

Reordering Questions in a Test

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You can reorder all of the questions in your test while in "List" view.

Note: You can only drag and move questions while they are collapsed.

1. Place your mouse cursor over to the "drag" icon on the left side of a question item.
2. Click and hold to grab the question. You can then drag the question up or down the list.
3. Release your mouse button to drop the question in the desired place. Testmaker will automatically adjust the question numbers.

The screenshot displays the Testmaker interface in "List" view. The top navigation bar includes "Testmaker", "Build Test", and the user email "sshakya@wnorton.com". The main content area is split into two panels. The left panel, titled "Add Questions", shows a search bar, filter buttons for "MULTIPLE CHOICE" and "Moderate", and a list of "2211 Questions" with "Undo" buttons. The right panel, titled "Midterm Edit", shows a list of 10 questions. The third question, "3. An economist is an individual who would be LEAST...", is highlighted with a red arrow pointing to its drag handle icon on the left. The interface also includes "Export" and "Save" buttons at the bottom right.