

03.F. How to Print an Assessment

The screenshot shows the 'Assessments' interface. At the top, there is a navigation bar with buttons for '+ Insert', 'Hide filters', 'Reset filters', and 'Refresh'. Below this is a search area with three filters: 'Search' (containing 'Test # or name'), 'District/Set' (containing 'Key West Central Schoo...'), and 'School' (containing '--any--'). There is also a 'Type' filter set to '--any--'. Below the filters, it says 'Records 1-3 of 3'. A table displays three assessment records with columns for ID, Date, and Description. Each row has a set of icons for actions like edit, view, print, and download.

					ID ^v	Date ^v	Description ^v
<input type="checkbox"/>					11277	12/07/2012	DRAII Spring- Gr 4
<input type="checkbox"/>					11276	11/30/2012	DRAII Winter - Gr 4
<input type="checkbox"/>					14203	10/04/2012	Physical Education Rubric - Complete

To print an assessment to give to students or an assessment map for your use:

1. From the "Assessments" screen (see above), click the printer icon.

2. A pop-up menu (see below) appears with a number of options. One box must be checked in each of the two categories, "Report format" and "Reports to include," to proceed. The first set has four options relating to the format in which the assessment will print. They include: HTML (viewable on the screen), DOC (viewable and editable in Word), PDF - One Column and PDF - Two Columns. The last two are viewable/printable in an Adobe PDF file. Select one.

The second set includes three options: Assessment questions (click this to print the assessment for student use), Assessment map (a printable answer key-like report that includes questions, answers and standards), and Assessment grades (a report on the grade formats and colors selected within the Grade Conversion table). Select at least one.

Please select print options

You are going to print assessment "DRAII Spring- Gr 4"

Report format

- HTML
- DOC
- PDF, one column
- PDF, two columns

Reports to include

- Assessment questions
- Assessment map
- Assessment grades

Font size

-- As Designed --

Multiple choice format

-- As Designed --

Print Cancel

3. The last two options, "Font size" and "Multiple choice format" allow users to override the assessment's formatting and print out using a single font size and multiple choice format (numerical or alphabetical).

4. Once the appropriate selections have been made, click "Print."