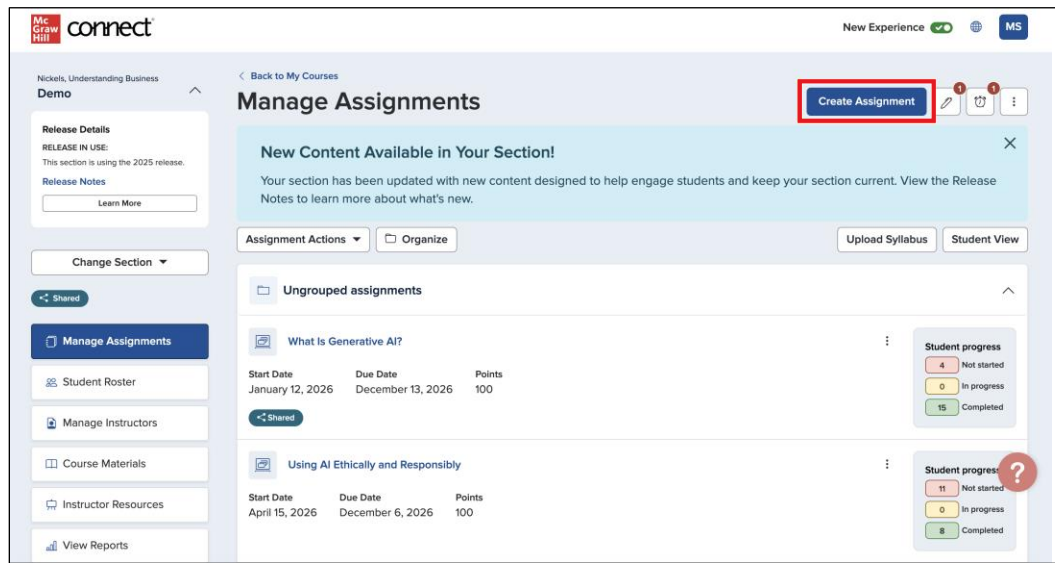


Create an Online Exam

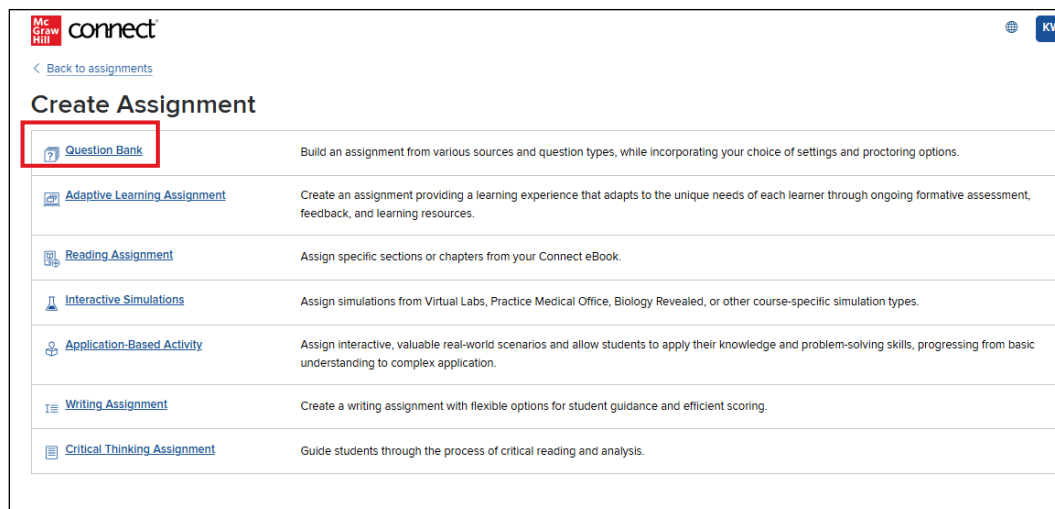
Step 1: Select “Create Assignment”

From inside the Connect course section, select **Create Assignment** to open the assignment creation menu where all available assignment and exam types can be built for the course.



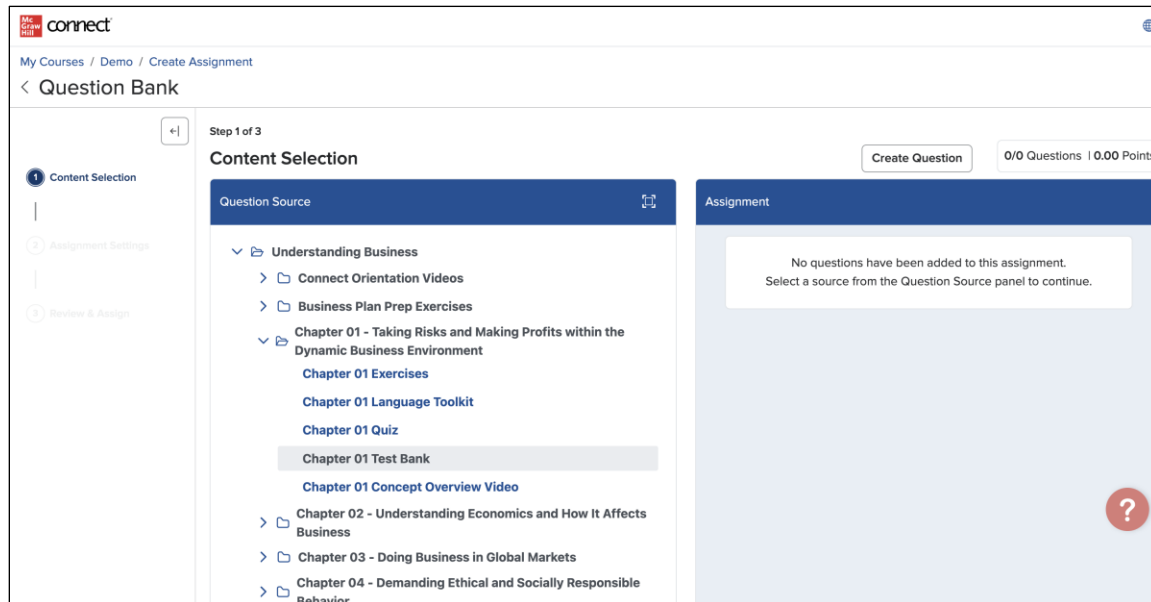
Step 2: Select Assignment Type, “Question Bank”

From the assignment options provided, select **Question Bank**.



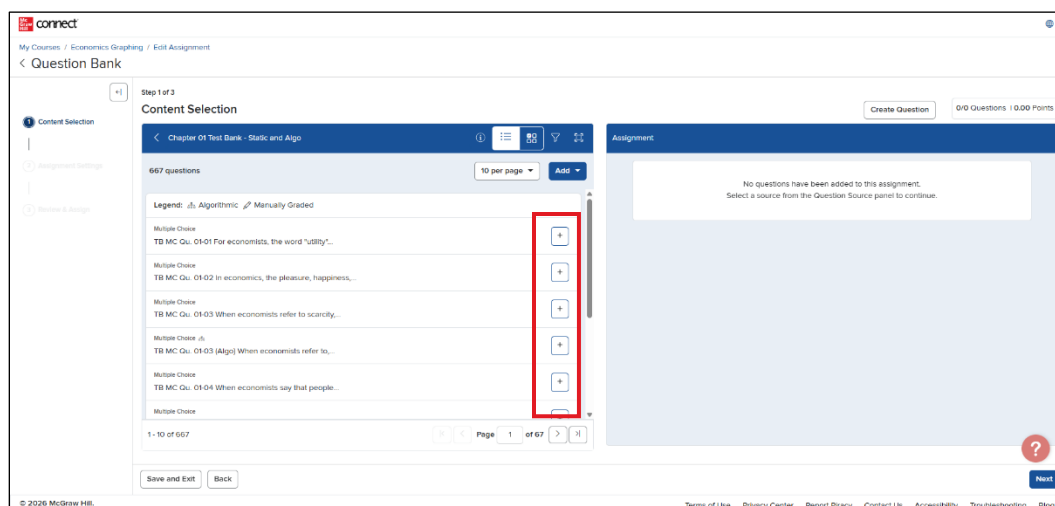
Step 3: Select Exam Content

On the “**Question bank**” page, select a question source from available chapter or module content. Under question source, expand the chapter or module folder that you want to create an exam for. Then, expand the chapter or module **test bank** option.



Step 4: Review and Organize Exam Questions

To move the chosen questions into the exam assignment, press the **plus sign** next to the question. You may select individual questions or multiple questions across chapters depending on the scope of the assessment.



Step 5: Create Pooled Exam Questions

You may also choose to add question to a new pool or add question to an existing pool for your exam.

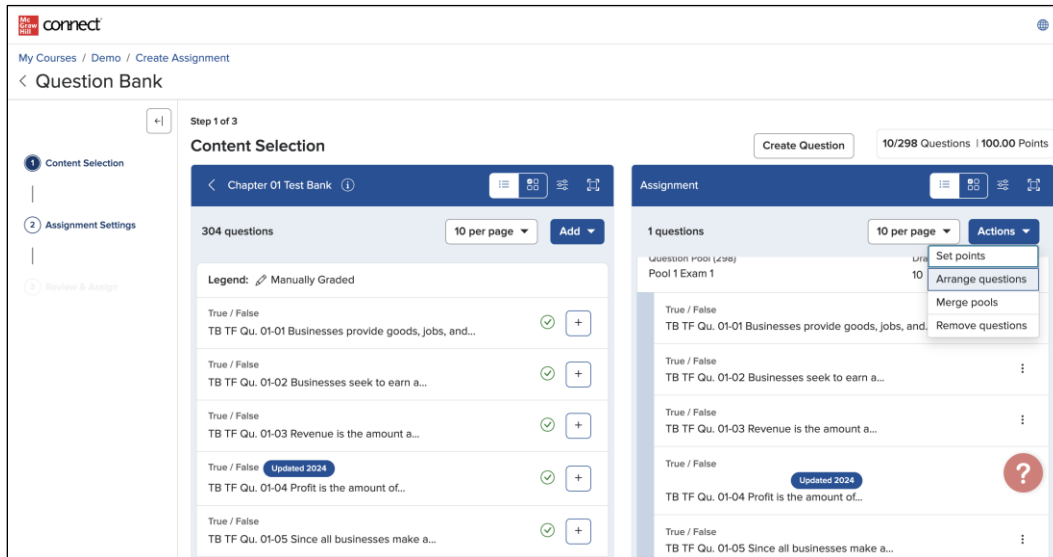
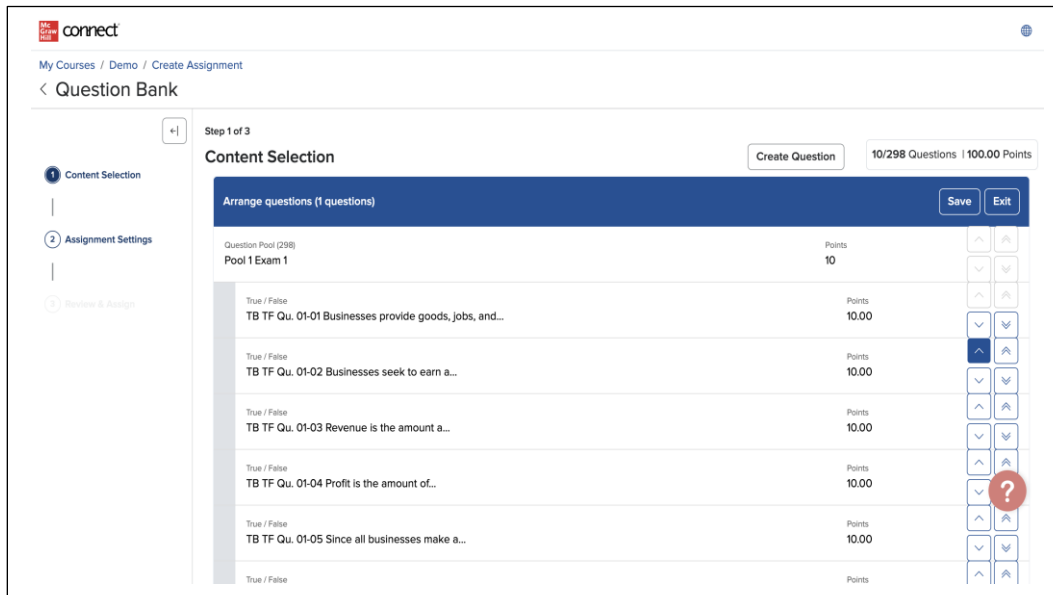
The screenshot shows the 'Content Selection' step in the 'Create Assignment' process. On the left, a sidebar indicates the current step is '1 Content Selection'. The main area is divided into two panels: 'Question Bank' on the left and 'Assignment' on the right. The 'Question Bank' panel shows 304 questions, a '10 per page' dropdown, and an 'Add' button. A dropdown menu is open over the 'Add' button, showing options: 'Add questions', 'Add to new pool', 'Add to existing pool', and 'Add random question'. The 'Assignment' panel shows 1 question, a '10 per page' dropdown, and an 'Actions' button. The background shows a list of questions with checkboxes and a '10 per page' dropdown.

The screenshot shows the 'Add to New Pool' dialog box. It contains the following fields and options:

- Pool Name:** A text input field with the value 'Pool 1 Exam 1'.
- Draw:** A dropdown menu set to '10'.
- Point Value (each):** A text input field with the value '1'.
- Select Questions (298/298 Questions Assigned):** A list of questions with checkboxes. The first three questions are checked:
 - ☒ Select All (298 questions)
 - ☒ True / False TB TF Qu. 01-01 Businesses provide goods, jobs, and...
 - ☒ True / False TB TF Qu. 01-02 Businesses seek to earn a...
 - ☒ True / False TB TF Qu. 01-03 Revenue is the amount a...
- Buttons:** 'Cancel' and 'Add' buttons at the bottom.

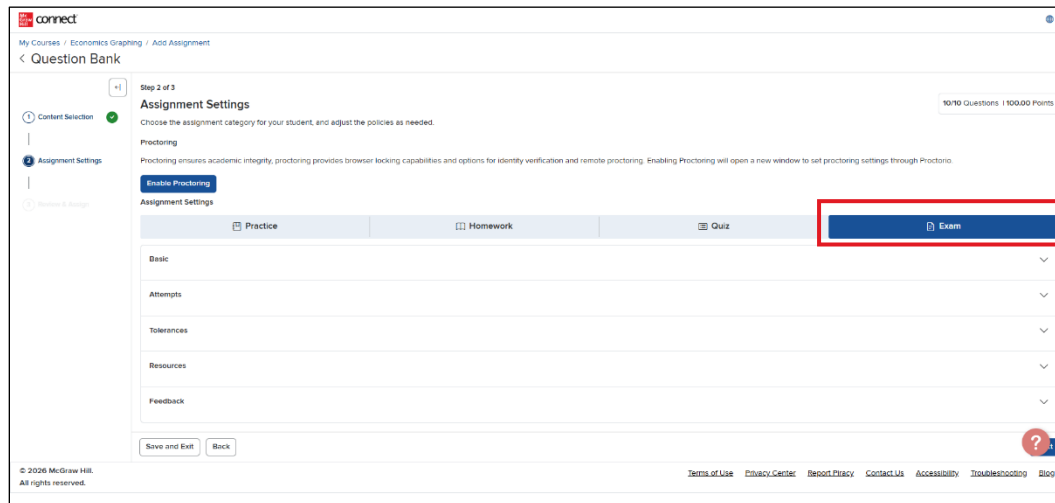
Step 6: Review and Organize Exam Questions

Once questions have been added, review the exam list to confirm the desired questions were selected, adjust question order if needed, and remove or add additional questions before moving forward. This allows you to finalize the structure and length of the exam prior to assigning policies.

Step 7: Set Exam Policies

After the exam questions are confirmed, select **Next**. To Set Policies for an exam, select **Exam** assignment settings to configure the assignment settings, including enable proctoring, time limit, number of attempts, feedback visibility, assignment category, and any optional security settings. This step determines how students will access and complete the exam once assigned.



Step 8: Review and Assign

The final step is to give your assignment a name, instructions, and a start date and due date before you review the policies you chose. Once this is confirmed, you can select **Assign**. The exam will appear in your assignment list and become available to students based on the assigned availability and due date settings selected during setup.

