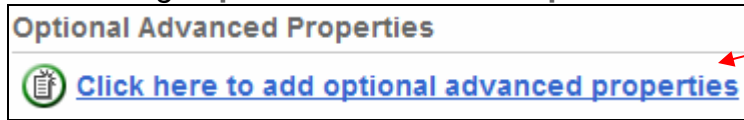


# Directions for Printing a Test

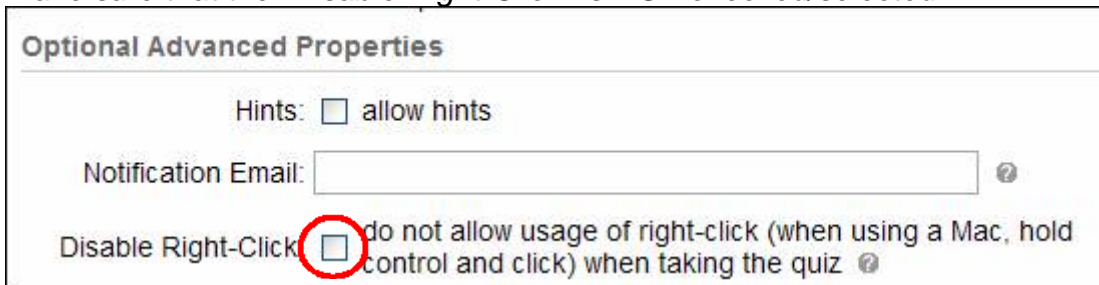
## PRINTING QUESTIONS ONLY


### Process:

1. Click on **“Quizzes”** and then the quiz title. The page opens to the Properties tab.
2. Locate the heading **“Optional Advanced Properties”** and click on the blue link.



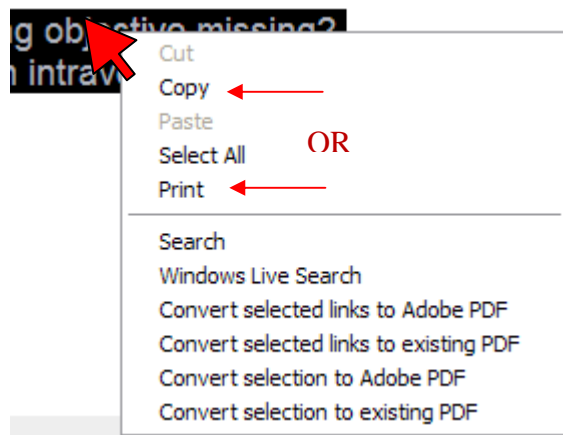
3. Make sure that the **“Disable Right-Click”** is **NOT** checked/selected.



4. Click on  **Preview**
5. Select all quiz questions (click and drag; background becomes black).

**What is the following objective missing?  
"Be able to start an intravenous injection"**

6. Then right-click (with your mouse **on top of the selected text**), select **“Print”** **OR** select **“Copy”**. If you want to save the text questions for future reference, paste them into MS Word.



## PRINTING QUESTIONS WITH THE ANSWER KEY


If you would like to print the quiz questions along with the answer key, follow the same steps listed above. However, **you need to edit an additional setting** under the **Submission Views** tab.

### Process:

1. Click on the **Submission Views** ... (Forgot how to get there? Click on the quiz title. The page opens with the properties tab displayed. Then click on "Submission Views" tab.)
2. ...and select the following :

Show Questions?  Yes

- Show questions answered incorrectly ?
- Show questions answered correctly ?
- Show all questions without user responses ?
- Show all questions with user responses ?
- Show question answers ?

3. Click on  **Preview**
4. Submit quiz. (NOTE: you don't have to answer any questions.)
5. Then right-click (with your mouse **on top of the selected text**), select "Print" **OR** select "Copy". If you want to save the text questions for future reference, paste them into MS Word.

### ★ **IMPORTANT**

- If you **don't want your students to have the ability to print the test while they're taking it**, make sure to "Disable Right-Click". Go to the **Properties** tab, and click in the box.

**Optional Advanced Properties**

Hints:  allow hints

Notification Email:

Disable Right-Click:  do not allow usage of right-click (when using control and click) when taking the quiz ?

- If you **don't want your students to see the answer key OR test questions when they submit their quiz**, then return to the **Submission Views** tab and change it to "NO".

Show Questions?  Yes

- Show questions answered incorrectly ?
- Show questions answered correctly ?
- Show all questions without user responses ?
- Show all questions with user responses ?
- Show question answers ?

No ?