

### Overview

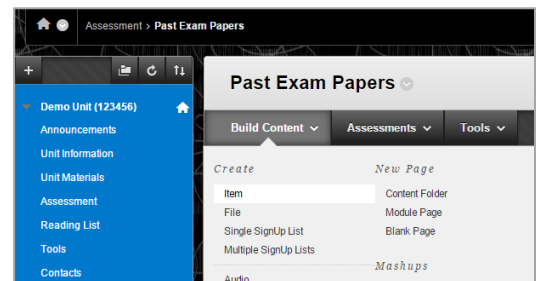
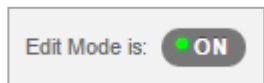
Past exam papers are available in myBU to **all staff and students in all Schools**. Exam papers have been categorised by **School**, then by **Programme**, **Level** and **Unit**:

- Students can access past exam papers via a link located on the **Library tab**.
- Staff can view past exam papers by accessing via:  
**Content Collection tab --> Institution Content --> Library --> Past Exam Papers.**

You can provide a link from your myBU units to specific exam papers to facilitate easy access for students.

### Linking to past exam papers

1. Within your myBU unit, ensure **Edit Mode** is **ON**
2. Go to the Content Area or Folder where you wish to make the exam paper/s available  
*e.g. Assessment > Past Exam Papers*
3. Mouse over the **Build Content** menu and click **Item**.
4. Add a **name** and **description** e.g. title and year of the exam paper
5. Under **Attachments** click on **Browse Content Collection**
6. Now Mouse over Browse in the top left hand corner and click **Library Content** and then **Past Exam Papers**.
7. Browse to the required papers, check the tick box and click **Submit**



8. Set the availability **Options**
9. Click **Submit**.

### Further support

- Further resources and support are available in the TEL Toolkit: [www.bournemouth.ac.uk/tel-toolkit](http://www.bournemouth.ac.uk/tel-toolkit)
- Any technical issues should be reported to the IT Service Desk. (01202 9) 65515.