Option 1 – Accessing the prompt from the teacher “Home” tab

Step 1. Login and view your home tab

Step 2. Select the student whose prompt you wish to print

Step 3. Select the print button and print the prompt, or the whole page

You can click the date in the first column, or filter for a specific student’s writing by clicking this button.

Clicking this button gives you the option to (a) print just the essay, or (b) print the whole page.
Option 2 – Accessing the prompt from the teacher “Home” tab

Step 1. Login and go to your “Reports” tab

Step 2. Select “Prompt Analysis” under the Prompts section

Step 3. Select the prompt you wish to print out copies of
Step 4. Select the student whose prompt you wish to print

Select the name of the student from the list.

Step 5. Select the print button and print the prompt, or the whole page

Clicking this button gives you the option to (a) print just the essay, or (b) print the whole page.