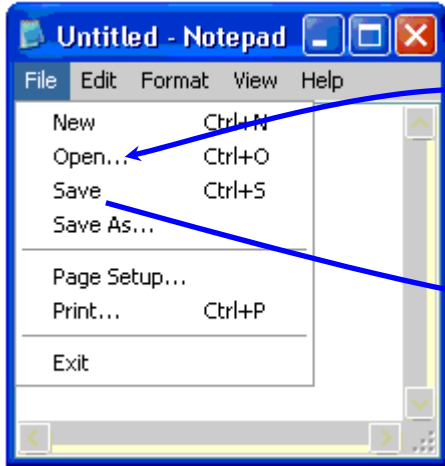


Saving Your Work

After every question you make, it is good to save your work to several different mediums. Installing often will prevent you from losing any work.

If your testbank is saved on your own computer you can make changes to it by opening it in a text editor (notepad).



Magnetic storage on your own computer

Clicking save will store the text file to your computer

Immediately after entering the Question bank Editor, clicking "Edit a testbank from the list below" will let you open a testbank from the server.

Magnetic Storage on the Server



Click the Upload button to retrieve a testbank from your own computer

To save your testbank on your home computer use the "Save Work" button

To save your work to the server and make it available for assignments, use the "Install Bank" button. This should be the first thing you do after making changes to any question bank.