







# Manage Multiple Versions of ExamView Question Lists in TurningPoint

## Add a Question List Version


- To open a question list for editing, select the **Content** tab.  
**Note** Optionally, you may create and save a new question list.
- Select a question list and click **Edit Question List** on the *Question List Overview* screen.
- Click  and select **Add**. The *Add Version* window opens.
- Enter a **New Version Code**. A version code must be a numeric value.  
**Note** If the participants take the Self-Paced Polling test, they will be prompted for a version code. The version code corresponds to the question list version they received.
- Select one of the following options:
  - Add with New Questions** - A new version of the question list is created and the new questions are added to the master list.
    - Enter the **Number of Questions** in the box provided.
    - Select the **Default Question Type** from the drop-down menu.
  - Add with Existing Questions** - A new version of the question list is created with the questions from the master list.
    - Select the **questions** to be included in the new version.
    - Optionally, check the box to **Randomize Questions**.
    - Optionally, check the box to **Randomize Answers**.
- Click **Add Version**. The *Version Warning* dialog box is displayed.
- Click **Add Version** to create the new version.
- Optionally, repeat steps 2 - 5 to create additional versions.  
**Note** You can create up to 20 versions of a test.
- Click **Save and Close** to save the changes and return to the Question List Overview screen.

## Edit a Question List Version


- To open the master list with versions, select the **Content** tab, select the **master list** and click **Edit Question List** on the *Question List Overview* screen.
- Select the **version** to be edited from the *Version* drop-down menu in the upper right corner of the *Question List Editor*.
- From the *Question List Editor* toolbar, click  and select **Edit**. The *Edit Version* window is displayed.
  - The left panel (*Available Questions*) displays questions from the master list that are not used in the current version.
  - The right panel (*Current Version*) displays the questions used in the current version.
- To remove a question from the current version, select a **question** from the *Current Version* panel, and then click .

5. To add a question from the master list, select a **question** from the *Available Questions* panel, and then click .
6. To rearrange the order of the questions in the current version, select the **question** to be moved from the *Current Version* panel, and then click  or  to the right of the panel to move the question to the desired place in the list.
7. Click **Save Edits** to close the window and save the changes.
8. Optionally, repeat **steps 2 -7** to edit to additional versions.
9. Click **Save and Close** to save the changes and return to the Question List Overview screen.

## Rename a Question List Version

1. To open the master list with versions, select the **Content** tab, select the **master list** and click **Edit Question List** on the *Question List Overview* screen.
2. From the *Question List Editor* toolbar, click  and select **Rename**. The *Rename Versions* window is displayed. All of the versions associated with the question list are listed in the window.
3. Double-click the **version name** to be edited.
4. Enter the **new version name** and click **OK**.
5. Click **Save and Close** to save the changes and return to the *Question List Overview* screen.

## Delete a Question List Version

1. To open the master list with versions, select the **Content** tab, select the **master list** and click **Edit Question List** on the *Question List Overview* screen.
2. Select the **version** to be edited from the *Version* drop-down menu in the upper right corner of the *Question List Editor*.
3. From the *Question List Editor* toolbar, click  and select **Delete**. The *Delete Version* confirmation box is displayed.
4. Click **Delete version** to delete the question list version.  
**Note** A master list cannot be deleted. Repeat **steps 2 - 4** to delete additional question list versions.
5. Click **Save and Close** to return to the *Question List Overview* screen.