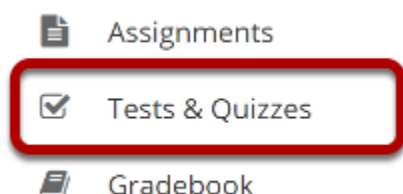


How do I print an assessment (i.e., test or quiz)?

You can print an assessment with or without an *Answer Key*.

Note: Certain types of questions may not display exactly the same way in a printout as they do for a student taking a test. For example, if you have any [Calculated Questions](#) in your assessment, they will not display numerical values in a printout because a single Calculated Question can contain different numbers for each student based on the variables entered. Instead, you'll see a formula (e.g., $\{x\} + \{y\} = \{z\}$).

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Print from the Action menu.

Assessment List

View All ▼

Display 20 ▼ assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▼	Remove?
Draft - New Quiz - Copy #1 Actions ▼	Draft			Entire Site	Apr 17, 2020 7:10 PM	Apr 21, 2020 12:00 AM	Demo Instructor	Apr 18, 2020 5:34 PM	<input type="checkbox"/>
Draft - New Quiz Actions ▼	Draft			Entire Site	Apr 17, 2020 7:10 PM	Apr 21, 2020 12:00 AM	Demo Instructor	Apr 17, 2020 7:18 PM	<input type="checkbox"/>
New Quiz Actions ▼	Published - Active	0	0	Entire Site	Apr 17,	Apr 21,	Demo Instructor	Apr 17, 2020	<input type="checkbox"/>

From the *Tests & Quizzes* tool home screen, choose the **Print** option in the drop-down menu for the assessment you would like to print.

*Note: The **Print** option is available for both draft and published assessments.*

OR Print from the Edit Assessment screen.

Questions: New Quiz - Copy #1

3 Existing Questions - 20 total points

[Add Part](#) | [Preview](#) | **[Print](#)** | [Settings](#) | [Publish](#)

Part 1 ▼ Random draw from Semester 2 - 2 questions

[Update Questions](#)

[Edit](#)

If you are currently editing the quiz in question, click the **Print** link at the top of the assessment editing screen.

Select print options.

☒ **TESTS & QUIZZES**

[Return to Edit Assessment](#)

☐ Show Answer Key ☐ Show Answer Key with Feedback ☒ Show Description/Intro, Part's Title & Information ☐ Show Numbered Sequences

Font Size: Medium ▼

X-Small
Small
Medium
Large
X-Large

Apply Settings Print Download PDF

Name: _____
Score: ___ / ___

Select check boxes to choose what content you'd like to display in the printout:

1. **Show Answer Key** - This option displays the answers for automatically graded questions.
2. **Show Answer Key with Feedback** - If you select this option and you have added [feedback while creating a question](#) in the *Correct or Incorrect Answer Feedback* boxes, it will print along with the answer to the question.
3. **Show Description/Intro, Part's Title & Information** - If you select this option and you have added text in the [Description/Intro](#) box of the *Settings* page, it will print along with the questions. By default, this option is selected on the *Print* screen.
4. **Show Numbered Sequences** - This option displays the question number next to each question.
5. If you'd like to display the font as larger or smaller, choose the desired size from the **Font Size** drop-down menu. By default, the selected font size is **Medium**.

Apply Settings.

☒ **TESTS & QUIZZES**

[Return to Edit Assessment](#)

☐ Show Answer Key ☐ Show Answer Key with Feedback ☒ Show Description/Intro, Part's Title & Information ☐ Show Numbered Sequences

Font Size: Medium ▼

Apply Settings Print HTML Download PDF

If you made any changes to the default print settings, click **Apply Settings**.

Preview document to print.

Name: _____
Score: ____ / ____

New Quiz - Copy #1

Part 1

Question Text

Question

☐ A. Answer 1
☐ B. Answer 2
☐ C. Answer 3
☐ D. Answer 4

Part 2: Part 2

Question

☐ A. Answer 1
☐ B. Answer 2
☐ C. Answer 3
☐ D. Answer 4

Scroll down on the *Print* screen to preview how the printout will look with your selected options.

Note: Certain types of questions may not display exactly the same way in a printout as they do for a student taking a test. For example, if you have any [Calculated Questions](#) in your assessment, they will not display numerical values in a printout, because a single Calculated Question can contain different numbers for each student based on the variables entered. Instead, you'll see a formula (e.g., $\{x\} + \{y\} = \{z\}$).

Print or download PDF.

☒ TESTS & QUIZZES

[Link](#)[? Help](#)[Return to Edit Assessment](#)☐ Show Answer Key☐ Show Answer Key with Feedback☒ Show Description/Intro, Part's Title & Information☐ Show Numbered Sequences

Font Size: Medium ▼

[Apply Settings](#)[Print HTML](#)[Download PDF](#)

At the top of the screen, click **Print HTML** to print the assessment using your default printer.

Click **Download PDF** if you'd prefer to save the page as a PDF document.