Admin Job Aid: Add an Exam to an Item

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Purpose

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

In this job aid, you will learn how to:

- Task A. Access Learning Administration
- Task B. Searching for an Item
- Task C. Add an Exam to an Item
Task A. Access Learning Administration

1. Select the Learning Administration link.
Task B. Searching for an Item

1. Select **Learning Activities** to expand the menu of options.
2. Select **Items**.
3. Enter **search criteria**.
4. Once you have entered the desired search criteria, select **Search**.
5. In the search results, select the desired **Item hyperlink**.
Task C. Add an Exam to an Item

1. Once you have opened the item record, select the **Online Content** tab.
2. Select the **arrow** to view the drop down list of options.
3. Select **Add Assessment**.
4. Enter the **Assessment ID**.
5. Enter the **Assessment Title**.
6. Select **OK**.

7. Select **Save**.