

Change Points in Test

Once a test has been created, it is possible to change the points for each individual 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 for which the points are to be changed.
- † The test will open in the **Test View** window (see illustration below).

Edit Tutorial 1 Quiz

Title & Introductory Text : Add/Edit the assessment's title and introductory text by clicking the link below. The title and introductory text will appear at the entrance to the assessment.
[Edit](#)

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[Preview Exam](#)
[Preview Graded Exam](#)
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Assessment Page 1
Add: as row [Add](#)

[Expand All](#)

Row				Move To
1.	MC	1.	A word or phrase that appears at the bottom of each slide is known as a ____.	row <input type="text" value=""/>
2.	MC	2.	When you click the ____ tab, the Outline tab disappears behind it.	row <input type="text" value=""/>

- † Click the **Expand All** button.
- † The point box will display directly under the question (see illustration below).

[Collapse All](#)

Row

1.	MC	1.	A word or phrase that appears at the bottom of each slide is known as a ____.	
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Points :

footer *CORRECT ANSWER*

header

footnote

placeholder

[Edit](#) [Delete](#)

- † Input the new points for the question.
- † Scroll to the bottom of the test.
- † Click the **Update Points** button to accept the changes (see illustration at right).
- † The points for the test will be changed.

[Update Points](#)

- The points should be changed before the test is taken.
- Points can be changed after the test has been taken.
- Once the points have been changed, the new points may be reflected in the test results.
- If the points are not reflected, the instructor will have to go to the test for each student and change the points.