## PRINTING AN ASSIGNMENT

From time to time, students may need to have pencil and paper practice to go along with their digital practice. To assist with this, instructors can quickly and easily print assignments, when needed, by following these steps.

1. Select the class for which you want to print the assignment from the Class drop-down menu.

2. Hover over Assignments and select Assignments.

3. All assignments for that class are listed in order by date. Select which assignment to print by hovering over the assignment and clicking Print.

4. Choose up to five different instances of the assignment to print out for students to write in their answers. Otherwise, every instance of the online assignment will be the same for every student.

5. If an assignment is available in multiple languages, select the language in which you wish to print the assignment.

6. When ready, click the Generate PDF button.
7. The assignment will open as a print-ready PDF that can be printed by selecting the printer icon.

