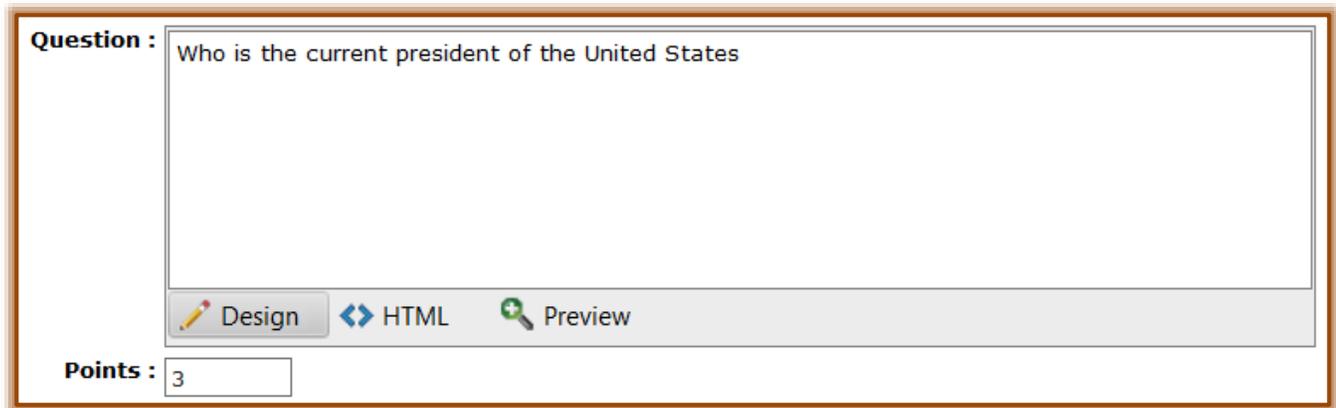


Exam-Answers Not Lining Up Properly

Most of us copy and paste our text wherever we can to save time, but doing it from a Word document into an exam or quiz question or answer might throw the formatting off, making the answers not line up with the boxes anymore.

Correct the Problem

- ✦ Click the **Author** tab in eCollege.
- ✦ Click the **Exam** for which the changes need to be made.
- ✦ Expand the question by clicking the plus (+) sign next to the question.
- ✦ Click the **Edit** link at the bottom of the question (see illustration).



Question : Who is the current president of the United States

Design <> HTML Preview

Points : 3

- ✦ Click <>HTML at the bottom of each text box and remove all of the HTML code.
 - ✧ Make sure you remove all the code, that's right, all of the code.
 - ✧ You need to leave just the text of all of the questions and answers.
- ✦ Click the **Update** button when the changes to all the text boxes have been made.
- ✦ Follow this procedure to change all the questions in the test.
- ✦ Click the **Preview Exam** link at the top of the Exam window to see the results of the changes.

Prevent Reoccurrence of Problem

To prevent a reoccurrence of the problem the next time, you can choose to:

- ✓ Just type the text in online.
- ✓ Only paste in plain text, from, say, a **Notepad** document.
- ✓ Right-click on the text box and select **Paste from Plain Text** from the drop-down menu.
- ✓ Click the **Paste from Plain Text** button on the **Visual Editor Toolbar**.
- ✓ Use **Respondus** to import your exams. These exams can be sent to the Technology Trainer for formatting and uploading.
- ✦ When one of the above options is chosen, the HTML code will not appear.
- ✦ When there isn't any HTML code, each question should appear properly in the test.
- ✦ Always check that your new formatting is correct by clicking **Preview Exam** on the **Author** side.
- ✦ Editing the questions will only affect students who have not yet accessed the exam or quiz, or for those that you have reset their test, the next time they enter it.