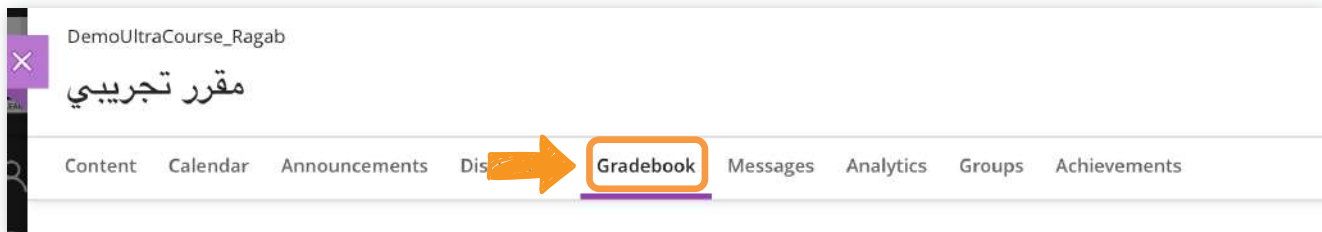


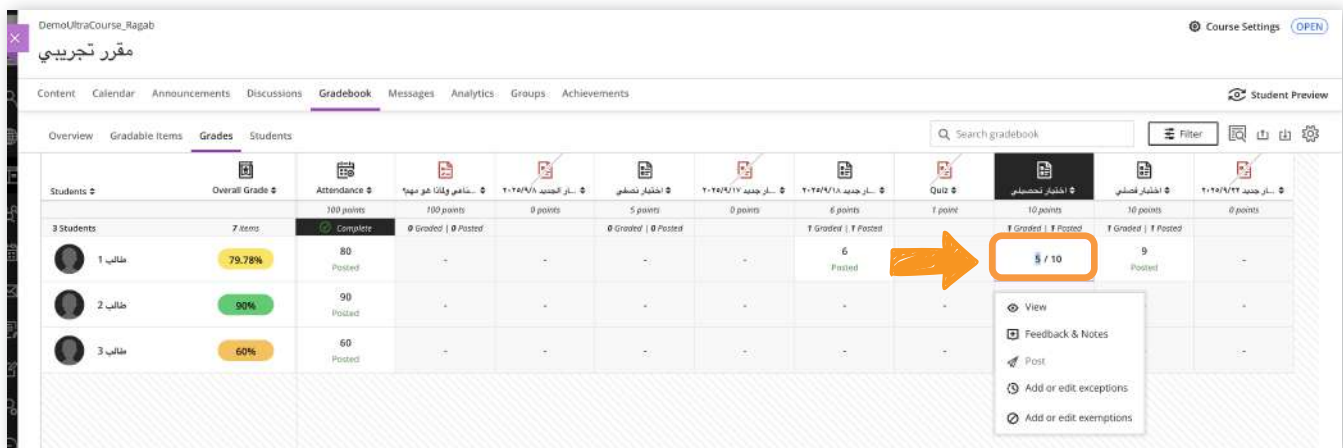
How to Save a Single Student's Answers After a Test in Blackboard Ultra

Blackboard Ultra provides the ability to save or download a specific student's answers after a test, for review or to keep a documented copy. To download a single student's answers after the test in the Learning Management System, please follow these steps:

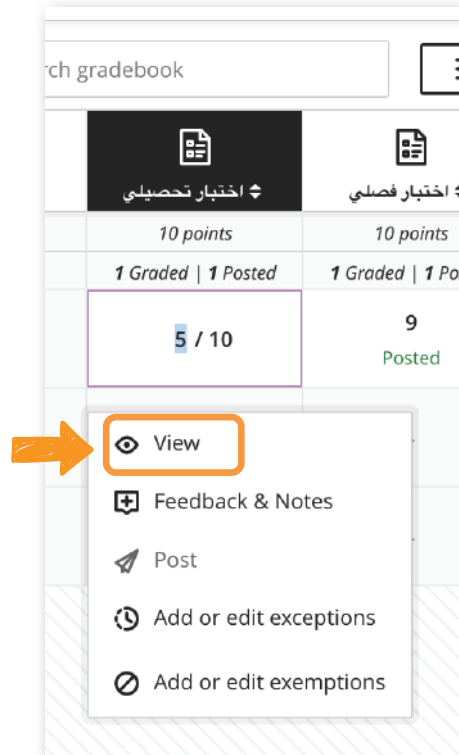
- 1 Enter the course in which you want to save the answers, then from the course menu, click on **Gradebook**.



- 2 All grade items for all students will be displayed. Select the test column whose results you want to download, find the row of the desired student, and then click the cell at the intersection of the row and column.



- 3 A drop-down menu will appear, click on **View**.



- 3 All of the student's answers will be displayed. Press (Ctrl + P) to open the print dialog. From there, select **Save as PDF**, then click the **Save** button.

