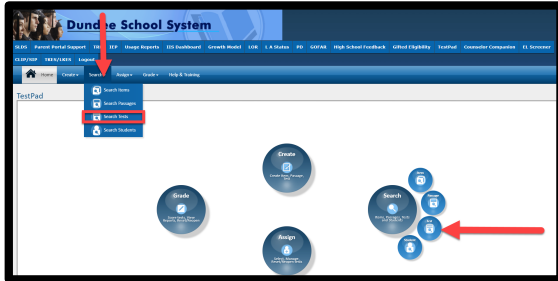


# TestPad - Print Test

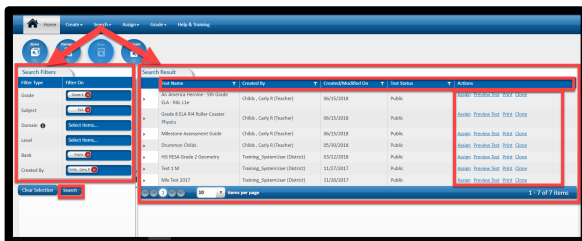
*Five Steps or Less*

You can only print a test if it has not yet been assigned to any student(s).

1. Click **Search Tests** from the **Search** dropdown menu or the **Search** icon.

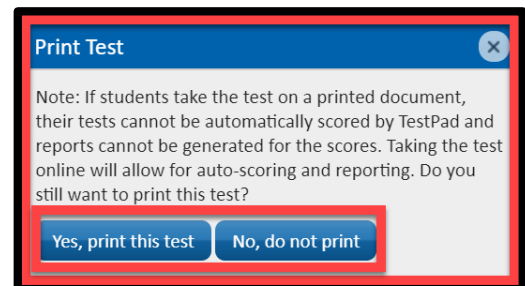


2. A **Search** screen displays. Users can use the various **Search Filters** on the left side of the screen, then click the **Search** button to locate a specific test. Otherwise users can simply find a test using the **Search Results** window on the right side of the screen. Tests are displayed 10 per page and each column header can be clicked to sort/filter the displayed results.

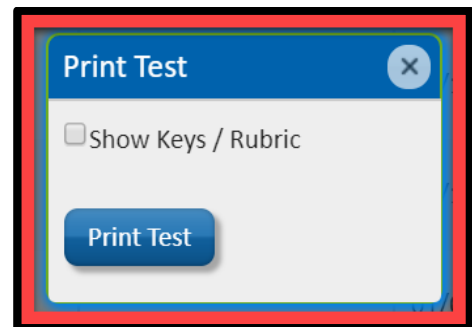


3. The **Search Results** window provides the user with **Actions** to either **Assign**, **Preview**, **Print** and/or **Clone** the test.

4. After clicking **Print**, the following message is displayed.



5. After clicking **Yes, print this test** the following message is displayed.



Enable the **Show Keys/Rubric** checkbox to include the Answer Keys and/or Rubric.