Admin Job Aid: Create an Exam

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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.
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.
10. Select Create.