TMS 2.0

VA

Admin Job Aid

Create an Exam

Talent Management System

Admin Job Aid: Create an Exam

(Revision date: September 15, 2020)

Purpose

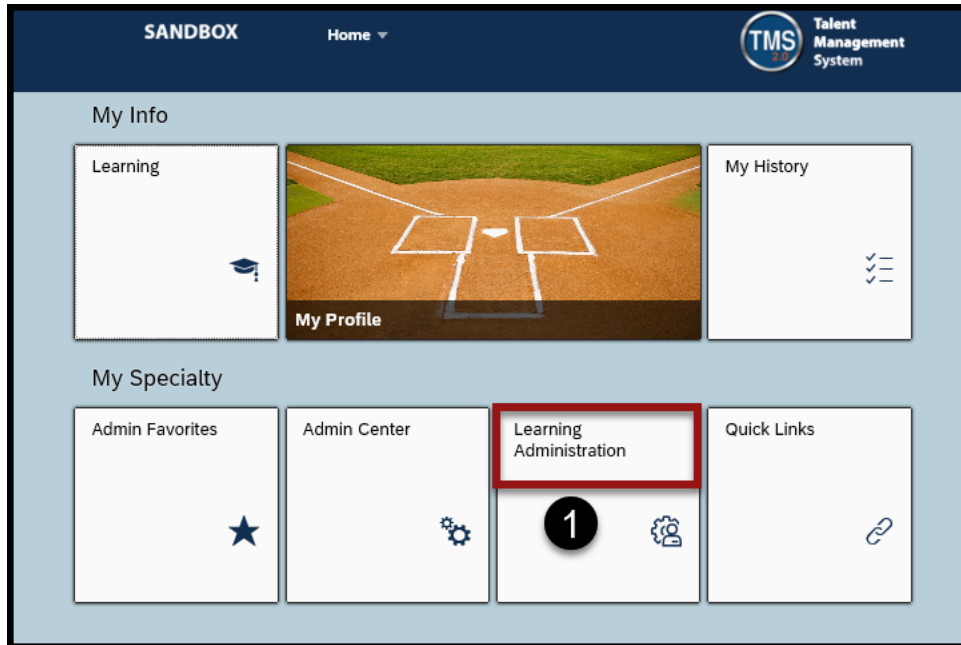The purpose of this job aid is to guide you through the step-by-step process of creating an Exam.

In this job aid, you will learn how to:

- Task A. Access Learning Administration
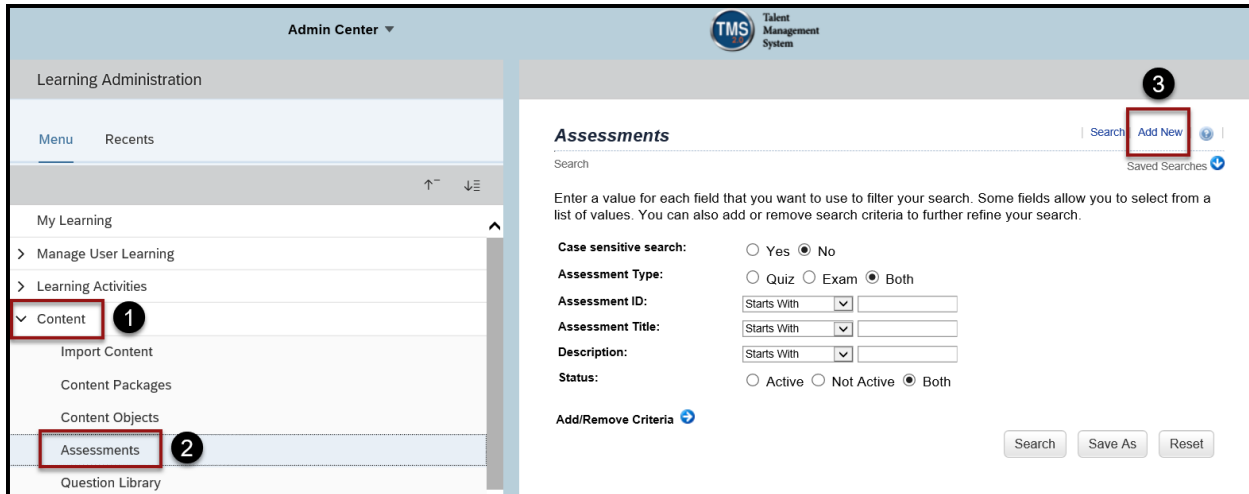- Task B. Create an Exam

Task A. Access Learning Administration

1. Select the **Learning Administration** link.

![TMS logo] **Talent Management System**

Task B. Create an Exam

1. Select **Content** to expand the menu of options.
2. Select **Assessments**.
3. Select the **Add New** link.
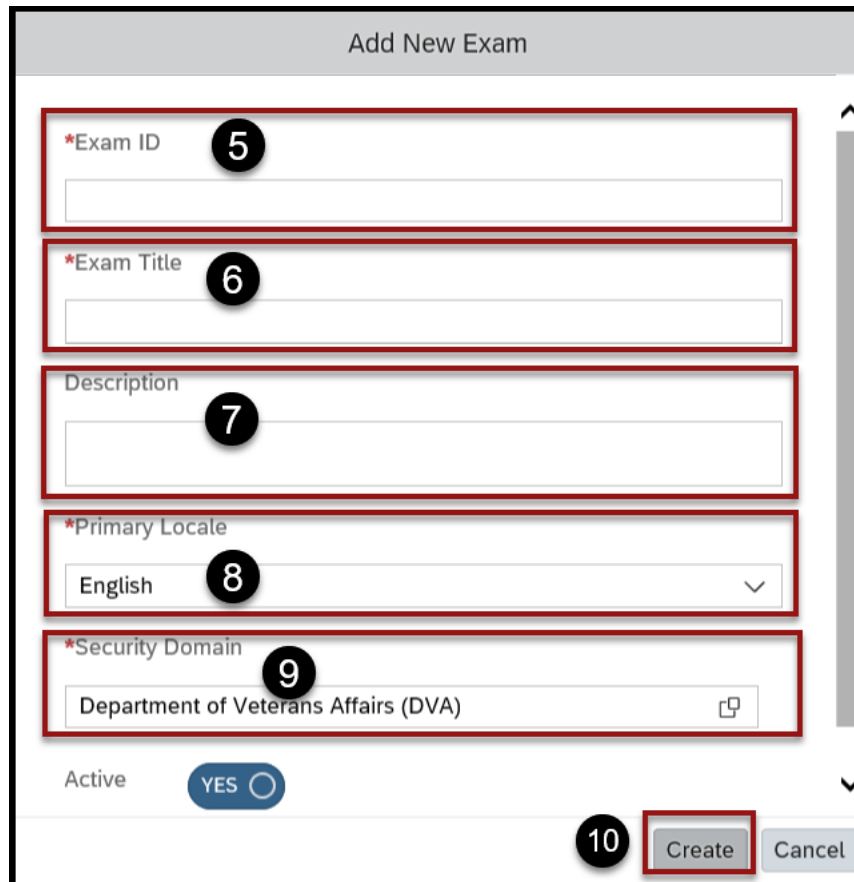
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4. At this point, you must choose to either create a Quiz or an Exam. If you want to create a quiz, select **Add New Quiz**. If you want to create an exam, select **Add New Exam**.

5. Enter an **Exam ID**.

6. Enter an **Exam Title**.

7. Enter a **Description**.

8. **Primary Locale** should always be English.

9. Enter a **Security Domain**.

10. Select **Create**.