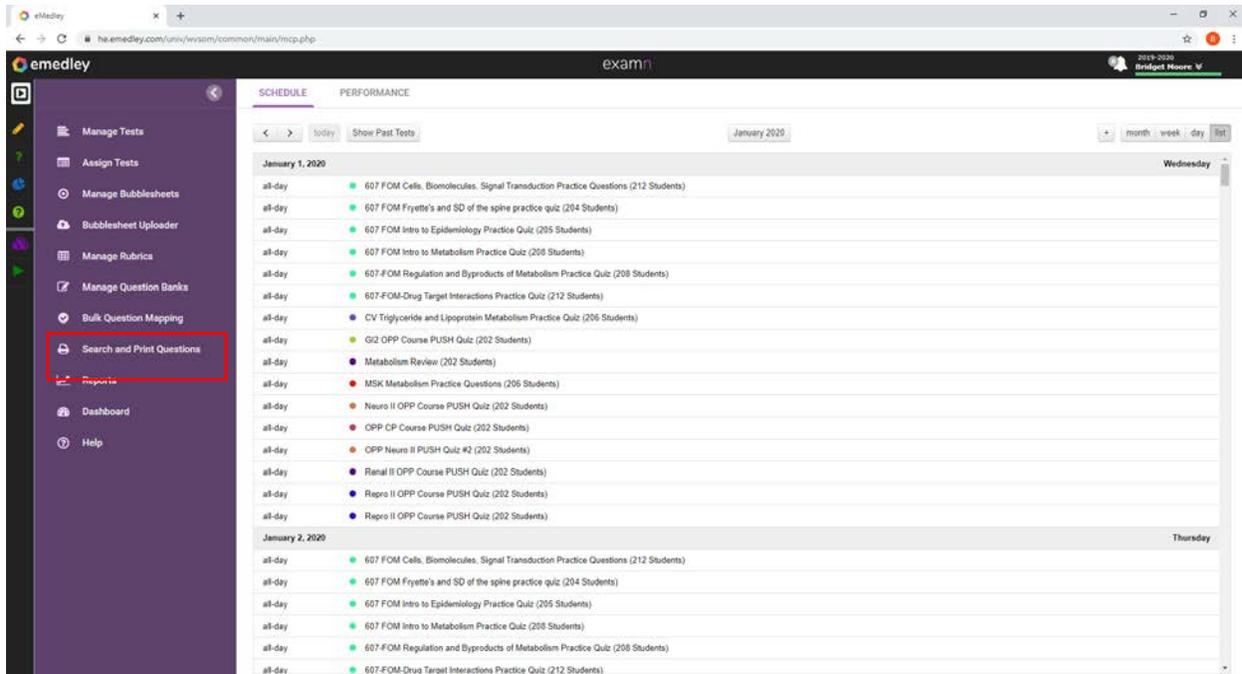
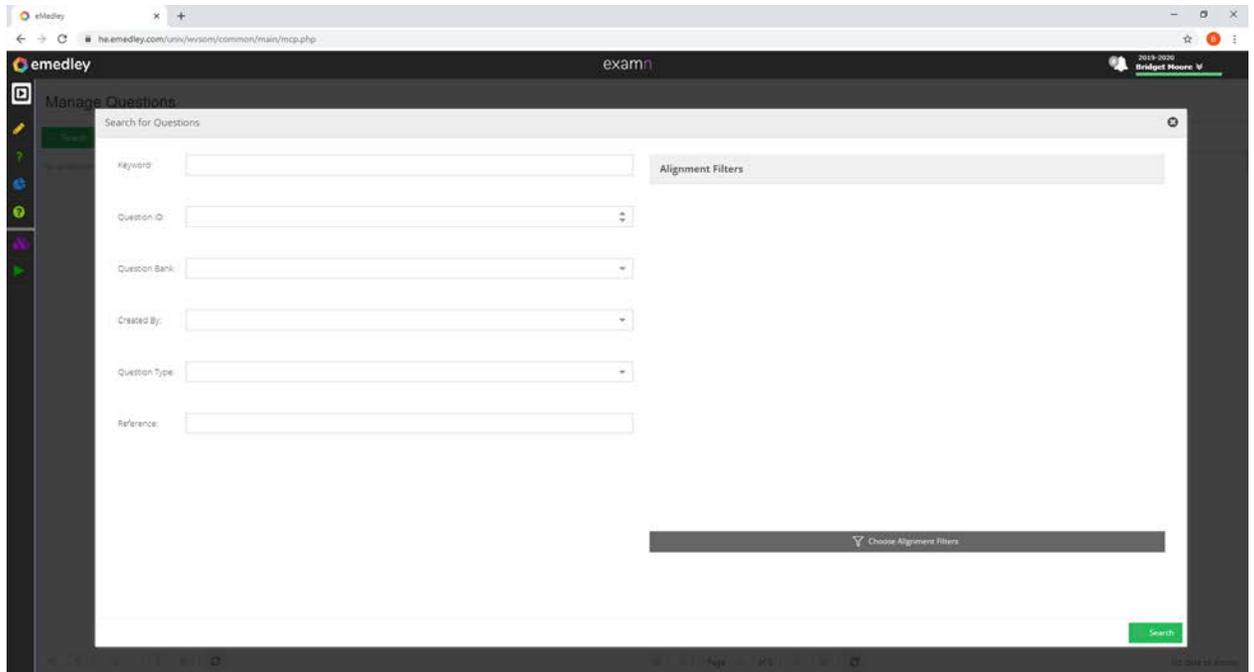


Search and View Questions in Examn

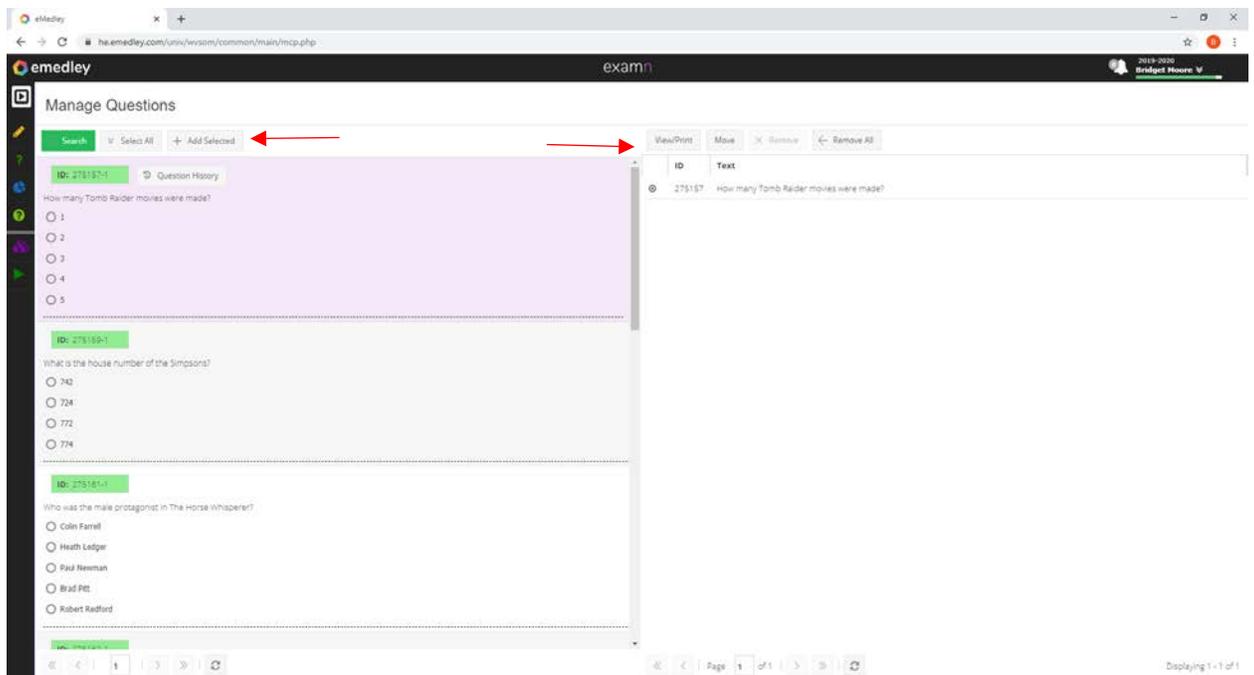
1. After logging into eMedley, go to the application icon (three stacked boxes) and click on Examn.
2. From the menu on the left side of the screen click on Search and Print Questions.



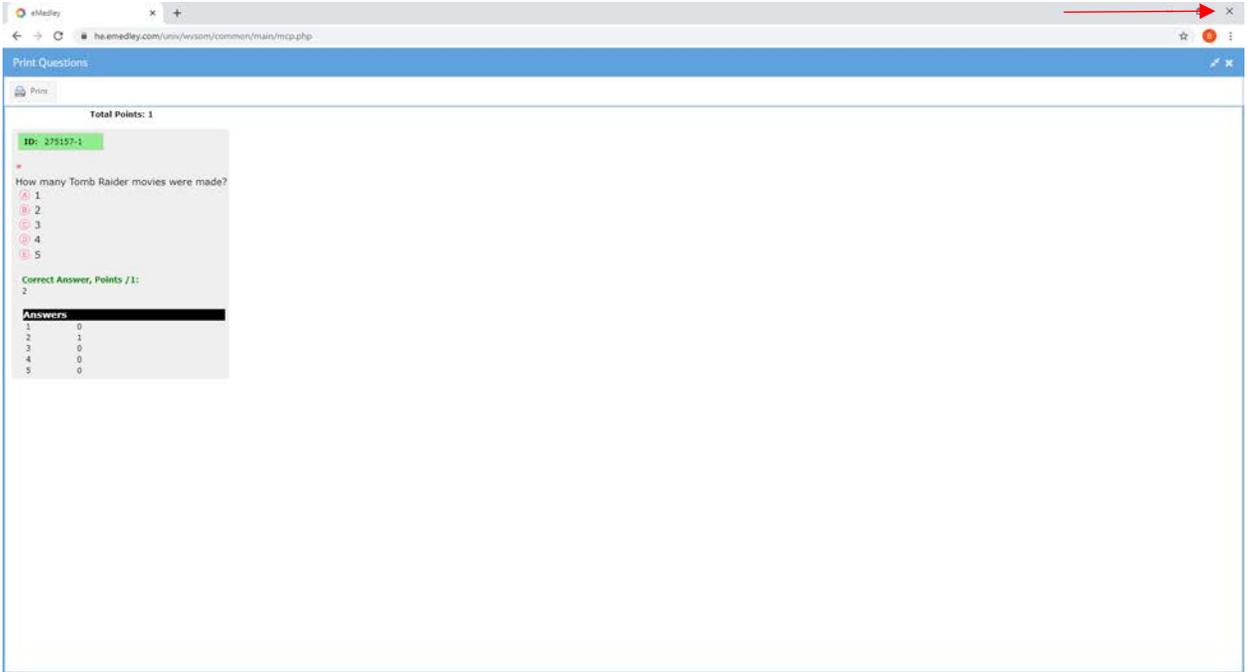
3. There are several search options.
 - Search by Keyword: This search allows you to look for a key word in the exam questions. Enter the keyword and click *search* at the bottom of the page. This will bring up all questions that include that keyword.
 - Searching by Question ID: If you know the ID number of the question you can enter it in the Question ID box. Then click *search* at the bottom of the page. This will bring up that one specific question with that ID number.
 - You can also search by Question Bank. Click the arrow in the Question Bank box and you will see a list of question banks. Select the one you want, then click *search* at the bottom of the page.
 - Search by creator: Click on the drop down arrow in the Created By box. Then scroll down to find the appropriate faculty name (you may also type in the last name of the faculty to find the questions). Click *search* at the bottom right of the screen. This will bring up all questions created by that faculty.
 - You can also search by question type. Click on the drop down box and scroll to you find the question type. This may not be as useful as the other searches.



4. After you have found the question that you are looking for you can view or print the question. Click on the question(s) you want to view or print. Click on the Add Selected icon at the top of the screen. This moves the question to the right side of the screen.



4. Then click on the View/Print box at the top of the screen. When finished click the X at the top right of the screen.



5. You can also view more details about a question by hovering over the question ID box. This will show you the question, who created it, date last modified, the correct answer and any tagging related to the question.

