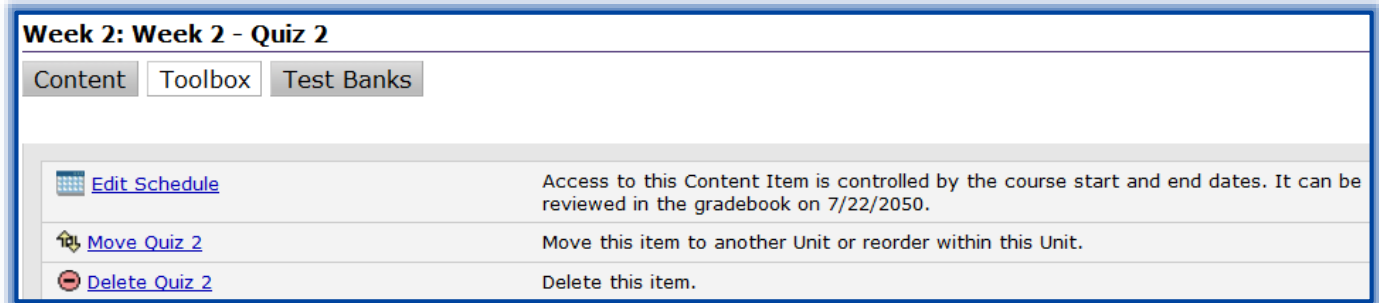


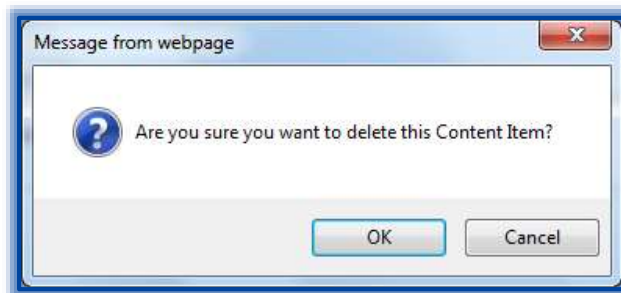
Exam-Delete or Edit a Test or Quiz

DELETE TEST OR QUIZ

- Click the **Author** tab in the **Navigation Tree**.
- Click the **Week** where the **Test** or **Quiz** is located.
- Click the **Test** or **Quiz** that is to be deleted.
- Click the **Toolbox** button.
- The **Toolbox** window will display (see illustration below).



- Click the **Delete** link.
- The **Message from webpage** window will display.



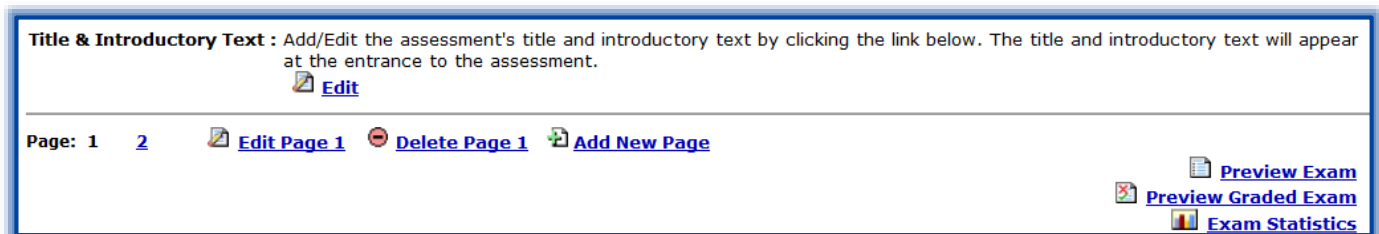
- Click **OK** to delete the test or quiz.

EDIT TEST OR QUIZ

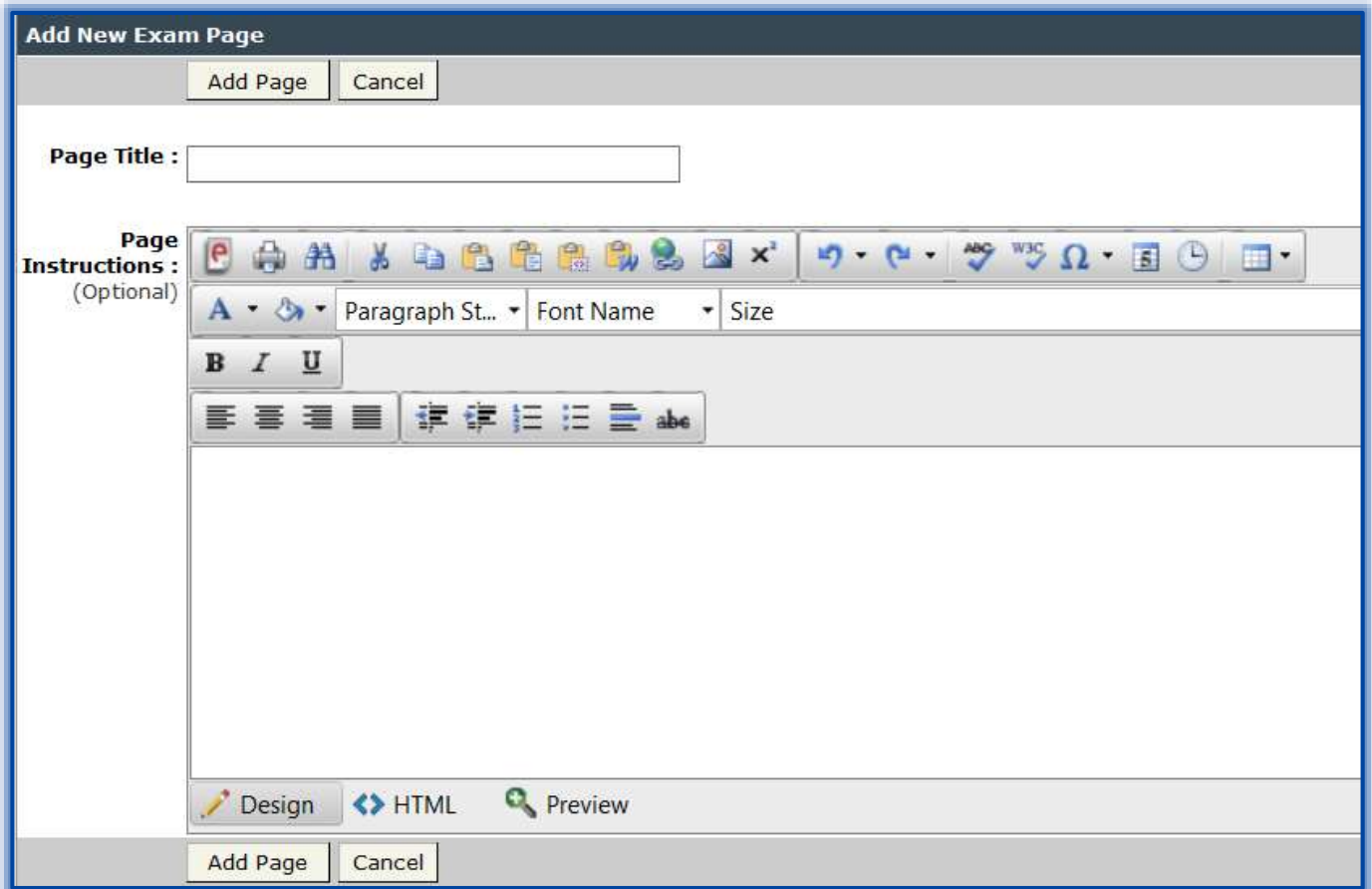
Once a test or quiz has been created, it is possible to make additional changes. It is a good idea to use the **Preview Exam** feature to ensure the test or quiz is correct before it is made available to students.

Add Pages

- Click the **Author** tab in the **Navigation Tree**
- Click the **Exam Content Item** that the page is to be added to.
- Click the **Add New Page** link (see illustration below).



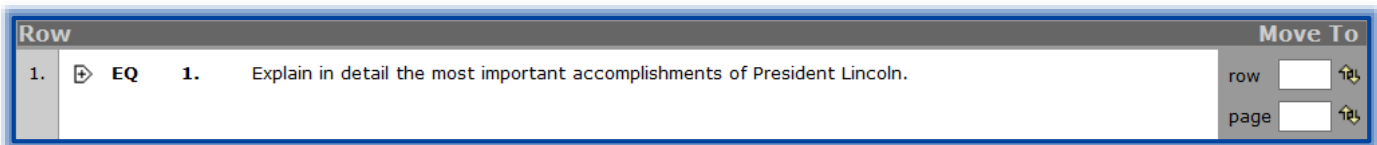
- The **Add New Exam Page** window will display (see illustration on next page).
- In the **Page Title** box, input a title for the new page.



- ☒ In the **Page Instructions** box, input any instructions that are pertinent to the new page.
- ☒ Click **Add Page**.
- ☒ A confirmation message will appear stating the page has been added successfully.
- ☒ Click **OK** to return to the **Exam Content Item**.

Reorder Questions

- ☒ Click the **Author** tab in the **Navigation Tree**.
- ☒ Click the **Exam Content Item** in which the questions are to be reordered.
- ☒ Find the question that is to be moved to another location within the test or quiz.
- ☒ In the **Row** box, input a new row number for the question (see illustration below). This box is not visible unless there is more than one question on a page.

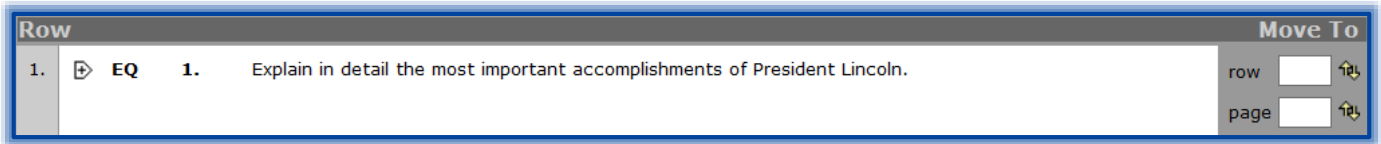


- ☒ Click the arrow at the end of the **Row** box to move the question to the specified position.
- ☒ A confirmation box will appear saying the question has been moved successfully.
- ☒ Click **OK** to return to the **Exam Content Item**.

Move Questions to Different Page

- ☒ Click the **Author** tab in the **Navigation Tree**.
- ☒ Click the **Exam Content Item** in which the questions are to be moved to the new page.
- ☒ Find the question that is to be moved to another location within the test or quiz.

- ☒ In the **Page** box, input a new page number for the question (see illustration below). This box is not visible unless more than one page has been added to the test or quiz.

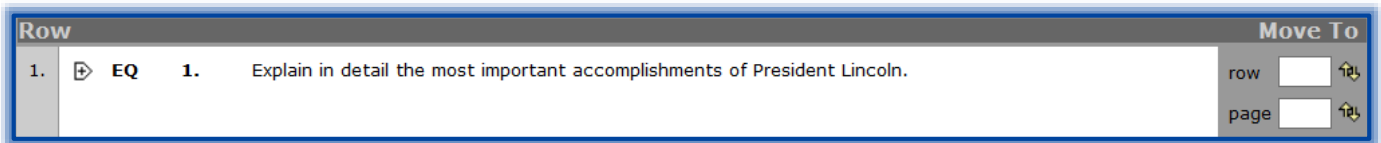


The screenshot shows a table-like interface with a header 'Row' and a 'Move To' section. The table contains one row with the following data: '1.' in the first column, a plus sign icon in the second column, 'EQ' in the third column, '1.' in the fourth column, and 'Explain in detail the most important accomplishments of President Lincoln.' in the fifth column. The 'Move To' section on the right has two input fields: 'row' and 'page', each with a small arrow icon to its right.

- ☒ Click the arrow at the end of the **Page** box to move the question to the specified page.
- ☒ A confirmation box will appear saying the question has been moved successfully.
- ☒ Click **OK** to return to the **Exam Content Item**.

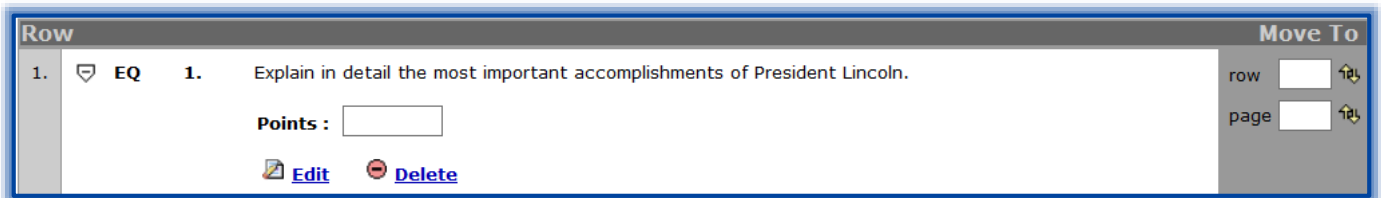
Edit Questions

- ☒ Click the **Author** tab in the **Navigation Tree**.
- ☒ Click the **Exam Content Item** that is to be edited.
- ☒ On the left side of the question, click the plus (+) sign (see illustration below).



This screenshot is identical to the one above, showing the 'Row' interface with the question 'Explain in detail the most important accomplishments of President Lincoln.' and the 'Move To' section with 'row' and 'page' input fields.

- ☒ The **Question and Answer(s)** will display.
- ☒ Click the **Edit** button under the question (see illustration below).



The screenshot shows the 'Row' interface with the question 'Explain in detail the most important accomplishments of President Lincoln.' The 'Move To' section is still present. Below the question text, there is a 'Points :' label followed by an empty input field. At the bottom of the question area, there are two buttons: 'Edit' with a pencil icon and 'Delete' with a red minus sign icon.

- ☒ Make the necessary changes to the question.
- ☒ Click the **Update** button.
- ☒ A confirmation box will appear saying the changes have been made successfully.
- ☒ Click **OK** to return to the **Exam Content Item**.