

Schoolnet “Did You Know...”

Tips and Tricks for Teachers and Administrators

Test Creation: Reordering Questions



With the most-recent upgrade to Schoolnet, **there is now an easy way to reorder questions on an assessment that you are creating** while it is still in the private draft or public draft stage. Previously, this was a tedious process, but now it is quick and easy with “dragging” functionality. **This is done within the item editing screen.**

1. All of the question numbers are listed on the left-hand side of the page. **Drag the desired question number to the intended spot.** The question numbers will re-number automatically.

The image displays three sequential screenshots of the Schoolnet assessment editing interface, illustrating the process of reordering questions. Each screenshot shows a list of questions on the left and the question content on the right.

- original question order:** The first screenshot shows the initial list of questions: 1 Multiple Choice, 2 Multiple Choice, 3 Multiple Choice, 4 Multiple Choice, and 5 Open Response. The question content area shows "Item 1" with the text "This should be question #2.".
- question 1 is being moved below question 2:** The second screenshot shows question 1 being dragged to the position below question 2. The question content area shows "Item 1" with the text "This should be question #2.".
- the question has been moved and is renumbered:** The third screenshot shows the final result where question 1 has been moved and is now question 2, and the original question 2 has become question 3. The question content area shows "Item 2" with the text "This should be question #2.".