

Manage ExamView Question Lists




Organize your ExamView Question Lists into Folders

1. Open TurningPoint and sign in to your account.
2. Select the **Content** tab.
3. Click the **Folder** drop-down menu and select **New**. The New Folder window opens.
4. Enter a **name** for the folder in the box provided and click **Save**. Folders are added to the top of the list in the left panel and sorted alphabetically.
 - Tips** Consider setting up folders similar to what you used with your ExamView content.
By default, your TurningPoint content is stored in this path on your computer:
PC C: \Users\[user name]\Documents\TurningPoint\Content
Mac HD: Documents | TurningPoint | Content
5. Optionally, create a subfolder.
 - a. Select a **folder**.
 - b. Click the **Folder** drop-down menu and select **New**.
 - c. Enter a **name** for the subfolder in the box provided and click **Save**.
6. Repeat steps 3 - 5 to create additional folders or subfolders.
7. To remove a folder, select the **folder**, click the **Folder** drop-down menu and select **Delete**.
 - Warning** Deleting a folder will remove all files and subfolders, including those not displayed in TurningPoint. Click **Delete** to continue.
8. To move content into a folder, select the content and drag it to the desired folder.
9. To refresh a folder, select the **folder**, click the **Folder** drop-down menu and select **Refresh**. Content changes made in the folder structure outside of TurningPoint are displayed.

Edit an ExamView Question List

1. Open TurningPoint and sign in to your account.
2. Select the **Content** tab.
3. Select the question list you want to edit.
 - Note** You may have to open a folder or subfolder where you stored the question list.
4. Click **Edit Question List** to view all the questions in the question list.

Edit Existing Questions and/or Answers


1. Select a **question**.
2. Click  to the right of the question. The HTML Editor opens.
3. Select the **question** or **answer text** and enter the **new text**. Use the HTML Editor toolbar to enhance the question or answer text.
 - Tip** Click  to see how the question will appear on-screen for polling.
4. Click the **left** or **right** arrows at the bottom of the window to navigate to another question for editing.
5. Repeat steps 6 - 7 for the remaining questions you want to edit.
 - Tip** Click  to see how the question will appear on-screen for polling.
6. Click **Save** to save your edits.
7. Click **Close** to return to the question list.

Rearrange Questions

1. To rearrange the order of the questions, click the **area to the left of the question number** and **drag** the question to the new location.

Add a Question


1. Click the **question mark icon** on the *Question List Editor* toolbar.
2. Select **Add**.
3. Select the **question type** from the drop-down menu.
4. Double-click **Enter question text** to enter questions and answers. Use the HTML Editor toolbar to enhance the question or answer text.


Tip Click  to see how the question will appear on-screen for polling.

Delete a Question

1. Select the **question** you want to delete from the question list.
2. Click the **question mark icon** on the *Question List Editor* toolbar.
3. Select **Delete**. The question will be removed from your question list.

Duplicate a Question

1. Select the **question** you want to duplicate in your question list.
2. Click the **question mark icon** on the *Question List Editor* toolbar.
3. Select **Duplicate**. The selected question will be added to your question list.
4. Click  to the right of the question to edit the question. The HTML Editor opens.
5. Select the **question** or **answer text** and enter the **new text**. Use the HTML Editor toolbar to enhance the question or answer text.

Tip Click  to see how the question will appear on-screen for polling.

Delete a Question List

1. Open TurningPoint and sign in to your account.
2. Select the **Content** tab.
3. Select a **content item**.
4. Click the *Content* drop-down menu and select **Delete**. A confirmation window is displayed.
5. Click **Delete**.

Alternatively, select a content item and press the **Delete** key on the keyboard or **right-click** to delete.

Note Deleting a question list from TurningPoint also deletes the list from its default location and moves it to the Recycle Bin.

Save and Close Your Question List

1. On the *Question List Editor* toolbar, click the **Save** icon to save your work on your question list.
2. When you are finished working on your question list, click **Save and Close**.