

Tips, FAQ & User Guide: Assignment & Assessment Printing

Last Updated: Friday, January 11, 2019

We are closely monitoring information entered through the feedback links during our beta period. You can access the *Feedback* link from printing screen in the upper right corner (to the right of the Print icon). This FAQ may be updated as we receive additional questions regarding assignment printing. If the information in this FAQ does not provide an answer for your specific question, please contact Castle Support or use the Feedback link.

Best Practice Tips

The new printing feature gives you a lot of flexibility when it comes to rearranging question sequence, modifying the size of images, setting questions into a two-column stack format to save space, etc. The sections below describe each available feature, but to get you going quickly, here are a few tips that will help you make the best use of all the new features.

1. First: Exclude questions (if you want to)

- Let's say your assignment has 20 questions and one of them is a very long CR question that you really don't want to have on the print version of the assignment – you can *Exclude* the question from the PDF (see [Excluding a Question](#) for steps).
- When you exclude a question it's still visible on the screen in case you want to add it back in, but you'll see that the question number changes to "Excluded" and all the other question numbers are updated to skip the one you excluded.
- To keep the screen and question sequence neater, we recommend that you drag excluded questions to the bottom of the thumbnail section (see [Rearranging Questions](#)) either before or after you exclude it.

2. Next: Apply any format changes to questions

- Make all changes you want to each question's format before you look at putting them into stacks or inserting page breaks (see all of the options under [Layout Section](#)).
- The reason for this is that doing things like adding answer spaces or inserting a workspace makes the question taller (i.e. it takes up more vertical space) so you want to have that formatting already in place before you stack questions or look at where the page breaks naturally fall.

3. Next: Stack or rearrange questions

- In order to make the best use of space for printing, after you have made any changes you want to the format of individual questions, you may want to rearrange the order of the questions (see [Rearranging Questions](#)) and/or put some or all questions into stacks. Stacking allows you to split the page vertically and have questions on the left and right side of the page (see [Stacking Questions](#) for more information).

4. Next: Print to PDF and review for best spacing

- After you make your formatting changes, click on the [PDF icon](#) and take a look at each page.
- If the last question that would go on a page won't completely fit (i.e. it would break the question across two pages), we move the whole question to the next page. This may leave a blank space at the bottom of a page where a smaller question might fit just fine.

5. Next: Make final adjustments and insert manual page breaks (if needed)

- If you want to fill in a space at the bottom of a page, you can go back to the layout, find a question that would fit in the space and move the question to that spot (see [Rearranging Questions](#)).
- Note: if a question in and of itself is longer than a full page, we do allow it to break across pages.
- You may want to repeat steps 3 through 5 a couple of times to make the absolute best use of space and minimize the amount of paper needed to print the assignment.

FAQ

Q 1. Can I rearrange questions in the layout?

Yes. Click here: [Rearranging Questions](#) for instructions on how to move questions.

Q 2. Can I undo changes I made to the layout?

Yes. Click on *Format Options* in the *Header Section* and select *Clear Current Session Changes* to clear the changes you made in your current session or select *Reset All* to undo all changes ever made (including in previous sessions) and reset it back to the original default layout.

Q 3. How can I see what it will look like when I print it?

Click on the PDF icon in the upper right. This will generate a PDF file that you can review and will display in a new tab or a PDF viewer depending on your device's settings.

If you do not need to make any changes to the layout, you can download and/or print that PDF. If you review it and want to make changes, you can go back to the layout, make changes and then click the PDF icon again to review your changes.

Q 4. I have a question in the assignment that I don't want to print, but I also don't want to remove it from the assignment. Can I exclude it from the print layout?

Yes. To exclude a question from the print layout only (it will not remove it from the online assignment), click *Layout* for the question you want to remove, then click *Exclude* and then click *Close*. The question will still be visible on the screen in case you want to include it again, but it will not be part of the PDF when you print the assignment.

Q 5. How can I print the answer key and if I move or exclude questions, will the answer key match the new question sequence?

You can either append an answer key at the end of the PDF or you can have the answers displayed inline (i.e. answer is displayed with each question).

To append the answer key, click on the *Answer Key* dropdown in the header section and select either *Compact* or *One Line*. The answer key will match the sequence and numbering of all questions that are not excluded from the assignment.

To display answers inline, click on *Format Options* in the header section and select *Display Answers*.

Q 6. I want to give my students space to show their work, but I don't want it to be in the answer space itself. Can I leave space in between questions so they have some blank space for that?

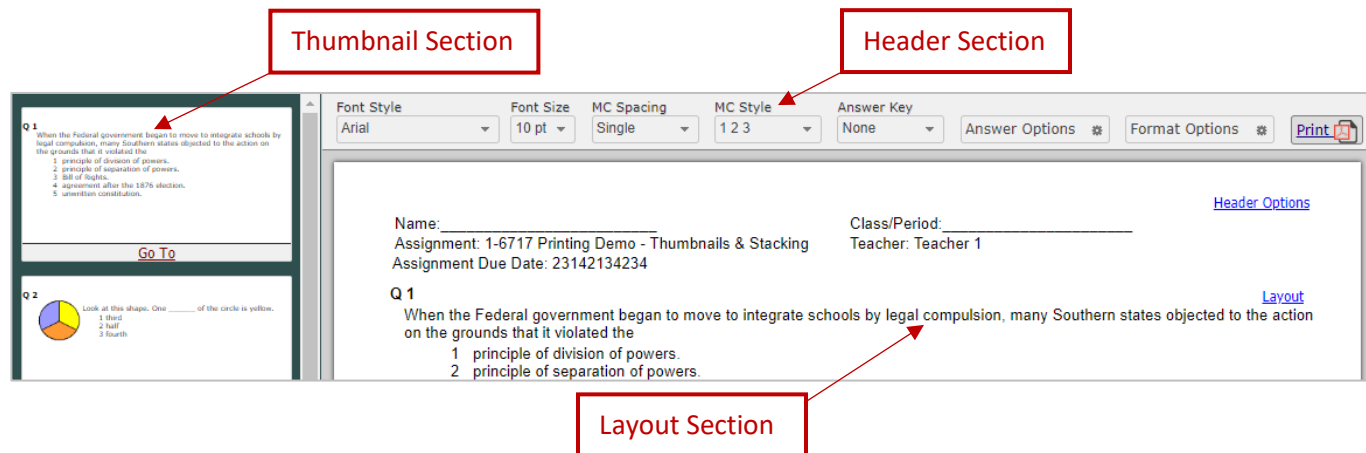
You can insert a workspace below any question by clicking on *Layout* and then selecting *Add Workspace*. Then you may adjust the size of the workspace by clicking on the lower right corner and dragging it to re-size it. This allows you to adjust the size of the workspace depending on how much space you think students will need for each individual question.

User Guide

Printing Layout Sections

Throughout this user guide, we will refer to three main sections of the screen:

1. *Thumbnail Section* – displays small thumbnail images of each question.
2. *Header Section* – displays formatting options that apply to the whole assignment.
3. *Layout Section* – displays the full text of questions and allows formatting to be applied to individual questions.



Thumbnail Section

The left side of the screen displays thumbnail images of your assignment’s questions and you can use this section to rearrange the order of questions specifically for printing or to quickly “go to” a question in the assignment.

Rearranging Questions

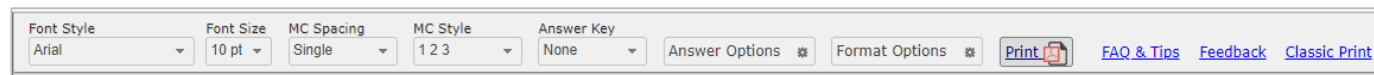
To move a question, left-click on the question’s thumbnail image and, while still holding the left-click, drag the image up or down to where you want to place it. When you begin to drag the question, you’ll see a grayed-out placeholder thumbnail where the question originally was and a “drop here” spot that shows where it would go if you released your mouse. This lets you ensure that you place it exactly where you want it in the sequence.

Using Go To

On each thumbnail there is a *Go To* link. If you’re scrolling down through the thumbnail images and there’s a question you want to see the full layout of in the *Layout Section*, simply click on *Go To* and the *Layout Section* will automatically scroll to display that question.

Header Section

These options are visible across the top of the page and are used to apply formatting to all questions at one time.



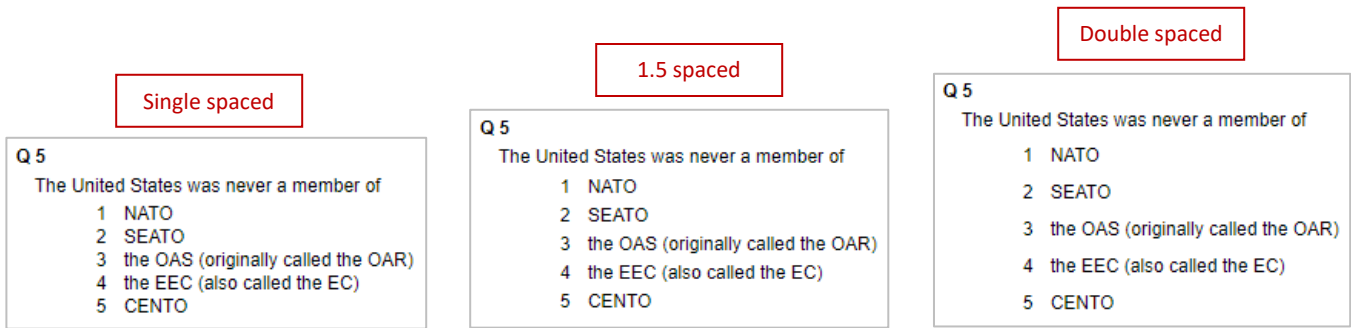
Font & Font Size

The default font is *Times New Roman* and the default font size is 16. To change the font style and size, click on the *Font Style* dropdown to select a font and click on the *Font Size* dropdown to adjust the size of the font. Both selections will be applied to all actual text in the questions but will not modify the font for text on images.

If you download the PDF and then export to MS Word, it may alter the font size and layout, so you may need to adjust the MS Word format. Those alterations are a function of the PDF to Word conversion process that occurs outside of the Castle program and cannot be controlled by our print function.

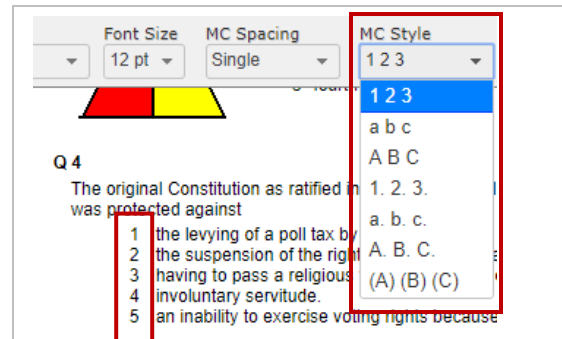
Adjusting Spacing on Multiple Choice (MC) Answer Options

To adjust the vertical spacing between each MC answer option, click on the *MC Spacing* dropdown and select your desired spacing. Your selection will apply to all MC questions in the assignment. Spacing examples:



Changing the Style for MC Answer Options

This allows you to modify the format used for MC answer options. There are 7 styles to choose from and your selection will be applied to all MC questions in the assignment.



Appending the Answer Key

You can append an *Answer Key* by clicking on the dropdown and selecting either *Compact* (which displays multiple answers on each line, saving vertical space) or *One Line* (which displays each answer on its own line).

Answer Options

Checking the box for *Display Answers* will display all answers in-line (i.e. answer space with answer displayed).

Checking the boxes for *CR answer space*, *MC answer space* or *Fill-In answer space* inserts answer spaces for all questions of the selected type.

Clicking on *Remove All Answer Spaces* removes all answer spaces for all questions.

Format Options

This dropdown has three options:

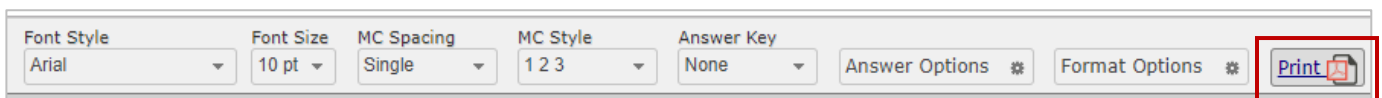
Stack All Questions (2 column) places every question into the left-right layout stack layout. See *Stacking Questions* for more information on how to use the Stack functionality.

Clear Current Session Changes lets you undo changes you made during your current session. If you made changes at an earlier date, it will revert the layout back to the last set of changes you had made.

Reset All removes all changes that have ever been made to the print layout and reverts it back to the original default settings.

PDF Icon

This option creates the PDF document, so you can download and print the assignment or share it with students.



Layout Section

Header Options

Clicking on *Header Options* lets you manage what is displayed at the top of the assignment.

- The *Show Name* and *Show Class* options insert blank lines for the students to fill in.
- *Show Assignment* displays the assignment's name and *Show Teacher* displays the name of the teacher who owns the assignment. You may edit the text in that field to change the name or add a co-teacher's name.
- The *Assignment Due Date* and *Instructions* fields let you type in any information you like. If no information is entered in either one, those labels won't be displayed on the PDF.

| | | |
|--|----------------------|--------------------------------|
| Name: _____ | Class/ Period: _____ | Header Options |
| Assignment: 1-6717 Printing 1 | Teacher: Mr. Lincoln | |
| Due Date: 12/1/18 | | |
| Instructions: You must turn this assignment in by December 1st in order to receive credit. Partial credit WILL NOT be given if it is turned in late. | | |

Question Layout


Each question has a *Layout* link on the right side on the same line as the question number that displays a list of formatting options you can apply to the question. After making changes, click *Close* to save your changes.

Q 1 [Close](#)

When the Federal government began to move to integrate schools by legal compulsion, many Southern states objected to the action on the grounds that it violated the

- 1 principle of division of powers.
- 2 principle of separation of powers.
- 3 Bill of Rights.
- 4 agreement after the 1876 election.
- 5 unwritten constitution.

Q 2 [Layout](#)



Look at this shape. One _____ of the circle is yellow.

- 1 third
- 2 half
- 3 fourth

Question Layout

- [Answer Space Above](#)
- [Answer Space Below](#)
- [Page Break Above](#)
- [Page Break Below](#)
- [Add Rule Line](#)
- [Add Workspace](#)
- [MC Toggle Options](#)
- [Stack Left \(2 column\)](#)
- [Stack Right \(2 column\)](#)
- [Exclude](#)
- [Go To Thumb](#)

Re-sizing Images

If the question contains images, when you click on the *Layout* option, you will see a blue outline around the image. You may click and drag the lower right corner of the image to make the image larger or smaller. If you change the size of an image and want to undo that, you may click on *Layout* again and select *Reset Images*.

Re-sizing Fill-In Answer Spaces

For *Fill-In* questions, when you click on *Layout* you will see a blue line around the inline answer box within the question itself. You may re-size those boxes by clicking and dragging the lower right corner.

Inserting an Answer Space

You may insert an answer space either above or below the question by clicking on *Answer Space Above* or *Answer Space below*. You may re-size the space by clicking and dragging the lower right corner and you may also move or remove an answer space that you have added.

Q 1 [Close](#)

When the Federal government began to move to integrate schools by legal compulsion, many Southern states objected to the action on the grounds that it violated the

- 1 principle of division of powers.
- 2 principle of separation of powers.
- 3 Bill of Rights.
- 4 agreement after the 1876 election.
- 5 unwritten constitution.

Answer

Question Layout

- [Answer Space Above](#)
- [Remove Answer Space](#)
- [Page Break Above](#)
- [Page Break Below](#)
- [Add Rule Line](#)
- [Add Workspace](#)
- [MC Toggle Options](#)
- [Stack Left \(2 column\)](#)
- [Stack Right \(2 column\)](#)
- [Exclude](#)
- [Go To Thumb](#)

Inserting a Page Break

Default page breaks, indicated by a *dotted gray line*, are automatically inserted based on the size and placement of the questions. You may force the print layout to break before or after a specific question by manually inserting a page break (indicated by a *dashed gray line*). When you insert a page break, the default page breaks will adjust. You may remove the page break you added by selecting Remove Page Break.

Adding a Rule Line

You may use the *Add Rule Line* option to insert a rule line after a question to provide a visual separation between questions. You may also remove a rule line you previously added.

Adding a Workspace

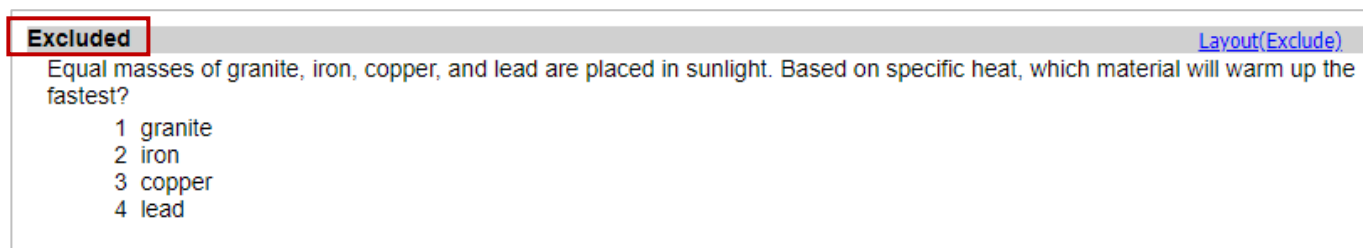
Some questions may require workspace for the student to display their work separately from that actual answer space. To insert a workspace, select *Add Workspace*. A box labeled *Workspace* will be inserted below the question and you can re-size it by clicking and dragging the lower right corner.

Changing Layout for MC Answer Options (MC Toggle Options)

The default layout is vertical. You can modify that format by clicking on *MC Toggle Options*. Each time you click on it the layout will change, cycling through three layout options: *Vertical*, *Horizontal* and *Stacked*.

Excluding a Question from the Print Format

The *Exclude* option allows you to exclude individual questions from the PDF. After you click *Exclude* and then *Close*, you'll see that the question number changes to the word *Excluded*, a gray bar is displayed across the top of the question, and the numbering for all other questions updates to reflect that the question has been excluded. Although the question is still visible on the screen, it will not be included in the PDF. The question will also be excluded from the Answer Key if you selected to include the Answer Key.



Excluded Layout(Exclude)

Equal masses of granite, iron, copper, and lead are placed in sunlight. Based on specific heat, which material will warm up the fastest?

- 1 granite
- 2 iron
- 3 copper
- 4 lead

Go to Thumb

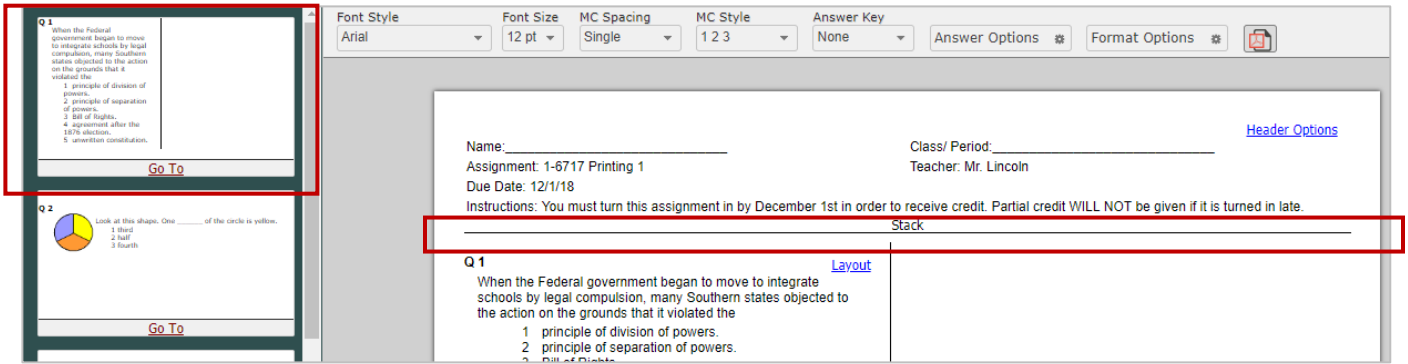
The last option in the layout options is Go to Thumb. If you are viewing a question in the layout section and you want the Thumbnail Section to display the thumbnail for that question, click on Go to Thumb and the Thumbnail Section will automatically scroll to display the correct image. This makes it easy for you to get to a thumbnail that you may want to move up or down in the question sequence.

Stacking Questions

Stacking allows you to split the page vertically and place questions on the left and right side. You can use the *Stack All* option under *Format Options* to place **all** questions into stacks or you may create stacks manually.

Creating Stack

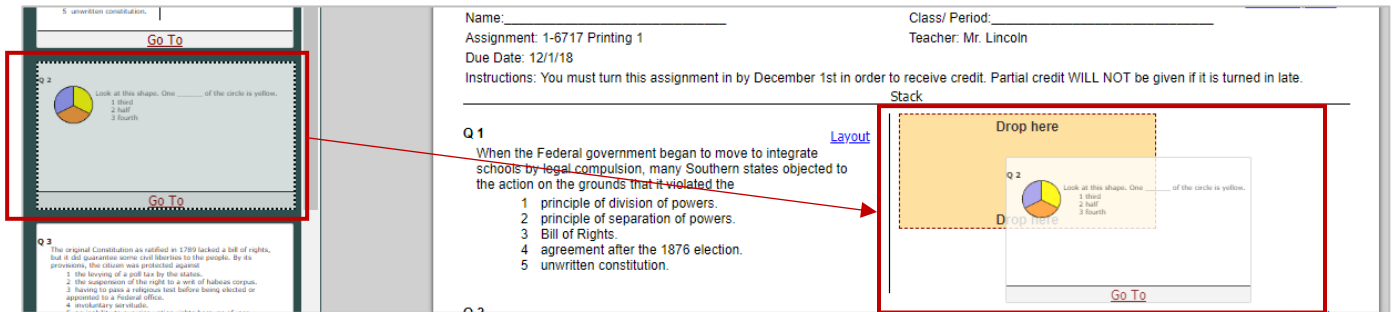
To manually create a stack, click on *Layout* for the question you want to start with and click either *Stack Left* or *Stack Right*. A line will be displayed above the question with the word *Stack* so you can easily see where your stack is. The thumbnail for the question you selected will also update to reflect that it is now in a stack.



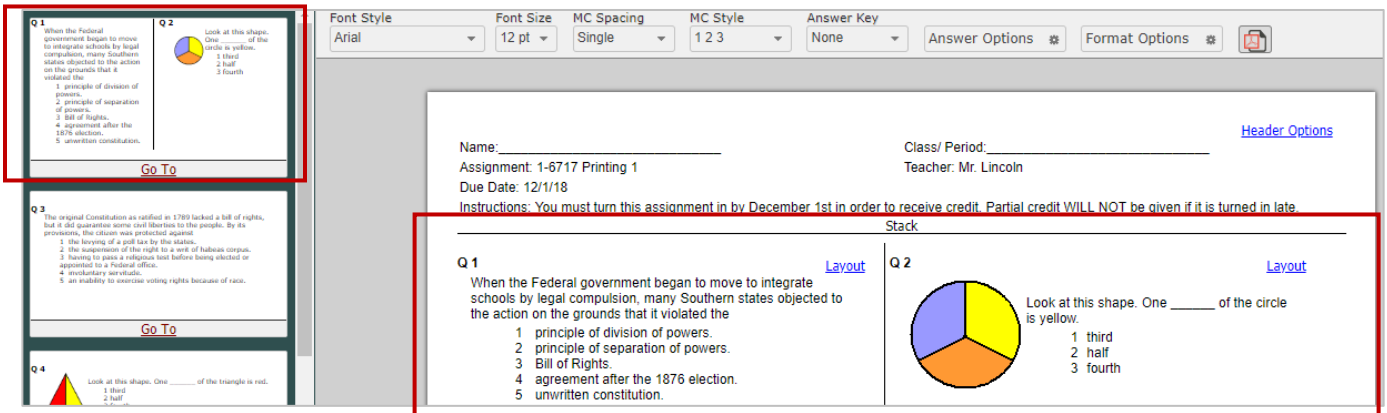
Adding Questions to a Stack

If you select Stack Left or Stack Right for questions that are directly above or below your stack, the question will be added to the bottom of that stack. If you select *Stack Left* or *Stack Right* for a question that is **not** directly above or below a stack, it will create another stack.

You can also drag-n-drop thumbnails into the stack. Left-click on the thumbnail for the question you want to add to the stack, hold the left-click and drag the thumbnail to the right into the *Layout Section* where the stack is. As you move the question, you will see a *Drop here* box indicating where it will be placed when you release it.



After you release the thumbnail where you want it, you will see the *Thumbnail* and *Layout* sections update to reflect the change.




Stack Exceeds Page Height

In order to maintain the appropriate question number sequence from page to page, **stacks should always begin right after a page break** and should not exceed the height of one page. As you add questions to a stack, if you add one that would make the stack exceed the height of a page, a red box and message will be displayed around the stack. This lets you know that you should remove a question to get the height back to the appropriate size. Once you've gotten it back within the appropriate height, the red box and message will go away.

Top of a Stack the exceeds page height

Stack Exceeds Page Height

| | |
|---|---|
| Q 1 When the Federal government began to move to integrate schools by legal compulsion, many Southern states objected to the action on the grounds that it violated the Layout | Q 6  Look at this shape. One _____ of the circle is yellow. Layout |
|---|---|

Moving a Stack

Once you've created a stack, you can move the stack's thumbnail up or down in the *Thumbnail Section* and the entire stack of questions will move. If two stacks are created and then moved so that they are adjacent to each other, they **will not auto-merge** into one stack. The reason for not auto-merging them is to avoid having merged stacks exceed the page height.


Rearranging Questions in a Stack


Once you've added questions to a stack, you can rearrange them the stack by clicking and dragging the question.

ECJ
5. GEN10Stack

[Go To](#)

Q 5
The original Constitution as ratified in 1789 lacked a bill of rights, but it did guarantee some civil liberties to the people. By its provisions, the citizen was protected against
1. the levying of a poll tax by the states.
2. the suspension of the right to a writ of habeas corpus.
3. having to pass a religious test before being elected or appointed to a federal office.
4. involuntary servitude.
5. an inability to exercise voting rights because of race.
[Go To](#)

Q 6

Look at this shape. One _____ of the circle is blue.
1. third
2. half
3. fourth
[Go To](#)


Q 7

Look at this shape. One _____ of the rectangle is pink.
1. half
2. quarter
[Go To](#)

Q 1[Layout](#)**Q 3**[Layout](#)

When the Federal government began to move to integrate schools by legal compulsion, many Southern states objected to the action on the grounds that it violated the

1. principle of division of powers.
2. principle of separation of powers.
3. Bill of Rights.
4. agreement after the 1876 election.
5. unwritten constitution.

[Drop here](#)

Q 4

Look at this shape. One _____ of the triangle is red.
1. third
2. half
3. fourth
[Layout](#)

[Drop here](#)

Q 2
The United States was never a member of

1. NATO
2. SEATO
3. the OAS (originally called the OAR)

Moving Q4 from right side to left side

Moving Questions from one Stack to another

If you have more than one stack, you can drag-n-drop a question from one stack into another stack. If all questions are moved from one stack to another, the "empty" stack will disappear.

Removing Questions from a Stack using Unstack

You can remove questions from a stack by clicking *Layout* and then *Unstack* or by dragging the question from the stack back over to the Thumbnail Section.