

## **Creating a Program Outline**

- 1. Click Administration
- 2. Select Program Outlines
- 3. Click Manage Outlines
- 4. Click Add Outline

⊗Exam master₀	■ Program Outlines				
Academic Manager				Show All Questions	
Go to User Mode Tutorials	P	rogram Outlines	2	0 questions listed	
Dashboard	Cl *.	<i>ick caret to expand.</i> Incomplete			
Exams <del>-</del> Classes -		There are no outlines to display.	x		
Assignments 🗸		Click 'Add Outline' to get started.			
Content -		Add Outline (2)			
Administration 🗸					
Descention Informations					

5. Type a name for the outline and click **Add** or the to (×) delete the entry

⊗ <b>E</b> xam master₀	■ Program Outlines	
Academic Manager	Program Outlines	Show All Questions
Go to User Mode Tutorials	10.484 Collicological	0 questions listed
Dashboard	Click caret to expand. * - Incomplete	
Exams 👻		
Classes 🗸	There are no outlines to display. X	
Assignments 🗸	Click 'Add Outline' to get started.	
Content -	Outline Namel	
Administration -		
Program Information		

6. Click the caret to the left of the newly added Outline name to add a Topic or use the  $\oslash$  to edit the name of the outline or the  $\bigotimes$  to delete the entry



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## 7. Enter a **Topic** and click **Add**

⊗ Exam master₀	■ Program Outlines		
Academic Manager Go to User Mode	Program Outlines	Show All Questions	
Tutorials	Click cost to even a	o questions listed	
Dashboard	* - Incomplete		
Exams -	▲ Outline Name (0) * ② ⑧		
Assignments -	New Topic		
Content <del>-</del>	Add Outline (?)		
Administration 🗸			

8. Click the caret to the left to add a Subject to the topic or Click **Add Topic** to add more topics.



9. Click Add Subject



## 10. Enter a Subject and click Add

<b>⊘Exam master</b> ₀	■ Program Outlines		
Academic Manager		Show All Questions	
Go to User Mode Tutorials	Program Outlines 🔋 🔉	0 questions listed	
Dashboard	<i>Click caret to expand.</i> * - Incomplete		
Exams 👻	▲ Outline Name (0) * ② ⊗		
Classes 🗸	▲ New Topic (0) * ⊘ ⊗		
Assignments <del>-</del> Content <del>-</del>	New Subject		
Administration <del>-</del>	Add Topic		
Program Information	Add Outline ③		
Program Options			

11. Continue the process by adding additional Subjects or Topics as necessary

