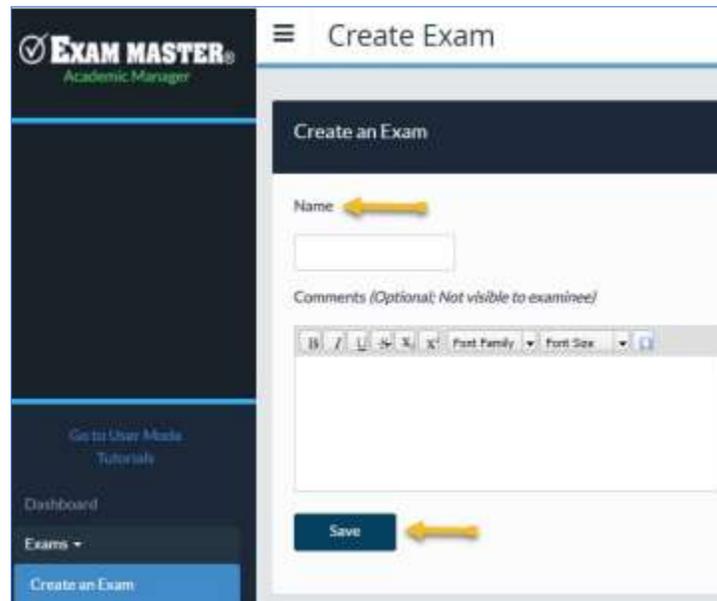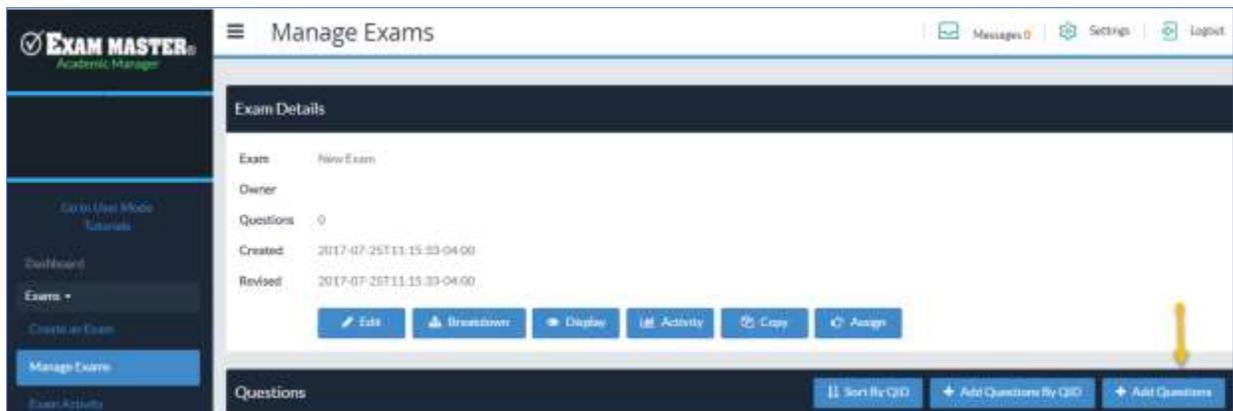# Creating an Exam

1. Click **Exams**

2. Select **Create an Exam**

3. Name the exam and add any desired comments for yourself or other faculty members (examinees will not be able to see any of this information)
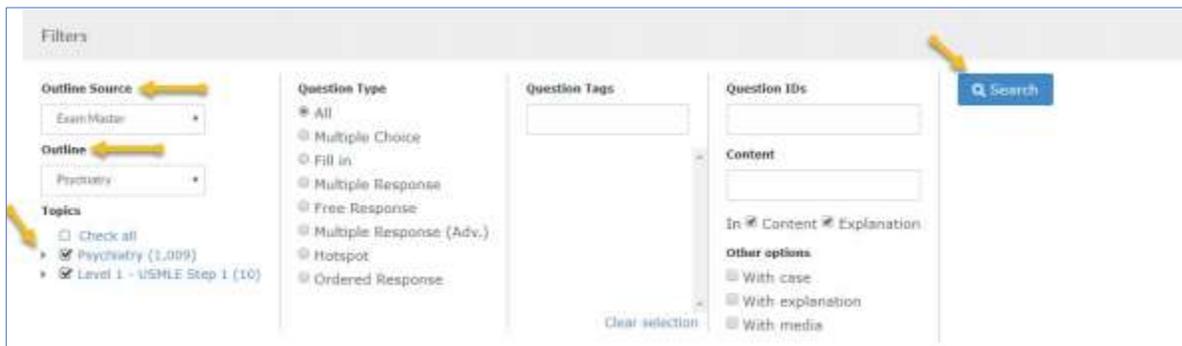

4. Click **Save**

    a. You will be automatically redirected to the *Manage Exams* page for this exam

5. Click **Add Questions**

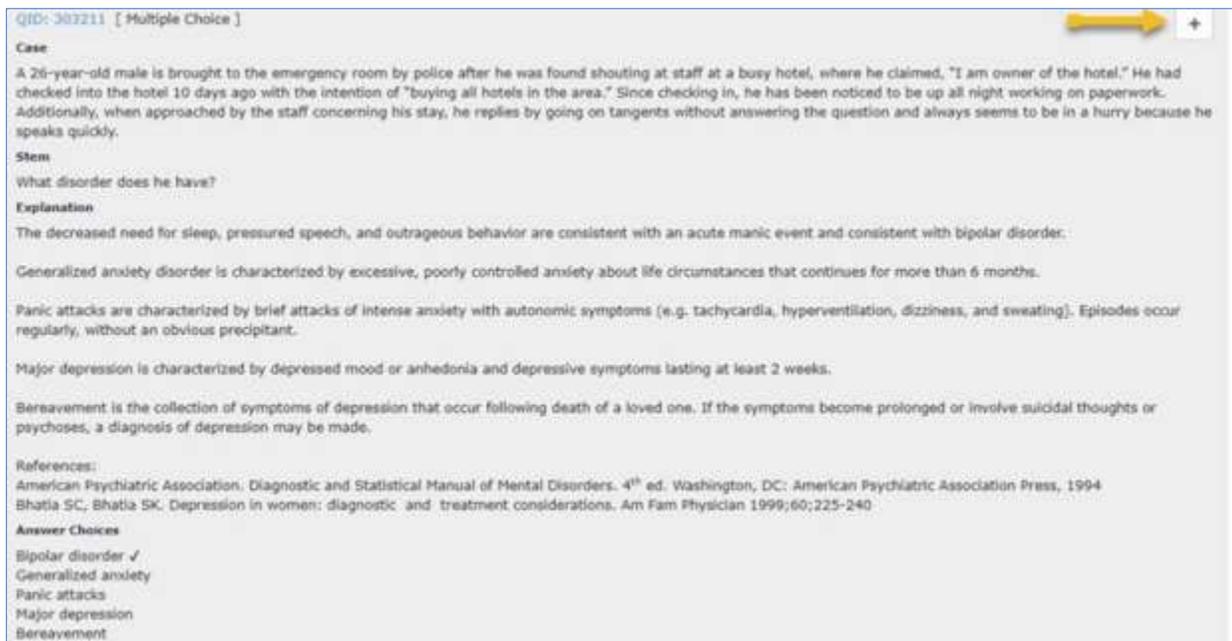6. **Choose an Outline Source** (Exam Master, Authored, Program) from the dropdown menu

   a. **Exam Master** – provides access to our resources

   b. **Authored** – displays any questions you have entered into your Content or copied to your outline from Exam Master

   c. **Program** – provides program specific outlines that have been created by Program Admins

7. After choosing the source, select an **Outline**

8. Click the carets next to the outline name to display Topic, Sub-Topics, and Subjects within an outline or select the whole outline

9. Click **Search** to generate question list

10. Click the **+** to manually add individual questions to the exam

11. Click **Pick random questions from results** to type a specific number into the text box and click **Add** to randomly add questions from the search generated list

    a. To prevent duplicating questions from a previous exam, type a date into the **not used since** box

12. The questions added will appear on the created Exam