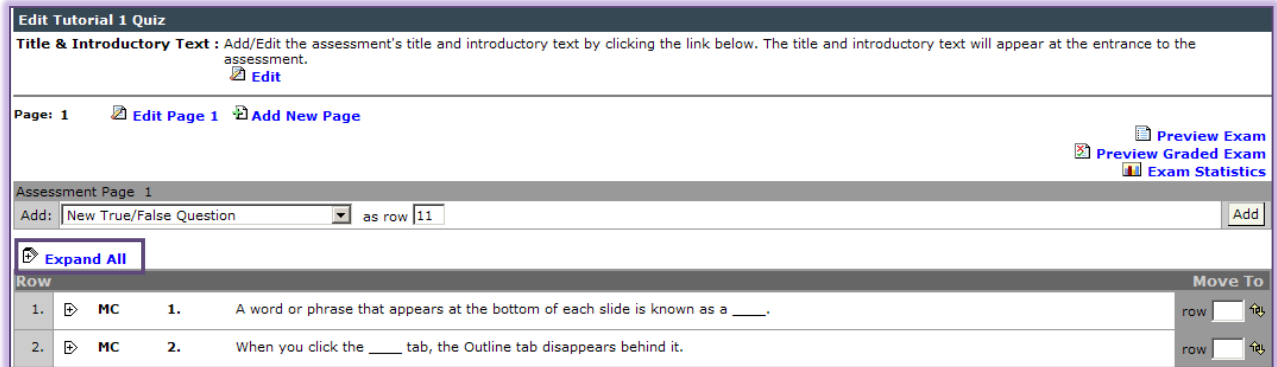


## Edit or Delete a Test Question

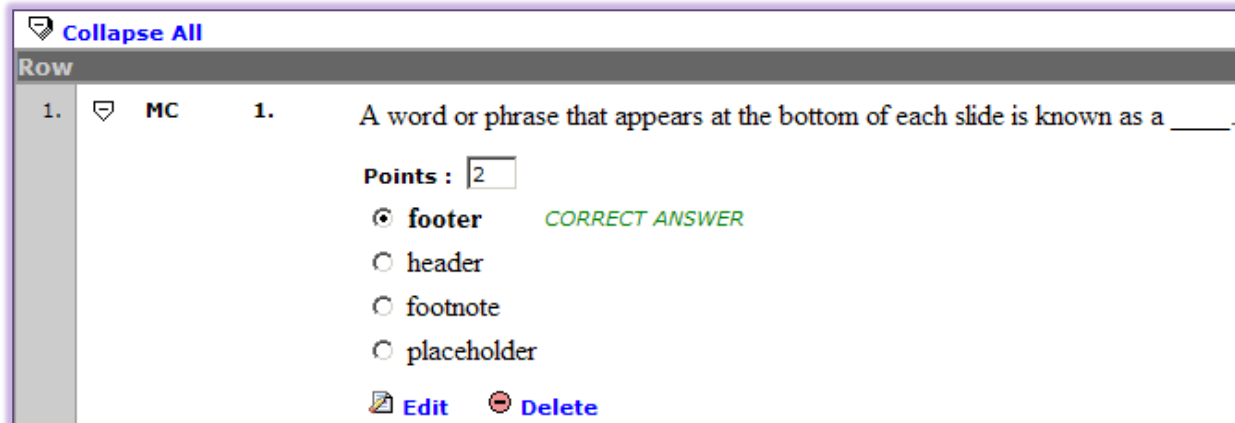
Once a test has been created, it is possible to make changes to the questions.

### Edit a Test Question

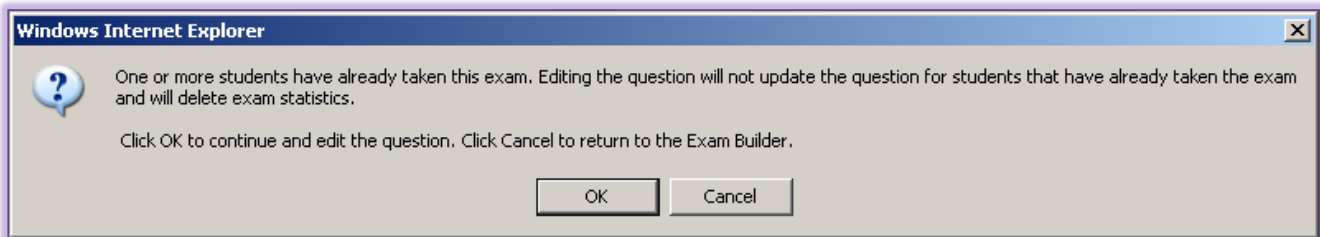
- ❖ Click the **Author** tab in the course where the test is stored.
- ❖ In the **Navigation Pane**, click the week or unit where the test is stored.
- ❖ Click on the test for which the changes are to be made.
- ❖ The test will open in the **Test View** window (see illustration below).



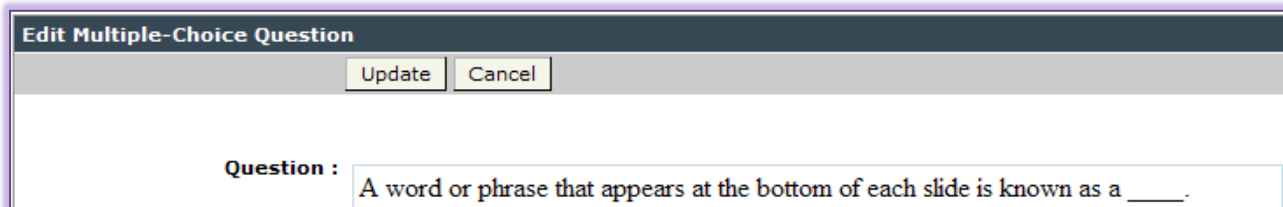
- ❖ Click the **Expand All** button.
- ❖ Click the **Edit** button which is located directly below the question that is to be changed (see illustration below).



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



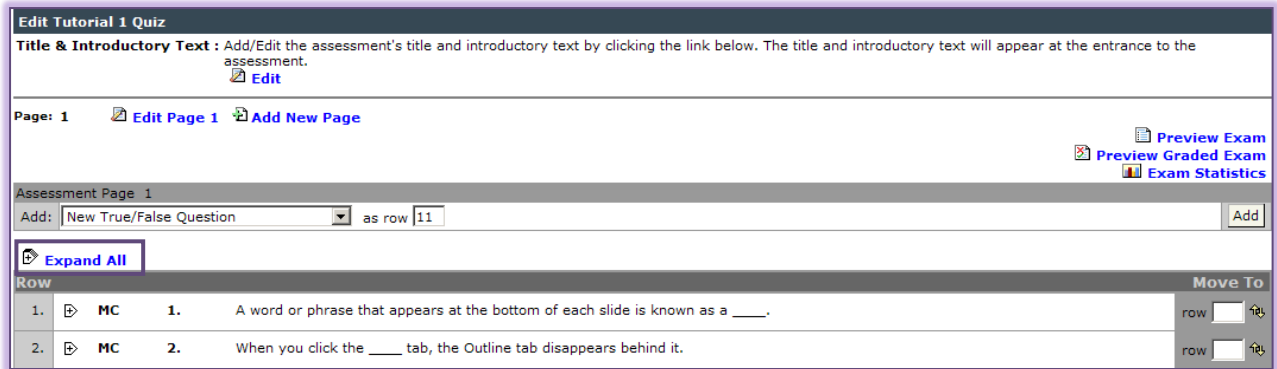
- ❖ Click **OK** to continue to the **Edit** window.
- ❖ The **Edit** window will appear.
- ❖ Make the necessary corrections to the question.
- ❖ Click the **Update** button to accept the changes (see illustration below).



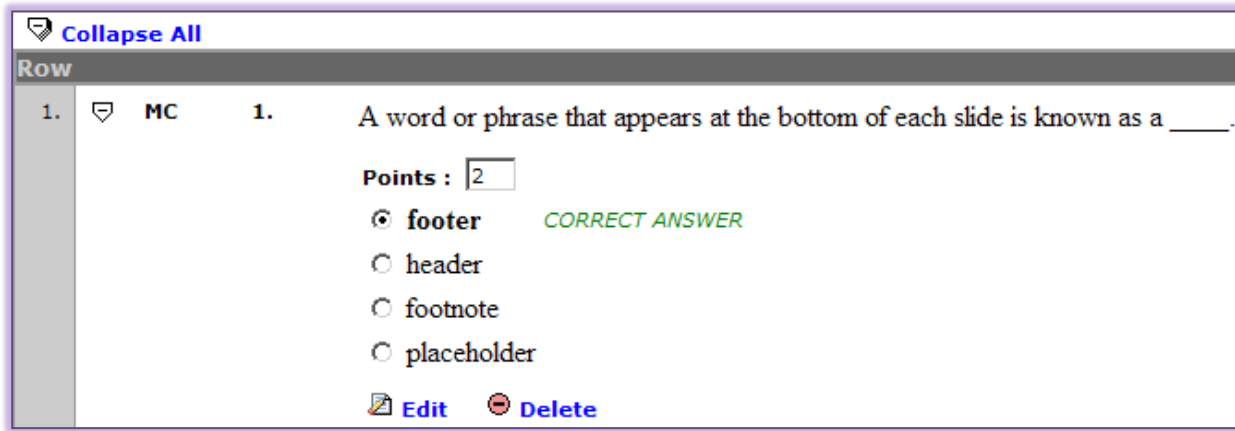
- ❖ The **Edit** window will close.
- ❖ The **Test View** window will display again.

### Delete a Test Question

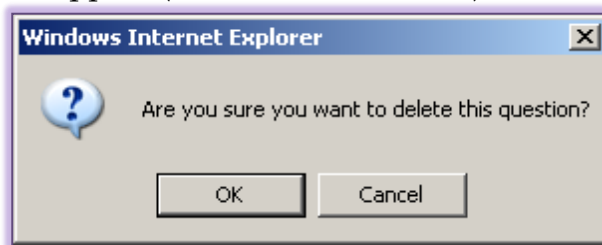
- ❖ Click the **Author** tab in the course where the test is stored.
- ❖ In the **Navigation Pane**, click the week or unit where the test is stored.
- ❖ Click on the test from which the question is to be deleted.
- ❖ The test will open in the **Test View** window (see illustration below).



- ❖ 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 (see illustration below).



- ❖ Click **OK** to permanently delete the question.
- ❖ Click **Cancel** if the question is not to be deleted.