

# EDUCOSOFT USER GUIDES

## Printing Assessments

# Printing Assessments Overview

## 1. Access the Assessment List:

- Navigate to **Assessments > View/Create** to view the list of available assessments.

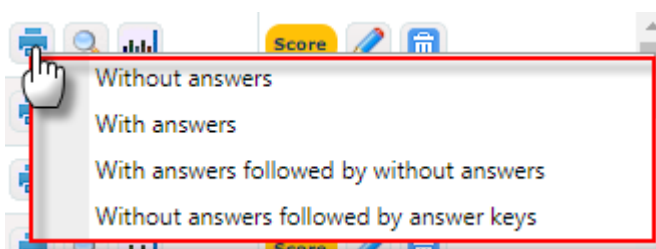


The screenshot shows the LMS interface with the 'Assessments' menu open. The 'View/Create' option is selected, and a dropdown menu is visible with options: 'View/Create', 'Scores', 'Import Assessments', 'My Question Bank', and 'DropBox'. Below the menu, there is a table of assessments with columns: TEST TITLE, Category, # Q's, Max Attempt, Time Limit, Mode, EXPIRES, and Actions. The table contains five rows of assessments. A red box highlights the 'Actions' column for the second assessment, showing a print icon and a dropdown menu with options: 'Without answers', 'With answers', 'With answers followed by without answers', and 'Without answers followed by answer keys'.

	TEST TITLE	Category	# Q's	Max Attempt	Time Limit	Mode	EXPIRES	Actions
1.	Pre-prueba (diagnóstica)	Prueba diagnóstica	33	1	01:30	Test MC/FR	8/17/2023 11:59 PM	[Print] [Score]
2.	Asignación 1 Números enteros	Homework	10	2	NA	Homework (NJ)	9/8/2023 11:59 PM	[Print] [Score] [Dropdown]
3.	Prueba corta 1 Números enteros (Practice)	NA	10	5	00:30	Practice	9/8/2023 11:59 PM	[Print] [Score]
4.	Prueba corta 1 Números enteros	Quiz	10	2	00:30	Test MC/FR	9/8/2023 11:59 PM	[Print] [Score]
5.	Asignación 2 Orden de operaciones	Homework	10	2	NA	Homework (NJ)	9/8/2023 11:59 PM	[Print] [Score]

## 2. Choose the Assessment to Print:

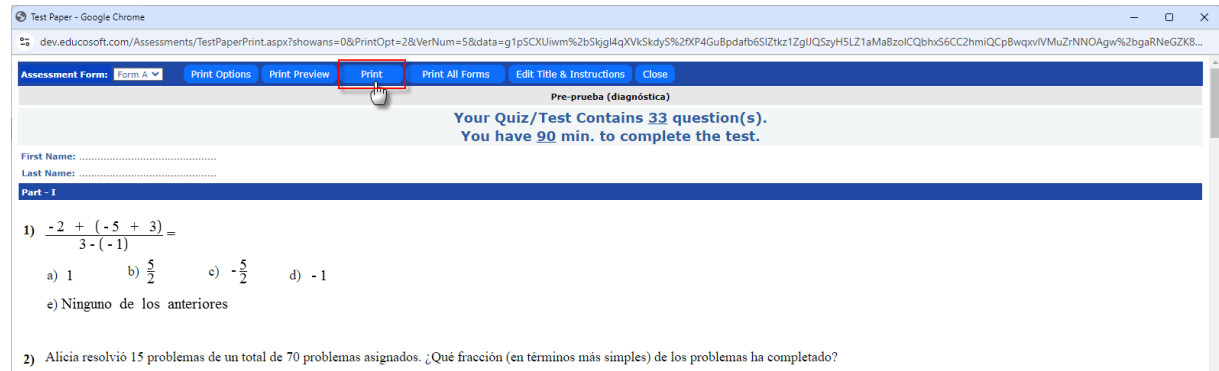
- Click the print button for the specific assessment you wish to print. A popup menu will appear—showing the following options
  - **Without Answers.**
  - With Answers.
  - With Answer followed by without answer
  - Without Answer followed by without answer



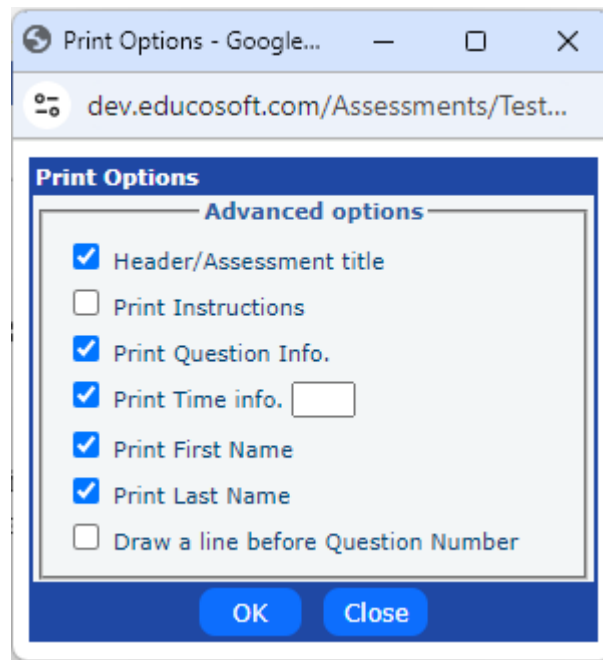
## 3. Print Options Page:

A new window will open with various print settings and options.

- **Print the Test:** Click on the **Print** button to generate a PDF of the test, which you can then save or print.



- **Customize Print Options:** Click on the **Print Option** button for advanced settings, which will be displayed at the top of the test.



- **Select a Test Form:** Use the dropdown menu at the top to choose from different test forms (e.g., Form B, Form C) as needed.

