

Copying an Exam

- 1. Click Exams
- 2. Select Manage Exams
- 3. Click the **blue gear** to the left of the exam that is too be copied

⊘Exam MASTER ® Academic Manager	■ Manage Exam	15		Julian Sudler 🛛 💭	Messages 0 🐼 Settings 🌓 Dogout	
Go to User Mode Tutorials	Manage Exams					
Current Program:	Name:	Show Include		Updated Between	Owner	
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Exam Activity	Assign Exam					
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Content +	Archive Exam					
Administration +	Delete Exam					

4. Select Copy Exam

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	Сору 1	E i i
	Make a copy of this exam to yourself or another faculty member	— I I
D	Copy To Sudler, Julian	- 11
C	Copy Exam	

- 5. Name the new exam
- 6. Select a faculty member, from the drop-down box, that will receive the copied exam
- 7. Click Copy Exam