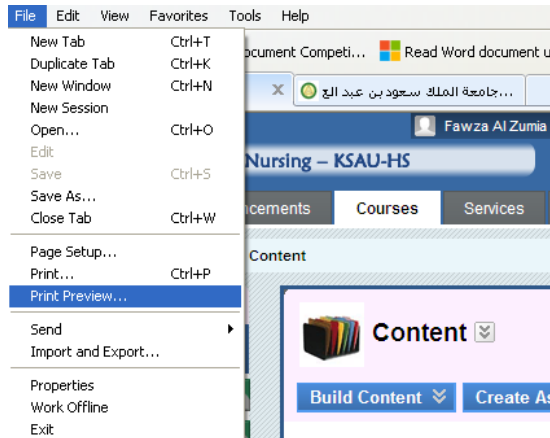
Selected Rows: 0

> Quick Column Information
 > Attempts Statistics
 > Download Results
 > Edit Column Information
 > Column Statistics
 > Set as External Grade
 > Show/Hide to Users
 > Clear Attempts for All Users
 > Sort Ascending
 > Sort Descending
 > Hide Column

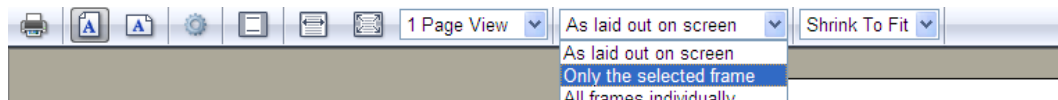
3. From statistic page, in the menu bar, click File.



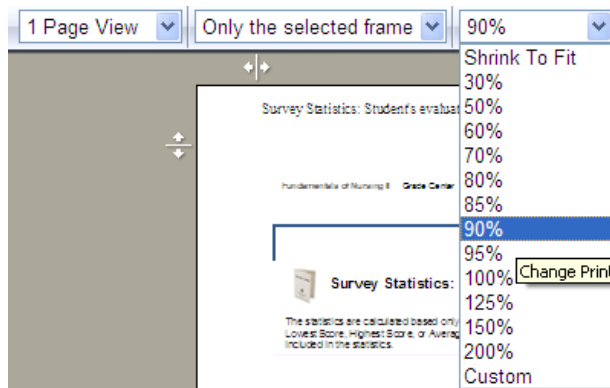
4. Click Print Preview.



5. Click the middle drop-down menu.



6. Change the size by percentage, select 90%.



7. Click Print.

