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

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

   ![Test View Window](image)

5. Click the Expand All button.
6. The point box will display directly under the question (see illustration below).

   ![Point Box Under Question](image)

7. Input the new points for the question.
8. Scroll to the bottom of the exam.
9. Click the Update Points button to accept the changes. The button appears at the bottom of the exam questions.
10. 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.