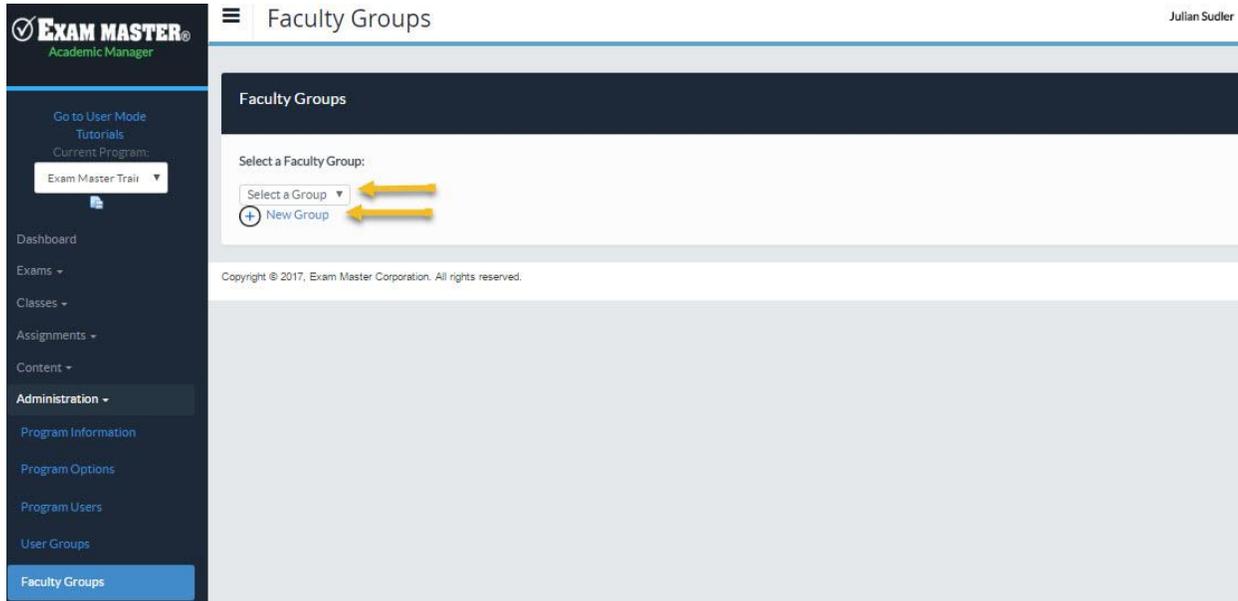


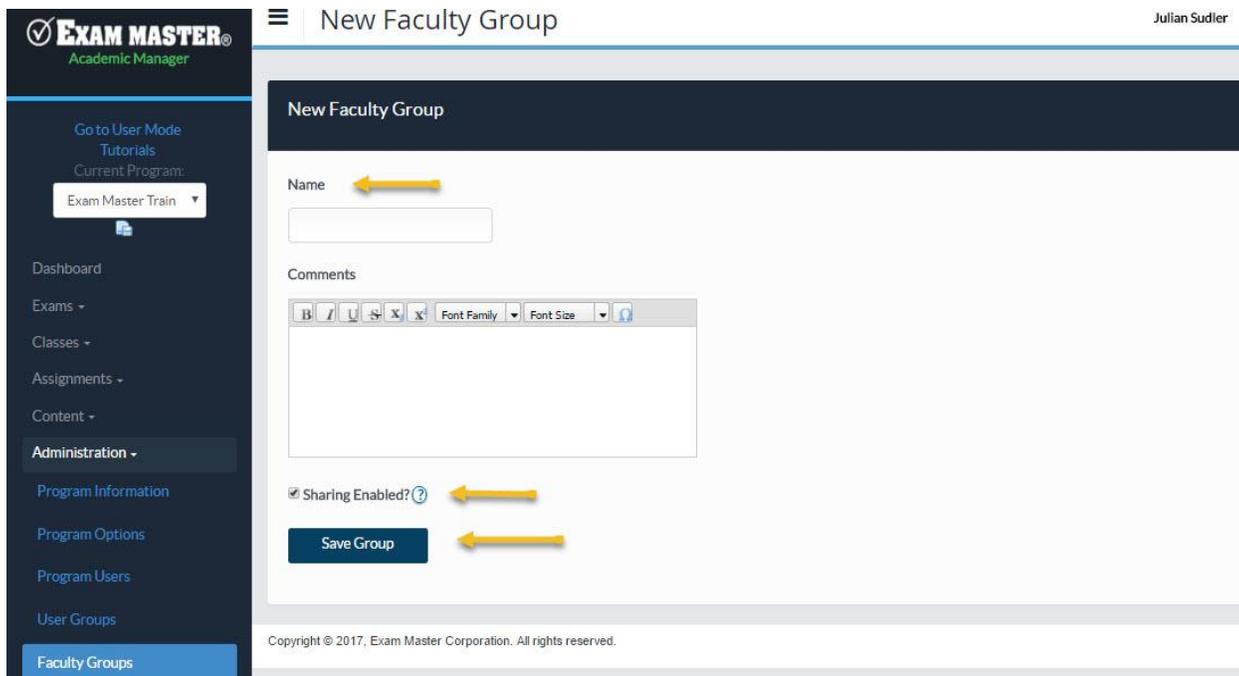
## Creating A Faculty Group

1. Click **Administration**
2. Select **Faculty Groups**
3. Click **New Group**



4. Name the group
5. Click **Save**

\*To assure all the members within the group can see each others exams and assignments, make sure **Sharing Enabled?** Is checked



6. Click **Add All** to add all faculty members to the group or click each individually to add them to the Group List
7. Click **Remove All** to remove all faculty members from the group or click each individually

The screenshot displays the 'Edit Faculty Group' interface in Exam Master Academic Manager. At the top, a success message states 'Successfully created Faculty Program Group.' Below this is the 'Manage Faculty Group' section, which includes a dropdown menu set to 'Tutorial', 'New Group' and 'Delete Group' buttons, and metadata for the group: 'Group Name: Tutorial', 'Created: 2017-06-28 15:12', and 'Revised: This group has not been revised.' The 'Users' section features an alphabetical filter bar with 'All' selected. Below the filter are two panels: 'Available Users' and 'Group List'. The 'Available Users' panel contains an 'Add All' button and a list of users: 'Classes, Mike', 'Faculty, Demo', 'Faculty, Greg', 'Firstclass, Jace', and 'Gardner, Robert'. The 'Group List' panel contains a 'Remove All' button and the text 'No members in the group.' Yellow arrows point to the 'Add All' and 'Remove All' buttons.