

## Delete-Edit Test or Quiz

### Delete Test or Quiz

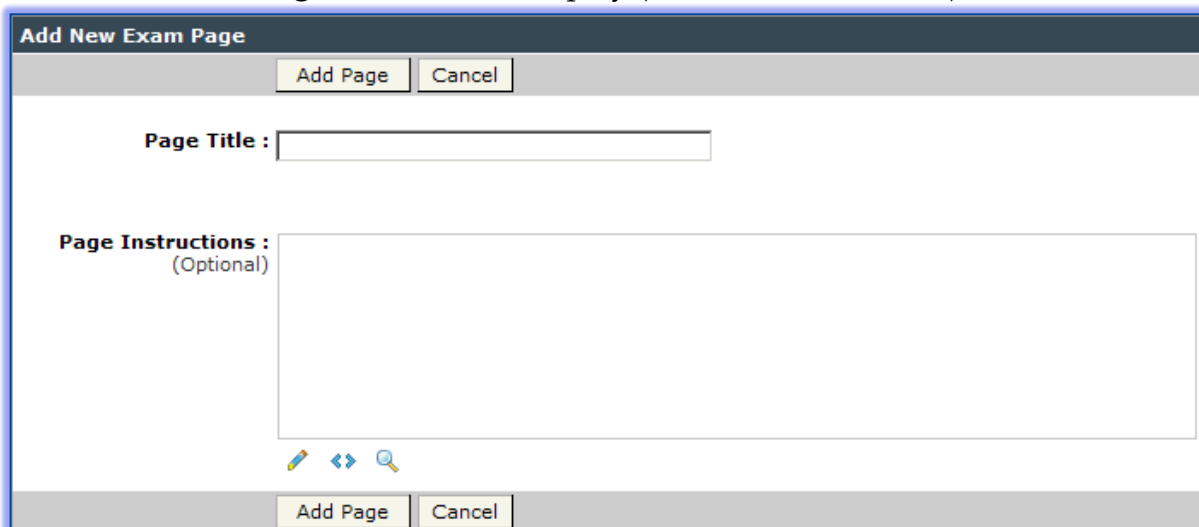
- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click the **Test** or **Quiz** that is to be deleted.
- ❖ Click the **Toolbox** button.
- ❖ Click the **Delete Quiz/Test** link.
- ❖ The **Delete Quiz/Test** window will display.
- ❖ Click **Delete** to permanently remove the test or quiz from the course.

### 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 **Add New Page**.
- ❖ The **Add New Exam Page** window will display (see illustration below).



- ❖ 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.
  - When the box is clicked, the Visual Editor Toolbar will display.
  - Use this toolbar to format the text in the Visual Editor.
- ❖ 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.

Row			Move To
1.	MC	1. Who is the current president of the United States.	row <input type="text"/> ↕
2.	TF	2. Abraham Lincoln is the current president of the United States.	row <input type="text"/> ↕

- ❖ 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 reordered.
- ❖ 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.

2.	MC	(1) 1-25. Some level of computer ____, or a knowledge and understanding of computers and their uses, is essential to be successful in today's world.	row <input type="text"/> ↕	page <input type="text"/> ↕
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- ❖ 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.
- ❖ The **Question Answer** will display.
- ❖ Click the **Edit** button under the question.
- ❖ 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**.