
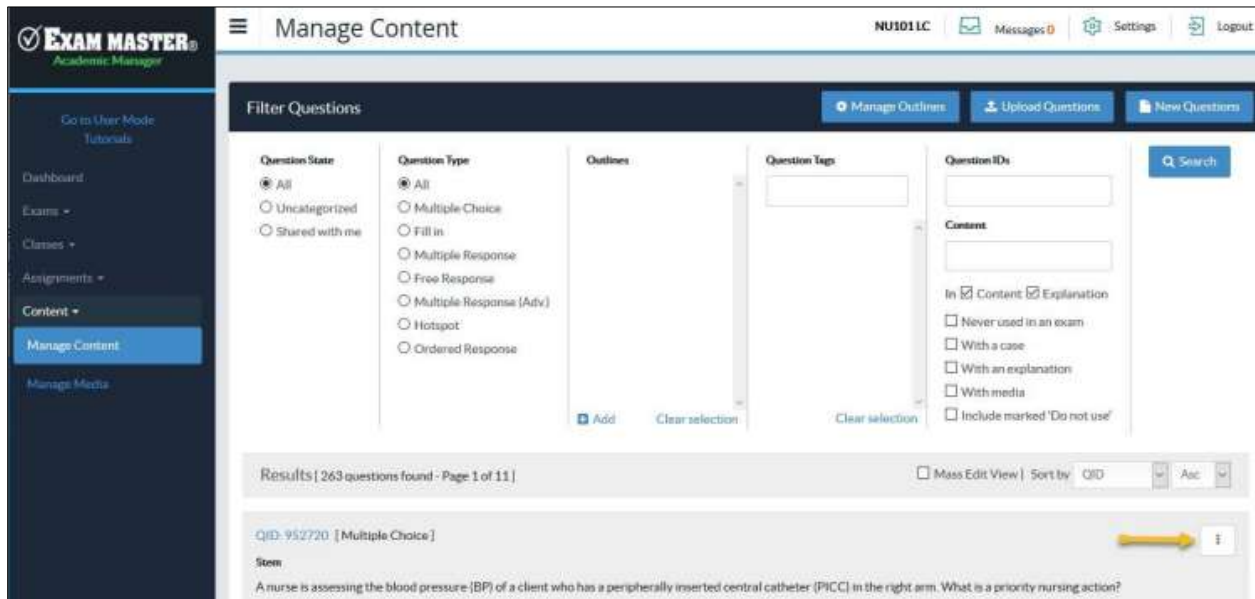
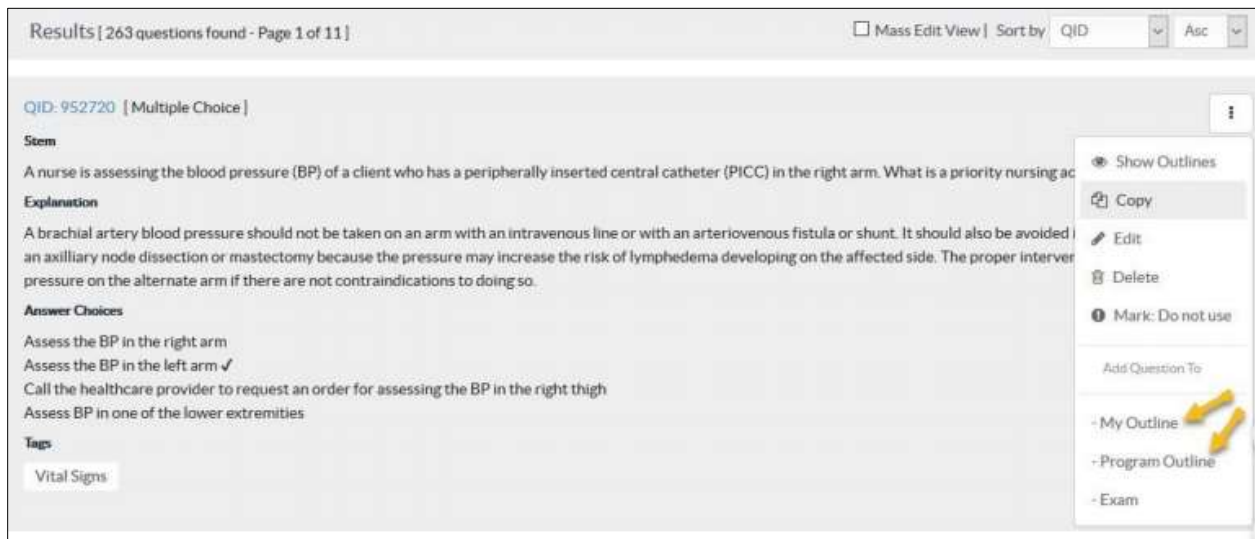


Associating Questions to an Outline

1. Click **Content**
2. Select **Manage Content**
3. Click the **Menu Options**  button



4. Click either **My Outline** or **Program Outline** (depending on where you would like the question associated)



5. Select the **Outline**, **Topic**, and **Subject** you want the question associated to per your outline selection.
 - a. Once on the new window for selecting your **Outline**, **Topic**, and **Subject**, you can switch between **My Outline** and **Program Outline** to change previous associations.
6. Click **Save**
7. Close the window.



Add Question to Program Outline

My Outline | **Program Outline**

Select an outline from the outlines that are available to this question. Only outlines that are complete and do not already contain the question will be available.

Outline: [Pick an Outline] ←

Topic: ←

Subject: ←

Save ←

Please Note: It may take 5 to 10 minutes for question changes to become searchable.

**Each question can be associated to several outlines, but it can only appear once in the same outline.

