

Exam-Change Question Points

Once a test has been created, it is possible to change the points for each individual question.

- † Click the **Author** tab in the course where the test is stored.
- † In the **Navigation Pane**, click the week or unit where the test is stored.
- † Click on the test for which the points are to be changed.
- † The test will open in the **Test View** window (see illustration below).

The screenshot shows the 'Week 2: Week 2 - Quiz 2' interface. At the top, there are tabs for 'Content', 'Toolbox', and 'Test Banks'. Below the tabs, there is a section for 'Title & Introductory Text' with an 'Edit' link. The 'Page' section shows 'Page: 1 2' and links for 'Edit Page 1', 'Delete Page 1', and 'Add New Page'. On the right, there are links for 'Preview Exam', 'Preview Graded Exam', and 'Exam Statistics'. The 'Assessment Page 1' section has a dropdown menu set to 'New True/False Question' and a text box 'as row 4' with an 'Add' button. Below this is an 'Expand All' button. The 'Row' section shows a table with one row containing a question: '1. EQ 1. Explain in detail the most important accomplishments of President Lincoln.' To the right of the question, there are 'Move To' controls for 'row' and 'page'.

- † Click the **Expand All** button.
- † The point box will display directly under the question (see illustration below).

The screenshot shows the 'Row' section of the interface. It displays a question: '1. EQ 1. Explain in detail the most important accomplishments of President Lincoln.' Below the question, there is a 'Points' label followed by an empty input box. At the bottom of the row, there are 'Edit' and 'Delete' buttons.

- † Input the new points for the question.
- † Scroll to the bottom of the exam.
- † Click the **Update Points** button to accept the changes. The button appears at the bottom of the exam questions.
- † The points for the test will be changed.
 - The points should be changed before the test is taken.
 - Points can be changed after the test has been taken.
 - Once the points have been changed, the new points may be reflected in the test results.
 - If the points are not reflected, the instructor will have to go to the test for each student and change the points.

Update Points