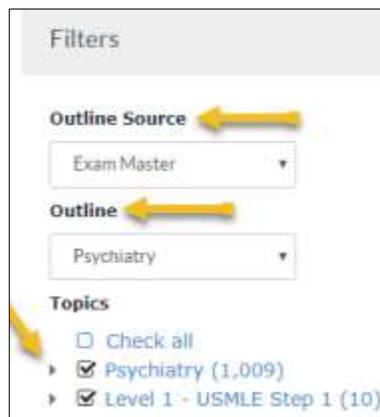


# Searching Exam Master Questions

1. Click **Exams**
2. Select **Manage Exams**
3. Click an exam that has not yet been assigned
  - a. Unassigned exams will be noted with an **x No** under **Assigned**

Name	Owner	Assigned
Demo January 2020	Faculty, Claudia	✘ No
Demo Physiology Exam	Faculty, Claudia	✔ Yes
Demo Anatomy Exam	Faculty, Claudia	✔ Yes

4. Click **Add Questions**
5. **Choose an Outline Source** (Exam Master)
6. **Select an Outline**
7. Choose a topic level by checking the box
8. Display additional levels of the outline by clicking the caret to the left of each level



9. If desired, you can further filter your search

- a. **Question Type** – searches by the type of question used (Exam Master Questions are Multiple Choice questions)
- b. **Question Tags** – preassigned keywords attached to questions
- c. **Question IDs** – searches for the specific ID number of a question, can search multiple QIDs at once if you know them
- d. **Content Search** – runs a keyword search for all questions containing that specific information

10. Once all desired options are selected, click **Search**

The screenshot shows a 'Filters' panel with several sections:

- Outline Source:** A dropdown menu set to 'Exam Master'.
- Outline:** A dropdown menu set to 'Psychiatry'.
- Topics:** A list of checkboxes. 'Check all' is unchecked. 'Psychiatry (1,009)' and 'Level 1 - USMLE Step 1 (10)' are checked.
- Question Type:** A list of radio buttons. 'All' is selected. Other options include 'Multiple Choice', 'Fill in', 'Multiple Response', 'Free Response', 'Multiple Response (Adv.)', 'Hotspot', and 'Ordered Response'.
- Question Tags:** An empty text input field.
- Question IDs:** An empty text input field.
- Content:** An empty text input field.
- In:** Two checked checkboxes for 'Content' and 'Explanation'.
- Other options:** Three unchecked checkboxes for 'With case', 'With explanation', and 'With media'.
- Search:** A blue button with a magnifying glass icon and the text 'Search'.
- Clear selection:** A blue text link at the bottom of the filters panel.

Yellow arrows point to the 'Outline Source', 'Outline', 'Topics', 'Question Type', 'Question Tags', 'Question IDs', 'Content', and 'Search' elements.