



Printing Essays

Where do I find the Print Essays feature?

Teachers can print student essays from the *Prompt Report*. Click on the *Reports* tab and then Prompt Analysis to see the list of prompts to which students have written. Click on the prompt for the essays you wish to print. Click the *Print* button to print the latest scored draft for each student in the class. Click a student name to print just that student's latest scored draft. Then choose whether to print the essay and the score report (Whole Page) or just the essay (Essay Only).

Students can print their own essays as well. They should click on the *Portfolio* tab, click on the prompt title, and then click print. Students may print any draft of the essay, and can also choose to print the essay and score report or just the essay.