



Printing a Student's Test with Answers as a PDF

1. From within the course, open the **assessment** you want to print.
2. Click on **Submissions**.
3. Select the **student's name** whose answers you want to print.
4. When the student's paper appears, **highlight all the questions and answers**.
5. Right-click with the mouse.
6. Choose **Print**.

In the print screen:

- Select **Save as PDF**.
- Click on **More settings**.
- Make sure all the required options are enabled.

Options

- ☒ Headers and footers
- ☒ Background graphics
- ☒ Selection only

7. When finished, click **Save**.
8. Choose the **location to save the file**, for example the desktop.