

## Save a copy of students' answers in the exam

It is recommended that you download a copy of all students' answers in the tests and keep it as reference if needed.

To save a copy of students' answers as(pdf) ,please follow these steps: 1 Click on Grade Center then Full Grade Center.

	Course Management		Edit Notification Settings Actions ¥
-	Control Panel		No Notifications
►	Content Collection	Ð	Last Updated: April 1, 2021 8:09 PM
►	Course Tools		
►	Evaluation	Ð	
-	Grade Center	Ð	
	Needs Grading		
	Full Grade Center		
	Assignments		
	Tests		

## 2 Select the cell that you want to print the student's answer that intersects with the test column and the student's name row, then click on View Grade Detailsa

#### Grade Center : Full Grade Center 💿

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. More Help

Cr	reate Column	C	reate Calculate	d Colu	umn	Manage	~	Reports	¥			Filter	Work Offlin	ie ~
	→ Move To Top Email Sort Columns By: Layout Position Order: ▼Descending													
Grade	LAST NAME	0	FIRST NAME	0	WEIGHTE TOTAL	D 📀	©⊤œ	DTAL	0	ي واجب الوحدة	TEST_RAV	Last Sav	FINAL TEST	0:00 AM
	🖉 Abdul Hadi		Doaa				2.00				A+			
	alghamdi		ilham				22.0	0			A+		20.00	
	الغامدي		روان				1.00				F	View	Grade Details	
Selecte	Selected Rows: 0 Quick Comment													
L	Move To Top	Ema	ail 📎									Exem	pt Grade	
												Atten	npt 3/18/21 20.00	

3 Choose the attempt in which you want to print the student's answers, then click View Attempts

								Jump 1	to
User <b>ilham algh</b>	namdi (ilha	im) < > Column I	Final Test	(Test) < >					
Current Grad	le:	<b>20.00</b> out of 30 point	s Exempt						
		Grade based on Last 0 Due: None Calculated Grade 20.0	Graded Atte	empt					
		View Attempts							
Attempts	Manual	Override Column D	)etails	Grade History					
						Delete	Last Attempt	~	C
Date Created	Da Sa	te Submitted (or ved)	Value	Feedback to Learner	Grading Notes	Actions			
Mar 18, 2021 1:53 PM	:53 Ma (Co	ır 18, 2021 1:54:09 PM ompleted)	20.00			View Atten	clear Attempt		

# 4 After presenting the student's attempt, click on the right mouse button, then click on **Print**

QUESTION 1: TRUE/FALSE		10 out of 10 poir
Given Answer: O True Correct Answer: O True		
QUESTION 2: TRUE/FALSE		0 out of 10 poir
Given Answer: S True Correct Answer: S False	Back Forward Reload Save As Print Cast	
QUESTION 3: TRUE/FALSE	Send to iPhone Ahmad Create QR code for this Page Translate to English	10 out of 10 poir
	View Page Source Inspect	

### **5** Click on the **Save** button and select the location you want to save to

Rawan Demo Master Course Grade Center Grade Details Grade Test: Final	Test Edit Mode is: • ON	Destination	Save as PDF 🔹
Grade Test: Final Test Assign o grade and feedback for the current test attempt. Expand the <b>Test Information</b> section to clear	the student's attempt or edit the test. More H	Pages	All
	Jump to Hide User Names		
Veering 1 of 1 gradable items   Image: State of 1 gradable items Image: State of 1 gradable items   Image: State of 1 gradable items Image: State of 1 gradable items		Layout	Portrait 👻
Test information			
QUESTION 1: TRUE/FALSE	10 out of 10 points	More settings	~
Given Answer: © True Correct Answer: © True			
QUESTION 2: TRUE/FALSE	0 out of 10 points		
Given Answer: © True Correct Answer: © False			
QUESTION 3: TRUE/FALSE	10 out of 10 points		
Given Answer: © True Correct Answer: © True			
FEEDBACK AND NOTES FOR ATTEMPT			
Feedback to Learner Paragraph v Arial v 3 (12pt) v			
		50 20	Save
Correct Answer: 🕜 True			

Grade Test: Final Test Assign a grade and feedback for the current test attempt. Expand the Test Information	a section to clear the student's attempt or edit the test.	ore Help	Pages	<b>A</b> 11	
	Jump to Hide User N	ies	rages		
Viewng 1 of 1 gradable items			Layout	Portrait	
Test Information					
QUESTION 1: TRUE/FALSE	10 out of 10 point	-	More settings		,
Given Answer: © True Correct Answer: © True					
QUESTION 2: TRUE/FALSE	0 out of 10 point				
Gvret Answer: G True Correct Answer: G False					
QUESTION 3: TRUE/FALSE	10 out of 10 point				
Given Answer: True					
FEEDBACK AND NOTES FOR ATTEMPT		_			
Feedback to Learner Paragraph v Arial v 3 (12pt) v					
		Exit			Save
🕎 Given Answer: 🛛 📀 True					



Learning Platform



# you can download and save a copy of all students answers as (.csv) file, please following the steps

Click on Grade Center then Tests

Course Managemen	it 🛛	Edit Notification Settings Actions 😣
Control Panel		No Notifications
Content Collection	Ð	Last Updated: April 1, 2021 8:09 PM
Course Tools		
Evaluation	Ð	
Grade Center	Ð	
Needs Grading		
Full Grade Center		
Assignments		
Tests		

### 2 Go to the **test column**

#### Grade Center : Tests 💿

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. More Help

CI	reate Column	0	Create Calculated C	olumn	Mana	age Rep	orts	Filter	Work Offline 🗸	
	Моvе То Тор	En	nail		5	ort Columns By:	La	yout Position	der: Ascending	
Grade	Grade Information Bar Last Saved:March 30, 2021 10:00 AM									
		0	FIRST NAME	STUDENT ID	0	LAST ACCESS	C	AVAILABILITY	FINAL TEST	
	🔗 Abdul Hadi		Doaa					Unavailable		
	alghamdi		ilham			March 18, 2021		Available	20.00	
	الغامدي		روان			January 18, 202	!1	Available		
Select	ed Rows: <b>0</b>									
	Move To Top Email S Icon Legend									

## B Click on the arrowhead and select Download Results

<b>Grad</b> The Full	e Center : Tes Grade Center displa	Grade with User Names Hidden Attempts Statistics Download Results				
С	reate Column	Create Calculated Column	Manage	Reports	Fi	View All Attempts Grade Questions
	Maus Ta Tan	Encell M	Sort Colu	mns Bv:	aut Desition	ltem Analysis View Grade History
Grad	e Information Bar	email		Lay	La	Edit Column Information
		STUDE	INT ID 💿 LAST AG	CCESS 📀	AVAILABILIT	Column Statistics
	🖉 Abdul Hadi	Doaa			Unavailable	Set as External Grade Hide from students (on/off)
	alghamdi	ilham	March	18, 2021	Available	Clear Attempts for All Users Sort Ascending
	الغامدي	روان	January	y 18, 2021	Available	Sort Descending Hide from Instructor View
Select	ted Rows: <b>0</b>					

# 4 From the Download Results section, select By question and user and All attempts then click Click to download results

#### **Download Results**



