

## STUDENT PRINTING OF AN ASSIGNMENT

In order for a student to have access to print the PDF of an assignment the teacher must create the student PDF document first then within the assign option they will need to give the student access to the PDF.

### TEACHER – CREATING PDF

1. From the Teacher Center, click on **Assignments**
2. Click on the Printing icon to the right of the assignment
  - If you have GradeCam loaded, choose Standard Assignment Printing then click Continue
3. In the upper right, click on **Printing**
4. Choose **Create Student PDF**
  - A PDF file is created and stored in your download folder, however, it is not necessary to keep these in your download folder. Once created in Castle Learning, they are stored internally.
  - If you make a change to the assignment questions, you will need to create another PDF
  - You can view the PDF created at any time by going back into Printing, choose Printing in upper right and select View Student PDF
5. Once the PDF is created, the teacher will need to select the option **Allow Student to Print PDF** during the Assign to Students process otherwise the student will not see the option to print the PDF

### TEACHER – ALLOW STUDENT TO PRINT PDF

1. From the Teacher Center, click on **Assignments**
2. Click on the Assign/Monitor icon
3. Choose the tab **Assign to Students** or **Quick Assign**
4. Choose the Class(es) and then the students to assign to
5. Under the Initial Assignment Options section, check the box next to **Allow Student to Print PDF**
6. Choose all the other assignment options you prefer
7. Then click on **Assign**

### STUDENT – PRINTING ASSIGNMENT PDF

1. From the Student Center, students will need to view assignments from their teacher
2. If the teacher created the student pdf, the assignment will have an Adobe Acrobat icon which indicates the teacher has set the option allowing them to print the assignment
3. The student will click on the Adobe Acrobat icon to generate the PDF. From there the student can open and print the PDF

