Editing a Test

On the Test Canvas, you can add, edit, and delete questions. You can also add question sets or random blocks, reorder questions, and edit a test's information before students submit attempts.

NOTE: If any students have already taken a test, you **cannot** add any more questions. However, you can edit and delete questions. **Please note this will affect the grades for any student which took the test already.** It is encouraged that you do not make your tests available until you are completely sure they are ready to be taken.

1. Log into the **course** containing the test you'd like to edit.
2. Make sure **Edit Mode** is turned **ON** (Figure 1).
3. Find the **Content Area** containing the test.
4. Click the **grey drop-down arrow** to the right of the name of the test you would like to edit (Figure 2).
5. Click **Edit the Test** (Figure 2).
6. You will be presented with the Test Canvas page. To make a change to a question, click the **grey drop-down arrow** on the Test Canvas and select **Edit** (Figure 3).
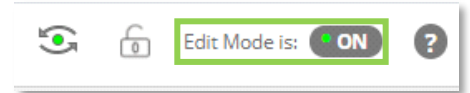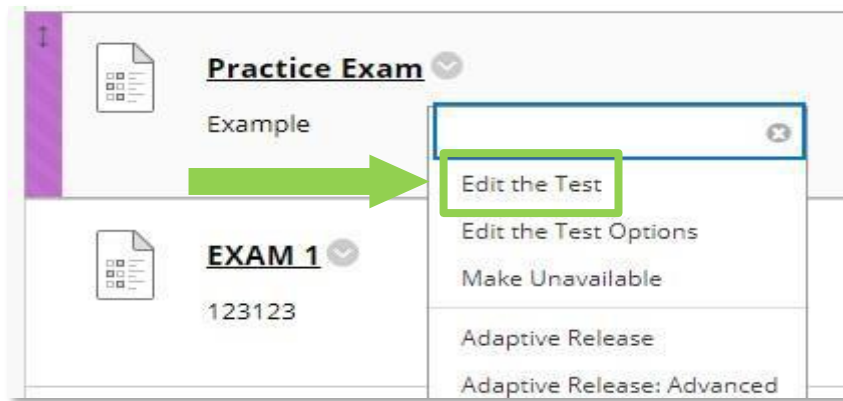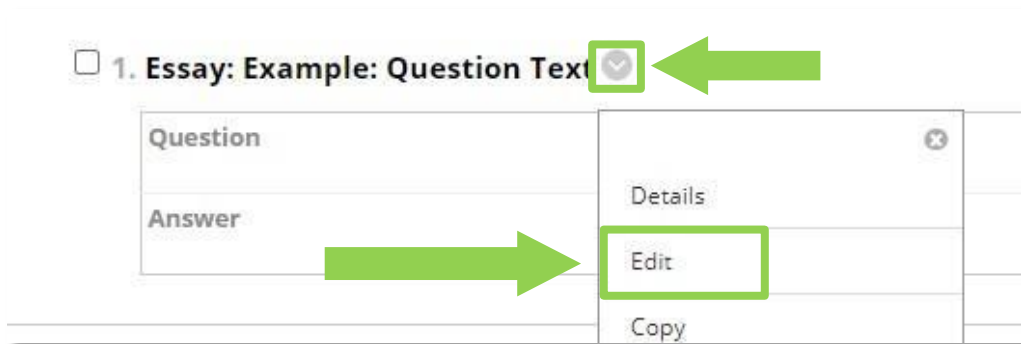

FIGURE 1

FIGURE 2

FIGURE 3

7. To add more questions, click on the **Create Question** button and follow the same steps as when you first began creating the test. You can only create questions if no students have submitted attempts yet (Figure 4).

8. To edit the test's name, description, or instructions, click the **grey drop-down arrow** next to the test name at the top of the screen, then select **Edit** (Figure 5).

9. Even after students submit attempts, you can delete questions. All affected test submissions are regraded. The question numbers update automatically. On the Test Canvas, select the **check box** for each question to delete, and then select **Delete and Regrade** (Figure 6).
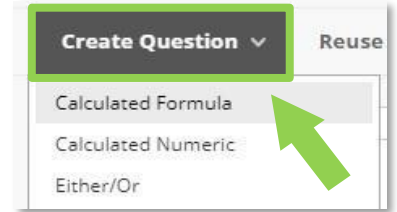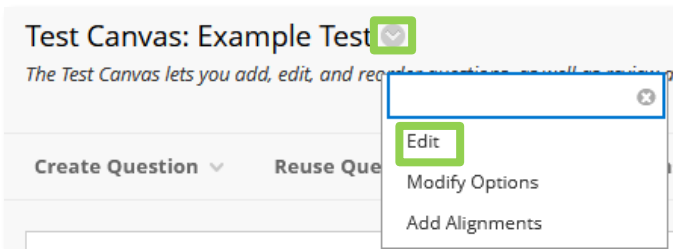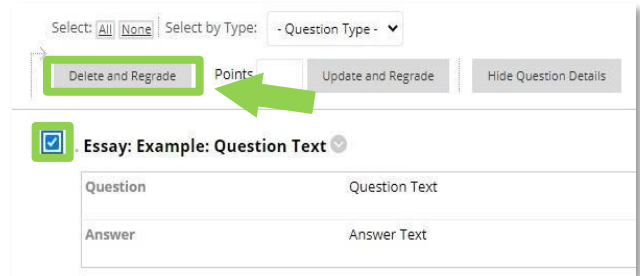

FIGURE 4

FIGURE 5

FIGURE 6

10. Once you're finished, scroll down to the bottom of the Test Canvas page, then click **OK**.

11. You can also edit the test options. Go back to the content area which contains the test, then click on the **grey drop-down** arrow. Click on **Edit the Test Options** (Figure 7).
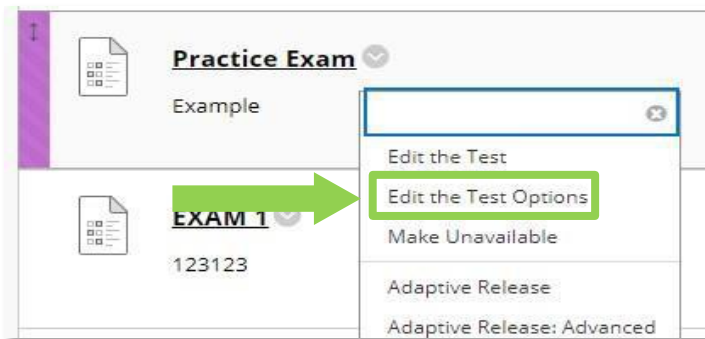

FIGURE 7

12. On this page, you can edit various test options.
    a. **Test Availability** – Whether or not the test is available to students.
    b. **Number of Attempts** – The number of times a student can take the test.
    c. **Timer** – The amount of time a student has to complete the test.
    d. **Display Time** – The time and date a test will become available and unavailable.
    e. **Password** – Allows setting a password on the test.
    f. **Test Availability Exceptions** – Allows exceptions for students who missed the test or need more time.
    g. **Due Date** – The time and date in which the exam is due.
    h. **Test Feedback and Results** – Allows setting when student can view their results and feedback.
    i. **Test Presentation** – Allows you to set if the test should show all questions at once or one by one.

13. Once you're finished configuring the test options, make sure to click **Submit**.