Instructional Documentation



Title: WPS Online Evaluation System - Printing a Form

Description: How to print a blank form for an assessment on the Online Evaluation System.

## Instructions

- 1. Login to the Online Evaluation System at <a href="http://platform.wpspublish.com">http://platform.wpspublish.com</a>
- 2. Click **Assessments** on the top of the page.

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3. Click into **My Assessments** or **Free Scoring** to locate the assessment.

## 4. Click the **Documents** tab.

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5. Click the button **Click to view** for the appropriate form



- 6. Lastly, right-click anywhere inside the PDF document and choose **Print** or **Save as**...
- 7. If you have any trouble, please call WPS Technical Support at 1-800-648-8857 or 424-201-8800 or email us at support@wpspublish.com.