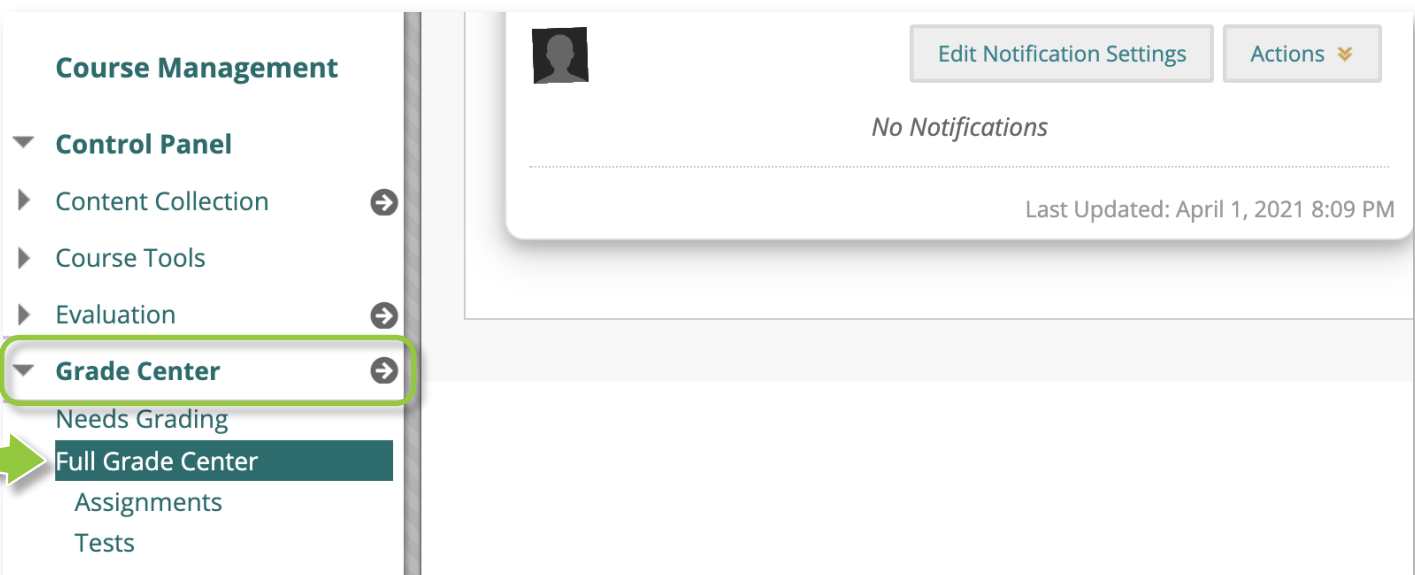


## Save a copy of students' answers in the exam

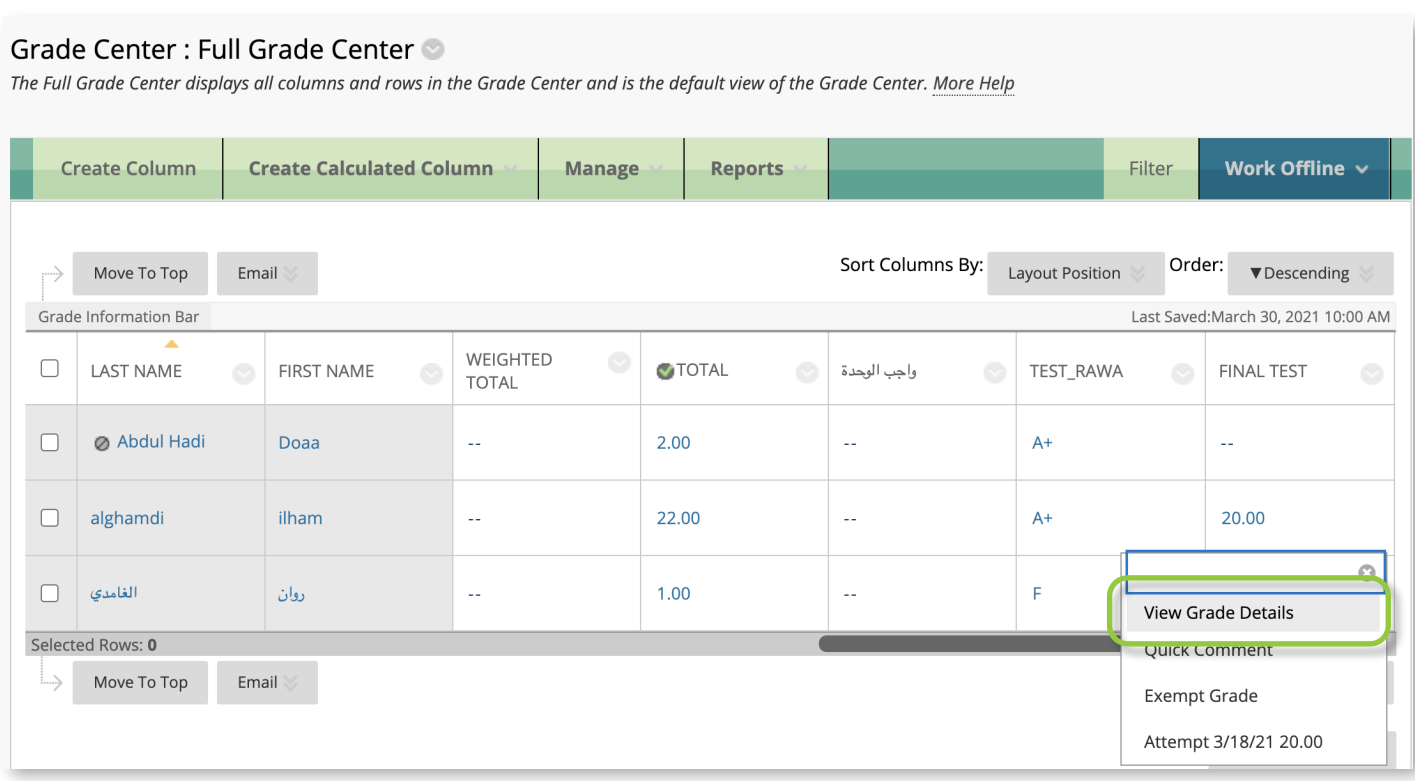
It is recommended that you download a copy of all students' answers in the tests and keep it as reference if needed.

To save a copy of students' answers as(pdf) ,please follow these steps:

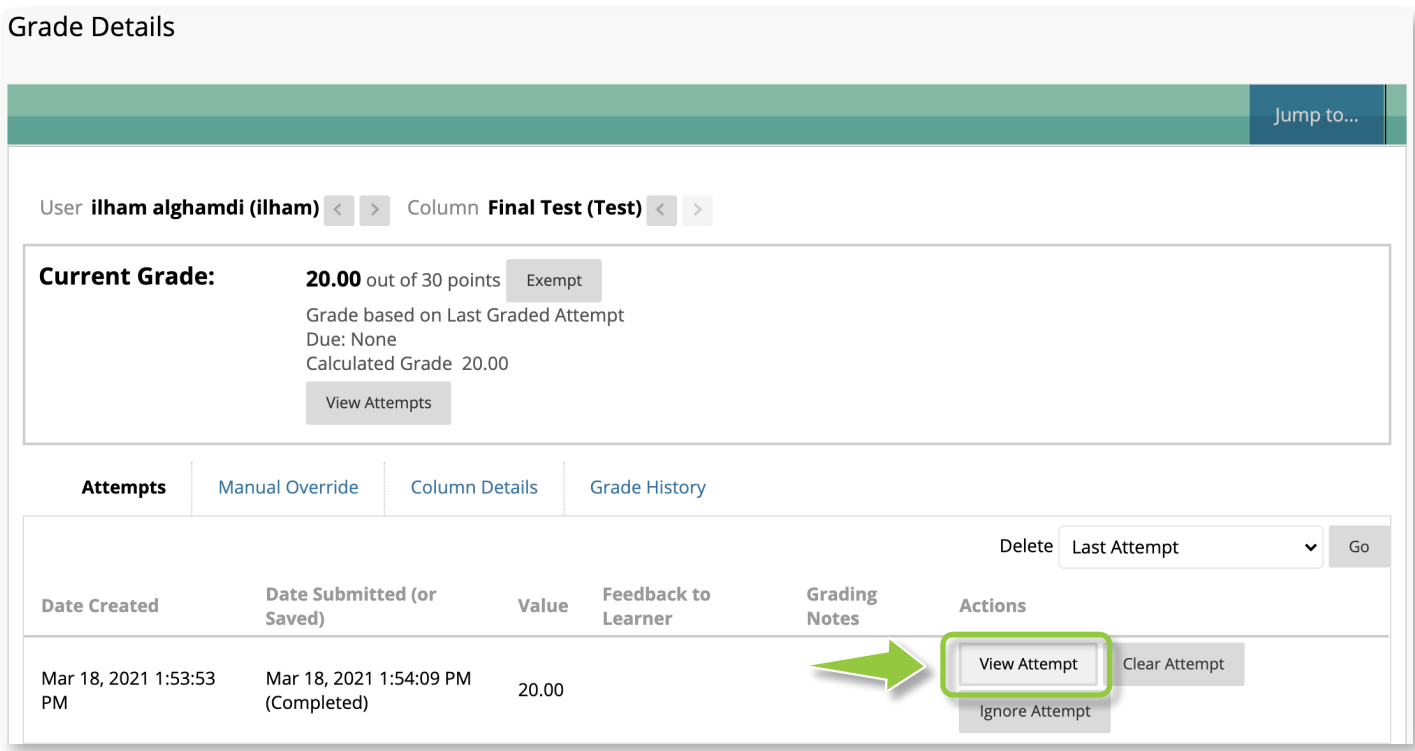
- 1 Click on **Grade Center** then **Full Grade Center**.



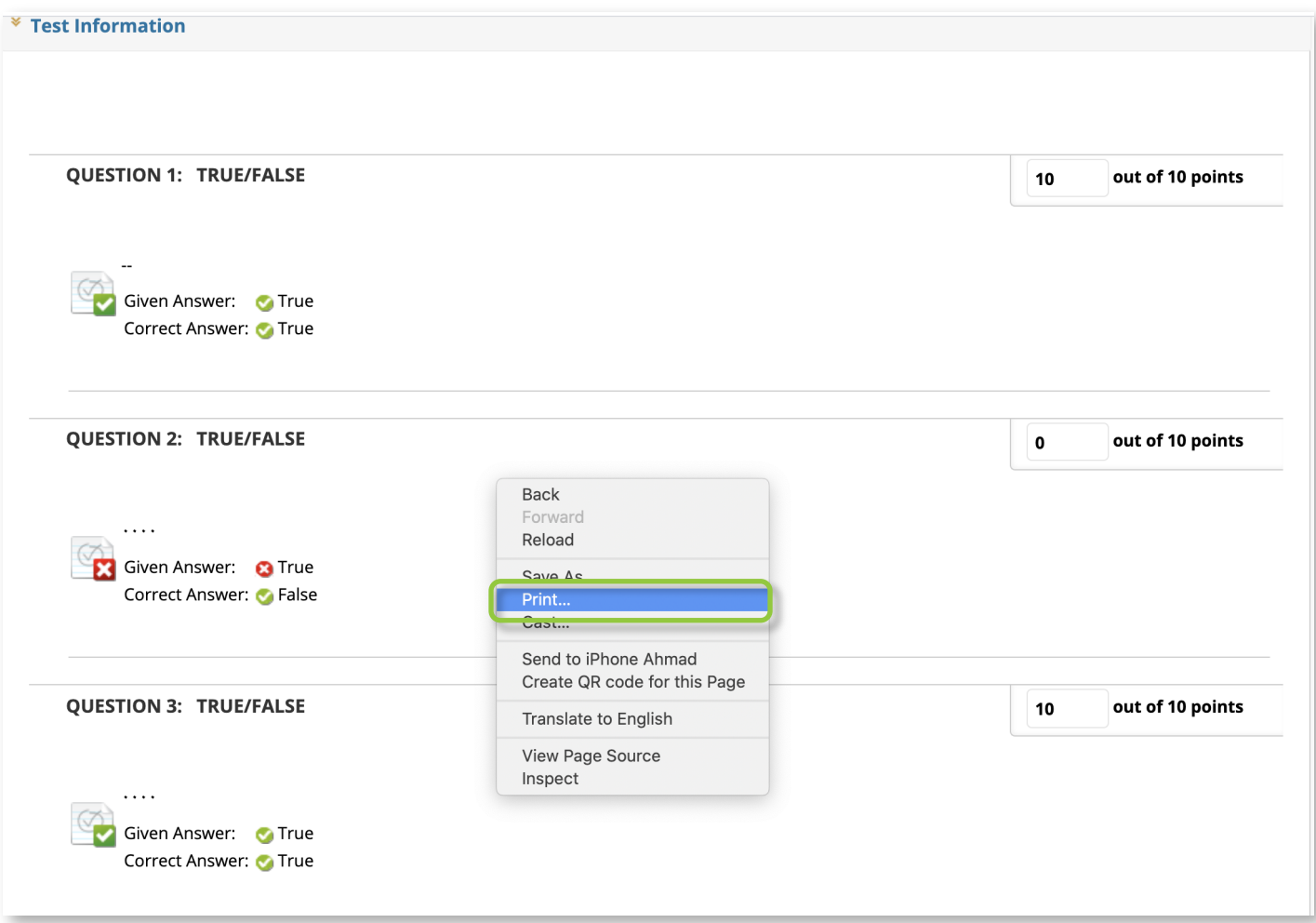
- 2 Select the cell that you want to print the student's answer that intersects with the test column and the student's name row, then click on **View Grade Details**



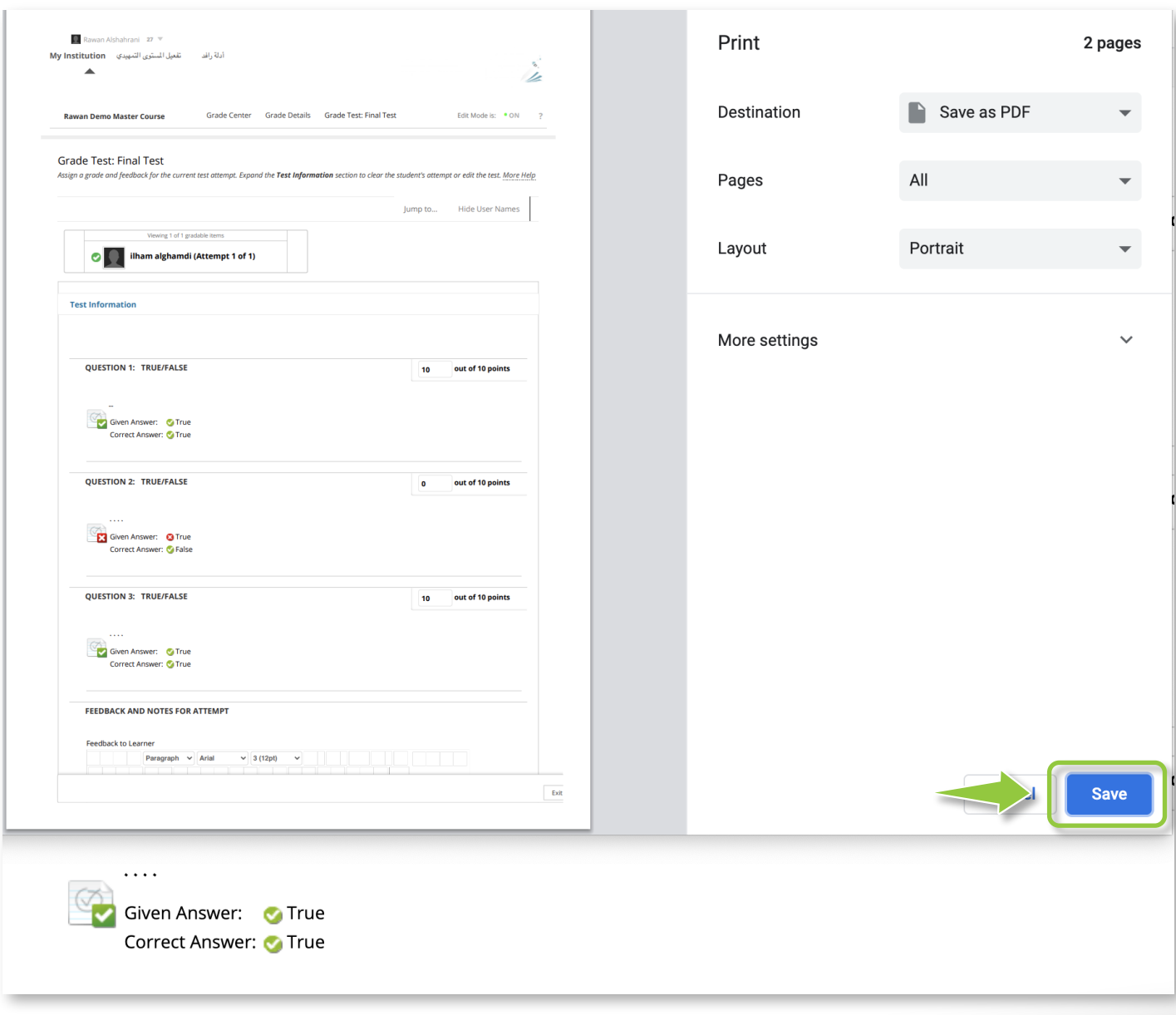
- 3 Choose the attempt in which you want to print the student's answers, then click **View Attempts**



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

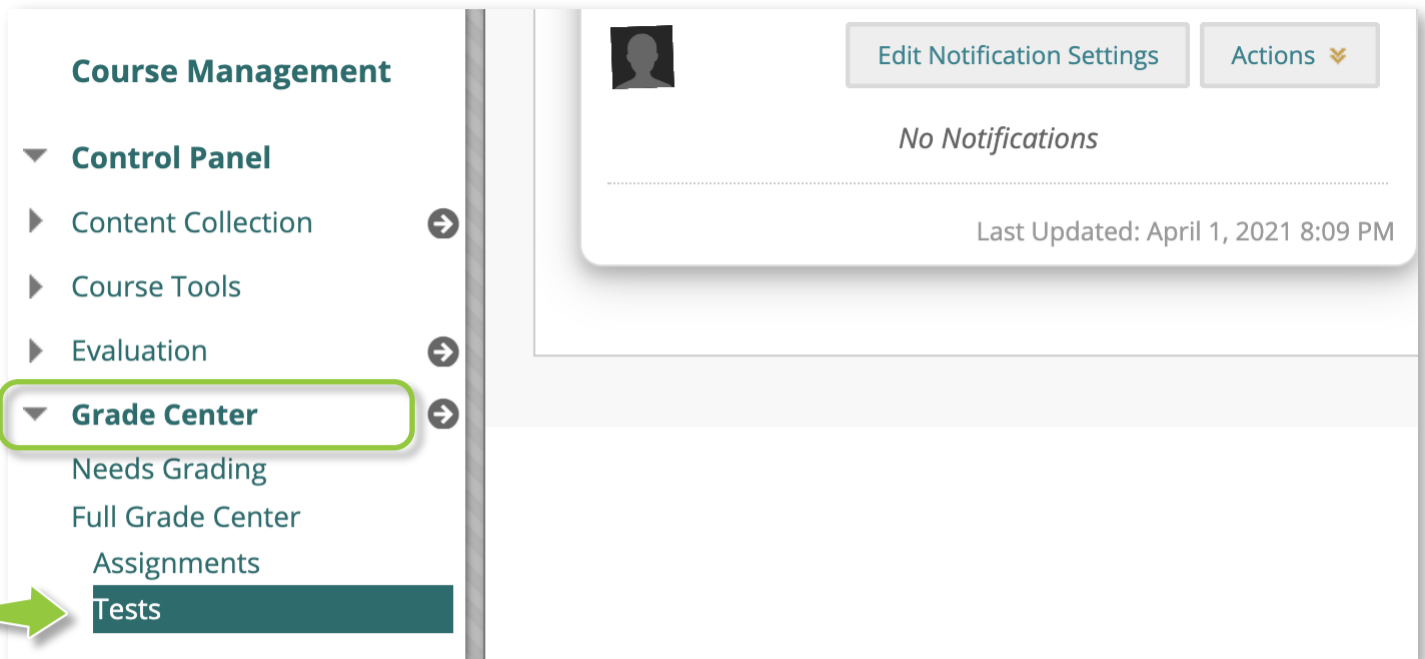


- 5 Click on the **Save** button and select the location you want to save to

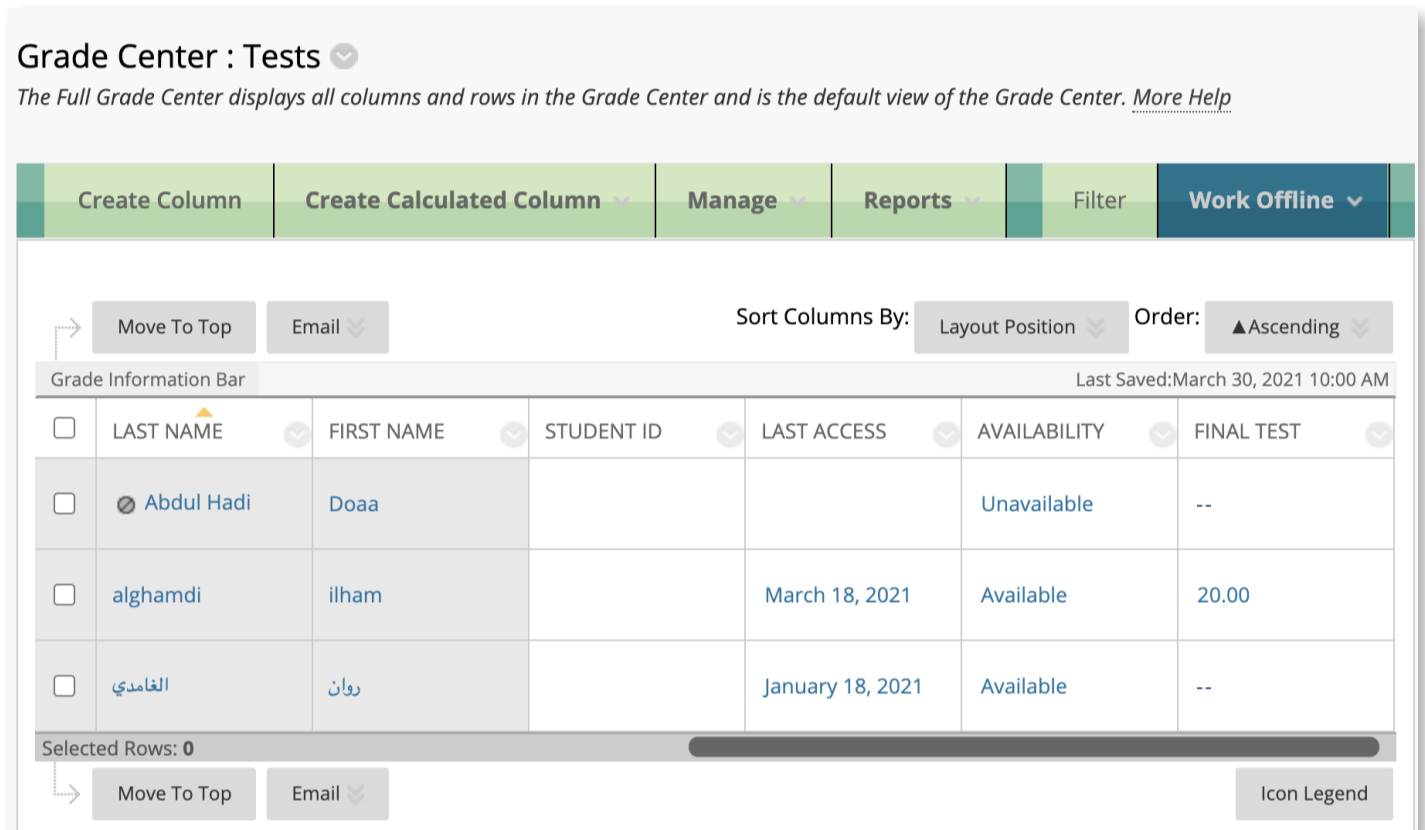


you can download and save a copy of all students answers as (.csv) file,  
 please following the steps

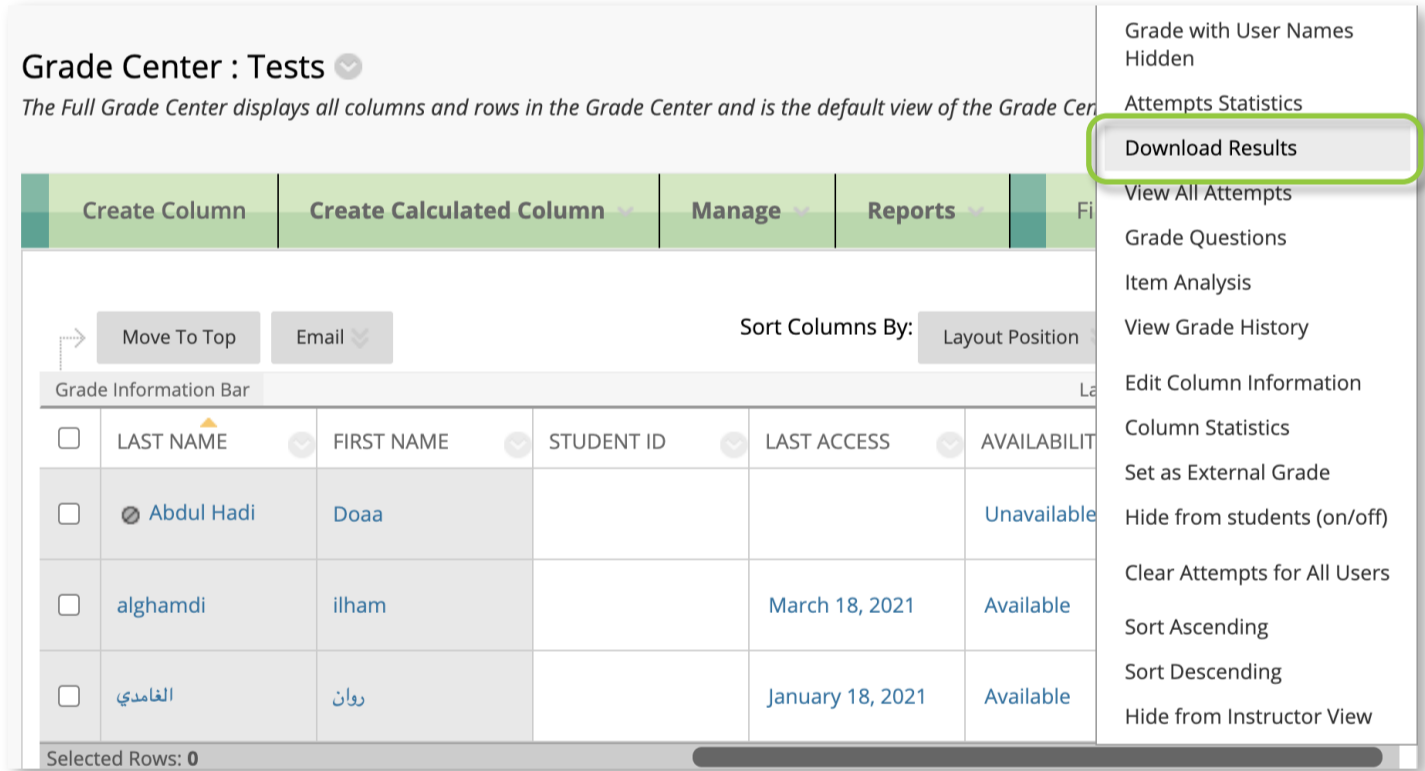
1 Click on **Grade Center** then **Tests**



2 Go to the **test column**



3 Click on the arrowhead and select **Download Results**



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

