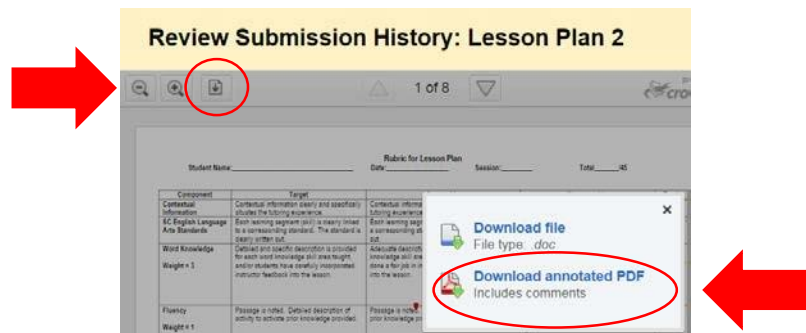


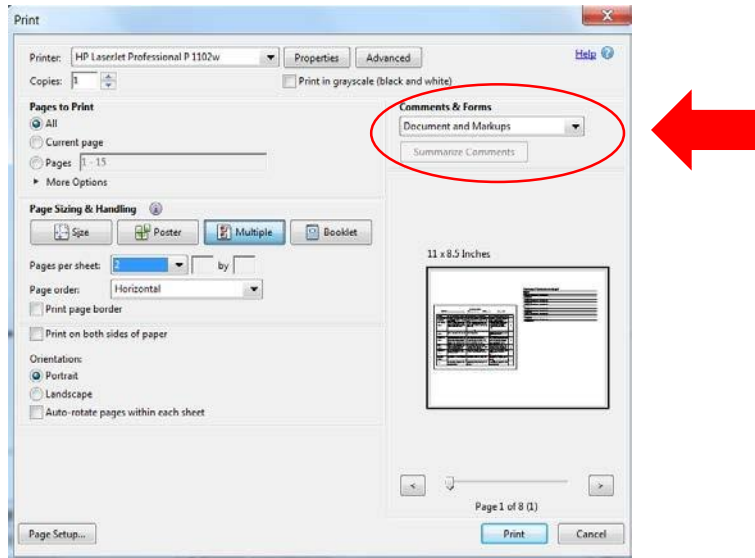
How to Print a Blackboard Assignment Submission with Instructor Comments

1. Open the Blackboard course and navigate to the page of the course where the assignment is located. Click on the link to open the assignment. The **Review Submission History** screen will appear.
2. On the **Review Submission History** screen, click on the download button near the top, left of the screen. Then click on **Download annotated PDF**.

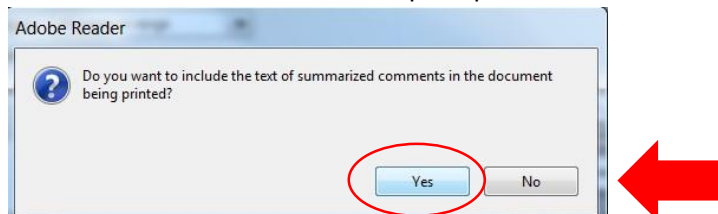
Note: Depending on your browser, the PDF will save automatically to your Downloads folder with “doc” as the filename. The PDF will then open within your Internet browser. You will not be able to print the comments from your Internet browser, so please be sure that you go to your Downloads folder and double click on the file to open it in Adobe Reader.



3. After opening the PDF in Adobe Reader, click on the **Edit** menu, then select **Preferences**.
4. Select **Commenting** in the Categories list. Ensure that all of the checkboxes under Pop-Up Opacity are checked. Under Pop-Up Open Behavior, ensure that only the first checkbox is checked. Under Making Comments, ensure that only the second checkbox is checked. Then click the **OK** button.
5. Click on the **File** menu, then select **Print**. On the right side of the print dialogue box, select **Document and Markups** under Comments and Forms, then click on the **Summarize Comments** button.



5. Click on the **Yes** button when prompted to include the text of summarized comments.



6. On the left side of the print dialogue box, click on the **Multiple** button under Page Sizing & Handling, then select **2** Pages per sheet. Then, click the **Print** button.

