

# 5 The Summary Wall and Reordering Questions

## USING THE SUMMARY WALL

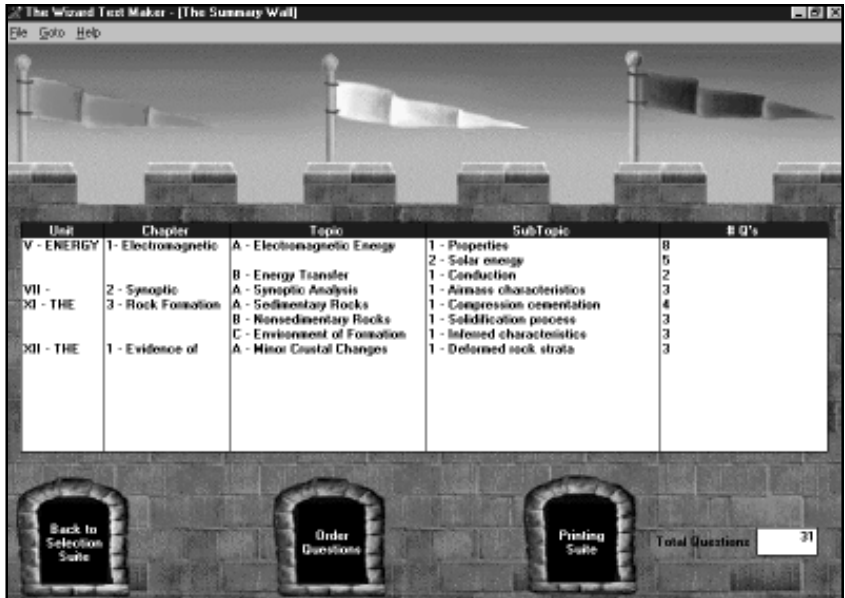
The *Summary Wall* allows you to see all of the classification of the selected questions in your exam. Columns can be resized as in the Grid.

1. If you wish to add or delete questions click the **Back to Selection Suite** window which will return you to the *Select Questions Suite*.

2. You don't need to save a test at this time but you can by clicking on **File**, then clicking on **Save**.

3. If everything looks fine then go on to the *Printing Suite* by clicking on the **Printing Suite** window.

4. However, if you wish to reorder your questions, click the **Order Questions** button. The *Reorder Questions* screen will appear.



## MANUALLY CHANGING THE QUESTION ORDER

The *Reorder Questions* screen is a powerful tool for fine-tuning the location of questions in your exam. With a few clicks of the mouse or by clicking on a question and dragging it, you can put questions in any order you want. To change by clicking your mouse:

1. Click on the ID of the question you want to move.
2. Click the **Move Question Up** or **Move Question Down** buttons as many times as necessary to put the question in the place you want it. The old position number

will remain next to the ID until the **Refresh Order** button is pressed.

3. Repeat as necessary till all questions are where you want them.

4. Click **Refresh Order** to lock the questions into their new place.

5. Click **Save** and **Exit** to save your changes and return to the *Summary Wall*. Click **Cancel** to abort changes.

