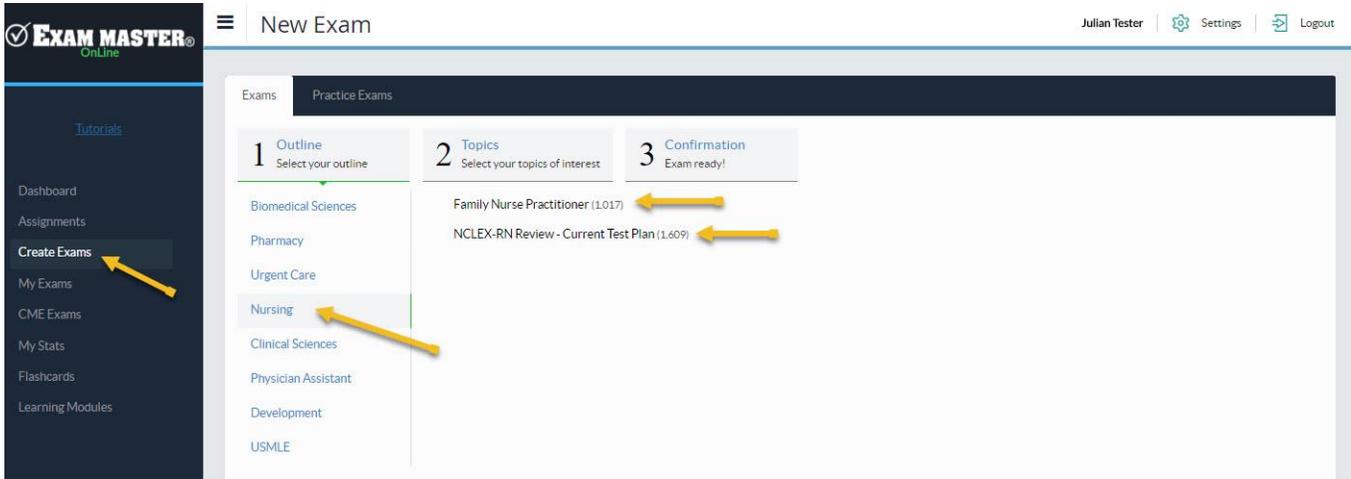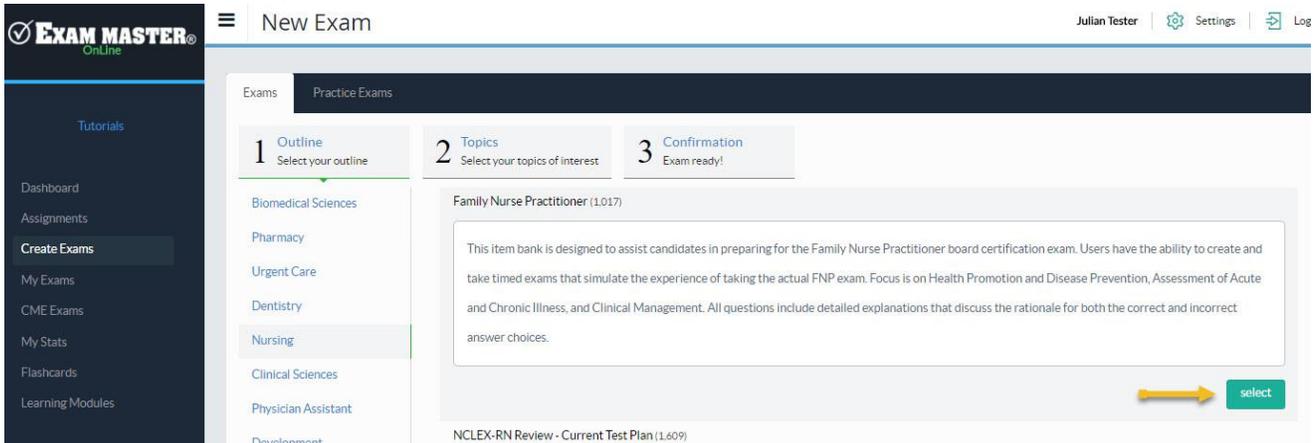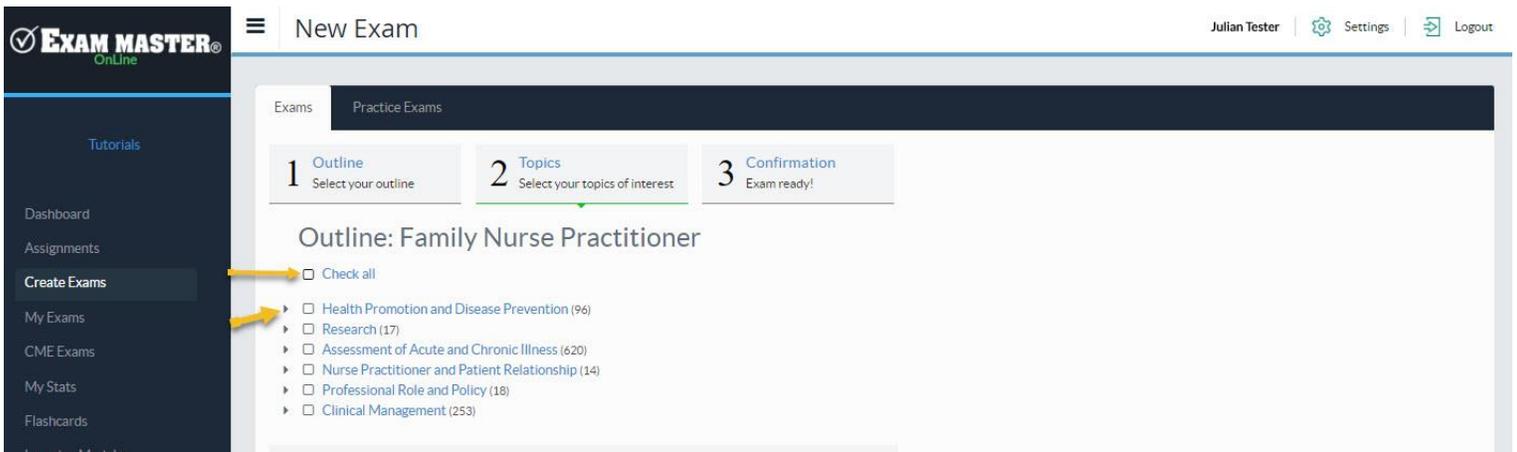## Creating Exams

1. Click **Create Exams**
2. Select an **Outline**

3. Click a **Topic of Interest**

4. Click **Select**
5. Click **Check All** or Individually check the topics you want

6. Click the **carets** to the left of each of the outline levels to display the topic, subjects, and subcategories

Filter options allow you to show **All** questions within the parameters you have selected, only questions you have **Answered incorrectly**, questions you have **Never answered**, or those **Only with cases**. *The system default will select questions that have never been answered.

Containing words allows for a word search within the outline levels you have selected.

7. Enter the number of questions you want to appear in your exam *The default is 50 and the maximum number of questions you can add to an exam is 300.
8. Click **Create** when complete