

# Printing Quizzes in Blackboard

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For record-keeping purposes, faculty are often asked to provide a printout of Blackboard quizzes. This raises two issues:

- What version of the quiz do you need to print?
- How do you print a quiz from your Web browser?

### What version of the quiz do you need to print?

If your quiz does not contain randomly selected questions, you can (a) print the quiz questions or (b) print the quiz questions with the answers:

- a) To print the quiz questions, simply go to the page that published the quiz to your students, and start the quiz. You can then print the quiz questions as directed below.
- b) To print the quiz questions with the answers, go to **Test Manager** in your **Control Panel**, and click the **Modify** button for the quiz that you want to print. Click "**Next**" if you receive a warning not to modify the quiz. The quiz will be displayed with the answers. You can then print the quiz questions as directed below.

**NOTE:** If your quiz contains randomly generated questions, your best approach is to print a sample quiz following option (a) above. The alternative is to print the test banks that were used to generate the quiz, which would be time consuming and may involve hundreds of questions from multiple test banks.

### How to print the quiz from your browser

The method to print multiple pages from a Web browser depends on the browser that you are using.

- In **Firefox**, right click in the page containing the quiz questions. Choose "**This Frame**" from the options menu, then "**Print Frame**" and choose **OK**. This will print all pages.
- In **Internet Explorer**, click in the page containing the quiz questions and **Print**. This will print all pages.