Once a test has been created, it is possible to make changes to the questions.

**Edit a Test Question**
- Click the Author tab in the course where the test is stored.
- In the Navigation Tree, click the week or unit where the test is stored.
- Click on the test for which the changes are to be made.
- The test will open in the Test View window (see illustration below).

- Click the Expand All button.
- Click the Edit button which is located directly below the question that is to be changed (see illustration below).

- If students have already taken the test or quiz, the message in the illustration below will appear.

- Click OK to continue to the Edit window.
- The Edit window will appear.
Make the necessary corrections to the question.
Click the **Update** button to accept the changes (see illustration at right).
The **Edit** window will close.
The **Test View** window will display again.

**Delete a Test 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 from which the question is to be deleted.
- The test will open in the **Test View** window (see illustration below).

![Week 2: Week 2 - Quiz 2](image)

- Click the **Expand All** button.
- Click the **Delete** button which is located directly below the question that is to be deleted (see illustration below).

![Expand All Button](image)

- A confirmation window will appear asking if you are sure you want to delete the question.
- If students have already taken the exam, the confirmation window illustrated on the previous page will display.
- Click **OK** to permanently delete the question.
- A window will display saying the question has been deleted.
- Click **OK** to exit the window.