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.

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).

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

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.