

Creating A Faculty Group

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

⊗Exam master ®	■ Faculty Groups	Julian Sudler
Academic Manager		
Go to User Mode Tutorials Current Program: Exam Master Trair	Faculty Groups Select a Faculty Group: Select a Group ▼	
Dashboard		
Exams - Classes -	Copyright © 2017, Exam Mester Corporation. All rights reserved.	
Assignments -		
Content +		
Administration -		
Program Information		
Program Options		
Program Users		
User Groups		
Faculty Groups		

- 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

⊗E xam master₀	■ New Faculty Group	Julian Sudler
Academic Manager		
	New Faculty Group	
Current Program: Exam Master Train	Name	
Dashboard	Comments	
	B I U S X X ⁴ Font Family ▼ Font Size ▼ Ω	
Classes +		
Assignments +		
Content +		
Administration -		
	Sharing Enabled? ()	
Program Options	Save Group	
Faculty Groups	Copyright © 2017, Exam Master Corporation. All rights reserved.	

- 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

⊗Exam master®	≡	Edit Faculty Group	Julian Sudler 📈 Messages 0 🔅 Settings 😓 Logout
Academic Manager Go to User Mode Tutorials Current Program:	Succi	essfully created Faculty Program Group. nage Faculty Group	×
Exam Master Train	Sel	lect a Faculty Group: iutorial × New Group × Delete Group	Group Name: Tutorial Created: 2017-06-28 15:12 Revised: This group has not been revised.
Assignments + Content +	User	rs Edit Name	
Administration +			AU A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Program Information			(Click on a letter to display only available users whose last name begins with that letter)
Program Uptions Program Users	А	vailable Users	Group List
User Groups Faculty Groups		Add All	Remove All
Program Statistics Program Outlines	Cl Fa Fa	lasses, Mike aculty, Demo aculty, Greg rstclass, Jace podelase, Robert	No members in the group.