RESPONDUS-EDIT-REARRANGE-DELETE QUESTIONS
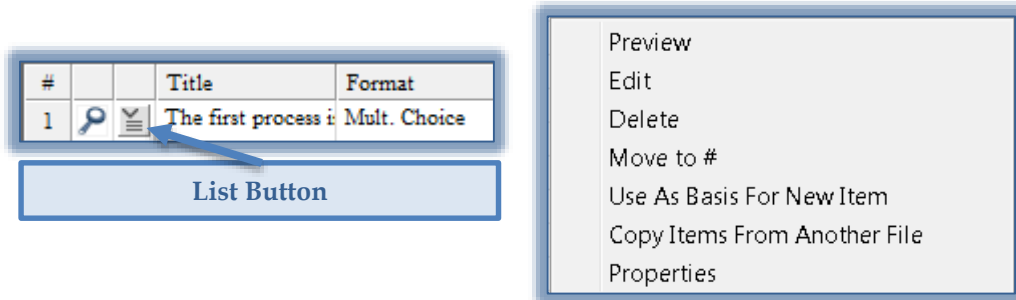
EDIT QUESTION
✜ Click the **Edit Tab** to open the exam in **Edit** mode, if necessary.

✜ In the **Question List**, click the list button (see illustration below left) for the question which is to be edited.
✜ A menu of options will display (see illustration below).

✜ Select **Edit** from the list.
✜ The question will appear in the **Edit** window.
✜ Place the insertion point into the area of the question that is to be edited.
✜ Make the necessary changes to the question.
✜ Click the **Save Changes** button.

DELETE QUESTION
✜ In the **Question List**, click the list button (see illustration above left) for the question which is to be deleted.
✜ A menu of options will display (see illustration above right).
✜ Click the **Delete** button to remove the question from the exam.
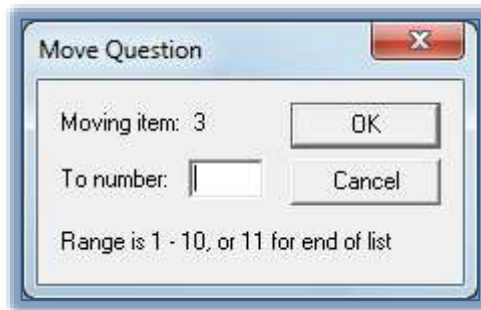✜ A message will appear asking if you want to delete the question (see illustration below).
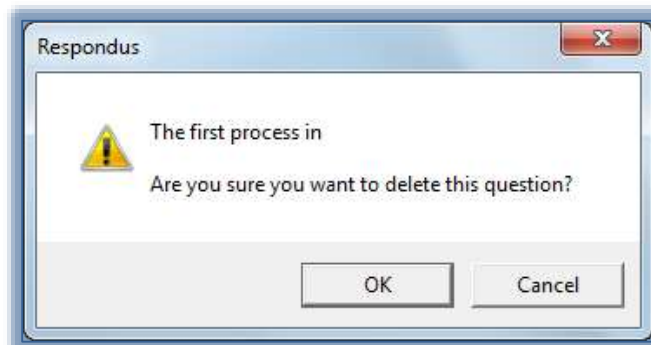
✜ Click **OK**.

MOVE QUESTION
✜ In the **Question List**, click the list button for the question which is to be deleted.
✜ A menu of options will display.

✛ Click the **Move to #** option to move the question to a different location in the exam.
 ✶ The **Move to** window will appear (see illustration below).

 ✶ In the **To Number** box specify the new number for the question.
 ✶ Click **OK** to move the question to the specified location.

BASIS FOR NEW QUESTION

✛ In the **Question List**, click the list button for the question which is to be deleted.
✛ A menu of options will display.
✛ To use the question as a starting point for a new question, click the **Use as Basis for New Item** button.
✛ The question will appear in the **Edit Questions** area at the top of the window (see illustration below).
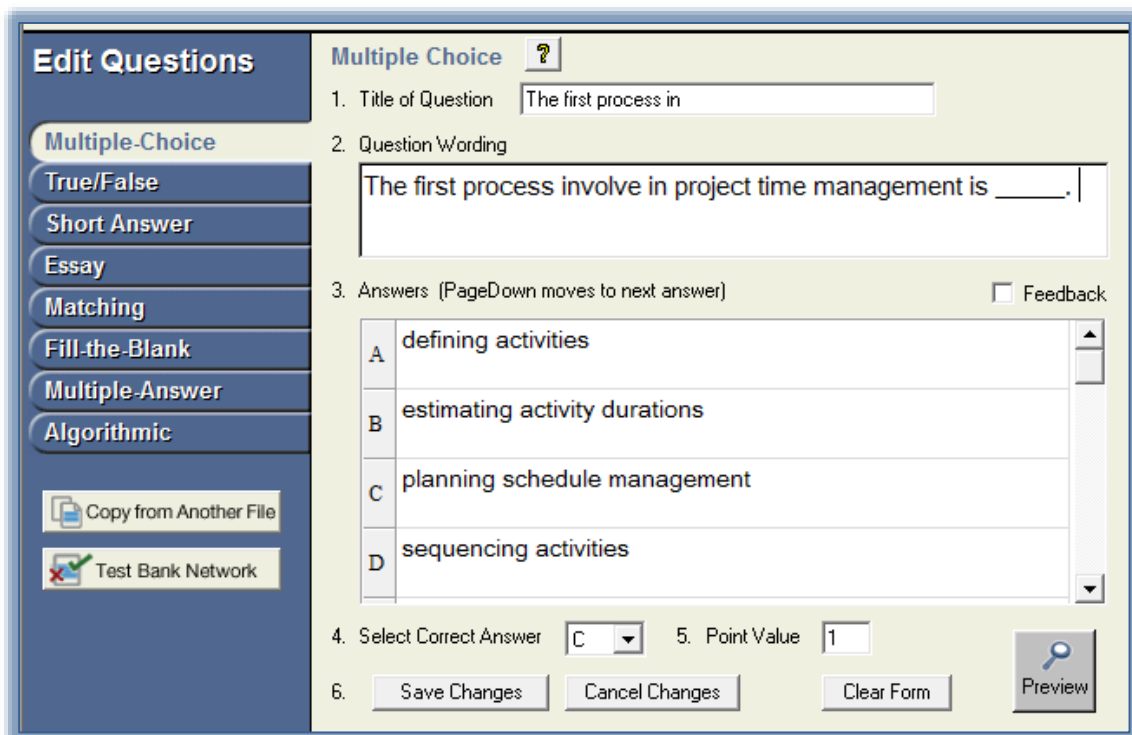
 ✶ Make the necessary changes to the question.
 ✶ Click one of the options for adding the question to the exam.
  • **Add to End of List** – This will add the question to the end of the exam.
  • **Insert Into List** – A dialog box will appear asking for the question number (see illustration below.
 ✶ The question will be added to the exam.

COPY ITEMS FROM ANOTHER FILE

- ✝ In the **Question List**, click the list button for the question which is to be deleted.
- ✝ A menu of options will display.
- ✝ Click the **Copy Items From Another File** option to copy questions from another exam.
  - ★ The **Select Source File for Copy** window will display (see illustration below).

- ★ Select the exam from which the question(s) is to be taken.
- ★ Click the **Open** button.
- ★ The **Question List** window will display (see illustration below).

- ★ Insert a check mark to the left of the question that is to be added.

- ✶ To add all the questions in the exam, click the **Select All** button.
- ✶ Click the **Keyword Search** button to search for a question.
- ✶ Click the **Clear Selections** button to remove the selections.
- ✶ Once all of the selections have been made, select one of the options for adding the question(s).
  - ⬧ **Add to End of List** – This will add the question to the end of the exam.
  - ⬧ **Insert Into List** – A dialog box will appear asking for the question number.