# How-To- Access Exam Document ID and Print your Exam4 Exams in Classes.Pace.edu

In the following screenshots you will see a step-by-step process on how to access your exam document ID and how print your exam (**should you choose to do so**) in Classes.pace.edu. Keep in mind you will either need to use the exam document ID for viewing the Exam questions in Exam4 or Print your exam for a hard copy of the exam questions.

1. First open your browser and Go to your course in **Classes.pace.edu**.
2. On the Blue Navigation Bar Click on "**Activities**". Then click on "**Assignments**".
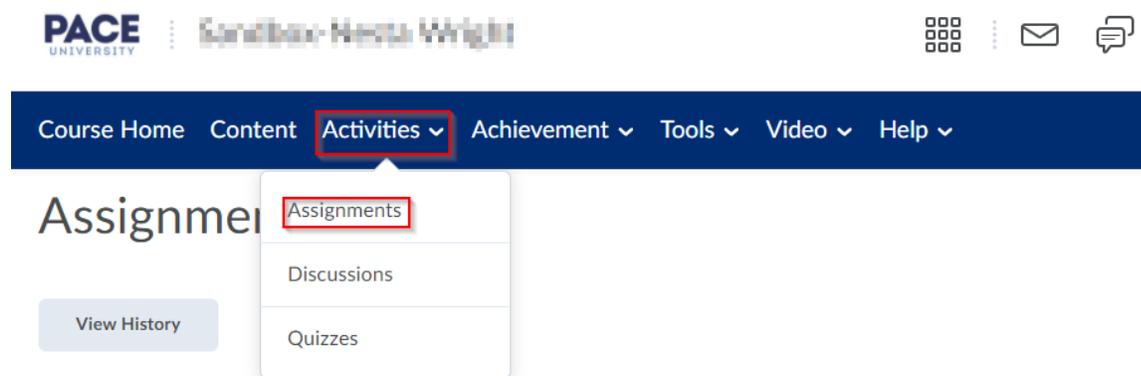
3. Under the assignment tab Click on **Final Exam** (You will also find your Exam4 instructions document here) to expand the selection (Then Click on **Show Assignment Information**). There you will find the exam document ID.
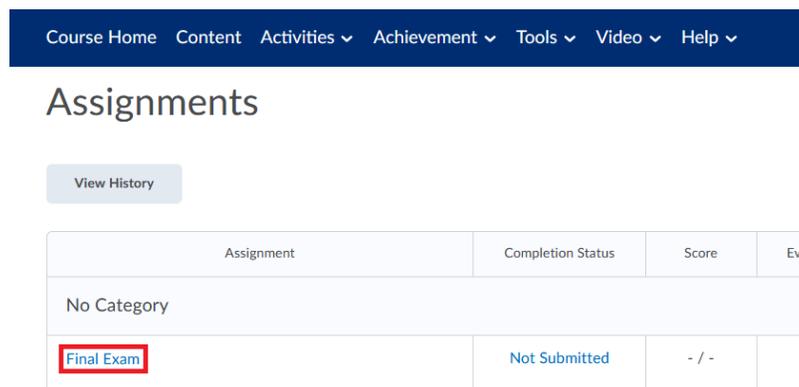
1. Click on" Final Exam" to download then open the document. **NOTE**: We strongly recommend using **Google Chrome**, or **Firefox**, for better function and accessibility. (**DO NOT USE**) Safari or Microsoft edge. When you download your Exam, the file will be sent

to the appointed default location of your computer.

2. Items you will find on this screen are:
   a. **Document ID #**
   b. **Start Date and time (This is not reflecting the actual start time of the exam just the time that the exam is available to be printed in Classes.pace.edu).**
   c. **End date and time (This is not reflecting the actual end time of the exam just the time in which the exam will no longer be accessible in Classes.pace.edu).**

Final Exam

▼ Hide Assignment Information

Instructions

Document ID - 12345 (The document ID for your exam may be between five or more characters long).

Attachments

📄 Final Exam.docx (243.58 KB)

📄 Exam 4 - Exam Day Remote instructions.docx (21.05 KB)

NOTE: Please keep in mind that you will not be able to access or print the attachment once you have started "**Eexam4 Application**". Therefore, you will need to download and print a copy of Final Exam prior to starting the Exam 4 application.

Printing your exam must be done before starting Exam4… You can also

retrieve your **document ID number** on the top of your final exam document t (i.e., below figure).

FINAL EXAM

Document ID :12345678910
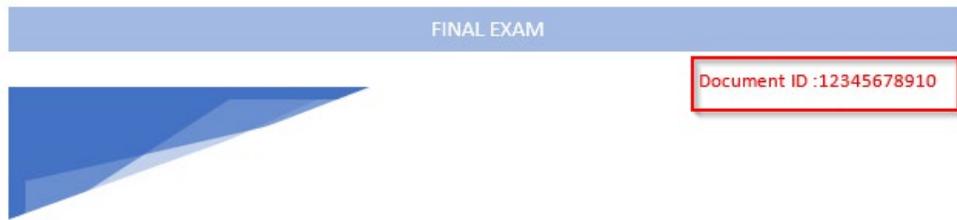
3. In Microsoft windows Select **File Explorer** from the taskbar or press shortcut keys the **Windows logo key + E**. to populate explore window.

4. Under **Quick access**, select **Downloads**. You can also find your Downloads document.

Assignment	Completion Status	Score
No Category		
Final Exam	Not Submitted	- / 100
Attachments		
📄 Final Exam.docx (243.58 KB)		

Final Exam.docx ∧

⬇ | ☑ 📁 ⯆ | Downloads

File   Home   Share   View

← → ∨ ↑ ⬇ › This PC › Downloads

Name	Date modified	Type
⭐ Quick access		
💻 Desktop 📌	∨ Today (2)	
⬇ Downloads 📌	📄 Final Exam.docx	11/9/2021 2:50 PM	Microsoft Word D...
📄 Documents 📌	📁 Homework	11/9/2021 3:32 PM	File folder
🖼 Pictures 📌		

5. Double click to open the file than Click the **File tab**.

6. Click **Print**. (Note: You can examine the print preview on the right side of the screen to ensure the document appears correct).
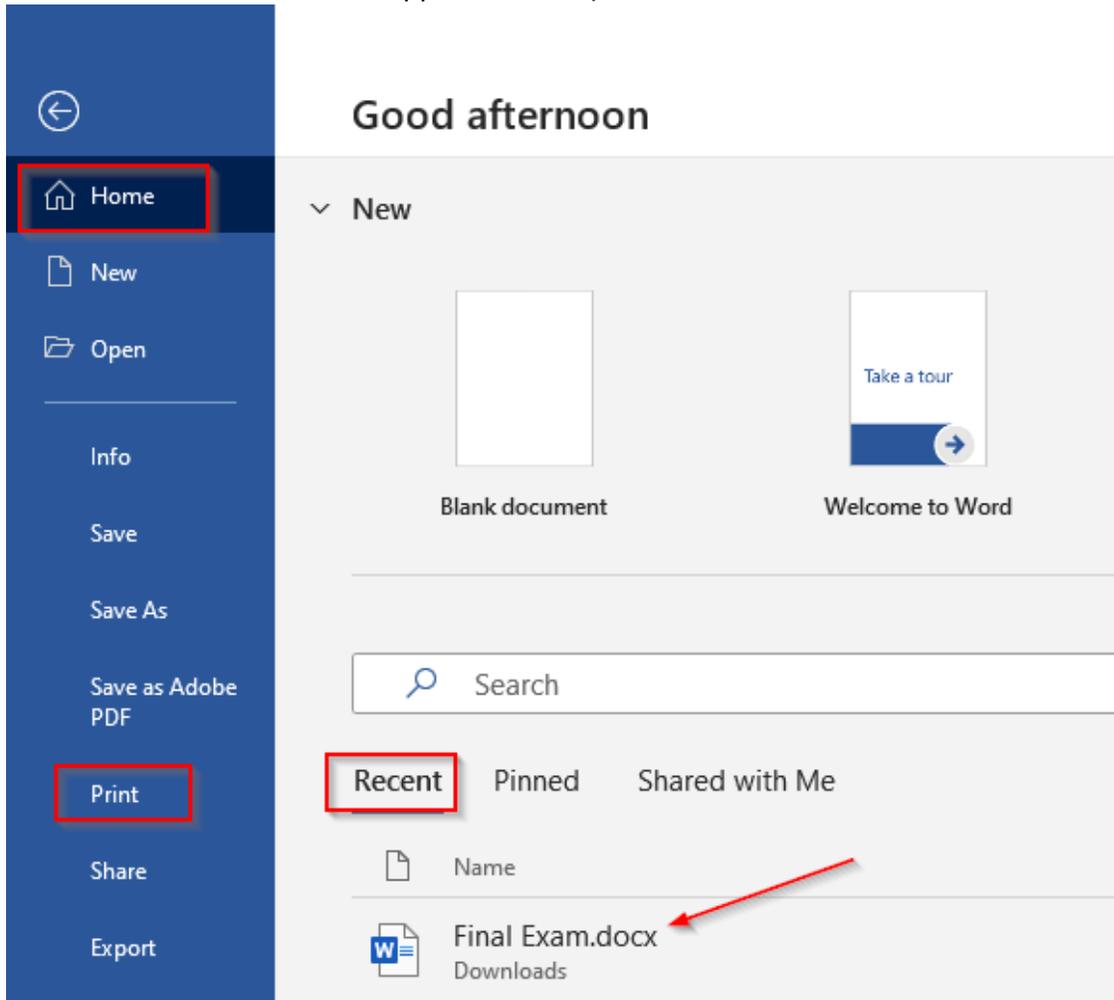

7. **Select** the correct printer by **clicking the Printer list arrow** and selecting it from the list.
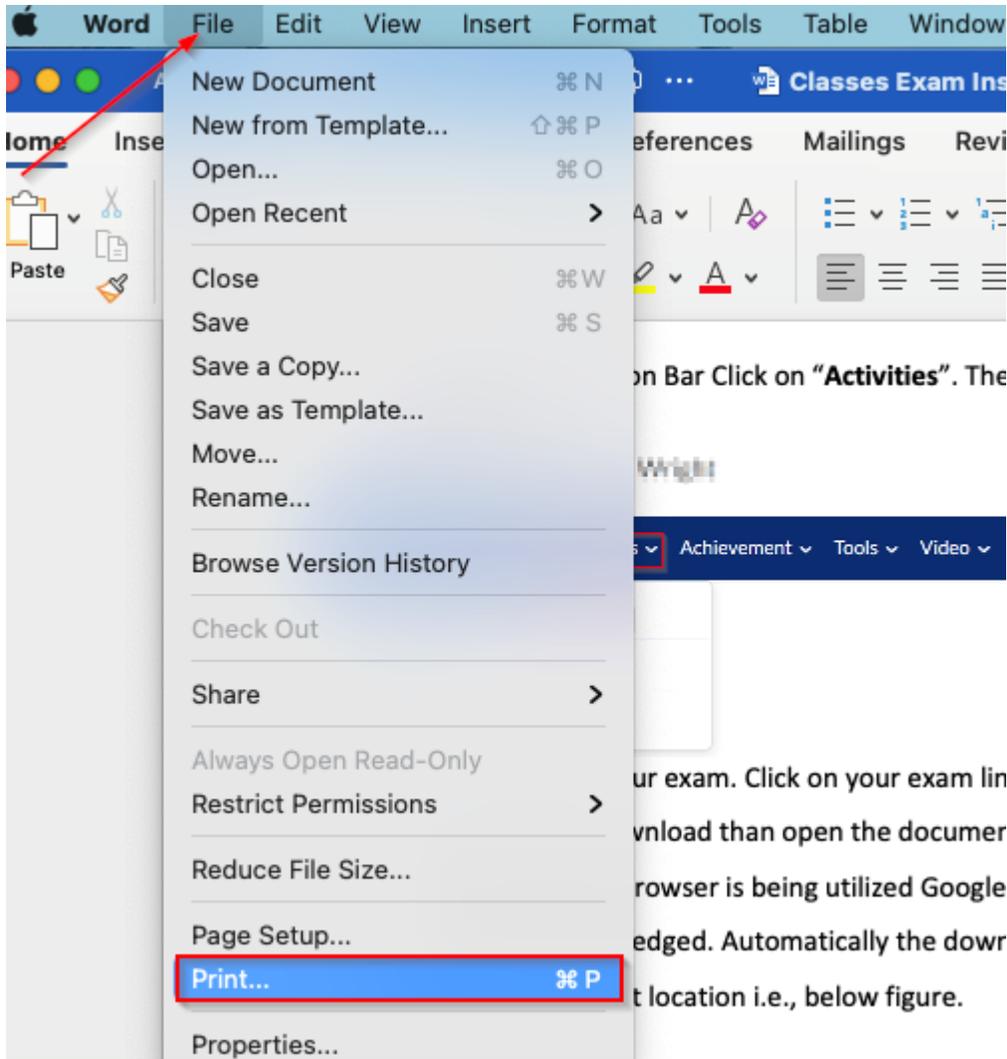
Print

Copies: 1

[Print icon]
Print

Printer

ⓘ

[Printer icon] HP Color LaserJet Pro M452...
Ready ▼

Printer Properties

Settings

[Document icon] Print All Pages
The whole thing ▼

Pages: [   ] ⓘ

[Document icon] Print One Sided
Only print on one side of th... ▼
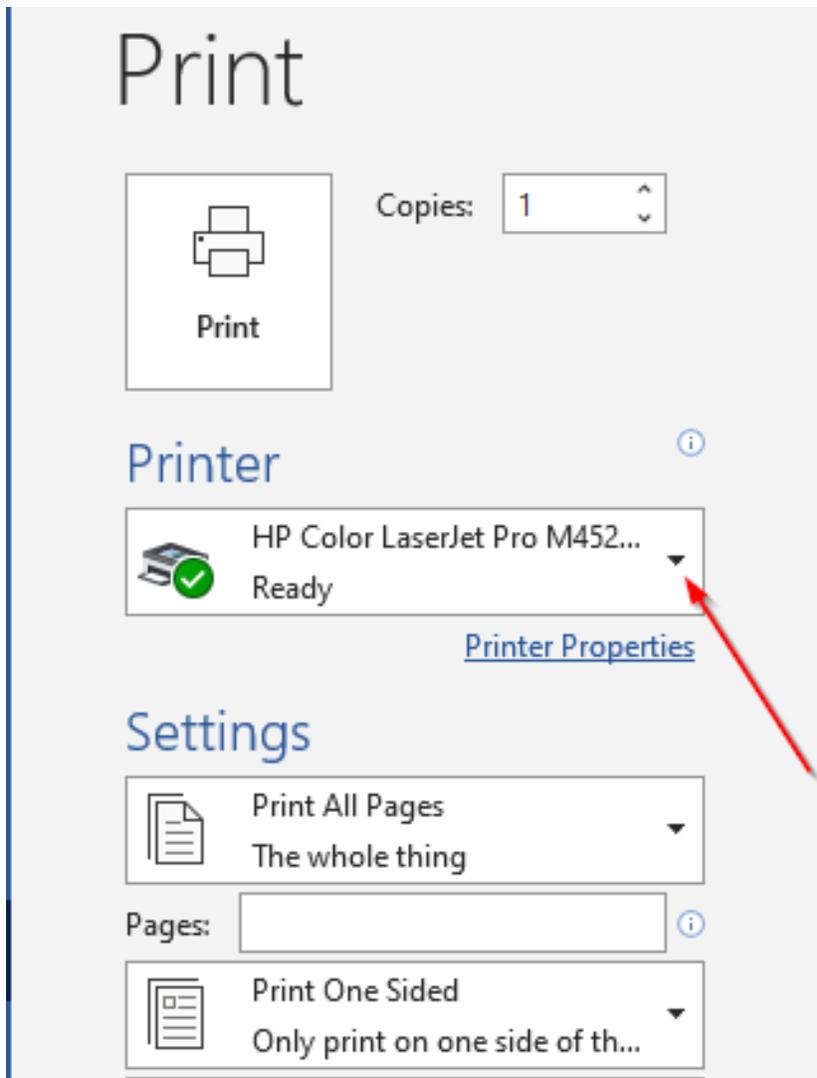
How to Print on a Mac?

8. For Mac iOS platform users by pressing both **Command-Option-L** keys to open the Download folder. This keyboard command will take you right to your downloads folder in the Finder window where the file is located. It's much quicker than clicking your way there.
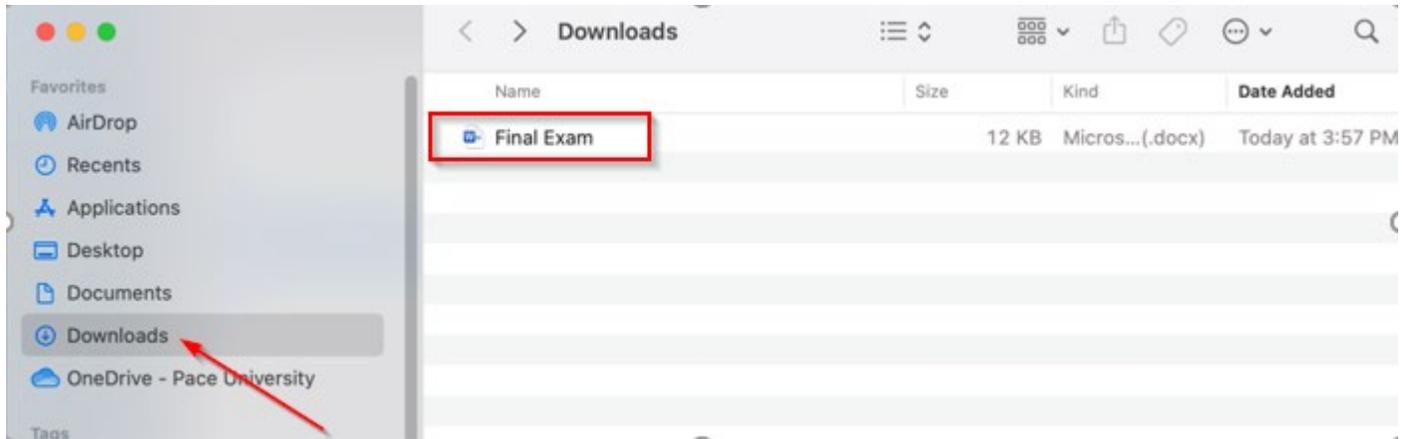
9. Open the document on your Mac, **choose File** Print Next, **click Print** at the bottom of the drop-down menu, or press **Command-P**. The Print dialog will open, with a preview of your document.

10. Click the **arrows** above the preview to scroll through the pages if needed. Then choose the **printer** you want to use and print.

Note: If there are no printer options, you will need to select **Add Printer** or nearby. In the pop-up window, select your printer and click the **Add button** in the bottom-right corner adding printer accordingly.