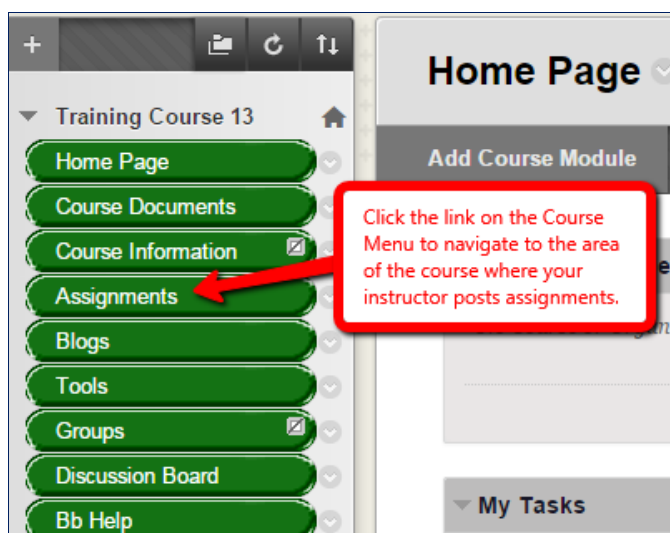


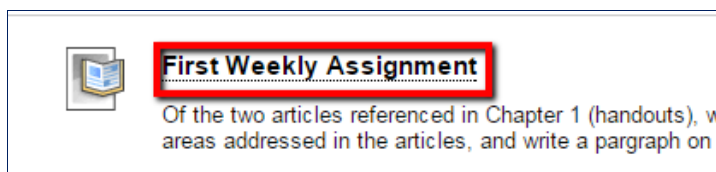
Blackboard 9.1 Printing Graded Assignments

In order to print a graded assignment, including comments and other markups:

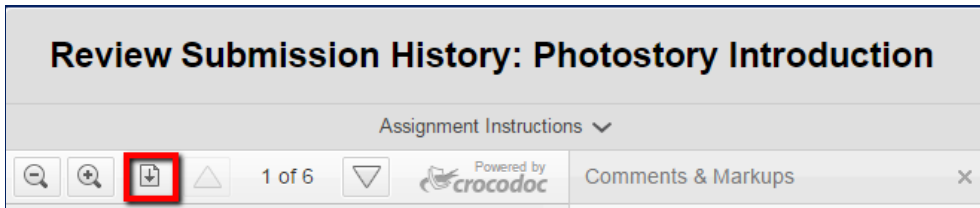
1. Navigate to the area of the course where your instructor has posted the Assignment. Your instructor should provide navigational instructions to the correct Content Area, Learning Module, or Content Folder. (You may also use links in My Grades or the What's New module.)



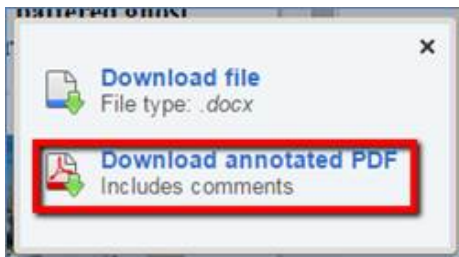
2. If necessary, click the link to the Assignment you have submitted.



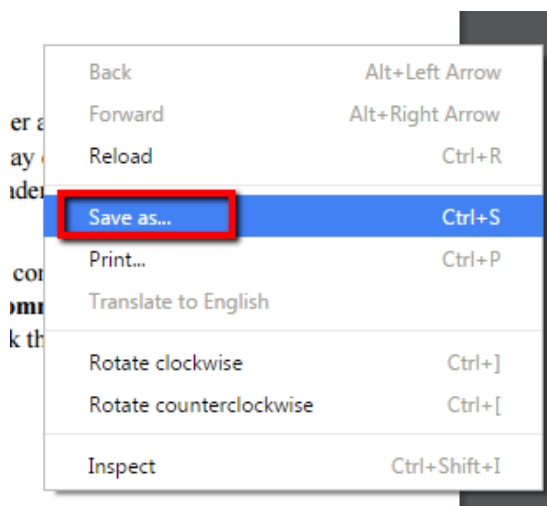
3. If the Assignment has been graded, the Review Submission History page will display the Assignment and all attached documents, along with the grade and any feedback given on the right pane. Click the Download icon on the CrocoDoc toolbar, NOT the one on the grade pane.



4. In the popup window that appears, select **Download Annotated PDF**.




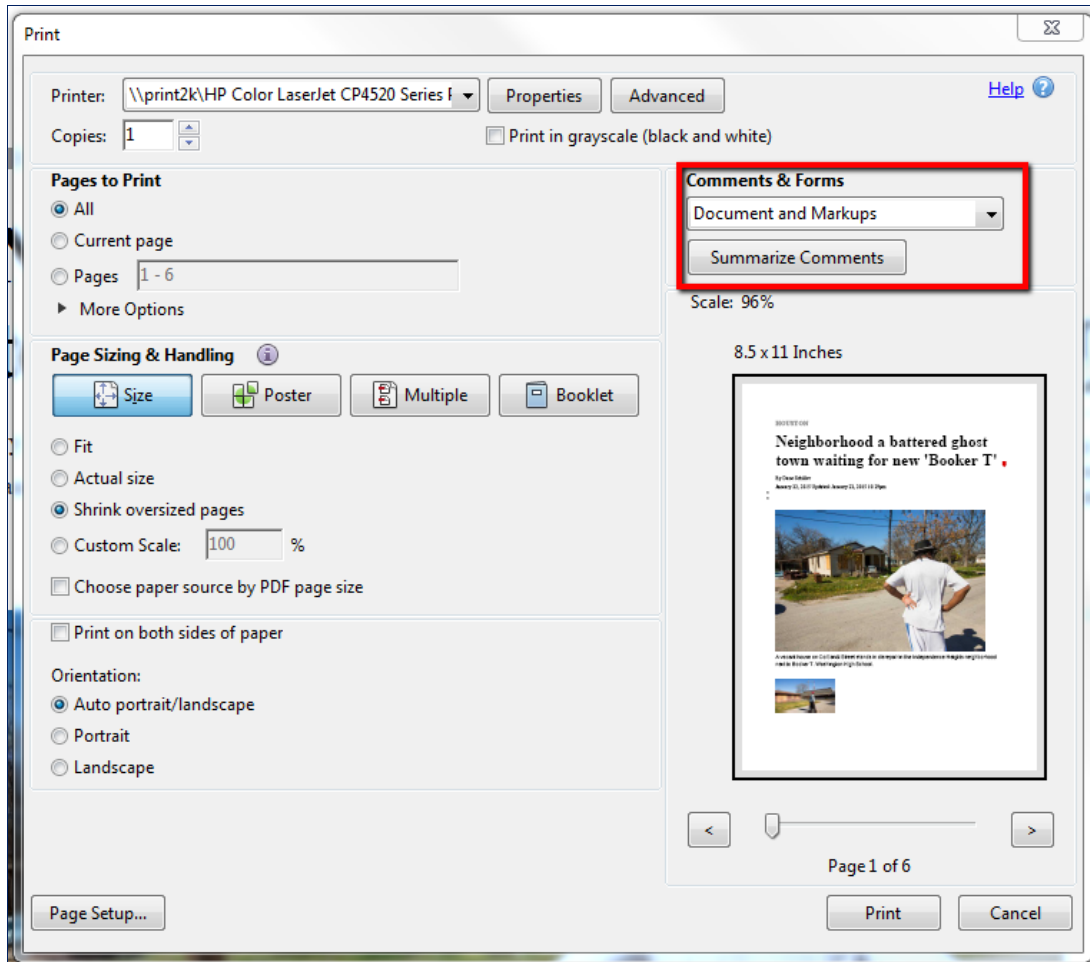
5. The PDF file will usually be added to the computer's Downloads folder and load in the web browser through the Adobe Reader plug-in. However, it will not display comments and markup this way. To see the comments, open the document via the Adobe Reader standalone application. You can also click the **Save As** icon on the toolbar in the plug-in window, right-click the document and select **Save As**, or press Ctrl+S.



OR



6. In Adobe Reader, click the **Print** icon , or choose the **File..Print** command. In the Print dialog, be sure that you select **Documents and Markups** from the **Comments & Forms** drop-down list. Then, in order to include the comments in the printout, click the **Summarize Comments** button, and confirm your intentions.



The comments and markup do not appear directly on the pages of the PDF, but on separate summary pages.