



TMS  
2.0

VA

# Admin Job Aid

Create an Exam



## 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.

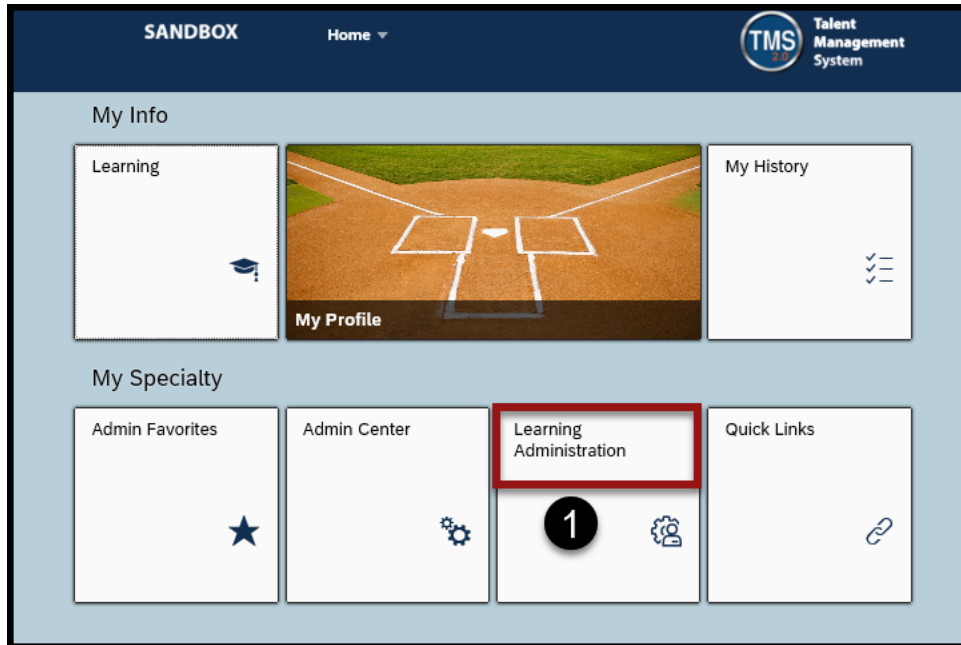
In this job aid, you will learn how to:

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



 **Task A. Access Learning Administration**

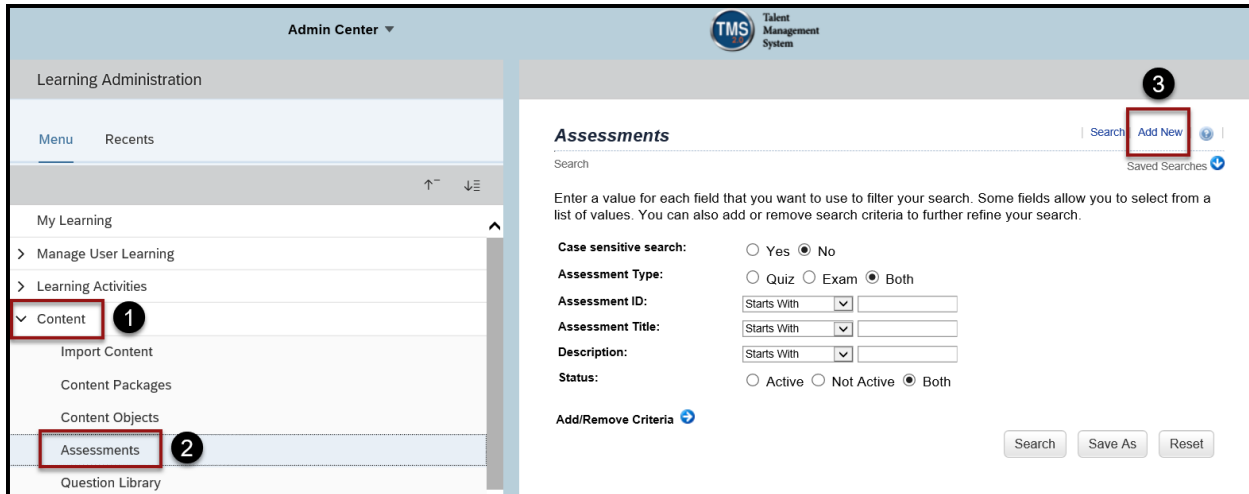
1. Select the **Learning Administration** link.





## Task B. Create an Exam

1. Select **Content** to expand the menu of options.
2. Select **Assessments**.
3. Select the **Add New** link.





The screenshot displays the TMS Admin Center interface. On the left, the 'Learning Administration' sidebar is visible, with 'Content' (1) and 'Assessments' (2) highlighted. The main content area shows the 'Assessments' page, where the 'Add New' link (3) is highlighted. The page includes search filters for 'Case sensitive search', 'Assessment Type', 'Assessment ID', 'Assessment Title', 'Description', and 'Status', along with 'Add/Remove Criteria' and 'Search', 'Save As', and 'Reset' buttons.

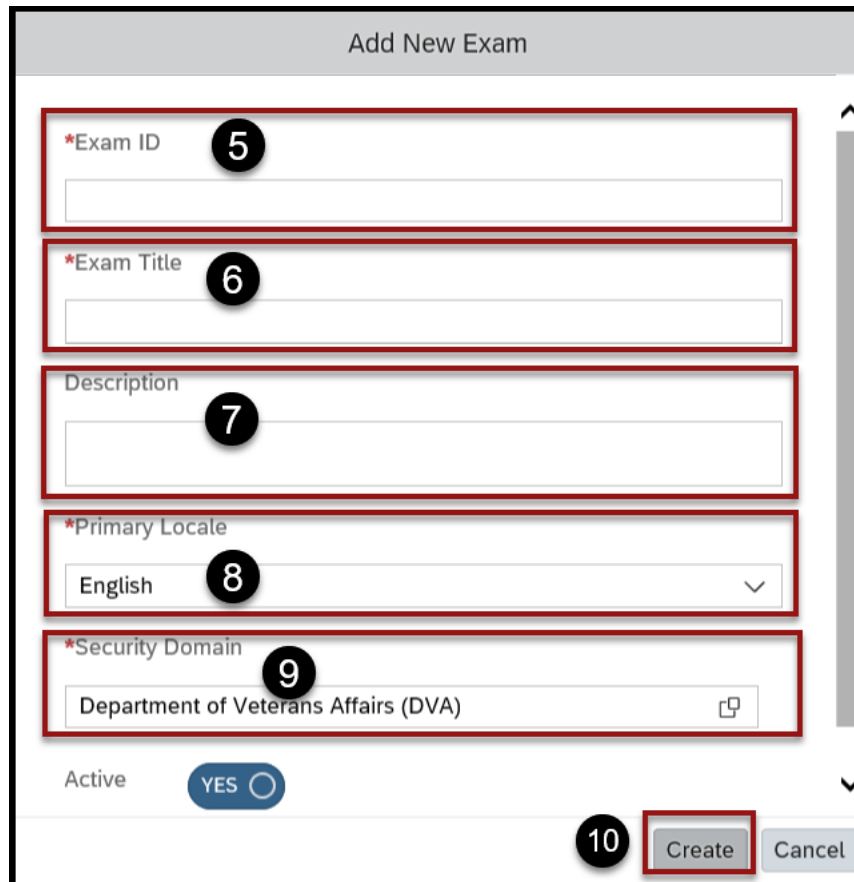
4. At this point, you must choose to either create a Quiz or an Exam. If you want to create a quiz, select **Add New Quiz**. If you want to create an exam, select **Add New Exam**.

Add New Assessment

Please select the type of assessment you would like to add. 4

<p> <b>Add New Quiz</b></p> <p>Quizzes are lightweight assessments that do not require centralized management of questions.</p>	<p> <b>Add New Exam</b></p> <p>Exams are formal assessments that support all quiz features and advanced features such as randomization of questions using objective-based question pools and question variants, as well as version-level tracking and reporting of responses.</p>
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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**.



The screenshot shows a web form titled "Add New Exam". The form contains several input fields, each with a red border and a numbered callout:

- 5**: \*Exam ID (text input field)
- 6**: \*Exam Title (text input field)
- 7**: Description (text input field)
- 8**: \*Primary Locale (dropdown menu with "English" selected)
- 9**: \*Security Domain (dropdown menu with "Department of Veterans Affairs (DVA)" selected)

At the bottom of the form, there is an "Active" toggle set to "YES" and two buttons: "Create" (highlighted with a red box and callout **10**) and "Cancel".