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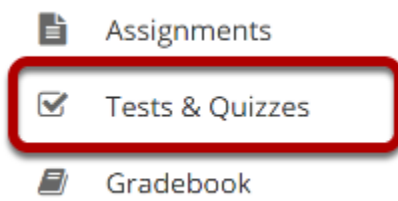
Select the **Tests & Quizzes** tool from the Tool Menu of your site.

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 ▾] Edit / Preview / **Print** / Settings / Publish / Duplicate / Export	Draft			Entire Site	Apr 17, 2020 7:10 PM	**Apr 21, 2020 12:00 AM**	Demo Instructor	Apr 18, 2020 5:34 PM	☐
Draft - New Quiz		Draft			Entire Site	Apr 17, 2020 7:10 PM	**Apr 21, 2020 12:00 AM**	Demo Instructor	Apr 17, 2020 7:18 PM	☐
New Quiz	[Actions ▾]	Published - Active	0	0	Entire Site	Apr 17,	**Apr 21,**	Demo Instructor	Apr 17, 2020	☐

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.
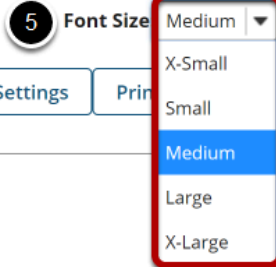
Select print options.

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.

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.

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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.