

Exam-Edit or Delete a Test Question

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).

The screenshot shows the 'Test View' window for 'Week 2: Week 2 - Quiz 2'. It features tabs for 'Content', 'Toolbox', and 'Test Banks'. Below the tabs, there is a section for 'Title & Introductory Text' with an 'Edit' button. A navigation bar includes 'Page: 1 2', '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 contains a dropdown menu set to 'New True/False Question' and a text box for 'as row 4', with an 'Add' button. Below this is an 'Expand All' button. The main area displays a table with columns 'Row' and 'Move To'. The first row shows a question: '1. EQ 1. Explain in detail the most important accomplishments of President Lincoln.' The 'Move To' column has input fields for 'row' and 'page'.

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

This close-up screenshot shows the 'Edit' button for the question '1. EQ 1. Explain in detail the most important accomplishments of President Lincoln.' The 'Points' field is empty. The 'Delete' button is also visible next to the 'Edit' button. The 'Move To' column shows 'row' and 'page' input fields.

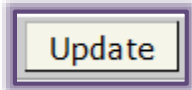
- If students have already taken the test or quiz, the message in the illustration below will appear.

The message dialog box is titled 'Message from webpage'. It contains a question mark icon and the following text: 'One or more students have already taken this exam. Editing the question will not update the question for students that have already taken the exam and will delete exam statistics.

 Click OK to continue and edit the question. Click Cancel to return to the Exam Builder.' At the bottom, there are 'OK' and 'Cancel' buttons.

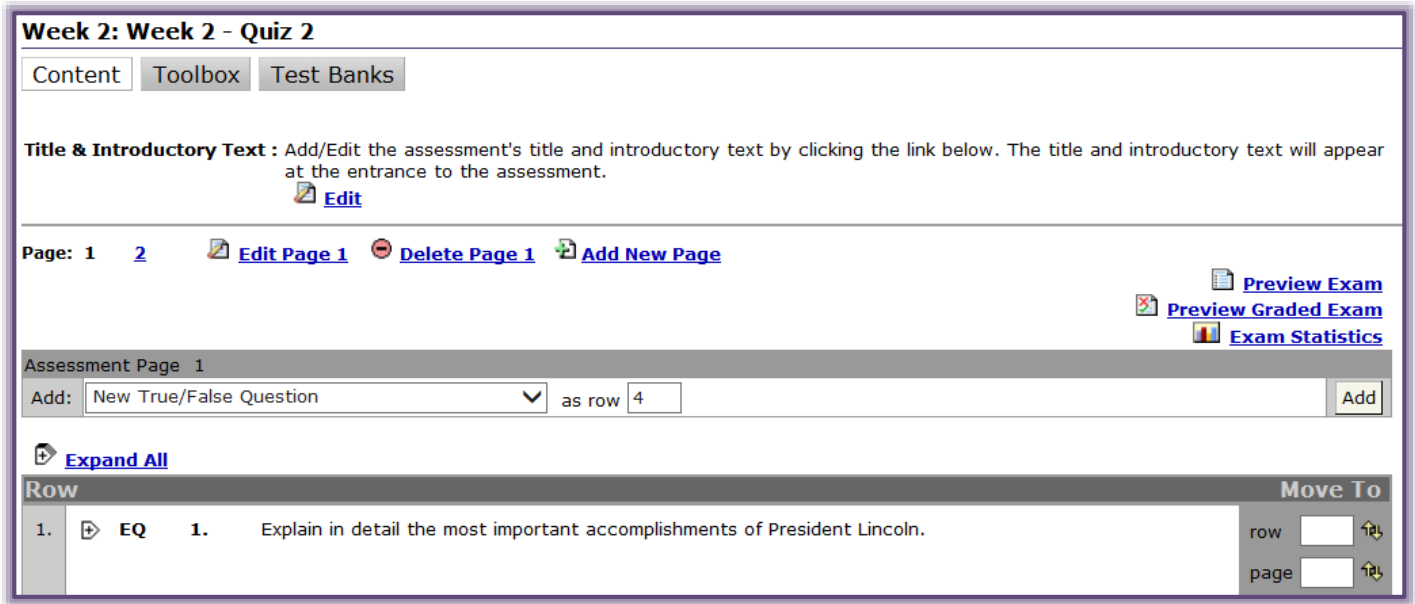
- Click **OK** to continue to the **Edit** window.
- The **Edit** window will appear.

- 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.

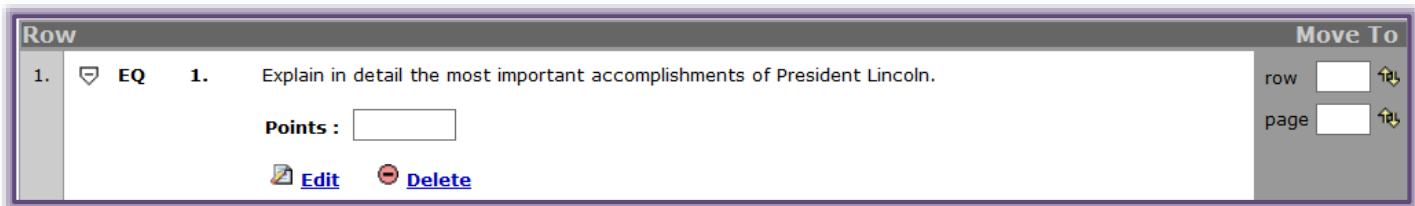


Delete a Test Question

- 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).



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



- 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.